

August 31, 2015



Dear Student:

Your James H. Moran Middle School handbook plays an important role in your success at school. It will help you to organize your year, as well as help you stay informed about important school rules, policies, and opportunities.

At Moran we feel strongly that you are old enough to take responsibility for writing down and completing all of your assignments in the “Assignment Section.” Your teachers and families will support you to be an organized and responsible school citizen. It is essential that you have your planner with you at all times and keep it in good shape. Your planner is to be used as your pass both during the school day and at dismissal.

Dear Parents/Guardians:

Communication between school and home is an important responsibility we share. This student planner is one tool to facilitate our school to home communication. We ask that you review the planner with your child not only at the beginning of this school year, but also regularly throughout the year. It will give you the opportunity to review your child’s learning and serve as a communication tool between home and school. Approaching the use of this planner conscientiously will provide you and your child with a daily update of assignments and expectations. We thank you in advance for supporting your child and the school in this endeavor.



-----  
**ATTENTION: THERE HAVE BEEN SIGNIFICANT CHANGES TO THE HANDBOOK PORTION OF THE PLANNER. PLEASE READ THE FOLLOWING PAGES IN THEIR ENTIRETY.**

Please sign, detach this form, and return to your child’s homeroom teacher.

My child \_\_\_\_\_ and I have reviewed and agree to the expectations outlined in the student handbook pages for the 2015-2016 school year.

\_\_\_\_\_

Date

Parent / Guardian

Student

**BLANK PAGE**

**Wallingford Public Schools**

**RESPONSIBLE USE AGREEMENT FOR  
DISTRICT COMPUTER SYSTEMS AND INTERNET**

Access to the Internet and other computer systems are available to students and staff members in the Wallingford Public Schools. The Board of Education is pleased to bring the access to Wallingford and believes the computer systems offer vast, diverse and unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in the schools by facilitating resource sharing, innovation and communication.

**STUDENT**

I understand and will abide by the Responsible Use for Students Policy 6141.321 and its corresponding regulations. I understand that any violation of the policy or corresponding regulations is unethical and may constitute a criminal offense. Should I commit any violation of said policy, my access privileges may be revoked and I may be subject to further disciplinary action.

Name of Student \_\_\_\_\_ User Grade Level \_\_\_\_\_  
(Please Print)

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**PARENT OR GUARDIAN (For all students under age 18)**

As the parent or guardian of this student, I understand the Responsible Use for Students Policy 6141.321 and its corresponding regulations as published on the district website (<http://www.wallingford.k12.ct.us>) or available in hard copy from the school. I understand that this access is designed for educational purposes. I recognize it is impossible for the technology system to restrict access to all controversial materials and I will not hold the school district responsible for materials acquired on the network. I hereby give permission for my child to access the Internet and other computer systems. I understand that any violation of the school's policy or regulations by my child may result in loss of access and/or disciplinary action as deemed appropriate by the school administration.

Name of Parent or Guardian \_\_\_\_\_  
(Please Print)

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**BLANK PAGE**

## Wallingford Public Schools

### **Mission**

To inspire, educate and support all students as they discover and pursue their personal best.

### **Vision**

Wallingford Public Schools, with families and community, will distinguish itself with innovative teaching and learning experiences in a safe and supportive environment. Our goal is to ignite passion for learning and excellence in every student so that each becomes a life-long contributor to the local and global communities.

### **Core Values**

We, the members of the Wallingford community, believe that to sustain our community fiscally, environmentally, and educationally, we must P-E-R-S-E-V-E-R-E.

As a community, we value...

RESPECT

BELONGING

INTEGRITY

HEALTH, WELLNESS, AND SAFETY

COMMUNITY INVOLVEMENT & ENGAGEMENT

EMBRACING DIVERSITY

PERSONAL RESPONSIBILITY

LIFE-LONG LEARNING

CREATIVITY

We embrace these core values and believe they will empower every member of the community to face each challenge as an opportunity for continued growth.

### **◆◆ MORAN MISSION STATEMENT ◆◆**

*Our Mission is to inspire and support students as they grow from childhood to adolescence. We value the diversity of contributions made to our school community. Because of this, we commit to providing opportunities for all learners to discover their strengths, pursue their passions, and fuel their personal creativity.*

### **◆◆ MORAN VISION STATEMENT ◆◆**

*The Moran Learning Community will be empowered to be compassionate, independent and, confident contributors to a global society.*

## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct, as outlined in this handbook, which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

## **EQUAL OPPORTUNITY**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

The Wallingford Public Schools does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status or disability in establishing preliminary hiring and employment practices and establishing and providing school activities and programs.

