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MEMORIAL MIDDLE SCHOOL
United States Department of Education
National Exemplary School
STUDENT/PARENT HANDBOOK AND
PLANNER

John Sieller
Principal

Richard Panek
Assistant Principal

September 2009

Dear Parents,

Welcome to Memorial Middle School. All of us look forward to working with you and your child this year. Together, we can make this a rewarding and successful year for your child. This Student/Parent Handbook and Planner provides valuable information for you. Schedules, directories and guidelines will help you understand middle school life at Memorial. The planner will provide a convenient location for students to record their assignments. On the last page is a place for students to write the names and phone numbers of friends to call for assignments if they are absent. Descriptions of our academic and co-curricular programs are published in the Memorial Middle School Program of Studies, which is available through the main office.

At Memorial, we believe that ongoing parental involvement is essential for a successful middle school experience. We value continuing communication with parents regarding all aspects of our students' progress and encourage you to share with us any questions or concerns that you may have throughout the year. It is a pleasure to share the special years of middle school with you and your child.

To find out more information about our school, visit us online at: <http://www.region15.org/mms>

Sincerely,

John Sieller
Principal

Richard B. Panek
Assistant Principal

This Agenda Belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____ HOMEROOM _____

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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.

I. General Information

Office Hours 7:45 AM – 3:45 PM

Important Phone Numbers

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

Middle School Bell Schedule:

Homeroom	8:05-8:12
1st Period	8:14-8:55
2nd Period	8:57-9:38
3rd Period	9:40-10:21
4th Period	10:23-11:04
5th Period	11:06-11:47
6th Period	11:49-12:30
7th Period	12:32-1:13
8th Period	1:15-1:56
9th Period	1:59-2:45

*Teachers can be contacted through e-mail. Type the first initial last name@region15. org
(ex: rpanek@region15.org)

Book Bags and Backpacks

Students may bring book bags and backpacks to and from school. However, they are not allowed in classes. Since each student has a locker space, students do not need to carry all of their books and notebooks during the entire day.

Cell Phones

Cell phones **ARE NOT** to be used during the school day. If brought to school, they must remain off and in the student's locker. The school is not responsible for them if they are lost, stolen, or damaged. If the phone rings during the day, is used, or even seen, it will be confiscated and parents will be required to come and pick up the phone from the administration. Confiscation will result in an automatic office detention. Office phones are available for emergencies

Dances and Socials

The Student Government sponsors several dances and socials during the school year. Sixth grade socials are immediately after school. Seventh and eighth grade dances are in the evening. An adult must accompany students wishing to enter after the dance begins. Only **Memorial students may attend the dances**. The school dress code applies during dances and socials. Students must purchase tickets in advance and have them signed by his/her parent/guardian. **Students may not attend a dance or social if they were absent the day of the dance or if they were suspended during the week prior to the dance.** It is very important that students be picked up promptly at the end of the socials and dances. No student will be allowed to walk home. 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.

Dress Code

As middle school students you are expected to take pride in your personal appearance. Clothing should be neat, clean, and in good repair. Clothing or grooming which is distracting, disruptive, or dangerous to others is not allowed. Please see Student Dress and Grooming Policy #5132 of the Board of Education Policies.

DRESS CODE

This Dress Code applies to the school day and at all school functions.

Shorts (including sports types) may be worn when the weather is warm, as decided by the administration, but should fall to mid-thigh or below. Shorts may be worn until November 1st and beginning April 1st.

Skirts must be an appropriate length – mid-thigh or below (regardless of leggings or tights underneath), please see diagram in the Parent's Quick Reference Guide. The general rule is finger tip length when standing straight up.

Shirts must cover undergarments and the top of your pants. Bareback, halter, low cut, midriff, tight, or spaghetti strap shirts are not allowed.

Pants must fit appropriately so as to completely cover undergarments. **Sleepwear is not appropriate for school.**

Leggings or tights may be worn with the appropriate length skirts or shorts over them.

Transparent, mesh, ripped, fringed, spiked or torn clothing as well as garments with loose straps or chains are not allowed in school.

Clothing, T-shirts, jewelry, or other items that advertise or promote drugs, alcohol, violence, gangs, sex, or profane language are not permitted.

Hats, bandanas, and sunglasses are not allowed for wearing in the building.

Outdoor clothing including heavy jackets, coats, and hats are not to be worn in the building.

Chains, spikes, or safety pins of any kind are prohibited at school. **Footwear** – high heels, heellies (wheeled shoes) are not allowed. *Shoes should be safe and appropriate to the season.*

Students dressed inappropriately will be asked to change or call a parent for a change of clothes. Repeat offenders will be issued a detention. The administration has the final say on proper attire.

Deodorant Sprays and Aerosols -Students are not to bring any type of aerosol, deodorant spray, perfume, body mist, etc. due to possible allergic reactions.

Electronic Gadgetry

All electronic music/gaming/cameras/, etc... are prohibited. Please leave them at home. If these are used during the day, they will be confiscated. The school can not be responsible for loss or damage.

