

Weston Middle School
Student and Parent Handbook
2017-2018



135 School Road
Weston, CT 06883

Mission Statement



Weston Middle School, in partnership with the community, strives to empower students to become successful through dynamic, differentiated and authentic learning experiences, while supporting their transition from childhood to adolescence.

WESTON MIDDLE SCHOOL

DANIEL E. DOAK
Principal
dandoak@westonps.org

DRU WALTERS
Assistant Principal
druwalters@westonps.org



203-291-1500
TELEPHONE

203-291-1516
FAX

135 SCHOOL ROAD
WESTON, CONNECTICUT 06883

Dear Students and Parents,

On behalf of the staff at Weston Middle School, we welcome you back to school and look forward to the year ahead. This year's journey will, no doubt, be an exciting, challenging and rewarding experience. As stated in our mission statement, we are committed to working in partnership with you.

The Student and Parent Handbook is designed to provide information about the programs, services and opportunities that we have available. In addition, it outlines school rules and policies to ensure that everyone clearly understands their responsibilities. Weston Middle School prides itself on being a respectful learning community for our students and staff. This year, you will learn more about our new behavioral expectation initiative that is based upon the concept of S.O.A.R (Safety, Ownership, Attitude, and Respect). As a school of committed and caring individuals, our philosophy of every student and staff member *Soaring to Excellence* in the classroom and beyond are principles that serve as the foundation of our handbook.

The topics in the handbook are organized in alphabetical order. We encourage you to take some time to review this handbook and keep it in an easily accessible place for future reference. It should be noted that policies are subject to change according to Board of Education decisions. If you have questions regarding school-wide programs, expectations or policies, please do not hesitate to speak with a teacher, school counselor or administrator.

We look forward to a successful and enjoyable year with you.

Sincerely,

Daniel E. Doak
Principal

Dru A. Walters
Assistant Principal

Weston Board of Education

Mrs. Ellen Uzenoff, Chairperson	180 Davis Hill Road	227-8368
Mrs. Gina Albert	20 Church Lane	226-4663
Ms. Elise Major	5 Norfield Road	226-7120
Mrs. Denise Harvey	6 Wedges Field	227-7865
Mr. Dan McNeill	24 School Road	354-9538
Ms. Sara Spaulding	116 Old Hyde Road	557-3520
Ms. Jacqueline Blechinger	24 School Road	557-3178

Weston Public Schools

Central Office Main Line - 291-1400

Superintendent of Schools	Dr. William McKersie	291-1401
Assistant Superintendent	Dr. Kenneth Craw	291-1404
Director of Finances and Operations	Mr. Richard Rudl	291-1407
Director of Human Resources	Mr. Lewis Brey	291-1411
Director of Pupil Services	Ms. Lois Pernice	291-1406
Director of Digital Learning & Innovation	Mr. Craig Tunks	291-1407
Director of Facilities	Mr. Joseph Olenik	291-1407

Town of Weston

Recreation Department	Mr. David Ungar	222-2584
Weston Youth Services	Mrs. Charlene Monn	222-2586
Social Services	Program Coordinator Mrs. Charlene Chiang-Hillman Social Worker Ms. Suzanne Friedman Assistant Social Worker	222-2663 222-2556

Weston Middle School

7:45 AM – 2:30 PM - Regular School Day

7:45 AM - 11:45 AM - Early Dismissal

9:45 AM - 2:30 PM - Delayed Opening

Weston Middle School Main Office—291-1500

Principal	Mr. Daniel E. Doak	291-1510
Assistant Principal	Mr. Dru A. Walters	291-1511
Principal's Administrative Assistant	Mrs. Nancy Darling	291-1515
Main Office Secretary	Mrs. Susan DeIpolyi	291-1596
Counseling/Special Ed. Secretary	Mrs. Betty Mezzo	291-1525
School Counselors	Mrs. Lauren Davi (7 th Grade)	291-1532
	Mrs. Jennifer Doyle (8 th Grade)	291-1531
	Mrs. Ande Ogden (6 th Grade)	291-1533
School Psychologist	Mrs. Ann Soutar	291-1530
School Social Worker	Mrs. Meghan Skelton	291-1534
School Nurse	Mrs. Lesley Anderson	291-1550
Library Media Center	Gary Webster/Storm Snaith	291-1553

QUICK REFERENCE

Attendance Line – 291-1501

Nurse – 291-1550

School Web Site – www.westonps.org

Weston Middle School PTO

Britta Lerner, President

(203) 341-9245

Sandy Hart, Vice President

(203) 349-5785

Table of Contents

<u>Absences - Excused</u>	<u>Internet Policy</u>	<u>Vandalizing</u>
<u>Absences – Unexcused</u>	<u>Intimidation</u>	<u>Verbal Abuse</u>
<u>Activities</u>	<u>Leaving School Grounds</u>	<u>Visitors/Guests</u>
<u>After School Sports</u>	<u>Library</u>	<u>Visitors/Volunteers</u>
<u>Alcohol</u>	<u>Lockers</u>	<u>Wellness</u>
<u>Arrival</u>	<u>Lost and Found</u>	<u>Youth Services</u>
<u>Assignment Notebooks</u>	<u>Lunch and Recess</u>	
<u>Backpacks/Book Bags</u>	<u>Media</u>	
<u>Bullying</u>	<u>Medical Excuses/Releases</u>	<u>Appendix I</u>
<u>Cafeteria</u>	<u>Message Center</u>	<u>Appendix IA</u>
<u>Cafeteria Guidelines</u>	<u>Money</u>	<u>Appendix IB</u>
<u>Cameras/Phone Cameras</u>	<u>Moves or Transfers</u>	<u>Appendix II</u>
<u>Cancellation/Delayed Opening of School</u>	<u>Music/Theater Activities</u>	<u>Appendix III</u>
<u>Celebrations</u>	<u>Obligations</u>	<u>Title IX Notice</u>
<u>Cell Phones</u>	<u>Office Referral</u>	
<u>Cheating/Plagiarizing</u>	<u>Parent Conferences</u>	
<u>Child Abuse</u>	<u>Parent Responsibilities</u>	
<u>Classroom Behavior and Policies: Teachers</u>	<u>Parent-School Communication</u>	
<u>Classroom Behavior and Policies: Consequences</u>	<u>Personal Privacy/Pantsing</u>	
<u>Clubs</u>	<u>Pet/Animals in School and Rabies</u>	
<u>Computers</u>	<u>Physical Education Classes</u>	
<u>Counseling Department</u>	<u>Placement Criteria</u>	
<u>Cyber Bullying</u>	<u>Pledge of Allegiance</u>	
<u>Dangerous Objects</u>	<u>Program of Studies</u>	
<u>Dismissal</u>	<u>Project Challenge</u>	
<u>Distribution of Printed Material</u>	<u>Public Displays of Affection</u>	
<u>Dress Guidelines</u>	<u>Publications</u>	
<u>Drugs</u>	<u>Recess</u>	
<u>Early Arrival</u>	<u>Report Cards</u>	
<u>Early Dismissal: Students</u>	<u>Right to Search</u>	
<u>Electronic Devices</u>	<u>Schedules</u>	
<u>Emergency Dismissal</u>	<u>Skateboards/In-Line Skating</u>	
<u>Extortion</u>	<u>Snacks</u>	
<u>Extra Help</u>	<u>Snowballs</u>	
<u>Field Trips/Class Days</u>	<u>Student Association</u>	
<u>Fighting</u>	<u>Student Due Process</u>	
<u>Financial Assistance</u>	<u>Student Records</u>	
<u>Fire Drills/Emergency Evacuation</u>	<u>Tardiness</u>	
<u>Gambling</u>	<u>Tardy to Class</u>	
<u>Gum Chewing/Candy</u>	<u>Telephone Messages/Items Left Home</u>	
<u>Hallways</u>	<u>Textbook and Supplies</u>	
<u>Harassment</u>	<u>Theft</u>	
<u>Hazing</u>	<u>Threat</u>	
<u>Health and Safety</u>	<u>Throwing Objects</u>	
<u>Homework</u>	<u>Tobacco</u>	
<u>Inappropriate Language/Gestures/Pictures</u>	<u>Transportation - Auto</u>	
<u>Incendiary Devices</u>	<u>Transportation - Bus</u>	
<u>Insubordination</u>	<u>Truancy</u>	
<u>Insurance Plan</u>	<u>Tutoring</u>	

Weston Middle School

Soaring to Excellence in the Classroom and Beyond

S.O.A.R



This year, we continue with Positive Behavioral Expectation program that is based upon the theme of “Soaring to Excellence.” The acronym S.O.A.R stands for **Safety, Ownership, Attitude, and Respect**. Students will be participating in classroom lessons based upon this theme to learn how they can take an active role in connecting in with this building initiative. The behavioral matrix identifies the expected appropriate behavior for the classroom, hallways, cafeteria, recess, among other areas both inside and outside of the building. This initiative is designed to create a positive environment in and around our school to create a greater sense of community and for students to feel connected. We are excited to incorporate regular recognition opportunities for students who demonstrate positive behaviors that are in line with our behavior matrix. Likewise, when students do not demonstrate the appropriate behavior, there is a clear response as well to address that behavior. We hope that each and every student will do their part to continue to make Weston Middle School a very special place for our students and staff.

SAFETY

OWNERSHIP

ATTITUDE

RESPECT

“Spotlight Student Program”

Each trimester Weston Middle School seeks to recognize students who exemplify our Code of Conduct by going above and beyond in the classroom and throughout the school community. Students are nominated by their team teachers for demonstrating the following characteristics:

- ✚ **Respect for school, staff, and fellow students**
- ✚ **Being a team player**
- ✚ **Taking responsibility**
- ✚ **Showing integrity**
- ✚ **Dedication to learning**
- ✚ **Being a good citizen**
- ✚ **Having a positive attitude**

Our Spotlight students are announced on the Morning Show and they will receive a certificate of recognition.

Absence-Excused

The State of Connecticut has established laws for your school attendance. Illness, family crisis and observance of religious holidays are legally excused absences.

If you are going to be absent:

1. Your parent or guardian should notify the school between 7:30 and 8:00 a.m. The school number to call is 291-1501 or 291-1500.
2. In the event you are absent and the school does not receive notification, you will be contacted by our automated School Messenger system to verify your absence and ensure your safety.
3. If your absence has not been verified by telephone, you are required to submit a note to the main office, explaining the reason for your absence and the date(s) of your absence upon your return to school. The note must be in your parent's or guardian's handwriting.
4. If your absence will extend beyond three days, your parents must notify your school counselor in writing.
5. If your absence is excused and extends for more than three days, your parents may request homework from the school counseling office after the third day. All requests must be made by 9:00 a.m.

Make-up Work

It is your responsibility to make up class work and homework missed because of an absence, which includes sickness, music rehearsals, field trips, etc. Following an excused absence, you will be allowed to make up all work missed, to take tests that were missed and to submit any assignments, which became due during the absence. The time allowed for make-up work should be equal to the number of school days missed. A teacher may extend this time (see **Homework – Appendix II**).