The Board of Education Compliance Officer for TITLE VI and TITLTE IX is Mrs. Cindy Lavalette, Assistant Superintendent for Personnel. Mrs. Cindy Lavalette’s phone contact information is: 203-949-6508. Her mailing address is 43 Hall Avenue, Wallingford, CT 06492.

The Board of Education Compliance Officer for 504 is Mr. Robert Mancusi, Director of Pupil Personnel Services. His phone contact information is: 203-294-5946. His mailing address is: 415 Church Street/Rte. 68, Yalesville, CT 06492.

## RIGHTS OF MORAN COMMUNITY MEMBERS

**At Moran, these rights apply to all persons - students, staff, and visitors – for the entire school day, including travel to and from school.**

- The right to a safe, challenging, and nurturing school community.
- The right to be treated with respect and dignity.
- The right to an education, which means that teachers are free to teach and students are free to learn without interruption or disruption from others.
- The right to respectfully ask a question.
- The right to respectfully express one’s opinion.
- The right to develop one’s own personality, beliefs, and interests (provided they do not violate the rights of others) without disrespect, criticism, or pressure from peers.
- Freedom from physical or mental abuse, such as name calling, intimidation or bullying.
- Freedom from being set apart or made fun of because of age, gender, religion, race, culture, language, physical appearance, personal features or preferences, achievement, friendship groups, disability, financial status, clothing, classroom performance or any other reason.

### *TABLE OF CONTENTS*

|   |    |
|---|----|
| <i>ADVERTISING</i> .....                      | 9  |
| <i>ASBESTOS</i> .....                         | 9  |
| <i>ASSEMBLIES</i> .....                       | 9  |
| <i>ATTENDANCE POLICY AND PROCEDURES</i> ..... | 9  |
| <i>BICYCLES</i> .....                         | 12 |
| <i>BOARD OF EDUCATION</i> .....               | 12 |
| <i>BULLYING</i> .....                         | 12 |
| <i>CAFETERIA</i> .....                        | 14 |
| <i>CELL PHONES/ELECTRONIC DEVICES</i> .....   | 14 |
| <i>CHEATING/PLAGIARISM</i> .....              | 14 |
| <i>CHILD ABUSE</i> .....                      | 14 |
| <i>CLASS PLACEMENT</i> .....                  | 15 |
| <i>COMPUTER RESOURCES</i> .....               | 15 |
| <i>CONDUCT</i> .....                          | 15 |
| <i>CYBERBULLYING</i> .....                    | 17 |
| <i>DEFIBRILLATORS IN SCHOOL (AED’s)</i> ..... | 17 |
| <i>DISCIPLINE</i> .....                       | 18 |
| <i>DISTRIBUTION OF MATERIALS</i> .....        | 19 |