Field Trips

Throughout the year, the teachers at Memorial schedule various field trips to enhance the educational program. These trips are closely aligned with units of study in the classroom and provide an experience that is impossible to duplicate in the school.

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 their child's guidance counselor.

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. Therefore, in order to be eligible to participate in field trips, students must demonstrate that they are able to:

- Cooperate with requests of adults.
- Respect others in their group.
- Use appropriate manners
- Dress appropriately as per the school and Board of Education policies.
- Have appropriate social interactions with others.
- Show 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, and 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.**

Food, Candy, and Drink

Food, candy, and drink are not to be brought to school by students for consumption during class periods, unless given permission. Students are encouraged to eat healthy lunches and snacks. **Gum is not permitted** because it becomes a sanitary and maintenance problem when it is stuck under tables or ground into carpets. Students who are caught chewing gum may receive an office referral.



Food Services

Memorial's school lunch program provides well-balanced meals for those students who choose to participate. Free or reduced-price lunches are available for qualifying students. Applications may be obtained from the child's homeroom teacher or in our main office. During the 2009-2010 academic year the cost of a full hot lunch is TBA. A la carte items are priced individually. Students are expected to pay for their lunches. All students have lunch accounts which are accessed through a 4 digit pin#. This individual pin # is sent to the student during the summer by the Food Services Department. Students are asked to memorize that pin # as this is the number they will use through the 12th grade. It is the parents' responsibility to be sure that there are adequate funds available for their child's use. Students may put money into their accounts prior to the start of the school day. All monies should be brought to the cafeteria. Charging will not be permitted. **Positive and negative balances on the student's accounts carry over from school to school.** A student **MUST** report to the cafeteria during their assigned 20-minute 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.

Cafeteria Expectations for Grades 6-8

Below are the cafeteria rules that we require our students to follow. The purpose of these rules is to allow the school to provide a safe, pleasant, and orderly dining experience for all of our students. Failure to follow these rules will result in consequences to be determined by the administration.

1. Be respectful at all times to all people. It is unreasonable to expect other students, cafeteria staff and school officials to tolerate rude and disrespectful behavior.
2. No glass bottles or containers are allowed.
3. Always form a single line at counters and act politely.
4. Use good table manners.
5. Clean up after yourself.
6. Do not leave the cafeteria without a written pass.
7. Food must remain in the cafeteria.
8. Remain at your table until a supervisor dismisses you.

Recess - Students will have an opportunity to exercise and socialize during their twenty minute recess period. **Recess is a privilege, which can be revoked for a variety of reasons.** Since safety considerations must always temper recess activities, we ask that our students use the school facilities in a reasonable manner. Roughhousing or other excessively physical activities, profanity, snowballs, or potentially dangerous actions are not permitted. We also expect that each child will act with respect toward the recess supervisors and observe their directions while on the playground. Specific rules regarding recess behavior are:

- Play away from the classrooms.
- Do not climb trees.
- Do not leave the playground area.
- Do not bring food onto the playground.
- Do not use foul language.
- Do not hang on basketball hoops or nets.
- Cooperate with recess supervisors by listening to their directions and requests.

Lockers

Every student is assigned a locker and a lock. Students should not leave valuable items in lockers as security is not guaranteed. **The school cannot assume responsibility for the loss of items stored in lockers. Students are expected to keep their lockers locked at all times.** Students in 7th and 8th grades may opt out of using locks with parental permission. Lockers should be kept clean and organized so that the doors can open and close correctly. Students should not spend a great deal of time at their lockers. **Unauthorized entry to any other student's locker is not allowed under any circumstance and will result in an office referral and suspension from school.**

SCHOOL ADMINISTRATORS MAY CONDUCT RANDOM PERIODIC INSPECTIONS OF STUDENT LOCKERS WHICH ARE CONSIDERED SCHOOL PROPERTY.

Lost and Found

There is a "Lost and Found" table in the cafeteria, as well as a container in the gym. All items found in our school are placed there for retrieval by students and parents. **Valuable items such as jewelry, glasses, and electronics are kept in the office.** In the interest of returning these to their owners, we encourage parents to mark clothing with their child's name, especially expensive items such as sweaters and jackets. **An astonishing number of items remain unclaimed, and are donated monthly to charity.**

Parent Information

Being informed is essential for parents. To provide both scheduling information and updates on programs and staff, a number of parent communication formats are used throughout the year. An excellent resource is the Memorial website www.region15.org/mms.

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 lobby. Parents may also check the school website.

Parent Portal

Each student will have a unique User Name and Password assigned to their records. Please keep your password(s) confidential so only you can access the information. Your user name and password should not be shared with your child because there is parent-specific information that could be changed and should not be available to your child.

Grades will be posted on the Parent Portal by the teachers. Keep in mind that larger projects may require additional time to post. 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.