REMEMBER: MAKE-UP WORK IS YOUR RESPONSIBILITY AS A STUDENT

Absence-Unexcused

Unexcused absences are those absences which the State of Connecticut does not recognize as having legal reasons for missing school. Truancy and being absent from school by parental decision for reasons other than illness are two kinds of unexcused absences. Connecticut State law section 10-198a specifies policies and procedures concerning truants. (See also Board of Education Policy and Administrative Regulation 5113, Attendance and Excuses, which can be found on the Weston Board of Education website).

http://www.westonps.org/uploaded/Policies/5000/Policy_Reg_5113_Attendance_and_Excuses.pdf

http://www.westonps.org/uploaded/Policies/5000/Policy_Reg_5113_2_Attendance_and_Truancy.pdf

Absence-Extended-Parental Decision

1. Your parents should notify the main office and school counselor of the dates of the absence.
2. A letter of notification for a parent approved unexcused absence must be completed and on file in the main office. This form letter is available from the main office attendance secretary; a copy can be found in **Appendix I** of this handbook or accessed from our school website.
3. Your homework responsibilities during an unexcused absence are outlined in the Homework guidelines in **Appendix II** of this handbook and on the parent notification form found in **Appendix I**. This is not a school approved absence. Teachers will not be able to provide you with the classroom experiences you will be missing.

Homework assignments can be provided, if they are available, and if your background knowledge will allow you to understand and complete them.

Extended Absences – Vacations

http://www.westonps.org/uploaded/Policies/5000/Policy_Reg_5113_Attendance_and_Excuses.pdf

Activities

During the course of the year, extracurricular activities may be scheduled after school for our students. These activities may include talent shows, athletic games, and other school events. As with all school activities, these activities are an extension of your school day and **all school rules are in effect for any school-sponsored activity. A listing of all after school activities can be found on the middle school calendar once the school year begins. Parents are encouraged to sign-up for ALERTS through the calendar in the event of a change or cancelation of an event.**

Participation in after school activities is dependent on positive behavior, including on-time attendance to school. Failure to follow all school rules and responsibilities as a student will result in a students' exclusion from after school activities. Please note that any student who is absent from school, is not in school for at least three hours, and/or who has failed to attend at least three full classes will not be permitted to attend an extracurricular activity.

After School Sports Program

An after school sports program is offered for boys and girls in grades 6-8. The program is open to all students who are interested in pursuing sports on a more serious level. Information outlining the various sports activities will be shared with students at the beginning of the school year.

Alcohol

The possession, transmission and/or use of alcohol or other illegal substances and paraphernalia are strictly forbidden. Students who violate this will be suspended and may be subject to expulsion and referral to the police. **The Weston Board of Education Student Tobacco, Drugs, and Alcohol Policy #5131.6 can be found in the Weston Board of Education website.**

Arrival

Unless students are participating in an activity before school with a staff member, parents are asked not to drop students off at school before **7:20 AM** as supervision is not available.

1. All students report to the cafeteria.
2. Students should not be in the halls or at their lockers before **7:35 a.m.**

Assignment Notebooks

At the beginning of the school year, all students will be given an assignment notebook to use to record nightly homework assignments and upcoming tests, quizzes, and projects. This assignment notebook is free to all students. If students lose this book, they will be charged \$5.00 for a replacement copy.

Audit

In certain circumstances, it may be reviewed and determined necessary that a student audit a course. A student who audits a class is expected to attend regularly scheduled class sessions, but no credit is earned and no grade is awarded. An 'audit' typically indicates that the individual has merely received teaching, rather than achieved a given standard. The term 'audit' is Latin, translating as 'he hears'; in other words, the student has experienced the course but has not been assessed. Any student who audits a course is doing so for exposure. Students should not be asked or required to complete homework, projects or other assessments. Students who audit a course will not receive a grade for the course.

Backpacks/Book Bags

Book bags are not meant to replace the use of lockers. Due to concerns over increased congestion in the hallways, students are required to store all backpacks and other large carrying bags in their lockers. Book bags are physical hazards when left in the hallways and when used inappropriately. Students will only be allowed to use their

backpacks when going to and from school. Students are to carry with them only those materials needed for two or three periods. Students are to use their lockers throughout the day: before 1st period, before and after lunch, and before the last period of the school day. Students are not to leave books, binders, and other materials in the hallway while they are at their PFA classes or during lunch. All school materials, including backpacks and book bags, should be stored in student lockers at all times.

Bullying

“Bullying” means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student’s property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

Bullying will not be tolerated. Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board’s policy on school discipline. The student will be referred to the school counselor/school psychologist and parents will be notified. **The Weston Board of Education Bullying Policy #5131.911 can be found on the Weston Board of Education website.** An individual may pick up a copy of the district’s Report of Suspected Bullying Behaviors form from the school counselor bulletin board or access it on our school website. A copy of this form is also attached to this Handbook.

Cafeteria

A welcome part of your day is your lunch break. You may choose to buy a well-balanced hot meal, a sandwich from our deli, a salad from the salad bar, or bring your lunch from home. The lunch program at the Middle School also offers a variety of a la carte food choices. If you forget your lunch at home, one of your parents may deliver it to the main office and it will be placed in our school message center. **You may charge a lunch from the cafeteria provided that you promptly pay for it on the next day of school.**

Students use charge accounts or cash to pay for lunch. There are many advantages to using the charge account. All children are able to move quickly through the lunch lines, and it makes our lunch program operate more efficiently and effectively. They simply key in their Student ID number to access their account. In addition, students who arrive at school without lunch are allowed to pay the following day.

The Weston Public Schools have enrolled in an internet-based service called My School Bucks. This service is a website where you can pay for your child(ren)’s school food services using your Visa, MasterCard, Discovery or American Express. Participation in this service is voluntary and you may enroll at any time.

My School Bucks enables parents to keep track of their child’s account balance. In addition, the website offers Automatic Replenish when the student’s account balance goes below a specified amount. Using the “automatic replenish on low balance”, the student will never run out of money. Conversely, your credit card will not be charged

until the student's balance goes below the specified dollar amount. You can set this up by clicking the "Make a Payment" and then "Setup a Payment Schedule" links.

My School Bucks also enables you to view your student's purchasing history, which means you can monitor your child's spending and see exactly what she/he is eating each day (via the View Cafeteria Purchases link). Please visit www.myschoolbucks.com to set up your child's account.

At the end of the current school year, your child's ending account balance becomes their opening balance for the following school year. If your child is leaving the Weston Public Schools and their account balance is \$20 or more, you will be entitled to a refund. Please contact the Food Services office at 203-291-1438 to discuss your options.

The Weston Board of Education participates in the National School Lunch program. It makes provision for providing both reduced and free lunches for students whose family income falls within certain prescribed guidelines. This federal and state program will only provide reimbursement for one meal per child per day. Requests and applications for the program should be filled through the office of the principal. **The Weston Board of Education Wellness Policy # 5141.25 can be found in Appendix III of this handbook.**

Cafeteria Guidelines

It is important for all to enjoy their lunch period. In order to maintain a pleasant, safe and orderly cafeteria, certain rules must be followed.

1. Books, bags, and backpacks are to remain in your locker.
2. Students must act courteously to all cafeteria supervisors and kitchen personnel.
3. Throwing food is unacceptable and will result in serious disciplinary action.
4. Selling of food, student to student is not permitted.
5. You are prohibited from selling the lunches you have purchased to any other student.
6. No student may cut in lines, loiter in or near lines, nor "panhandle" for money.
7. Each day, students at your table will be responsible for making sure the tabletop and the floor underneath is clean. Ensuring that your table is clean is the responsibility of everyone who sits at the lunch table. Students are responsible for disposing of your own garbage, plastic bottles and cans.
8. You may not leave the cafeteria, for any reason, without first receiving permission from the duty teacher or staff member. **You must have a pass to work with one of your teachers during lunch.**
9. After you eat lunch and your table has been cleaned, and only with the permission of the duty teacher or staff member, you may be dismissed. No food or drinks are permitted outside the cafeteria. For personal safety reasons, only school approved games, activities and equipment will be allowed.
10. As part of our overall wellness policy, all students will participate in outdoor recess during the last ten minutes of the lunch period. In cases of inclement weather, an announcement will be made prior to lunch.
11. Students who cannot cooperate in the cafeteria will be restricted from outdoor activity privileges and/or assigned **school detention(s)**. Three referrals will result in a parent conference and suspension from other activities.

Cameras/Phone Cameras

Cameras are not allowed in school. Students who have cell phones with the ability to take a photo are requested not to use the camera feature, unless for educational purposes with teacher knowledge and permission. If a student uses a camera/cell phone camera during the school day, it will be confiscated until the end of the day, and the parent will be notified, and disciplinary consequences will be assigned. In the case of a second offense, parental retrieval of the phone or camera will be required. Students must have permission from the school administration and/or the classroom teacher before bringing a camera to school for special projects or events. Please respect the wishes of

students and staff if they do not want their photograph taken. Students may not take pictures or videos of students or staff members without their knowledge and/or post them on the internet. This action will result in disciplinary consequences. Weston Middle School does not accept responsibility for these items if they are brought to school.

Cancellation or Delayed Opening of School

If school must be closed or delayed because of inclement weather or some other emergency, there are a number of communication tools in which the district will access to inform parents and students. We ask that you familiarize yourself with the following methods to help stay informed as to weather related closing and emergency information.

School Messenger—Our district utilizes voice, email, and text base messaging to inform the school community regarding emergency situations and important announcements. Weston will only use **text messaging** and **email** to notify families of weather related school closings or late opening.

You may also use the District phone number (291-1463) and/or the District website (www.westonps.org).

If the weather is questionable, please do not drop your child off without first checking that the school is open.

Celebrations

To help promote a healthy and active lifestyle for all of our students, we ask that parents refrain from sending their children to school with sugary snacks and treats. School is not the appropriate place to celebrate birthdays. Students are not permitted to bring cupcakes and other sugary treats to share at school.

Cell Phones and Smart Phones

In today's society, cell phones and other electronic devices have become an important part of life. While the school understands their necessity, they can be a distraction in class if used inappropriately. **These items should not be used during the school day and should be left on silent and kept out of sight. They can be kept in the student's pocket or bag. All students will have access to technology through their personal Chromebook.** If a student uses a cell phone during the school day, it will be confiscated until the end of the day. In the case of a second offense, parental retrieval of the phone will be required. Students are not permitted to use cell phones to capture video or pictures in school or on school sponsored transportation. Capturing video or taking pictures may result in disciplinary consequences up to and including suspension from school. **Students who have been referred to the main office on multiple occasions for cell phone violations will receive additional disciplinary consequences up to and including suspension from school and/or other appropriate disciplinary consequences.** The Weston Board of Education Student Discipline Policy, #5114(a), can be found in the Weston Board of Education Policy website.

Weston Middle School does not accept responsibility for these items if they are brought to school. See Weston Board of Education Policy 5136, Use of Privately Owned Technological Devices By Students and 5114(a), Student Discipline. Policy 5136 and Policy 5114(a) can be found on the Weston Board of Education website.