|  |    |
|--|----|
| <i>DRESS CODE</i> .....  | 19 |
| <i>EMERGENCY SCHOOL CLOSING INFORMATION</i> .....                  | 20 |
| <i>ELIGIBILITY FOR SPORTS AND EXTRACURRICULAR ACTIVITIES</i> ..... | 21 |
| <i>FACILITIES</i> .....  | 21 |
| <i>FEES</i> .....  | 21 |
| <i>FIELD TRIPS AND ELIGIBILITY</i> .....                           | 22 |
| <i>FIRE/SECURITY DRILLS</i> .....                                  | 22 |
| <i>FUNDRAISING</i> .....   | 22 |
| <i>GREEN CLEANING PROGRAMS</i> .....                               | 22 |
| <i>GUIDANCE AND COUNSELING</i> .....                               | 22 |
| <i>HARASSMENT STATEMENT</i> .....                                  | 23 |
| <i>HAZING ACTIVITIES</i> .....                                     | 23 |
| <i>HEALTH SERVICES</i> .....                                       | 23 |
| <i>HOMEWORK</i> .....  | 25 |
| <i>INSURANCE</i> .....   | 26 |
| <i>LASER POINTERS</i> .....  | 26 |
| <i>LIMITED ENGLISH PROFICIENT STUDENTS (LEP)</i> .....             | 26 |
| <i>LOST AND FOUND</i> .....  | 26 |
| <i>LIBRARY/MEDIA CENTER</i> .....                                  | 26 |
| <i>MIGRANT STUDENTS</i> .....                                      | 26 |
| <i>OUT OF SCHOOL MISCONDUCT</i> .....                              | 26 |
| <i>PARENT CONFERENCES</i> .....                                    | 27 |
| <i>PARENT INVOLMENT/COMMUNICATION</i> .....                        | 27 |
| <i>PARENT/TEACHER ORGANIZATIONS</i> .....                          | 27 |
| <i>PESTICIDE APPLICATION</i> .....                                 | 27 |
| <i>POSTERS</i> .....   | 27 |
| <i>PROMOTION, RETENTION AND PLACEMENT</i> .....                    | 28 |
| <i>PROPERTY, LOCKERS AND EQUIPMENT</i> .....                       | 28 |
| <i>PSYCHOTROPIC DRUG USE</i> .....                                 | 28 |
| <i>REPORT CARD/PROGRESS REPORTS</i> .....                          | 28 |
| <i>SAFE SCHOOL CLIMATE</i> .....                                   | 29 |
| <i>SEARCH AND SEIZURE</i> .....                                    | 31 |
| <i>SEXUAL HARASSMENT POLICIES AND GUIDELINES</i> .....             | 31 |
| <i>SCHOOL-RELATED PROBLEMS AND CONCERNS PROCEDURE</i> .....        | 32 |
| <i>SMOKING</i> .....   | 33 |
| <i>SUBSTANCE ABUSE</i> .....                                       | 33 |
| <i>STUDENT RECORDS</i> .....                                       | 33 |
| <i>SUMMER SCHOOL</i> .....   | 35 |
| <i>TEACHER AND PARAPROFESSIONAL QUALIFICATIONS</i> .....           | 35 |
| <i>TESTING</i> .....   | 35 |
| <i>TEXTBOOK CARE AND OBLIGATIONS</i> .....                         | 35 |

|                                |    |
|--------------------------------|----|
| TITLE I SERVICES.....          | 35 |
| TRANSFERS AND WITHDRAWALS..... | 35 |
| TRANSPORTATION.....            | 35 |
| VACATIONS.....                 | 36 |
| VISITORS.....                  | 36 |
| WEBSITES.....                  | 37 |
| WELLNESS.....                  | 37 |
| SCHOOL SCHEDULE.....           | 38 |
| 90 MINUTE DELAY.....           | 39 |
| EARLY RELEASE.....             | 40 |

**ADVERTISING**

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

**ASBESTOS**

Legislation requires all school buildings to be re-evaluated to determine if asbestos is present and if it poses a significant health hazard to the building’s occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

**ASSEMBLIES**

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or enrichment to the student community. A student’s conduct in assemblies must meet the same standards as in the classroom.

**ATTENDANCE**

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly.\* Daily attendance is a key factor in student success, thus any absence

from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to a legitimate absence.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least four periods of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school prior to 9:00 A.M. on the day of the absence by telephoning the school.

Even if a call to school is made, the parent must send a written excuse to the school on the date of the student’s return. Parents should contact the main office as well as the student’s teachers regarding any absence in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

## Excused versus Unexcused Absences

### Definitions Excused and Unexcused:

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least four periods of the regular school day. An absence due to an out-of-school suspension or expulsion should always be considered an excused absence.

For absences one through nine, an absence shall be considered “excused” when a child does not attend school submits a written note within ten school days of the student’s return to school from the student’s parent or guardian approving the absence, due to:

1. Illness or injury,
2. Death in the family or other emergency beyond the control of the student’s family,
3. Observance of a religious holiday,
4. Mandated Court appearances,
5. School sponsored activity,
6. Lack of transportation that is normally provided by a district other than the one the student attends, (This reason does not require documentation.)
7. Extraordinary educational opportunities pre-approved by a district administrator and in accordance with State Department of Education guidelines. Written excuse for such absences should be submitted to school officials by the child’s parent or guardian. All other absences with or without written explanation shall be considered unexcused.
8. Suspension, (This reason does not require documentation.)

For the tenth absence and all others thereafter, the same reasons cited above shall still constitute “excused” absences; however documentation by a medical professional is now required for illness, regardless of the length of the absence. All absences will be recorded as “unexcused” unless documentation is submitted within ten days of the date of the absence and satisfies the definition of “excused” absence.