Parent Teacher Organization (PTO)

Many of the dynamic 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, computers, celebration events, and other “extras” which are beyond the capacity of the regular instructional 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, newsletter, and additional information about meetings will be sent home with students. The MMS PTO also sponsors cultural arts programs, which are listed on the district calendar.

Fundraising - In accordance with the Board of Education policy on fund raising, 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.

Minutes of Memorial - Our school and PTO newsletter is published every six to eight weeks and is available for viewing on the Memorial website. It contains the principal's message, PTO news, special events, program descriptions, and recognition of special student or classroom achievements. A more specific “Calendar of Events” for the next few weeks is located at the end of each edition.

Volunteer Services - Because of the generous involvement of our parents and community members, the school welcomes many volunteers to the building each year. Services contributed include office, media, reading and computer lab assistance, special activity set-up and service, classroom contributions, guest speakers, etc. The enrichment provided by our volunteers is an invaluable extension of the total school program and an excellent example of the collaborative spirit of our “Region #15 family.” Every parent of a MMS student is automatically a member of the PTO. We invite you to become actively involved in PTO in any capacity. To honor our volunteers, a special recognition and appreciation event is held each spring. Anyone wishing to become involved as a Memorial volunteer may call the office at any time to make arrangements or contact a member of the PTO Executive Board.

School Store - The school store is open during period 9 on Tuesdays and Fridays, except on shortened days, for the purchase of school supplies, and is run by the PTO.

School Life

After-School Activity Guidelines:

At all school-sponsored activities students should conduct themselves with positive behavior and good sportsmanship and appropriate dress as they would during normal school hours.

Announcements - Announcements for the benefit of students and staff are read during homeroom and at the end of the school day. Homeroom will include the Pledge of Allegiance, a moment of silence, and the 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 may be important to students.

Assemblies - Assemblies are designed to be educational as well as entertaining experiences. They also provide an opportunity to learn formal audience behavior. Regardless of the type of program, courtesy demands that students be respectful and appreciative. Good assembly manners include giving complete attention, showing appreciation for what is presented, and behaving like young adults throughout the assembly program. **Students are expected to sit with their class.**

Behavior - The staff at Memorial is committed to providing a safe, academically stimulating and nurturing environment for all our students. To assist us in this mission, it is imperative that our students behave respectfully towards themselves, others and all property. All students are responsible for their behavior and the choices they make. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action.

Bells - A tone will sound to indicate the beginning and end of each period, giving students sufficient time to pass to their next class.

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.

Passes - Students traveling the halls during class time must have a pass. All students should be in class or in a supervised area at the beginning of each period. Arriving late without a pass may result in a consequence. Four tardy notifications for the same class will result in an office detention.

Student Government -The Student Government is an organization through which students may express their opinions and participate in the management of school activities, projects, and community service. Each homeroom has representatives.

Yearbook -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.**



School Health Office Information

Physical Exams - In accordance with the State of CT requirements, all 6th grade students must have a complete physical. This physical must be performed after July 1, 2009 and be submitted to the Health Office by February 15, 2010. The results of this physical must be recorded on the blue State of CT Health Assessment Record form and all "starred" (*) items must be completed by the physician. 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. If a student qualifies for a free lunch, a free physical will be provided by the school physician, or his/her designee. Questions or concerns should be directed to Mrs. Robinson in the Health Office or to the Main Office.

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 Information Forms - Students are given emergency information forms at the beginning of each school year. It is important that these cards be filled out completely and returned promptly. Two adult emergency contacts should be listed other than the parents. These contacts should be readily accessible and able to pick up a student in your absence. **If any change in information occurs during the school year, please notify the school nurse immediately.**

Exclusion From P.E. - Parents may exclude a student from physical education for two days. Longer exclusions from P.E. require a doctor's note. All notes should be brought to the Health Office.

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 illness becomes apparent during the school day. If this happens, students must obtain a pass to go to the Health Office for an evaluation. It may be necessary to contact a parent or for a student to be sent home.

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 help in this matter.

Immunization - 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 of a physician or dentist, and written authorization of the parent/guardian. Doctor's orders are needed for all medications, including over-the-counter medications. Medications must be brought to the school nurse by the parent or other responsible adult and must be in the original container. Students are not permitted to transport or carry medication with them during the school day. However, some students may carry and self-administer Epi-pens and asthma inhalers with written orders from both their physician and parents. Please call the nurse to make arrangements

for this. New medication orders must be written for every school year. **When students need medication during field trips or other activities that take place off 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 (or her designee) 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 grade 9. Audiometric screenings are conducted in grades 1,2,3,5,6 and 8. Postural screenings are conducted in grades 5 through 9 inclusive.

Sports

Sports Programs - Students may try out for a variety of interscholastic sports during the announced times. Sixth graders may participate in cross-country only. The sports currently offered to 7th and 8th graders are soccer, field hockey, cross-country, basketball, cheerleading, softball, and baseball. Individual team coaches will explain tryouts at the start of each season. At the end of the fall and spring seasons there is a sports awards assembly, and team members receive certificates, letters, and pins.