Cheating/Plagiarizing

An important part of the program at Weston Middle School is the encouragement of students to maintain the highest standard of academic honesty. Cheating at any time is unacceptable. Cheating takes many forms, and is done for many different reasons. Plagiarizing is a form of cheating. According to Webster's Dictionary, *plagiarize* is defined as "to take and pass off as one's own (the ideas, writing, etc. of another) or to take ideas, writings, etc. from and pass them off as one's own." Teachers and parents have discussed cheating and plagiarizing in school and have agreed to the following guidelines:

Cheating or plagiarizing invalidates the work being presented. No credit will be given for these assignments and the student will receive a zero. If cheating occurs, the teacher will contact the parent(s) of the student(s) involved. A copy of the work in question will be sent home. If a student is caught cheating more than once, a parent, teacher,

administrator, and school counselor conference will be set up. Other consequences for cheating will be determined by individual teachers and communicated as a part of their classroom expectations. Parents should assess their own involvement when helping with schoolwork. Assignments should be the work of the student, not the parent.

Cheating is not just the act of copying. If you give your work to someone else, do the work for them, give them an answer or help someone cheat, you are also cheating. Take pride in your own work and be responsible for your own learning. Share ideas and help your friend learn, but do your own work!

Child Abuse

Connecticut State Law requires school system personnel who suspects child abuse to report it to the Department of Children and Families (DCF). Abuse is defined by the following categories: physical abuse, sexual abuse, emotional maltreatment, and neglect.

The Weston Board of Education Reporting of Child Abuse Policy, #5141.4, can be found in the Weston Board of Education website.

Classroom Behavior and Policies: Teachers

One of the keys to your success at Weston Middle School is your ability to work with your teachers. They have a right to expect that you act respectfully toward them and carry out responsibilities assigned to you. You have a right to expect the same from them.

You and your classmates have a right to an uninterrupted learning environment. The following expectations have been set up to protect this right.

1. Food and beverages are not allowed in your classroom unless with special permission from your teacher. Plastic water bottles are permitted at the teacher's discretion.
2. Gum chewing is not permitted in school at any time.
3. You are responsible for taking good care of all materials provided for you by the school.
4. You are also responsible for maintaining the cleanliness of your team area, lockers, and classrooms.
5. Do not verbally interrupt the class with comments or talking to a friend.
6. Do not touch things that don't belong to you.
7. **Always show respect to the classroom teacher and to your fellow students. We are all responsible for our words, gestures, and actions.**

Classroom Behavior and Policies: Consequences for Inappropriate Behavior

The first line of discipline is with the classroom teacher. In cases where a student becomes excessively unruly, or disruptive to the learning environment, they will be removed and sent to a school administrator. The teacher, administrator and student will meet before the student is allowed to return to the classroom. Parents will be informed when a student is sent out of the classroom. For a very serious offense or for repeated misbehavior, it may be necessary to place a student on an "in school" or "out of school" suspension.

Failure to follow school policies and rules will result in any one of the following consequences.

- ✚ Lunch detention-assigned by teacher or an administrator.
- ✚ Teacher detention-served with and under the guidelines of the classroom teacher.
- ✚ School detention-served with and assigned by an administrator.

Failure to report for a teacher detention will result in a school detention. Failure to report for a school detention will result in additional consequences.

- ✚ Activities restriction list- Students may be restricted from a school sponsored activity or field trip as a disciplinary consequence for their inappropriate behavior at the discretion of the administration.
- ✚ In-School Suspension- is exclusion of a student from class, field trips, and student activities but not from school. In-school suspension is served in the main office area, or other area designated by an administrator, under the direction of an administrator. Students may be suspended from 1-10 days for each incident **(see Policy #5114, Student Discipline, on the Weston Board of Education website).**
- ✚ Out of School Suspension- is exclusion of a student from school, field trips, and student activities. Students may be suspended from 1-10 days for each incident **(see Policy #5114(a), Student Discipline, on the Weston Board of Education website).**
- ✚ Students are subject to school discipline, up to and including suspension and expulsion for misconduct, even if such misconduct occurs off-school property and during non-school time. **The complete Weston Board of Education Off-School Misconduct Policy #5131.8, and Policy #5114, Student Discipline, can be found on the Weston Board of Education website.**

Clubs

A variety of club offerings are available throughout the year. You are encouraged to participate in any club that interests you. If you wish to organize a club, submit a written request to one of the administrators and include the signature of the adult sponsor who will attend and organize each club meeting. Some of the clubs offered will have a user fee. Scholarships for clubs are also available from the principal.

Computers

Computers should be viewed as an educational tool similar to books, videos, periodicals and other information sources. Because it is impossible to predict what information might be accessed, it is the responsibility of students and staff to adhere to this Acceptable Use Policy and Weston Board of Education Policy 5135, Student Use of the District's Computer Systems and Internet Safety. Board of Education Policy 5135 can be found on the Weston Board of Education website.

Weston Middle School requires responsible and ethical behavior on the part of all Internet users. It is our expectation that students use computers and district technology in ways that show consideration and respect. Failure to adhere to this policy will result in restriction of access to the Internet and/or disciplinary actions.

Responsible use of the computer and Internet includes, but is not limited to:

- ✚ Research
- ✚ Instructional activities
- ✚ Electronic mail

Irresponsible and unacceptable use includes, but is not limited to:

- ✚ Having food or liquids in computer labs or near classroom computers
- ✚ Any illegal activity
- ✚ Using electronic mail to harass others
- ✚ Interfering with other student's computer work or tampering with student files

- ✚ Vandalism of hardware or software
- ✚ Using inappropriate or abusive language/behavior
- ✚ Misusing and abusing passwords
- ✚ Violating copyright law or engaging in plagiarism
- ✚ Pornography, inappropriate words, and/or pictures

All students must sign an agreement to adhere to this Acceptable Use Policy and Weston Board of Education Policy 5135, Student Use of the District's Computer Systems and Internet Safety, prior to being granted Internet access. Student agreements must be co-signed by either parent/guardian. The professional staff will supervise Internet access. Failure to adhere to this policy will result in restricted computer access and/or disciplinary action.

Student Laptop Computers: Students are permitted to bring personal laptops from home for the purpose of supporting classroom learning activities. This is a privilege that Weston Middle School provides to their students to enhance learning opportunities in the classroom. Students will be able to access the wireless network to support their classroom learning activities, but will not be permitted to play music or games during the school day. Students failing to use this privilege appropriately will be subject to disciplinary consequences assigned by their classroom teacher and or grade level administrator.

Weston Middle School is not responsible for student laptops that are lost or stolen. We suggest that students keep their laptops in a soft case when they are not in use and stored in their locker.

The complete Weston Board of Education **STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY #5135** and **USE OF PRIVATELY OWNED TECHNOLOGICAL DEVICES BY STUDENTS #5136** can be found on the Weston Board of Education website.

Counseling Department

Counselors are here to assist you in moving from the intermediate school to the middle school and from the middle school to the high school. Counselors also work very closely with students who are new to Weston. You will have the same school counselor in grades 6-8. Your counselor can offer valuable advice to assist you as you work to solve problems or situations.

Parents with questions regarding classroom issues, educational testing, course placement or special needs should contact their child's school counselor. Your parents may set up an appointment with a school counselor by contacting the school counseling secretary at 291-1525. For students wishing to see a counselor, please follow the guidelines below:

- ✚ Unless an emergency situation exists, all visits to your school counselor, during the school day, **must be by appointment.**
- ✚ If you have school counseling appointment, report to your regularly scheduled class first and present your teacher with a pass from your counselor.
- ✚ Remember that you are responsible for all class and homework missed during your absence.
- ✚ If an emergency situation arises and you need the assistance of your school counselor, report directly to the counselor and they will notify your classroom teacher.

Cyber Bullying

Any student that harasses another student via the Internet or engages in inappropriate conduct using the name and/or picture/video of a member of our school community will face disciplinary consequences. This includes posting members of our school community on social media. This will result in an in-school or out of school suspension as well as police notification.

The complete Weston Board of Education Off-School Misconduct Policy, #5131.8, Board of Education Policy 5114, Student Discipline, and Policy 5131.911, Bullying Prevention can be found on the Weston Board of Education website.

Dangerous Objects

These objects represent a danger to everyone and are forbidden on school grounds by **Weston Board of Education Policy #5131.7 and Policy 5114, Student Discipline**. Any student that misuses an object in a manner that could be considered dangerous will be subject to disciplinary action. Objects may include firearms, knives, laser pointers, etc. All dangerous objects will be confiscated by school administration. Possession of firearms, weapons, dangerous instruments or knives, will result in **school suspension** and notification of the Weston Police. Any incident involving a threat to a student or staff member with any dangerous object will result in **suspension from school and possible expulsion depending on the severity of the offense and type of dangerous object involved**.

Dismissal

If you do not have an after school activity, you are expected to leave school immediately after dismissal from your last class. Students are not permitted to be in school at the end of the school day unless they are supervised by a staff member.

Dismissal – Bus:

1. Students should wait in their classrooms until the afternoon announcements have completed and the bell rings.
2. Students are expected to exit the building in a safe and orderly fashion through the front of the building.
3. Bus loading must be in an organized manner, single file lines, and absolutely no line cutting or pushing.
4. All rules listed in the Arrival bus section of this handbook also apply to dismissal.

SPECIAL NOTE: Bus Drivers have been instructed by their supervisors that once the bus door is closed and the bus begins to move, they are not to reopen the doors for students who are running to catch the bus. This law was passed to prevent students from running into the road.

Dismissal – Remaining After School for School Activities

1. You must be under the direct supervision of a staff member, parent, or adult community volunteer.
2. After the school activity is over, you are to report directly to the front of the building and wait for your ride home.
3. **All Parent “pick-ups” after 2:45 PM must be from the front of the building.** Students are not to wait alone for rides in the back cafeteria area.
4. If you misbehave or demonstrate that you cannot be responsibly involved in after school activities, you will be assigned a consequence and may not be permitted to continue with your activity.

Distribution of Printed Material

In order to promote an appropriate and harmonious school environment, printed materials produced or distributed by students within the confines of school district property shall meet the following criteria:

1. Material shall be noncommercial.
2. Material shall not contain libelous or obscene language.
3. Material shall not advocate illegal actions.
4. Material shall not contain false statements or innuendo that would subject any person to hatred, ridicule, contempt or injury of reputation.
5. Material shall not disrupt the educational process of the school.
6. Material shall not advocate action that would endanger the health or safety of students, staff

- members, or other individuals in the school community.
7. Material shall not invade the lawful rights of others.
 8. Material published, posted or otherwise distributed shall bear the names of at least two students principally involved in the distribution of the printed material and, when applicable, the name of the sponsoring student organization or group.
 9. Printed materials that involve the sale of goods or services must have the prior written approval of a building administrator.
 10. Printed materials that seek donations or involve the solicitation of funds must have the prior written approval of a building administrator.

Dress Guidelines

Students' dress and grooming shall be appropriate, clean, and neat. Your dress cannot be "so unique" or offensive as to interrupt or distract from the learning atmosphere in the school or place you in jeopardy of injury.