The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed when the student returns to school.

## Unexcused Absence

Board of Education policy with respect to unexcused absences stresses prevention by requiring schools to make all reasonable efforts to keep parents and students informed as to attendance problems and to make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

A student’s absence from school shall be considered “unexcused” unless the absence meets the definitions listed for an “excused” absence, including the documentation requirements; or if the absence is the result of school or district disciplinary action.

### Tardiness

Students who are not in their homeroom by 8:00 A.M. are considered tardy and must report directly to the main office to sign in. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the principal determines that tardiness is excessive. Students tardy to school are responsible for work done in classes missed as well as assignments due.

### Truancy

Connecticut General Statutes define a truant as a child who fails to attend school from age five (5) to eighteen (18) inclusive. The school administration will make a concerted effort to prevent and remedy truancy in its early stages for students who are found to be truant. These efforts will include holding a meeting with appropriate school staff and parent or guardian after the student’s fourth (4th) unexcused absence (truancy) within a month or tenth (10th) unexcused absence (truancy) in a school year. The Superintendent is required to bring a truant student’s case to the Superior Court under the Family with Service Needs Law (FWSN) if the parent(s) or guardian(s) fail to attend the required meeting with school personnel or fail to cooperate with the school administration in trying to solve the child’s truancy problem.

Prior to a written complaint to Superior Court, a referral will be made to the school's student assistance team to determine whether or not an educational evaluation is appropriate. To assist the parent or guardian and others in meeting this responsibility, the Board of Education has developed the following procedures regarding students ages five (5) to eighteen (18) inclusive.

**1.** Annually notify the parent or guardian of each child enrolled, ages five (5) to eighteen (18), inclusive in writing of the obligations of the parent or guardian pursuant to student attendance (C.G.S. 10-184).

**2.** Obtain from each parent or guardian of an enrolled child a telephone number or other means of contacting such parent or guardian during the school day.

**3.** Establish a system for monitoring a student's individual absences/tardies.

**4.** Notify, by telephone, email or other written message the parent or guardian

whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent or guardian is aware of the student's absence. The required notice shall always include a warning that four unexcused absences from school in one month or ten unexcused absences in a school year may result in a complaint filed the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

**5.** Identify a student as "truant" when the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.

**6.** Hold a meeting with appropriate staff and the parent or guardian of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.

**7.** Referral will be made to the Planning and Placement Team (PPT) to determine whether or not an educational evaluation is appropriate, prior to filing a written complaint with the Superior Court.

**8.** File a written complaint, by the Superintendent with the Superior Court alleging that the acts or omissions of any child identified as a "truant" are such that the student's family is

a "family with service needs" if the parent(s) or guardian(s) of the child identified as "truant" fails:

**a.** to attend the required meeting to evaluate why the child's truant or

**b.** to cooperate with the school in trying to solve the truancy problem.

**c.** Such filing shall occur not later than fifteen (15) calendar days after such failure to attend the required meeting or such failure to cooperate with the school in trying to solve the truancy problem.

**9.** Provide for the coordination of services and refer enrolled students who are truant to community agencies providing child and family services. A student who is identified as a "truant" may be subject to the following consequences:

**a.** Promotion to the next grade may be contingent upon the student successfully completing a summer school program.

**b.** The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level.

Persons who in good faith give or fail to give notice pursuant to subdivision (4) above, shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

### **Leaving School Grounds/Release of Students From School**

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the main office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator

on the parent or guardian to pick up the student in the school office. If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian.

Students may not go home on another student's bus unless they are granted and have submitted written permission from the bus company to the school.

Students attending sporting events must have rides arranged in advance for pick-up at the designated time. Students not picked up on time may be banned from attending future sporting events.

### **Dismissals**

The Board of Education recognizes the need for students to be in school for the full instructional day. It is encouraged that early dismissal should be requested only in emergency or unusual situations. Request for a release of a student during the school day originating outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

When students need to be dismissed early from school, they are to bring a written note signed by a parent or guardian to the main office prior to the start of school. The office staff will verify the authenticity of the note by contacting the parent or guardian by phone and will issue the student a dismissal pass.

Students who are dismissed from school before the end of the school day at the request of their parent or guardian will not be permitted to return to school on that same day unless the dismissal is for a medical or dental appointment or a court appearance and such appointment is validated in writing by the doctor/dentist or a court official. Students who become ill during the school day may be excused by the school nurse and are not permitted to return to school until the following day.