Activity Fee - Students who try out for sports are required to pay an activity fee, which is refunded if the student is not selected for the team.

Athlete/Musician Contract - Students who participate in both select music groups and sports teams will be requested to sign a contract. This ensures that all parties involved understand the challenges and consequences of meeting the requirements of multiple commitments.

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 one or more courses are ineligible to tryout or participate in interscholastic athletics.** Each Season has a different timeline depending on when report cards or progress reports are issued.

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

- All students are eligible to participate in **fall sports**. In order to maintain their eligibility, students should maintain passing grades in all of their classes. Any student **failing one or more subjects** at progress report time will no longer be eligible to participate.
- Because Cheerleading begins in November, November progress reports will be used in determining probationary eligibility, with the first report card determining continued participation on the squad.
- In order to be eligible for **winter** sports, students should be passing all subjects. Any students who have any **F's** in a subject for the first marking period will be placed on probationary eligibility and must bring all grades up into passing by the **end of the second marking period** or be removed from the team.
- In order to be eligible for **spring** sports, students should be passing all subjects. Any student who has any **F's** in a subject for the second marking period will be placed on probationary eligibility. The student must bring all grades up into passing by the third quarter progress report to remain on the team.

Behavior - In order 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 competition. **Students who receive a detention or more serious disciplinary consequence lose the privilege to participate in try-outs, 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.

Sports Physical Examination - Students who are trying out for or participating in any sport including intramurals must have a current sports physical, which cannot be more than 13 months old. **It is the responsibility of any student who wishes to try out for an interscholastic sport team to obtain a physical through his/her own 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 sixth grade physical assessment **may** be used to meet the sport physical requirement for the school year if the physician has checked the box indicating that the student may participate fully in physical activities. The results of the sports physical should be recorded on the Region #15 Sports Physical Form. Please submit the original. This physical is good for 13 months from the date of the examination. 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 osteopathic physician, a certified registered nurse practitioner, or certified physician's assistant. Physical examinations performed by a certified, registered nurse practitioner or a certified physician's assistant shall be reviewed and signed by a licensed physician of medicine or osteopathic medicine. If your child qualifies for a free or reduced lunch, a free physical may be provided, by our school physician or his designee, upon parent request. Students who do not qualify for a free lunch, but who need the names of clinics that determine charges on a sliding scale or have a deferred payment plan, may call the health office to obtain this information. If you have any questions about these physicals, please contact the health office at Memorial between 8:30 a.m. and 3:00 p.m. at 203-758-1912.

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.

Textbooks

All basic texts are loaned to students for use during the school year. Textbooks are to be kept clean and should be covered carefully. Name and homeroom number should be written on book label in case the book is misplaced. Students will be responsible for lost or damaged books. Students who lose or damage textbooks, library books, or any school property are responsible for the replacement cost or repair of the item. Parents will be notified when this has occurred, and all payments should be made directly to the main office. If your child's fines have not been paid by the end of the year, a parent will need to come to school to pay the fine and 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, picnic, and will not be issued tickets for end of the year functions.**

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.

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 by lunch time of that day.

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. 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.**

Visitors

The building may be accessed through the front door from approximately 2:30 until 6:00 p.m., and through the north end doors from 2:30 until 9:00 p.m. During the school day, visitors must ring the doorbell for admittance.

Visitation Policy - All visitors, including former students, must **go directly to the office when entering the building. All visitors and volunteers must sign in and wear visitors' passes.**

II. Attendance Information

Arrival and Dismissal

Early Arrival to School - There is no supervision at school prior to 7:50 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 prior to this time unless special arrangements have been made with a teacher.

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.

Walking Passes - Students who have parent notes for walking passes must follow the following rules:

1. You must have a walking pass to leave school property. If you do not, you must stay on school property.
2. If you have a walking pass it gives you permission to walk home after school, but you must only cross the streets around the school where there are crosswalks and traffic signals. Any unsafe or inappropriate behaviors observed by Memorial teachers will be reported to your parents.
3. No one has permission to leave the Memorial school property in order to go into the woods or stream or drainage culvert area across the street. If you are observed doing so, the Middlebury Police will be called and your actions will be reported to your parents. Please realize this is for your health and safety – the drainage culvert is designed to carry street sewer runoff and often has broken glass and unsanitary water and refuse flowing in it.
4. All regular school rules and behavior expectations are in force when you stay after school.

Picking up Students at Dismissal - Students being picked up (rather than taking the bus) should bring a signed and dated note to the main office stating who will be picking them up. They must sign the green sheet in the office. After school, students report to the front entrance doors and a paraprofessional will have a list of names and will dismiss students. Parents should follow the posted signs and wait in their car at the parents' reserved spaces (see map pg. 21).