Restrictions on freedom of student dress may be applied whenever the mode of dress is unsafe either for the student or those around the student, is disruptive to school operations and the education process in general, is contrary to law, or causes damage. The following list of dress guidelines has been set up to clearly identify our expectations for student dress at WMS.

1. Short-shorts, boxer shorts/underwear, short skirts, thin spaghetti strap tank tops, tube tops, low cut tops, cut-off shirts, and mesh shirts without shirts underneath them are inappropriate forms of "outer wear". To assist parents and students in determining the appropriate length of shorts we ask parents to refer to the Physical Education uniform. The PE uniform short can serve as a guideline for all students.
2. Straps on a sleeveless shirt/dress or tank top should be 2" in width and the length of shorts or skirts should be at least to the fingertips when students have arms/hands extended at their side.
3. Tops must meet the top of the waistband or go over it.
4. No see-through clothing is to be worn.
5. Any clothing with written slogans across the buttocks is not considered appropriate school attire.
6. Pants and shorts should be worn at the waistline.
7. Shirts, hats and buttons with inappropriate language, slogans, which are demeaning to a group of people or make innuendos are unacceptable. i.e.: sexually suggestive t-shirts, shirts depicting drugs or violence, shirts promoting alcohol and tobacco.
8. Appropriate footwear must be worn at all times. High heeled footwear is not appropriate in school.
9. Hats, head bandanas, and hoods are not to be worn in the building or during class unless the hat, head bandana, or hood is being worn for religious or health reasons. Please notify the Principal if your student will be wearing a hat, head bandana, or hood for these reasons. Sunglasses are not to be worn in the building or during class.
10. Pocket chains or excessively long chains may not be worn at school.
11. Jewelry or anything with spikes that could cause injury may not be worn at school.
12. Female students are required to wear one-piece bathing suits for the swimming unit of their physical education class.
13. We strongly discourage the wearing of shirts and sweatshirts that commemorate private celebrations as it contributes to cliques and students feeling excluded. We appreciate your cooperation.

***Students who dress inappropriately will call their parents for a change of clothes.* In the event that a parent is unable to bring a change of clothes, students will be instructed to change into a spare PE uniform that will be provided for them.**

The Weston Board of Education Student Dress and Grooming Policy #5132 can be found on the Weston Board of Education website.

Drugs

The possession, transmission and/or use of illegal substances and paraphernalia are strictly forbidden. Students who violate this will be suspended and may be subject to expulsion and referral to the police.

The Weston Board of Education Student Tobacco, E-Cigarettes, Vapor Products, Drugs, and Alcohol Policy #5131.6, and Student Discipline Policy #5114, can be found on the Weston Board of Education website.

Early Arrival

There are many times when you will have to arrive before 7:25 a.m. In all cases, you must be with a school-sponsored activity and with a supervising teacher, staff or community member. Unless students are participating in an activity before school with a staff member, parents are asked not to drop students off at school before 7:30 as supervision is not available.

1. Morning passes are required for students who are working with teachers.
2. Morning passes are required for the computer room and the library.
3. If you are attending a morning activity – chorus, band, and clubs – do not report before the scheduled time. When you arrive at school, go directly to the activity.

Early Dismissal: Student – If you need to leave school before 2:30 p.m.:

1. You must present a note to the main office before school starts. The note must be written and signed by the parent/guardian requesting your dismissal. It should also state the reason for your dismissal and to whom you will be released.
2. You will receive a class dismissal pass from the main office. This pass should be presented to and signed by the teacher who dismisses you. If you are leaving between classes, your last teacher should sign the dismissal pass.
3. If you are being dismissed early from school, you will wait for your “pick-up” ride inside the main lobby.
4. Please notify the office staff upon the arrival of your ride and turn in your teacher signed class dismissal pass. **Your parent must come in the building to sign you out.**
5. If you are returning to school, you must report to the main office for a class admittance pass upon your return.

Other Electronic Devices/Student Chromebooks

Technology has had a major impact on society and how children learn. As a result of our one-to-one Chromebook initiative, personal electronic devices (i.e.: home laptops, chromebooks and iPads) should not be brought to school. **Weston Middle School does not accept responsibility if any of these electronic devices or cell/smart phones brought to school are lost, stolen, or damaged.** Student issued Chromebooks should be brought to school daily and may be used to type assignments, take notes, conduct research, or for any other school related task designated by a teacher, school counselor, or administrator. If a student is playing games on their Chromebook, and/or otherwise using it inappropriately during an instructional period or other school activity (i.e.: visiting websites not related to the learning task), their Chromebook may be confiscated by the teacher for the duration of the period. Multiple infractions will result in parent contact and other appropriate student consequences. Student may access the school network with an authorized user name and password. Students will use their Chromebook to assist their learning and may also use their Chromebook for appropriate personal purposes outside of instructional time. The Weston Board of Education Policy regarding Student Use of the District’s Computer Systems and Internet Safety, #5135, and Use of Privately Owned Technological Devices policy, #5136, can be found on the Weston Board of Education website.

Radios, iPods, Personal Cassette Players, Portable CD Players, Video/ Electronic Games

It is the school's responsibility, with your parent's help to maintain a positive learning environment at all times. For this reason, you are asked to leave radios, cassette players, iPods, portable CD players, CDs, MP3s, TVs and DVD players of any type, audio and video tapes, and video and electronic games at home unless special permission is granted. These items are disruptive to the educational program and present a security problem for all. If you bring any of these items into the school building, you will be asked to leave them in the main office safe until the end of the school day and may result in disciplinary consequences as well. A second incident will require your parents to collect the item from school. **Weston Middle School does not accept responsibility for items students should not have in school.**

Emergency Dismissal

Emergency dismissals are called when the weather dictates serious road and transportation concerns or in the event of a building emergency. Emergency dismissals will be announced over the radio stations listed under Cancellation of Schools. In order to assist parents who work outside of the Connecticut listening area, a school telephone is also designated to announce emergency dismissals **(291-1500)**. You may also use the District phone number **(291-1463)** and/or the District website (www.westonps.org).

School Messenger

In the event of an emergency dismissal, the district will utilize our School Messenger system to inform families via email, text message, and automated phone calls. Parents are reminded to update all telephone numbers and email addresses listed in the Parent Portal on Power School. This information is used to contact parents in the event of an emergency.

Extortion

Extortion is the use of verbal or physical coercion in order to obtain financial or material gain from others. This includes any loan shark behavior. Students involved in this behavior will receive disciplinary consequences, up to and including suspension, depending on the severity of the offense. Parents will be contacted.

Extra Help

At times, you may find that you need just a bit more help in understanding the material that has been taught in class. To help you on a more individual basis, your teachers are available to give you the extra help you may need. You should see each teacher personally to make the necessary arrangements to meet before, during, or after school. Teacher extra help schedules are also posted on individual teacher websites.

Field Trips/Class Days

Field trips are designed to be meaningful extensions of your classroom learning experience. They enrich the curriculum and provide direct experiences that are not available in the classroom or school. Parents will be notified of trips in advance and asked for permission and medical information form for children to participate. Written parent permission slips are required for all trips and all school rules and guidelines are in effect for the trips. These permission slips must be submitted **on time** in order for the students to participate on the school trip. Students-at-risk because of consistently poor school behavior or because of behavior which resulted in school suspension may be restricted from attending any trips.

Fighting

Fighting is not an acceptable solution to a problem. If you are having difficulty with another student, a group of students, or if you are being threatened by anyone, please discuss the situation with your school counselor. If the problem continues, please see your school counselor or an administrator. **You will receive school detention(s) and/or other appropriate discipline for pushing and/ or shoving another individual.** Pushing/shoving may lead to a fight in addition to modeling behavior inconsistent with our code of conduct and behavioral expectations. If two students are fighting, both students will have consequences regardless of who initiated the fight. See also Weston Board of Education Policy 5114(a), Student Discipline.

FIGHTING IN SCHOOL OR ON SCHOOL GROUNDS WILL RESULT IN A SUSPENSION AND OTHER APPROPRIATE DISCIPLINARY ACTION. FIGHTING OFF SCHOOL GROUNDS MAY RESULT IN SUSPENSION AND OTHER APPROPRIATE DISCIPLINARY ACTION CONSISTENT WITH WESTON BOARD OF EDUCATION POLICY

Financial Assistance

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

Fire Drills and Emergency Evacuation

In the event it becomes necessary to evacuate the school, the fire alarm will sound. Your responsibilities are:

1. Listen carefully to the evacuation directions of your teacher
2. Leave the building **without talking** – remain with your class and behind your teacher.
3. If you are in the hall at the time the alarm sounds, find the closest teacher and join his/her class. Make sure you notify the teacher that you have joined the class.
4. If classes are passing when the alarm sounds, **stop talking**, leave the building through the nearest exit and report to the closest teacher.
5. If you are in the cafeteria or on the blacktop area, stop all activities and report to the closest teacher for emergency directions.

Gambling

Students are not permitted to participate in any form of gambling while in school. It is not an activity that will be condoned, at any time, at Weston Middle School. There will be disciplinary consequences for students who are caught gambling on school property and parents will be contacted.

Gum Chewing/Candy

In line with our wellness initiative, gum and candy are not allowed in school or during school-sponsored activities or on school grounds. **Candy, including lollipops, is not permitted in school.** Students who are chewing gum or eating candy will be directed to dispose of it. Repeat offenders will receive consequences.

Hallways

For your safety and the safety of others, the following guidelines have been set up to ensure a smooth transition during passing time.

1. Stay to the right when passing - Students are asked not to walk in large groups down the center of the hallway
2. Running, pushing, playing or any other form of “rough housing” is forbidden.
3. Inappropriate language is unacceptable in our building
4. Get to class on time. Passing time is not the time to “hang around” at your lockers.

Students who do not follow these guidelines will be assigned disciplinary consequences.

Harassment

To repeatedly torment another person is a form of harassment (including sexual harassment). This behavior is unacceptable and will not be tolerated. It may also constitute bullying. If a child is proven to be harassing a person in school, the student will receive disciplinary consequences, up to and including an in-school or out of school suspension and other appropriate discipline, depending on the severity of the incident. **The complete Weston Board of Education Standards for Behavior Policy #5114(e) can be found in the Weston Board of Education Policy Handbook.**

Hazing

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Under this policy, any individual engaging in hazing activities, as described in Section IV-A, will be subject to discipline following an investigation. **The Weston Board of Education Standards of Behavior Policy #5131.91(a) can be found on the Weston Board of Education website.**

Health and Safety

Our school nurse works under the supervision and direction of the school physician. The Health office is located to the right of the main lobby. The Health office phone number is 291-1550. If you need to take medication during the school day, your parents must contact the school nurse. Your doctor needs to complete an authorization form, which must be signed by your parents. This form will be kept on file in the Health office. Your medication, in the properly labeled original container, must be kept in the Health Station. **The Board of Education Medication Policy #5141.21 can be found on the Weston Board of Education website.**
The Board of Education Illness and Contagious Disease Policy #5141.2a can be found in the Weston Board of Education website.