## **Absences and Participation In School Activities**

Students who are absent from school will not be permitted to participate in interscholastic athletic contests, athletic practices, extracurricular activities, or other school-sponsored activities on the day of the absence. However, building principals may make exceptions to this regulation due to extraordinary, mitigating circumstances, and such exceptions must be in writing.

### **Appeal Procedure**

If the parent or guardian is dissatisfied with the decision of the building administrator, he/she may appeal, in writing, to the Superintendent of Schools. All such appeals must be received prior to the last week of school in June. A decision will be rendered by the Superintendent of Schools prior to the last day of school in June.

### **BICYCLES**

Students may ride their bicycles to middle school in good weather. However, they may not ride on school sidewalks or feeding paths. When students come within 100 yards of the school, they are required to dismount and walk their bicycles to the racks. For their own protection, bicycles must be locked in place with appropriate padlocks.

### **BOARD OF EDUCATION**

Board members are unpaid, elected public officials with the responsibility for governance of the school district. The members of the Wallingford Board of Education are:

Chairperson: Roxanne McKay  
Vice-Chairperson: Joseph Marrone  
Secretary: Michael Votto  
Members: Michael Brooder  
Kathy Castelli  
Jay Cei  
Karen Hlavac  
Jean-Pierre Bolat  
Christopher Shortell

In order to perform its duties in an open and public manner and in accordance with state law, the Wallingford Board of Education holds

regular business meetings. Meeting dates, times and location may be found on the district website. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda, the Board chairperson will recognize individuals who want to make a statement. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy, which reflects community values and expectations.

### **BULLYING**

"Bullying" means the repeated use by one or more students of a written, oral 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:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical,

developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)

"Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs including ethically-based or gender-based verbal put-downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. Exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyber bullying")
7. Targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental physical, developmental, or sensory disability.

Please see our district and school website for additional clarification.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned,

leased or used by the Board of Education, and outside of the school setting if such bullying:

1. Creates a hostile environment at school for the victims,
2. Infringes on the rights of the victim at school, or
3. Substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement official.

Again, please consult our district website for definitions of these classifications.

Students and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action. The complaint procedure is posted on the district and school websites.

Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Students and parents are permitted to make anonymous reports of bullying either via phone, in writing, or in one of our bully boxes located in the main office and the guidance office. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of an anonymous report.

Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

## CAFETERIA

All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the main office.

Food and beverages offered for sale to students, whether in the cafeteria or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions, which may occur.

## CELL PHONES/ELECTRONIC DEVICES

- Cell phones can only be used before school, after school, and during lunch in the cafeteria. Cell phones need to be turned off and put in lockers at all other times. Failure to follow this expectation will result in the phone's confiscation and a parent or guardian will need to pick it up.
- Students are discouraged from bringing electronic devices to school. However, if a student chooses to bring an electronic device (iPod, iPad, tablet, etc.), it is to remain off and put away during the school day.
- State law prohibits beepers on school property.

**Moran Middle School is not responsible for lost or stolen cell phones or other electronic devices.** Continued violation of this policy will result in disciplinary consequences

## **CHEATING/PLAGIARISM**

### **(Academic Dishonesty)**

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with District goals and values. All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

## **CHILD ABUSE**

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Reporting of child abuse and neglect is a responsibility, which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries, which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

## **CLASS PLACEMENT**

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Though parents may make requests relative to placement, the final decision for placement rests with the principal or his/her designee.

## **COMPUTER RESOURCES**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, such as Facebook, Twitter, YouTube, etc., when the student is not engaged in District activities and not using District equipment.

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet

Protection Act and as determined by the Superintendent or his/her designee.

### **CONDUCT**

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately (please see school dress code)
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the expectations outlined in this handbook.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic

- examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Possessing or using prescription drugs that are given to a person other than for whom the drug is prescribed.

19. Smoking, possessing or using any form of tobacco products.
20. Hazing, bullying, harassment
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy...
24. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
25. Cheating, plagiarizing.
26. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
27. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer of other means, including but not limited to texting and emailing.
28. Violating any state or federal law, which would indicate that the student presents a danger to any person in the school or to school property.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct, which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is "seriously disruptive of the education process" for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was

gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

### **CYBER BULLYING**

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. Cyber bullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Cyber bullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members, who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist or school counselor. All reports of cyber bullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. In addition, such conduct must be violation of a publicized school policy. Such conduct includes, but is not limited

to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

### **DEFIBRILLATORS IN SCHOOLS (AED'S)**

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

### **DISCIPLINE**

A student who violates the district's code of conduct shall be subject to disciplinary action. The Moran Middle School's disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, restorative justice, in-school suspension, out of school suspension, bus suspension and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time.