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 **before classes start** or during lunch/recess, not during I block, on the day the early dismissal is desired. 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 main office when picking up for dismissal. Parents should not ask for students to meet them at the Health Office.**

Laws and Policies

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 - The State Board of Education, policy #5113.2, based on state law, has adopted a new set of regulations dealing with attendance. Because of this, it is essential that we keep track of excused and unexcused absences. The new law states that whenever a child has ten unexcused absences in a year or four unexcused absences in a single month, the school district must report that child to state juvenile authorities. The goal of this policy is to assure that students attend school the full 180 days as much as possible. In accordance with the Commissioner of Education, and the State Board of Education, "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. A student who is serving an out-of-school suspension or expulsion should always be considered absent." Therefore, on a full day of school, students must arrive by 11:28 A.M. to be considered present. **If your child is going to be absent or tardy for any reason, please call our school health office at 203-758-1912 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 whether excused or not, may result in a referral to the Region 15 Attendance Review Board.

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. In accordance with the truancy policy of the Board of Education, "truant" at middle school means a child who has four unexcused absences from school in any one month, or ten unexcused absences from school in any school year. **A "habitual" truant means a child who has twenty unexcused absences.**

Procedures For Monitoring Truancy

1. Parents/guardians have a statutory obligation to ensure that their child attends school.
2. Parents/guardians are required to provide the school with a telephone number or some other means of contacting them during the school day.
3. 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.)**
4. 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.
5. 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.

IF A STUDENT IS ABSENT (Sick), 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.

Tardiness

Late to School - It is very important for students to arrive on time to 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 if your child is going to be late at 203-758-1912. All students who are late (after 8:05a.m.) must report to the main office with a **dated signed note from a parent indicating the cause of the tardiness**. MMS has two categories of tardy: excused and unexcused. Examples of an excused tardy are doctor's appointments and family emergencies. Examples of an unexcused tardy 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. When a student accumulates 4 unexcused tardy notations in a marking period a detention will be issued. **Memorial Middle School, based on past state practices, considers that four hours constitutes a "minimum day". If a student arrives to school after 11:28 a.m., the student is considered absent. Students not in school for at least half the day will be considered absent for the purpose of eligibility to participate in extra curricular activities on that day. Failure to sign in may result in a detention.**

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 his or her next class. If a student is tardy due to his or her own actions, he or she 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.

Vacations

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 your vacation, and/or re-teach material covered during the student's vacation.**

Withdrawal

Withdrawal From Region #15 - If a family is planning to move out of the Region #15 school system, the parent/guardian must send a note to the school 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.

III. Academic Information

Arts Enrichment Programs

The following programs are all graded programs:

Art Enrichment - Students who qualify for special programs in art will be recommended by their teachers. These classes meet during the school day to provide extended opportunities for growth and challenge in the art programs.

Band - Students are offered the opportunity to play in the sixth grade band, seventh and eighth grade band, and Jazz Ensemble (by audition). Students are able to study a band instrument at the beginner, intermediate, and advanced levels. Instrumental lessons are scheduled throughout the school day on a rotation basis. **As these lessons occur during the school day, students are responsible for getting any and all assignments that they have missed.**

Orchestra - Students are offered the opportunity to play in the sixth grade orchestra, seventh and eighth grade orchestra, and Chamber Orchestra (by audition). Students are able to study a string instrument at the beginner, intermediate, and advanced levels. Instrumental lessons for specific instruments are scheduled throughout the school day on a rotation basis. **As these lessons occur during the school day, students are responsible for getting any and all assignments that they have missed.**

Chorus - Students in all grades may also participate in a vocal group. Available are sixth grade chorus, seventh and eighth grade chorus and chorale (by audition). **Band and Chorus meet during period 9. These groups perform at least two concerts (winter and spring) each year. Many of our groups give extra concerts throughout the school year and often participate in adjudicated events. Concert attendance is an important part of the student's grade for each group.**

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

Musician/Athlete Contract - Students who participate in *both* select after school music groups and sports teams will be requested to sign a contract. This ensures that all parties involved understand the challenges and consequences of meeting the requirements of multiple commitments.

Computers

Computer Use Policy

1. Students must have permission to use computers and be supervised by a staff member at all times. If a student reports to these areas from a study hall or class and there is not a staff member present, they are to return to class.
2. All students must have permission from a staff member before accessing the Internet. 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. 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.
5. 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.
6. Students who use electronic information resources should not give out any personal information about themselves or others, while using these resources.
7. Under no circumstance is any student to enter any "chat room," instant messaging, social networking site, or similar Internet site.
8. 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.
9. No person shall use, create, transmit, or download any images that are pornographic or defamatory.

10. Students are expected to abide by the Board of Education Policy "The Acceptable use of Technology Resources." A copy of this policy, #6163.6, is available in the Main Office and on the school web site. **Students must report improper use of Internet to a teacher immediately.**

*Any student who violates the above policies governing the use of technology may have his/her 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.