Our state law requires that you must receive a physical examination every three years: (Grades: K-3-6-9). If you have any questions about exams or exam forms, please contact the school nurse.

Homework

Your program of study has been designed to include learning both in school and at home. You should plan your after-school schedule to allow time for homework. It is your responsibility to know and understand the Homework Policy and Guidelines. They are included in **Appendix II** of this handbook.

Inappropriate or Profane Language/Gestures/Pictures

Obscene language, gestures, and/or pictures are unacceptable at any time. This may include anything with racial and/or sexual innuendos. Use of them will result in disciplinary consequences, including suspension and other appropriate discipline, depending on the severity of the offense. **Remember: you will be held accountable and responsible for your words at all times.**

Incendiary Devices

Matches, lighters, stink bombs, and fireworks can cause serious injury, destroy property and disrupt the learning environment of the school. The use, possession or sale of these materials is strictly forbidden at Weston Middle School. Use, possession or sale of these materials will result in disciplinary consequences, including suspension and other appropriate discipline, depending on the severity of the offense. Police may be notified.

Insubordination

Insubordination is being disobedient and/or openly defiant to authority. Students are expected to be kind, polite, and respectful at all times. They are expected to respond promptly and politely to requests and directions from all staff members. Teachers will call home when a child is being rude and discourteous. Insubordination will not be tolerated and will result in disciplinary consequences, up to and including suspension, depending on the severity of the offense.

Insurance Plan

If your parents choose, you will have the opportunity to be covered by a school insurance plan. It provides coverage for injuries during the school year on a 24-hour basis. Your parents will be charged for this insurance plan. It will be available at the beginning of the school year through the school office.

Internet Policy

It is the policy of the Weston Public Schools to support teachers and students in their efforts to perform at their best. To the degree that access to the Internet can support the learning of staff members and students, such use is encouraged. It is expected that each student will follow the guidelines of the school system as to rights, responsibilities and consequences of inappropriate use of the Internet. Complaints or abuses in the use of the Internet will be reported to the administration.

Internet guidelines and a permission form will be online for parents to sign off on for their children at the beginning of the school year. **The complete Weston Board of Education Policy 5135, Student Use of the District's Computer Systems, and Policy 5136, Use of Privately Owned Technological Devices by Students, can be found on the Weston Board of Education website.**

Intimidation

To intimidate is to inhibit or frighten someone or coerce someone into submission or obedience. Intimidation may be in the form of verbal, graphic, written, psychological or physical intimidation and may constitute bullying. This behavior will not be tolerated and will result in disciplinary consequences, up to and including suspension, depending on the severity of the offense. **The complete Weston Board of Education Standards for Behavior Policy 5114(e), Bullying Prevention Policy and Safe School Climate Plan, 5131.911, and Student Discipline Policy 5118 can be found on the Weston Board of Education website.**

Leaving School Grounds

Students may not leave school grounds without proper arrangements (written permission of the parent or guardian) until school is dismissed. For the protection of our children, the administration will verify permission if necessary. Students who leave school property during school hours without permission will receive disciplinary consequences, up to and including suspension. Police will be notified.

Library Learning Commons (LLC)

1. The Library Learning Commons is a multi-dimensional, multimedia, flexible space including several labs, the main library, study areas, reading nooks, and a makerspace. We encourage open access to all students and staff. We welcome all students to use the library and its resources independently, in collaborative groups, and in conjunction with their academic teachers to assist in their learning, to further their digital literacy skills, and to foster a love of reading.
2. Hours: (for independent access)
 - Before School starting at **7:25 AM**
 - After School ending at **2:50 PM**
 - During all Recess periods (unless posted)
 - Or by special arrangement with Mrs. Shuhart
 - Our "virtual library" is open 24/7 at: <https://sites.google.com/a/westonps.org/wmsllc/>
3. We fully expect **all** students to adhere to the District Acceptable Use Policy and to demonstrate S.O.A.R. behavior **at all times** within the Library Learning Commons.
4. Special events and/or programs are ongoing in the LLC.
5. **Materials:** (including books, eBooks, audio titles, magazines, and NOOK tablets - note that borrowing of a tablet requires a parental permission slip)

- checkout guidelines: please check out as many materials as you need; there is no limit
 - length of borrowing period: 14 school days
 - renewing: unlimited (providing there are no pending holds)
 - late fees: after a 5 day grace period, there is a \$0.05 per book, per day late fee
 - for damaged or lost books, full payment is expected to replace the materials
6. At the end of each trimester, all student materials (checked out and late fees) need to be accounted for so that their borrowing privileges are continued for the following trimester.
7. We constantly seek feedback to improve our program and help meet the needs of all members of our learning community.

Lockers

You will be assigned a corridor locker at the beginning of the school year to be used for the storage of books and outer garments. It is your responsibility to maintain your locker properly and keep them locked at all times to safeguard your belongings. Do not share your combination with your classmates. **Personal property of substantial value and large sums of money should not be brought to school.** You may choose to use a locker organizer to help you organize your materials. Students are not permitted to use stickers or any items with adhesive backings that may affect the finish of their locker. Your locker is provided for your convenience and is owned by the school. If there is a reasonable suspicion that you are not maintaining your locker in a sanitary condition, or that the locker contains items which might endanger the health or safety of any student, staff member, or others, the school staff has the right to examine the locker and its contents. Your locker is also subject to search for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that you have violated or are violating either the law or the rules of the school. Items found in your locker, the possession of which is illegal or in violation of school rules, or that endanger the health, safety or welfare of others, may be seized by the school administration. **The decorating of lockers to celebrate birthdays is prohibited. Students will be held responsible for any damage to their locker as result of improper use. The Weston Board of Education Policy and Regulations regarding Search and Seizure, 5145.12, can be found on the Weston Board of Education website.**

Lost and Found

All articles found in or around the building should be turned into the school office. The lost and found area is located in an adjacent room inside of the cafeteria. The school office will periodically remind students to check for lost items. Reminders will also appear in the PTO newsletters. Items not claimed will be distributed to appropriate social agencies at the end of each trimester. We do everything we can to safeguard private property, but the school cannot be responsible for lost items.

Lunch and Recess

Students are given a 30-minute lunch/recess period. During this time, students are expected to behave appropriately in the cafeteria and outside. See guidelines under Cafeteria in this handbook.

Media

Newspaper reporters occasionally visit the school to photograph children and publish articles dealing with school activities. **Any parent who desires not to have his or her child photographed or interviewed by local newspapers should so indicate in writing at the beginning of the school year.**

Medical Excuses and Releases

Students who are unable to participate in physical education classes or recess for more than a short period, because of injury or illness, must have a physician's note on file in the nurse's office. A note of release from a physician is required for children to participate in physical education classes and recess in situations where they have been under extended care of a physician (one week or more). This note must be written by the physician.

Message Center

Students are responsible for ensuring that they have all of their necessary materials prior to coming to school. (projects, homework, lunch money, gym clothes, etc). On days when a parent or guardian may need to deliver a message or something that you may have forgotten and need for class, they will be directed to leave a message (or item) for you at our message center located outside of the nurse's office. **Please note: Classroom instruction will not be interrupted to deliver these messages and students will not be called out during class.** Teachers will be notified electronically to inform students who have 'messages' to retrieve at the message center. Remember, it is a student's responsibility to ensure that they have all of the necessary materials they need in preparation for class.

Money

Students should not bring large sums of money to school. Students should make appropriate choices about borrowing and lending money. In cases where a student is paying for a special event, the money (preferably a check) should be put in a sealed envelope with the child's name on it and it should then be brought to the main office to be put in the school safe until the student leaves at the end of the day. Loan sharking is unacceptable. **Weston Middle School does not accept responsibility for personal items students should not have in school. Personal property of substantial value and large sums of money should not be brought to school.**

Moves or Transfers

When a student is moving from Weston or transferring to another school, parents are asked to alert the teachers involved and the school counseling office as soon as possible. The counseling department secretary may be reached at 291-1525 to help facilitate the processing of student transfer forms and records.

Music and Theater Activities

You may choose to participate in band, orchestra, and chorus. These activities are scheduled during the school day as electives for sixth, seventh, and eighth grade students. The school musical production is open to grades 6-8 and begins with auditions in September. Rehearsals continue through the fall and the production is presented to the public in the month of January. This year's production will be announced in September. If you are interested in getting involved, please contact the Short Wharf Director.

Non-discrimination

The Weston Board of Education prohibits harassment and discrimination in educational programs, services or employment on the basis of race, gender, color, religious creed, age, marital status, military status, national origin, sexual orientation, gender identity and expression, transgender status, civil union status, genetic information, or past physical or mental disability in accordance with Titles VI, VII, of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991, applicable State of Connecticut laws, and Board policies #4111, 4118.11, 4211, 5141.6, and 6121.

The Weston Board of Education agrees to comply with the above statutes and the regulations promulgated pursuant thereto. The Board shall designate an appropriate compliance officer. The Board shall, at least annually, notify all students, parents, and employees of the name, address and phone number of the compliance officer and the procedures for processing grievances.

All persons associated with the district community including, but not limited to the Board, the administration, the staff, and the students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment and other discrimination. Any person who engages in sexual harassment or other discrimination while acting as a member of the school community will be in violation of this policy. All matters involving sexual harassment and other discrimination complaints will remain confidential to the extent possible.

Title VI and Section 504 Compliance Officer

Director of Pupil Services
Weston Public Schools
24 School Road
Weston, CT 06883
(203) 291-1405

Title IX and Equal Employment Opportunity Compliance Officer

Director of Human Resources
Weston Public Schools
24 School Road
Weston, CT 06883
(203) 291-1412

Obligations

All students have the responsibility to ensure that their school obligations are taken care of and all textbooks and classroom materials that have been signed out to them have been returned. In the event that a student loses or damages a textbook or other classroom equipment issued to them by the school, they will be issued a financial obligation form requiring that they pay for the lost or damaged item. If the student does not pay this bill and clear up this obligation (debt) to the school by the date specified, the student may not be permitted to participate in school wide activities. These activities may include and are not limited to the following:

- ✚ Extracurricular activities: ie afterschool sports, talent show, school play, and clubs*
- ✚ School socials and evening performances*
- ✚ Students will not receive Trimester Report Cards*
- ✚ Participation in End of the Year Activities*

It is our expectation that no student will have access to their school activities limited. As a responsible student to Weston Middle School, please be sure to ensure that all of your student obligations are cleared in a timely fashion.

Office Referral

You will be sent to the office for actively disrupting the learning process of others, endangering the safety of others, and/or violating school rules (see form **Appendix I**). If you are sent to the office, you will receive a **disciplinary consequence** and your parents will be called. A second referral will require an **in-school parent conference** with the sending teacher, administrator and student. Failure to report to the office may result in a **school suspension**. **If you are being disruptive in the office or if you do not follow the rules, this is insubordination and may result in your suspension and other appropriate discipline.**

If you have been referred, you are to follow these steps:

1. Report directly to the office with your books.
2. Write out your description of the incident.
3. Study for the remainder of the period.
4. Remain absolutely quiet.
5. Do not leave the room until you are given permission

Parent Conferences

Parents are encouraged to set up conferences with teachers. Conferences can be “in school” or if you prefer, over the telephone. Parents who would like to meet with a teacher should call for an appointment by contacting the teacher through the school counseling office (291-1525) or voice mail (291-1414).