### **Dangerous Weapons and Instruments**

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity is subject to suspension and or expulsion from school, and may be referred to legal authorities.

### **Detention**

A student may be detained outside of school hours for violation of the code of conduct. The detention shall not begin, however, until the students' parents have been notified of the reason for the detention.

### **Expulsion**

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu of expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel

the student from any additional time for the offense(s).

### **Suspension**

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance, the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student of his/her parents.

### **DISTRIBUTION OF MATERIALS**

Printed materials may be distributed to parents by students as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

The principal or his/her designee may approve such distribution providing:

1. The material is related to the school, community, local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit making organizations.
5. Does not advocate a position regarding a referendum question.

Materials that have a religious content may be made available to students during non-instructional time. The District has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the District.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbook

### **DRESS CODE**

*At Moran, our school dress code recognizes that we are in school to learn, grow, and explore who we are. Student dress reflects the quality of the school, of one's conduct, and of one's schoolwork. The fundamentals of good taste and safety govern what students may wear to Moran Middle School. Appropriate dress for educational purposes promotes learning and diminishes disruptions to the learning community.*

### **General Attire:**

All attire must be free of indecent language, pictures, or symbols that contain sexual references, messages of violence or gang allegiance, or that advertise or encourage the use of drugs, tobacco products, and/or alcoholic beverages. Pajamas / lounging / pajama jeans / flannel pants and slippers are not allowed. See-

through garments are not appropriate for the school setting.

### **Tops:**

Blouses/shirts/sweaters should be constructed so that they cover the back, chest, midriff, waist, and shoulders. While sleeveless shirts are allowed, *tank tops are not.*\* Students are allowed to layer garments to protect the integrity of the dress code. However, all undergarments shall be completely covered.

*\*Please see the Moran Website for examples of what constitutes a tank top vs. a sleeveless shirt.*

### **Bottoms**

Skirts/shorts/skorts and dresses should be mid-thigh or finger-tip length all the way around.

All bottoms should be loose fitting and appropriately sized. No excessively tight, ripped or torn clothing please.

All leggings/jeggings/yoga type pants must be covered with shorts or skirts that are mid-thigh or finger-tip length all the way around.

Please do not wear any clothing that reveals undergarments.

*\*\*With safety as our primary concern, pants should be worn to stay close to the waist; undergarments shall be completely covered.*

### **Footwear**

Safe shoes with a firm sole are to be worn at all times both in the school building and on school grounds. *For safety reasons, students must wear closed toe shoes during science lab and technology education classes.*

### **Accessories**

All jewelry and accessories should follow the values and rules of the school by not having the potential to cause injury to the individual, others, or the school environment or be disruptive of the education process.

Hats/headwear must be removed upon entering the building and stored in the locker, except for religious/medical reasons or special school days.

### **Outdoor Garments**

All outdoor garments including jackets and winter coats will be placed in the student's

locker immediately upon entering the school and will remain there for the entire school day.

### **General Grooming**

- ◆ Hairstyles should be appropriate and not distract others from learning.
- ◆ Grooming is to be done only in the restrooms.
- ◆ There should be no drawing on any part of the body or adornment that draws attention to oneself in a manner that may be disruptive to the educational process.

***Students are expected to be dressed at home. They should come off the bus into school dressed according to the dress code.***

### **PE Dress Code**

All students must wear navy blue basketball style shorts and a gold\* or yellow tee shirt with sleeves, and sneakers. Students should not return to class in their PE clothes. \*Gold tee shirts are available at Shirt Graphix – 198 Center St. 203-294-1656.

***The following steps will be taken when a student violates the dress code guidelines:***

- ◆ If possible, the student will be given the opportunity to fix the issue and continue with the day.
- ◆ If the student is unable or unwilling to fix the issue, he or she will be sent to the main office and counseled about the dress code guidelines. The student will be given a warning and the opportunity to change clothes and/or a parent/guardian will be called to bring appropriate clothes. We encourage students to keep an extra set of clothes in their locker to help avoid this concern.
- ◆ If a student is unwilling to change or a parent/guardian cannot bring in clothes, the student will complete his/her assigned class work in a supervised instructional space. Any classes or work missed due to the time in the office is the responsibility of the student.
- ◆ Repeated violations of the dress code will be dealt with as a disciplinary issue.