Technology Policy - Videotapes, photographs, websites, and audiotapes are sometimes made of students and staff involved in some school sponsored curricular and extracurricular activities. These videotapes, photographs, websites and audiotapes, in whole or in part, along with instructional materials and products of instruction, are used to produce multimedia presentations shown in the Region #15 schools. They may also be shown to educators in Connecticut and other states and put on cable channel 17 in Southbury, cable channel 16 in Middlebury or the Internet. In some cases, Region #15 sells educational materials, including multimedia materials, to other educators and uses the money received for Region #15 instructional programs. If you have a question or a concern about this procedure, please contact the principal. **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.**

Guidance and Counseling

Counselors - Counseling services are available for **every** student at Memorial Middle School. School Counselors divide the student body alphabetically by last name and service those same students for their 3 years in the middle school. Counselors work with students individually or in a group setting discussing such topics as self-esteem, academics, family or social concerns, high school planning or any other pertinent topic. Students are encouraged to stop in the guidance office to make an appointment. Please check in with the guidance secretary upon arrival. Parent involvement is always encouraged.

Guidance Classes - Every year students take guidance classes for at least one marking term. Topics included in the guidance curriculum are transition to and from the middle school, decision making, bullying, goal setting, stress management, career exploration and celebration of their uniqueness.

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

Mustang Guidance Association - The Mustang Guidance Association (MGA) is a service group organized for students, parents and the community. Membership is achieved through a fall application process and all members must participate in a training program. Some of the activities that the MGA participated in have included sponsoring an orientation for transfer students and helping those new students to adjust. They also serve as tour guides and meet with fifth grade students to answer any questions they have about their transition to the middle school. They send cards to members of our community, sponsor fund raisers for charitable events and participate in other rewarding activities.

Media Center

The Media Center welcomes students for quiet study, research, and reading. During class periods, students are admitted only with passes issued by their teachers. Upon arrival, students are to present their passes, sign in and state their purpose for coming to the Media Center that period. **Students wishing to use the Media Center must obtain a period 9 pass from the Media specialist prior to period 9.** The student should present this pass to their study hall teacher before going to the Media Center. Students are expected to be quiet, courteous and use library materials in a responsible manner. Students will be held responsible for damaged or lost materials. Food and drink are not permitted at any time.

The overdue policy is to keep track of all library books and to keep the books circulating for other students to use. The Media Center is very flexible with overdue books for special classroom projects, teacher independent reading and student requests.

- When a book is 2 weeks overdue a slip is sent to student. When special classroom projects and independent readings are deemed complete, overdue notices are issued.
- Another slip is sent after three weeks.
- A call to parents is made after 4 weeks.

Program of Studies

Memorial offers comprehensive academic and unified arts programs to all students. The courses are described fully in the Memorial Program of Studies. In grades 6-8, all students take language arts, math, social studies, science and either reading or world languages. In addition, students have the opportunity to experience many unified arts classes throughout their years at Memorial. Offerings vary depending on grade level. Copies of the Memorial Program of Studies are available in the main office during the school year.

Student Assessment - Assessment of each student's progress is an ongoing process, which requires maximum communication between family and school. Specific grading rationales can be obtained at Open House or from the teacher.

Report Cards and Progress Reports - The faculty at Memorial strongly believes in continuing communication between home and school. If students or parents have any questions about classes or progress, dialogue with your child. **Parents are then encouraged to contact** their child's teacher whenever the need arises. Report cards are sent home at the end of each quarter. Progress reports are sent home with every student at the midpoint of each marking period. Students have two weeks from when the grades close to make up work when they receive an incomplete on their report card. Failure to do so will result in a failing grade. **Both progress reports and report cards require parent signatures before being returned to school.** Please remember that you may view your child's progress at any time on the Parent Portal.

Dealing with Academic Issues - We at Memorial promote clear communication between students, parents, and community. One of our goals is to help Memorial students be their own advocate and attempt to resolve their conflicts by themselves. Therefore, **if your son or daughter has an issue or problem with his/her education program, we encourage you to have your child approach his/her teacher and discuss it in person.** If the issue is not resolved to your child's or your satisfaction, you are asked to contact the teacher and address the issue by phone or set up an appointment to discuss it in person. Should you still feel the issue is not resolved your next step is to contact your child's school (guidance) counselor for discussion and mediation. Contacting the school administrator is strongly discouraged unless all of the steps mentioned above have been attempted, since the administrator is the person with the least amount of information regarding specific academic or behavioral matters.

Promotion - Promotion to the next grade level is a serious decision made on an individual basis for each child. Whenever there is any consideration of retention, the student's teachers work together with parents to examine all aspects of the child's progress and to support academic success. The decision for promotion to the next grade is based on each student's academic performance and readiness for the next grade level. Such decisions will be made following conferences involving the parents, teachers, guidance counselor and principal. **Eighth grade students must pass at least four of their academic courses for the year to be eligible to participate in end of the year activities.**

Homework Policy - The careful completion of homework is very important; it helps to review what has been learned in class and to practice skills that have been introduced. Every teacher will explain his/her homework policy. The school follows the Board of Education Policy # 6154. Additionally, we offer homework support in an afternoon homework club, Monday through Thursday afternoons, from 2:45 until 4:15 P.M. Parents must make arrangements through the 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, we encourage parents to 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 will not be available until 3:30 on the following day. **If a student misses class work for any reason (such as instrumental lessons, doctor's appointment),**

it is the student's responsibility to obtain assignments missed, and hand in the assignments by the due date.