****Parents must have an appointment to meet with their child’s teacher/team and are not to visit a teacher or a classroom unannounced****

Parent Responsibilities

The partnership of home and school is critical in helping to support student academic achievement and social development. Working closely together, we can educate each child to the upper limits of his/her potential. Please share the information in this handbook with your child (children). If you need any clarification of information, please feel free to call a school administrator.

Parent-School Communication

For your year to be successful, you, your parents and the school staff need to communicate throughout the year. This is important if you are to have a successful school experience. The school communicates with you in many ways. Our P.T.O. newsletter, **“The Link,”** is emailed each Monday during the course of the school year and carries important dates and items of news and interest. Grade level “Back to School Nights” are held early in the school year. Parent coffees are held periodically throughout the year to facilitate communication with administration, teachers and counselors. Throughout the school year, teachers are available for in-person and/or phone conferences

If information is needed, there are many people parents can call for assistance. However, **the first line of communication for you and your parents is your teacher. Teachers may be reached using our voice mail system at 291-1414, or via their email. Our staff directory is on the school website.**

Personal Privacy/Pantsing

You have a right to personal privacy and to be secure in your person. No student has the right to violate this privacy. Pulling down another student’s clothing (**“pantsing”**), hitting or touching another student in inappropriate places on his/her body, or grabbing at his/her clothing, are violations of personal privacy. **Any student who violates the personal privacy of another student will receive disciplinary consequences, up to and including in-school or out of school suspension for a minimum of one day and other appropriate discipline, depending on the severity of the violation.**

Pet/Animals in School and Rabies

The showing of pets in the classroom can be fun, but there are concerns that can present significant problems for other students: the potential for rabies and/or allergic or asthmatic reactions. **Therefore, pets and other animals are not allowed in the classroom or on school grounds.**

Physical Education Classes

Physical Education classes meet on an every other day basis. A variety of programs are offered to you throughout the school year. The State of Connecticut requires all students to participate in P.E. class. Illness or injury may excuse you from P.E. class participation. A note from your parents must be sent to the school nurse. For long-term exclusion from P.E. class, a note from a physician or hospital personnel is required.

Weston Middle School would like all students to wear a WMS PE uniform to their physical education classes to build school spirit, ensure students are dressed appropriately and to promote proper hygiene. If you choose not to purchase the PE uniform, you are expected to follow the following guidelines below

 Solid navy blue shorts

- ✚ Solid gray t-shirt
- ✚ Socks and Sneakers required

You are expected to change from your regular classroom attire to clothing that meets the health and safety standards of the P.E. Department.

Female students are required to wear one-piece bathing suits for the swimming unit of their physical education class. Students who are improperly dressed will not be permitted to participate in class. Each time you fail to participate in class, you will lose credit which will impact your grade for the trimester. It is your responsibility, as well as your parents', to make sure you come prepared for class.

Placement Criteria

There are criteria used for class placement in academic areas where more than one level of class is offered. The criteria are used to plan a child's program. When placing a child in a class, our goal is to place each child in the class, which is academically and developmentally, best suited to his/her needs and abilities. Both criteria areas play a major role in the course placement. Any questions regarding placement, should be first directed to the appropriate curriculum instructional leader or school counselor.

Pledge of Allegiance

Part of the beginning of each school day will be the reciting of the "Pledge of Allegiance." Students are encouraged to participate, but are not required.

Program of Studies

The Program of Studies includes a brief summary of each course offered at Weston Middle School. It is meant to provide general information regarding the school's programs. It is not a course curriculum guide. Questions related to any one specific subject area should be directed to the Curriculum Instructional Leader identified. Copies may be obtained in the main office or the school counseling office. The Program of Studies is posted on our school website.

Project Challenge

The rationale of the Project Challenge program at the Middle School is that all students have a right to realize their full potential. They need mastery of the basics, an education which considers their individual interests, and as much instruction in the higher level thinking skills as their innate abilities will allow. A nomination referral form, which may be obtained from the counseling office or the Project Challenge teacher, may be completed by a teacher, the parent or the student. Several testing instruments are administered and data is compiled to help determine if placement is appropriate at the time. Questions or comments should be directed to the Project Challenge teacher or school counselor. Any student new to the Weston Public Schools will be tested for the Project Challenge program.

Public Displays of Affection

Any public display of affection, including holding hands and kissing, is inappropriate in school and is not permitted. Warnings will be given as well as phone calls home if this behavior continues. Continued concerns regarding this type of inappropriate behavior will result in disciplinary consequences.

Publications

Each year you have the opportunity to participate on the yearbook staff or to get involved with the school newspaper or literary magazine. These organizations meet regularly, usually after school. Advisors will be announced in the fall.

Important note: In order to protect the educational process and school environment, printed material produced

or distributed within the confines of school district property, including electronic material shall meet various criteria as outlined by the Board of Education. The **Weston Board of Education Freedom of Speech/Expression Policy #5145.2(a)** can be found on the **Weston Board of Education website**.

Recess

Students are given a thirty-minute lunch/recess period. In keeping with the district’s wellness initiative, all students will be required to go outside during the last ten minutes of the period for some fresh air and play. In cases of inclement or very cold weather, recess will be indoors.

Report Cards

There are three (3) academic reporting periods in grades 6, 7 and 8. In addition to these trimester reports, parents will be able to monitor student progress through our PowerSchool Portal system. The report may include recognition of excellent progress or for alerting your parent(s) that you are having academic difficulty. Any student who is in danger of failing or receiving a D will receive communication from the classroom teacher.

Report cards will include grades and specific comments regarding student progress and performance. The school uses the academic scale of **A, B, C, D, F** with **A+** being the highest grade a student can receive and **F** being the lowest possible grade.

Numerical grades and letter equivalents:

97-100	A+		
93-96	A	<u>Code</u>	<u>Grade</u>
90-92	A-	I	Incomplete (a temporary grade, must convert to permanent grade within two weeks)
87-89	B+	P	Pass
83- 86	B		
80-82	B-		
77-79	C+		
73-76	C		
70-72	C-		
67-69	D+		
63-66	D		
60-62	D-		
Below 60	F		

Right to Search

Student lockers, and other storage areas are the property of the Weston School System. They are provided to students for the temporary storage of personal belongings and school related materials. It is your responsibility to

maintain your locker and other storage areas properly and to keep them locked at all times to safeguard your belongings. If there is a reasonable suspicion that you are not maintaining your locker or other storage area in a sanitary condition, or that the locker or storage area contains items which might endanger the health or safety of any student, staff member, or others, the school staff has the right to examine the locker and its contents. Your locker or other storage area is also subject to search for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that you have violated or are violating either the law or the rules of the school. Items found in your locker or other storage area, the possession of which is illegal or in violation of school rules, or that endanger the health, safety or welfare of others, may be seized by the school administration. **The Weston Board of Education Policy and Regulations regarding Search and Seizure, 5145.12, can be found on the Weston Board of Education website.**

The complete Weston Board of Education Search and Seizure Policy #5145.12 can be found in the Weston Board of Education Policy Handbook.

Schedules

You will receive a copy of your class schedule during your Period I class. It is recommended that a copy be made in a notebook, and the original be kept in a safe place.

Copies of all student schedules are kept on file in the main office and with the school counseling staff. Any questions regarding your schedule should be addressed to your school counselor. Student schedules which need to be changed should be brought to your school counselor.

Skateboards/In-Line Skating

Students are **NOT** to bring skateboards or skates to school. **Shoes with wheels in the heel are not to be worn in school.**

Snacks

Healthy snacks are permitted in designated areas under the supervision of a staff member and at the discretion of the grade level team. **The Weston Board of Education Wellness Policy # 5141.25 can be found in Appendix III of this handbook and on the Board of Education website**

Snowballs

Throwing snowballs and ice can cause serious injury. If you are involved in the throwing of snow or ice on school property or on a school bus, your parents will be called, and you will be assigned **detention** with the possibility of **school suspension** and other appropriate discipline depending on the severity of the offense.

Student Association

Students who are interested in taking a leadership role in our building are encouraged to be part of our student association. Meetings are held before, during or after the school day. Student participants are expected to attend all meetings and participate on after-school committees. If you are interested in school spirit days, school-wide fundraisers, and service activities you may be interested in joining our student association.

Student Due Process – Your Right to Understand

In a democratic society, you have a constitutional right to review, discuss and understand why certain actions have been taken or certain policies exist. The following guidelines have been established to ensure student due process:

-  If you question a grade, action or policy of a teacher or administrator, discuss it with the teacher or administrator before or after school, not in the middle of class.
-  If your question concerns a specific class, your first line of communication should be with the teacher of that class. If, after your discussion, you need additional advice or assistance, see your

school counselor or a school administrator.

Remember: How you handle a situation could help determine the solution to the problem!

Student Records

Student records and directory information are also managed through the School Counseling Office. Requests for reviewing student folders, sending of records, transcripts and release of information forms must be filed with the school counseling secretary. The first two requests for the sending of transcripts will be free of charge, a fee based upon the actual reproduction, handling and postage will be charged for the sending of additional requests. Records will be processed within five days of a written request. A process also exists for parents to correct student records. Please contact the School Counseling Office for further assistance.

Tardiness

It is your responsibility, as well as your parents', to make sure you arrive to school on time. Your first class begins promptly at **7:45 a.m.** with Period 1. You are considered tardy if you arrive **after 7:45 a.m.** If you arrive late to school, please report directly to your first period class. Your teacher will mark you as "tardy". You should plan your morning to allow you time to unpack your belongings at your locker and arrive to class by 7:45 AM.

If persistent tardiness continues, parents will receive a letter notifying them of their child's tardy record and disciplinary consequences will be assigned. Student tardiness has a direct impact on academic success. If the student should accrue additional tardies in a trimester he/she will be assigned additional disciplinary consequences and parents will be requested to attend a meeting with their grade level administrator and counselor to develop strategies to improve their child's on time attendance. In addition to these disciplinary consequences, students with continued tardies will not be permitted to participate in extra-curricular activities for a designated period of time (including but not limited to the school play, after school sports, student association, music ensembles, etc).

Arrival after the beginning of first period will be excused only if late arrival has been previously arranged by a parent, legal guardian by telephone, letter, or personal conference with a school administrator on the preceding school day or in a medical emergency on the day of the occurrence. Medical emergency requires medical verification and documentation. Oversleeping, missing the bus, and excessive traffic (though unforeseen) are not emergencies and therefore are considered unexcused tardies. Students who arrive after first period must report to the office to check in and receive a pass to class.

The Weston Board of Education Attendance and Excuses Policy and Regulations, 5113.2, can be found on the Board of Education website.