- A letter is sent after 5 weeks.
- After 6 weeks, an office referral is made, and recess restriction and/or detention is assigned.
- At that time, when the referral notice is sent home, parents are reminded that failure to pay for overdue/lost books will result in a denial of graduation tickets until such monies are received.

Study Hall

Students may be assigned to a study hall. **Study halls, including period 9, are an opportunity for students to study, read, or to get started on their homework.** They are to work quietly and keep the study area neat. **Study halls are not for talking and playing games or cards.** Students should report to study hall with the materials necessary for work. **It is important that if students have little or no homework, they have appropriate material to read or study.**

Sustained Silent Reading (SSR)

1. Quiet reading time occurs for the first 20 minutes of Period 9
2. Reading Material can be:
 - Student selected pleasure reading novels or anthologies.
 - Textbooks
 - NO Magazines
4. Teachers may work quietly with students during this silent reading time.

IV. Procedures and Policies

Disciplinary Information

Note: The complete Board of Education Discipline Policy may now be accessed on the Region 15 website, and conform to policies #5114 and #5144.

The Discipline Process - At Memorial, disciplinary records are maintained through a discipline referral process. In this procedure, any event deemed noteworthy by a staff member will be processed with a referral form. The student will be asked to complete the top part of the referral form. The student may wish to explain the event and provide witnesses in the space provided. 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 incidents. Referral forms will be held for one year. **They are not part of the student's permanent record.** They do serve as a reference to help guide administrators in appropriate consequences over the year. **To better understand behavioral consequences at Memorial, please study the "Guidelines for Consequences" grid in this handbook.**

Definitions of Consequences

Teacher consequences - consist of a variety of activities that are determined by the teacher. These may include, but not be limited to, teacher detention, community service, recess restriction, "time-out", guidance referral or parent phone call.

Recess restriction - suspends the privilege of recess for various lengths of time. During recess restriction, students are expected to report to the office.

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.

Office detentions - are generally on Mondays and Wednesdays, although any day may be used with parental approval. Students are expected to report to the designated room by 2:50 p.m. Students in detention are expected to accurately complete a behavior reflection sheet, which will usually be mailed home. This writing assignment asks the student to respond to questions about behavior in order to reflect on what has happened. Students will describe the situation and how it could have been handled differently. Students spend the rest of the detention hour reading and answering questions from an individualized detention curriculum. The curriculum consists of anecdotes about basic moral values related to a student's infraction. Talking in detention is not allowed. Detention ends at 3:55 p.m. **Students MUST be picked up by 4:00 p.m.**

In-school suspension (ISS) - provides an isolated environment in which a suspended student is assigned a reflective writing assignment and class work commensurate with current curricular studies. ISS students are evaluated on cooperation and work production while in ISS to earn the privilege of returning to a regular school program. Prior to 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 presents a threat to themselves, others or school property. Prior to returning to school from suspension, a conference may be held with an administrator, parent(s), and student.

Suspension Records - As stated in BOE 5114, suspensions will be part of the cumulative record and shall be expunged if the student graduates from high school or is not suspended or expelled during a two year period following the date of his or her return to school from the suspension.

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

Disciplinary actions are designed to enable the student 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. Ultimate decision for discipline rests with the principal and/or assistant principal of Memorial Middle School. **A student's disciplinary record will be held in the strictest confidence among his/her teachers, parents, guidance counselors, and the administration.**

Notification to Parents/Guardians - of disciplinary action shall be given within 24 hours of the time of expulsion or suspension. Students who receive an in-school or out-of-school suspension in the week prior to a school dance will NOT be permitted to attend the dance. This rule may also apply to field trips and other school sponsored-events.

Definitions of Some Inappropriate Behaviors:

Harassment - Harassment in any form hurts people's feelings and will not be tolerated at MMS. It may include comments about a person's height, weight, physical appearance, style, or mannerisms or any intimidating or threatening behavior. Some forms of harassment that are against the law are based on race, gender or ethnic background. All students have the right to a safe and comfortable learning environment. Any kind of verbal or written racial slurs or threats will not be tolerated at Memorial.

Bullying - Bullying means any overt acts of cruelty by a student, or a group of students directed against another student, that ridicules, humiliates, or intimidates the other student while on school grounds or at a school sponsored activity, which are committed more than once against any student during the school year. Bullying behavior by any student at Memorial is strictly prohibited, and such conduct will result in disciplinary action, including suspension and/or expulsion from school. Bullying is really about being mean to another student or students. In general bullying and meanness complaints must be reported within 48 hours in order to complete an accurate and thorough investigation. Complaints older than 48 hours are frequently impossible to investigate and verify. Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Anonymous reports may be placed in the box located in the Guidance Office. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation 5131.2 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Sexual Harassment - It is the policy of the Board of Education that any form of sexual harassment is forbidden by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students and to the public.