BEING ON TIME TO SCHOOL AND CLASS MEANS BEING IN THE CLASSROOM AND IN YOUR SEAT AT THE BELL AT 7:45 AM

Tardy to Class:

In between classes, students have a 4-minute passing time. Students are expected to be on time to their next class within this 4-minute period. If students are late to class, they must have an excusable reason. "Hanging around" in the hall with friends is **NOT** an excusable reason. If students expect to be late to class (need to see a counselor, stop by the main office, locker jam, nurse or restroom visit, etc.) they must first check-in with their teacher for permission. If students are late to class, their classroom teacher will assign disciplinary consequences. Continued tardiness will result in administrative consequences.

Telephone Messages/Items Left at Home

Delivering appointment reminders and relaying phone messages to students is time consuming for the office staff and disruptive to classes. Messages will be relayed to students in class **only in the case of emergencies**.

Otherwise, all items that students forget or messages that parents wish to be relayed to their child should be brought to the main office so they could be placed in our message center. For more information, please refer to the handbook section regarding the message center. **Students: Please remember it is your responsibility to stop by the message center to pick the item up. The educational learning environment will not be interrupted to deliver messages.**

Textbooks and Supplies

All textbooks and school equipment are the property of the Weston Board of Education. You are personally responsible for the care of your textbooks, library materials and for any other school equipment assigned to you. You are responsible for covering all of your textbooks. Normal wear is expected. You will be required to pay for books or school property that have been excessively worn or lost during the school year.

Theft

The unlawful taking of another's property without his/her consent and with the intent of depriving him/her of it is called theft. Stealing is an unacceptable behavior. This also may include intellectual property i.e. homework, papers, and artwork taken or used without permission. The school personnel and students should feel secure with their belongings while on school grounds. Stealing will result in disciplinary action, up to and including suspension and other appropriate discipline. Parents will be contacted. **The complete Weston Board of Education Student Discipline Policy and Regulations, 5114, can be found on the Weston Board of Education website.**

Threat

A threat is defined as an expression of intention to hurt, destroy, punish, etc. as in retaliation or intimidation; an indication of imminent danger, harm, etc. Any type of threat is unacceptable and it may constitute bullying. All Students and staff have a right to teach, learn, and co-exist in a healthy and safe environment. Students who violate this will receive disciplinary action up to and including suspension. **The complete Weston Board of Education Student Discipline Policy, #5114, and Bullying Prevention Policy and Safe School Climate Plan, 5131.911, can be found on the Weston Board of Education website.**

Throwing Objects

Throwing any object can cause serious injury. The throwing of objects on school property or on a school bus will result in your parents being called, and you will be assigned detention with the possibility of **in-school or out of school suspension, and other appropriate discipline**, depending on the severity of the offense. Police may be notified.

Tobacco

The possession, transmission and/or use of tobacco or other illegal substances and paraphernalia are strictly forbidden. Students who violate this will be suspended and may be subject to expulsion and referral to the police. **The complete Weston Board of Education Student Tobacco, Drugs, and Alcohol Policy #5131.6 can be found in the Weston Board of Education Policy Handbook.**

Transportation – Auto

1. The car **drop-off** area is in the rear of the building at the first blocked off entrance to the blacktop recess area.
2. Parents are asked not to drop off students in the front of the building between 7:20 and 8:00 in the morning.
3. Parents are asked not to drop students off on the road or at the rear driveway; they are to take you to the rear of the building. **The drop-off area is at the first blocked off entrance to the blacktop recess area.** Cars are to pull all the way into the barricaded area and come to a complete

- stop. Students are to quickly leave the car and proceed to the appropriate door.
4. Students are not to arrive to the building before **7:20 AM** unless they have a morning activity. Supervising staff members are not on duty before this time.
 5. If, for some reason, you must arrive early, students are instructed to report to the cafeteria.

Auto Rules

- ✚ All drivers of autos must maintain a 20 mph speed limit on school property and access roads.
- ✚ No drop-off or pick-up of students can be made by the door between the cafeteria and the sixth grade wing or along the driveway leading to the rear of the building.
- ✚ All drivers of autos are **not** permitted in the bus pick-up/drop-off area between 7:20-8:00 AM and 2:15-3:00 PM

Transportation – Bus

1. Good behavior is expected at the bus stop in the morning. Do not litter or be a nuisance to your neighbors or fellow students. Stay clear of traffic, do not run, push or chase your friends. Always be alert! Report any suspicious incidents to the administration.
2. The throwing of snowballs or ice during winter months will not be tolerated and will result in disciplinary action.
3. Your behavior on the bus is important! YOUR BUS DRIVER MUST BE ABLE TO CONCENTRATE ON THE ROAD!
4. Students are not permitted to use cell phones or any other electronic devices on the bus to take pictures or to make video recordings.
5. The school district uses video and audio recording equipment on school transportation vehicles transporting students to/from school and to/from extracurricular activities. Video and audio recording is taking place at all times on all transportation vehicles

Students who elect to ride the school bus must adhere to the following safety procedures to ensure the safety for all the driver and all passengers at all times.

- ✚ Once on the bus, remain seated at all times.
- ✚ Do not distract the driver with shouts, loud talking, noises, etc.
- ✚ Do not throw any objects on or from the bus.
- ✚ Do not eat, drink or chew gum on the bus.
- ✚ Do not vandalize the bus.
- ✚ No pupil shall mark or damage the bus or leave waste material on it. Parents will be held responsible for payment for damages caused by their child.
- ✚ The use of obscene or profane language is strictly forbidden.
- ✚ Behave respectfully toward your driver at all times – follow his/her instructions. If you do not behave on the bus, you will be referred to school administration (see form **Appendix I**).

Bus referrals will result in disciplinary action up to and including suspension of bus privileges.

PARENTS ARE ASKED TO HELP US SUPPORT OUR BUS DRIVERS. BUS RIDING RULES ARE STRICTLY ENFORCED FOR THE SAFETY OF ALL.

Truancy

A “truant” is a child under the age of sixteen who has four unexcused absences in one month, or ten unexcused absences in one year. A “habitual truant” means any such child who has 20 unexcused absences within a school

year.

1. Students who are truant from a class will be assigned a **detention**. Parents will be notified and a referral to the grade level school counselor will be made.
2. Students who are truant from school will be assigned a one day, in-school suspension. Parents will be notified and a referral to the grade level school counselor will be made.

According to state law, a meeting must be held with the parents within ten days of the truancy. Recurring incidents of truancy will result in further make-up hours, in-school suspension and a referral to the Director of Pupil Services.

Students who are truant from school or a class may also meet with an academic penalty for work and tests missed.

A complete copy of the Weston Board of Education Policy and Regulation on Attendance #5113 and #5113.2 can be found on the Weston Board of Education website. Connecticut State law section 10-198a specifies policies and procedures concerning truants.

http://www.westonps.org/uploaded/Policies/5000/Policy_Reg_5113_2_Attendance_and_Truancy.pdf

http://www.westonps.org/uploaded/Policies/5000/Policy_Reg_5113_Attendance_and_Excuses.pdf

Tutoring

If a student needs extra help, he should contact the classroom teacher. Teachers have extra help schedules posted on their website. The school does not provide private tutoring. Strict guidelines govern the hiring of Weston teachers as tutors. Students may not be enrolled in any class taught by the tutor, and school premises are not to be used for the tutoring sessions. If you or your parents decide on the need for private tutoring, school counselors may be able to provide the names of available people. Please discuss this possibility with your school counselor. **A complete copy of the Weston Board of Education Policy on Tutoring #4134 can be found on the Weston Board of Education website.**

Vandalizing School Property/Graffiti

Damaging, defacing, or destroying school property is vandalism. One of your responsibilities as a student is to help take care of your school. Students who vandalize school facilities or use graffiti will be **responsible for the cost** of the repair.

Vandalizing school property will result in disciplinary consequences, up to and including **suspension and other appropriate discipline, depending on the severity of the offense. Parents will be contacted. Police may be notified. The Weston Board of Education Vandalism Policy # 5131.5, and Student Discipline Policy, 5114(a), can be found on the Weston Board of Education website.**

Verbal Abuse

Verbal abuse shall include but is not limited to swearing, screaming, obscene gestures or threats when directed at an individual, his/her family or a group. This may include in person, via the telephone or computer and/or in writing. This behavior will not be tolerated and may constitute bullying. Disciplinary consequences will be given based on the severity of the offense.

Visitors/ Guests – Student

Due to insurance and liability issues as well as the importance of ensuring that our learning environment be free from interruptions, student visitors are not permitted during the school day. Parents of students who are potential enrollees should contact our school counseling department regarding procedures and to make an appointment to visit the school.

Visitors/Volunteers – Parent/Adult

All visitors are to report to the main office before entering the instructional area. Please register with the office staff upon entering the building. **Visitors and volunteers must sign in the appropriate log and be given an identification sticker/badge to wear as they are escorted through the building.**

Former students who wish to make or have an appointment with specific teachers or school counselors should call the school or visit the office to make arrangements. This policy is designed for the safety of students and staff.

Wellness

We ask that parents partner with us to help encourage our students to make healthy choices. Students are to refrain from bringing sugary snacks, treats, and drinks to school. As noted previously, all students are expected to go outside for recess. **The Weston Board of Education Wellness Policy #5141.25 can be found on the Weston Board of Education website.**

Youth Service Programs

Several after-school programs are being set up for you by the school and Weston's Director for Children and Youth. The Weston Youth Services sponsors programs throughout the year. There are links to a variety of programs on our school website for additional information.

APPENDIX I

Notification of Extended Student Absence

Student's Name _____ **Grade** _____

Date of Request _____

PLEASE READ THE STATEMENT BELOW CAREFULLY BEFORE SIGNING

I am requesting the release of _____ from classes for _____ school days beginning _____ and ending _____.

The reason for this request is

I am fully aware that my daughter/son must assume primary responsibility for keeping up with schoolwork during this period of voluntary absence. It is her/his responsibility to notify teachers in advance, although it may not be possible for the professional staff to accommodate assignment requests for students whose absence is due to parental choice. I further understand that classroom activities such as films, labs, class discussions, and speakers cannot be duplicated.

Signature of parent or guardian

I understand that it is my responsibility to notify my teachers and to make up all work missed during my absence.

Signature of Student

APPENDIX IA

BUS CONDUCT REPORT	STUDENT'S NAME		CLASS-GRADE
	DATE OF INCIDENT		<input type="checkbox"/> 1 ST NOTICE <input type="checkbox"/> 2 ND NOTICE <input type="checkbox"/> 3 RD NOTICE
	BUS No.	TRIP No.	DRIVER'S NAME

NOTICE TO PARENTS

The purpose of this notice is to inform you of a disciplinary incident involving the student on the school bus.

You are urged to both appreciate the action taken by the driven and to cooperate with the corrective action initiated today.