Definition: *Sexual harassment is unwanted and unwelcome behavior or comments of a sexual nature, which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable*

and supportive atmosphere. Specific behaviors that could constitute sexual harassment are touching, sexual rumors, sexual name calling, too personal a conversation, jokes/cartoons/posters, cornering/blocking, pulling at clothes, internet postings, suggestive facial expressions, graffiti, written comments, symbols, and verbal comments. Under federal and state law and policies, sexual harassment is illegal and is 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 referral to legal authorities.

Complaint Procedure - If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate. If the harassment does not stop, the student should inform a teacher, counselor, or administrator. A Sexual Harassment Complaint form is available in the main office and should be used if the harassment continues.

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:** Ipods, MP3 players, 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).

Cheating - When students are found to be giving or receiving homework test or quiz answers, all students involved will receive a zero for the assignment, test or quiz and an office detention. When cheating or plagiarism occurs, the teacher involved will call the parents to discuss the issue as well as complete an office referral.

Plagiarism - Directly copying someone else's text or ideas to use as your own is unethical and illegal. Plagiarized work will receive a grade of zero and the student assigned a detention.

NOTICE TO PARENTS

Parents often wish to know, "what happened to the other student"? Both state and federal laws prohibit the administration from discussing consequences with victims or victims' parents. Therefore this question cannot legally be answered due to confidentiality restrictions.

Guidelines for Consequences These are general guidelines and consequences may be modified by the administration.

	Teacher level	Exclusion from field trips	Confiscation	Recess restriction	Lunch restriction	Guidance dept. referral	Office detention	ISS	OSS	Juvenile court / police referral	Expulsion
Cafeteria issues: throwing food, cutting in line, leaving mess		x		x	x		x				
Cheating	x						x				
Computer Issues: Misuse of computer systems	x						x, 2x	x			
Cutting class or study hall						x	x				
Cutting office detention							2x	x			
Cutting teacher detention	x			x			x				
Dangerous play in hall or recess				x		x	x				
Disobeying a teacher or paraprofessional	x	x		x		x	x	x			
Disrupting a class / being thrown out of class	x			x		x	x, 2x	x			
Dress Code Issues			x	x		x	x				
Fighting		x				x	x	x	x	x	
Gum chewing	x		x	x			x				
Harassment/Bullying						x	x	x	x	x	
Intimidation, inciting others						x	x	x	x	x	
Late to class	x			x		x	x				
Late to school						x	x			x	
Littering	x			x	x		x				
Lying to a staff member	x						x				
Lying to administrator							x	x			
Plagiarism	x						x				
Public Displays of Affection				x	x	x	x				
Pulling fire alarm		x				x		x	x	x	
Sexual Harassment						x	x	x	x	x	
Stealing, forgery		x				x	x	x		x restitution	
Truancy						x	x	x		x	
Unauthorized entry into another student's locker								x			
Using profanity	x			x		x	x	x			
Vandalism		x				x	x	x		x restitution	
Weapons, tobacco, drugs, alcohol, other harmful or illegal substances, arson		x	x			x		x	x	x	x
Wearing hats, carrying backpacks, using mp3 players, disruptive items, cell phone, etc.	x		x	x			x				

Legal Information

Notice of Discrimination - The Pomperaug Regional School District #15 does not discriminate on the basis of race, color, national origin, religious beliefs, disabilities, sex, or age, marital status, sexual orientation, or any other non-job related characteristic in admission to, treatment in, or employment in its programs and activities. The Coordinator of the District's efforts to comply with section 504 of the Rehabilitation Act of 1973 and Title VI is Mrs. Donna Popowski, Director of Student Services, P.O. Box 395, 286 Whittemore Rd., Middlebury, CT 06762-0395, 203-758-1729. The Coordinator of the District's efforts to comply with the Title IX of the Education Amendments of 1972 is Ms. Joyce Niestemski, Pomperaug High School, 234 Judd Rd., Southbury, CT 06488-1950, 203-262-3244.

Any inquiries regarding the application of the District's non-discrimination policy may be referred to the Coordinator or to the Regional Director, US Department of Education, Office for Civil Rights, Ninth Floor, 33 Arch Street, Boston, MA, 02110, 617-289-0111

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.

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.

Notification of rights under 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.

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 parent or guardian 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 brought about by hazardous conditions or events which are delineated in the staff handbook as **Code Red, Code Blue and Code Green**.

Fire Drills - Fire drills, at regular intervals, are required by law 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 insure that everyone has safely left the building. No one should reenter the building until instructed to do so by a teacher.

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.

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.

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

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. If possible announcements will be made via the Alert Now System. EARLY DISMISSAL TIME IS 12:15 P.M.