DRIVER'S REPORT:

<input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES	<input type="checkbox"/> EXCESSIVE MISCHIEF	<input type="checkbox"/> EATING-DRINKING-LITTERING
<input type="checkbox"/> DESTRUCTION OF PROPERTY	<input type="checkbox"/> VANDALISM	<input type="checkbox"/> RUDE-DISOURTEOUS-ANNOYING
<input type="checkbox"/> FIGHTING-PUSHING-TRIPPING		<input type="checkbox"/> UNACCEPTABLE LANGUAGE

<p>PRELIMINARY ACTION:</p> <input type="checkbox"/> CHECK STUDENT'S FOLDER <input type="checkbox"/> HELD CONFERENCE WITH STUDENT <input type="checkbox"/> CONSULTED COUNSELOR <input type="checkbox"/> TELEPHONE PARENT <input type="checkbox"/> <hr/> <hr/>	<p>PRESENT ACTION AND RECOMMENDATIONS:</p> <input type="checkbox"/> STUDENT REGRETFUL, COOPERATIVE <input type="checkbox"/> PLACED ON PROBATION <input type="checkbox"/> RECURRENCES WILL BE REPORTED <input type="checkbox"/> SUSPENDED <input type="checkbox"/> DENIED BUS PRIVILEGE UNTIL _____ <input type="checkbox"/> REFERRED TO: _____ <hr/> <hr/> <hr/>
--	---

APPENDIX II

Weston Board of Education Guidelines

Homework: Definition

Homework is the responsibility of the students and should reflect their work. Homework is any short or long-term assignment for study or preparation done outside the classroom which supports and extends student learning. Its primary purposes include reinforcement, remediation, enrichment and development of study habits and exploration of resources in libraries, on the Internet, at home or in the community.

Homework

Homework is an integral part of the instructional program and learning process that allows students to follow through on their personal commitment to academic work. Through meaningful assignments students develop constructive attitudes and sharpen useful skills.

The regular practice of homework requires self-discipline and enables you to function as individuals. Assignments offer opportunities for problem solving and increased learning. Students who benefit most from formal education are those who approach it with curiosity, varied interests, and a willingness to work hard.

Homework is an essential part of the individual's learning and development. Yet it is recognized that some time be allotted for physical and social recreation. Teacher feedback on the quality of homework shall be provided on a regular basis as appropriate to the grade and area. Homework activities, differentiated as needed, are designed to accommodate students with learning and organizational difficulties or those with other special needs.

Homework: Parameters

- ✚ Activities should be a natural extension of the learning experience to develop initiative and responsibility and to encourage application.
- ✚ Activities should supplement and enrich classroom learning, improve research and study skills, and teach students to organize time.
- ✚ Long-term project activities are essential, and should clearly be defined. The emphasis of the assignment is to demonstrate a student's level of learning.
- ✚ Parents should not be involved in projects, or any other homework, unless specified by teachers. Teachers, in turn, are strongly urged to limit the requests for parental involvement.
- ✚ Activities should be designed to help students actively process and construct concepts.
- ✚ Activities outside the classroom should foster communication and cooperation between home and school.
- ✚ Activities should vary in format long-term, independent, and overnight homework should be assigned.
- ✚ Activities should increase in complexity and duration with the maturity and grade level of the student.
- ✚ Students should be encouraged to study new materials daily and to review previously learned skills and materials regularly.
- ✚ An effort should be made to coordinate the student's workload and evenly distribute assignments throughout the week.
- ✚ Meaningful feedback to the student on the quality of homework shall be provided on a regular basis.
- ✚ Time guidelines for daily homework should be adjusted to recognize the time needed to complete long-term projects.
- ✚ Activities should provide opportunities for students to be successful by allowing flexibility in format and presentation.
- ✚ Assignments for students with a 504 Plan or an IEP will be consistent with the goals of the student's plan.

Homework: Special Circumstances

RELIGIOUS HOLIDAYS: Tests/quizzes should not be given and projects and homework assignments should not be due immediately following religious holidays recognized by the school calendar. In addition, these guidelines should be followed when the school is notified in writing by a parent/guardian of a specific religious observance for his/her child.

SCHOOL CALENDAR VACATIONS: During the school year at the elementary and middle school levels, homework will not be due immediately following the return from a recognized school calendar vacation.

ILLNESS: Homework requests for multi-day absences for illness will be honored. Homework may be picked up through the main office at the end of the day following the request. For a one-day absence, students should call classmates and rely on other systems designated by the school, i.e. homework hotline, web sites, etc. When absences are extended or chronic, parents should contact the school nurse.

OTHER ABSENCES: Parents should notify teachers of an impending absence using the procedures outlined in the school's student handbook. Depending upon the student and the course, the teacher may feel it essential to give the student assignments to be completed during the absence or upon his/her return. In these instances, the parents are asked to ensure that assigned work is completed and handed in upon return or when required by the teacher. Such work will count as part of the final grade. After a prolonged absence, however, it may be advisable to seek private tutorial help at the parents' expense. Make-up privileges do not apply when a student cuts class.

Homework: Time Guidelines

Of all the activities in which students are engaged after school hours, homework assignments need to be the highest priority. The need to establish time parameters was driven by the realization that Weston maintains high standards for student achievement and high expectations for the quality of instruction and the meaningfulness of homework assignments. The following guidelines represent an average nightly figure rather than a minimum or maximum. It should be understood that these guidelines are based on the time it takes the "average" student to complete his/her work. Students in accelerated programs or Project Challenge will often exceed these guidelines due to the requirements of the course work.

Students should ideally read nightly, in addition to homework assignments. To help establish the reading habit, parents or older brothers or sisters are encouraged to read to children in the primary grades.

GRADE	AVERAGE TIME FOR HOMEWORK	TIME FOR READING
6	60-75	Up to 30 Min.
7	60-90	Up to 30 Min.
8	60-120	Up to 30 Min.

APPENDIX III

Weston Board of Education Wellness Policy #5141.25

The following sets forth the procedures to implement Board of Education Policy 5141.25 concerning wellness of students in the Weston Public Schools. The wellness of students is important and every effort will be made to provide appropriate educational opportunities as well as a healthy environment to assist students in the development of lifelong behaviors that contribute to long-term wellness. The Superintendent of Schools and Building Administration will monitor implementation of this regulation and will be advised by the Wellness Council.

Nutrition Education and Promotion

- ✚ Nutrition education is and will remain an integral component of the health/physical education curriculum and will be addressed yearly as a part of the curriculum in grades K-12. In grades 6-8, nutrition education is primarily addressed within Family and Consumer Sciences.
- ✚ Nutrition education will be incorporated into the study of other cultures that occurs in both the World Languages and Social Studies curriculum and as appropriate in other curricular areas.
- ✚ Nurses will promote nutrition through displays and materials available for students and families in each school clinic.
- ✚ Nutrition Education and Wellness will be addressed at a minimum of two faculty meetings per year.
- ✚ Displays in all cafeterias will promote healthy nutritional choices.

Physical Activity and Other School-Based Activities

- ✚ In grades K-5, in addition to physical education twice per week, students will have a daily recess period.
- ✚ Removal of recess will not be used as a consequence for classroom behavior for any student.
- ✚ In grades 6-12, students will have physical education yearly.
- ✚ At the high school, the school-sponsored interscholastic athletic programs will continue to encourage high participation rates and will report the percentage of students participating in at least one sport.
- ✚ Students in grades 6-8 will have appropriate intramural opportunities during the school year.
- ✚ Community activities will continue to be provided for students in grades K-8 by community agencies such as Parks and Recreation and Youth Services.
- ✚ The schools will continue to be available to the community for after school, weekend and summer activities.
- ✚ Each cafeteria will provide an atmosphere and food selections that encourage healthy eating.
- ✚ In grades K-5, an opportunity for a healthy snack will be provided as warranted by the scheduled lunch for each class.

Nutritional Guidelines for School Food

- ✚ The cafeteria program will follow all federal and state nutritional guidelines.
- ✚ Food items that do not meet nutritional guidelines will not be included in fundraisers during school hours.
- ✚ Food items may not be used as a reward unless specified in an Individual Education Plan.
- ✚ Classroom activities involving food must provide students the opportunity to make a healthy food choice. The use of non-food items as a means to commemorate an occasion is encouraged.
- ✚ Parents will be encouraged to provide healthy snacks and lunches.
- ✚ Students will be discouraged from sharing food with their peers.
- ✚ Beverages sold at any location in the school during school hours will meet all state and federal

guidelines.

Communication

- ✚ Parents and students will be provided information about wellness in the annual legal update sent prior to the start of school.
- ✚ An annual “Wellness” presentation will be made to each PTO.
- ✚ A display encouraging wellness will be set up at Back to School Nights at each school.
- ✚ Each school newsletter will address wellness in the first newsletter of the year and, at minimum, in two additional newsletters during the year.

Measurement

Pursuant to this policy and direction from the Board, the Superintendent shall designate at least one individual to be responsible for the oversight of the school district’s wellness program.

- ✚ Each school shall designate a contact person for the implementation of the wellness policy at each school.
- ✚ Records will be maintained regarding cafeteria participation and sales.

Title IX and Non-Discrimination Notice

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in educational programs which receive federal financial assistance. Athletics are one component of Title IX. Other programs and activities which may be included are: course offerings and access, co-curricular activities, hiring, retention, benefits, and leave. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities.

In compliance with Title IX, and in accordance with other federal and state laws, the Weston Public Schools prohibits discrimination on the basis of sex, race, color, ethnicity, ancestry, national origin, marital status, age, veteran status, learning disability, past or present history of mental disability, intellectual disability, physical disability, religion, sexual orientation, transgender status, gender identity or expression, and workplace hazards to reproductive systems in employment as well as in the provision of all services, programs, and activities. The Board of Education’s Policies and Regulations regarding non-discrimination can be found on the District’s website:

<http://www.westonps.org/page.cfm?p=4923>

The District’s Title IX Coordinators monitor compliance with this law and other federal and state laws that prohibit discrimination. The Title IX Coordinators investigate all complaints of discrimination and address all violations. The Title IX Coordinators also facilitate any measures that may be necessary to protect the complainant(s).

Individuals with questions or concerns about Title IX, other federal and state laws concerning discrimination, and/or those who wish to file a complaint of non-compliance, may contact the District's Title IX Coordinator, or the building based Title IX Coordinators, for more information:

District Coordinator

Lewis D. Brey
Director of Human Resources and
Internal Counsel
24 School Road
Weston, CT 06883
(203) 291-1412
lewisbrey@westonps.org

Weston High School Coordinator

Matthew Filip
Assistant Principal
Weston High School
115 School Road
Weston, CT 06883
(203) 291-1612
matthewfilip@westonps.org

Weston Intermediate School Coordinator

Nicole Wilhelm
Assistant Principal
Weston Intermediate School
95 School Road
Weston, CT 06883
(203) 291-2711
nicolewilhelm@westonps.org

Hurlbutt Elementary School Coordinator

Kimberly Kus
Assistant Principal
Hurlbutt Elementary School
9 School Road
Weston, CT 06883
(203) 557-5911
kimkus@westonps.org

Weston Middle School Coordinator

Dru Walters
Assistant Principal
Weston Middle School
135 School Road
Weston, CT 06883
(203) 291-1511
druwalters@westonps.org

Alternatively, or in addition to the Title IX Coordinator(s), inquiries regarding Title IX may be directed to the U.S. Department of Education's Office for Civil Rights, the federal agency charged with enforcing compliance with Title IX:

Boston Office
Office for Civil Rights
US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: (617)289-0111
Email: OCR.Boston@ed.gov