***When a Moran staff member speaks to a student to correct a dress code violation, the student is expected to comply. Questions regarding***

*interpretation may be discussed at a later time. It is expected that students will adhere to these guidelines. When needed, the principal and assistant principal will make the final determination as to whether an individual's attire disrupts the educational process.*

## **EMERGENCY SCHOOL CLOSING INFORMATION**

In the event school is closed because of bad weather or another emergency, please check the Wallingford Public Schools website, <http://www.wallingford.k12.ct.us>, or tune into the local radio or television station for the update information. WLFD cable access, channel 19. After 6:00 a.m., local television channels 3, 8, & 30 also cover school delays and closings.

Wallingford Public Schools also utilizes an emergency phone contact systems that will be employed to keep parents/guardians up to date with the most current information. Please be sure your phone information is kept current in PowerSchool.

## **EXTRACURRICULAR ACTIVITIES**

### **Athletics**

Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

At the middle school level, there are a variety of inter-scholastic sports offered to students in all grades. These sports include boys' and girls' cross country in the fall, boys' and girls' basketball in the winter and boys' baseball, girls' softball and boys' and girls' track and field in the spring. All students who wish to participate must have a **parent permission slip** and an up to date **sports physical** on file with the nurse before they can try out for a team.

All students must maintain an average of 70 in all areas (with only one grade or less lower than a C) to be eligible for participation in interscholastic competition and school sponsored extracurricular activities (i.e. drama, student government, dance team, etc.).

- ◆ If a student has an average below 70 in all areas and/or has more than one grade lower than a C on his/her report card or progress report, that student will not be eligible to try-out/play for an interscholastic sports team or try-out for/participate in an extracurricular activity. Students who bring their grades up to an average of 70 or above in all areas (with only one grade or less lower than a C) on the next report card/progress report will once again be eligible to try-out for/participate in an interscholastic sport or an extracurricular activity.
- ◆ If a student who has made an interscholastic sports team or extracurricular activity has an average below 70 in all areas and/or has more than one grade lower than a C on his/her report card or progress report, that student will be suspended from play or participation and will be counseled by the coach/advisor until his/her grade has improved to the required levels.
- ◆ All students must remain in good standing.

### **Clubs and Performing Groups**

Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior that are stricter than those for students in general.

### **Dances and Social Events**

School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to comply with the dress code for all dances.

Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

## **FACILITIES**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

After dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

## **FEES**

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

1. Club dues.
2. Security deposits.
3. The materials for a class project that the student will keep.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
6. Student accident insurance.
7. Insurance on school-owned instruments, instrument rental and uniform maintenance.
8. Fees for damaged library books and school-owned equipment.\*
9. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

## **FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity.

## **FIRE DRILLS AND EMERGENCY**

### **PREPAREDNESS**

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

### **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 21 days before the event. Except as approved by the Superintendent, fund-raising by outside organizations is not permitted on school property.

Any food items sold as part of any fund-raising activity must meet the nutritional standards published by the Connecticut Department of Education. Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage are not sold from a vending machine or school store.

### **GREEN CLEANING PROGRAMS**

A green cleaning program to clean and maintain the school has been implemented as of July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The

cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

“No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect” (a required statement by law).

### **GUIDANCE AND COUNSELING**

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the social worker and school counselors include helping the student function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development.

School counselors will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy and supportive setting.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students. School Counselors are encouraged to issue appointment request forms to students. Appointments can also be arranged by filling out a Guidance Appointment request form in the office or by stopping by the

guidance office before school, between classes or after school.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

### **HARASSMENT STATEMENT**

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. The District has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the principal, assistant principal or school counselor. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

### **HAZING ACTIVITIES**

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization. Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages

in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or interfere with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

### **HEALTH SERVICES**

The Moran health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Scoliosis and hearing tests are administered to students in grade eight. The results are provided to the parents.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

#### **Administration of Medication**

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in original container with proper labels.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentists or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken

and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an epipen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physical are required.

#### **Disabilities**

School district will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

#### **Emergency Medical Treatment**

Parents are asked each year to complete an emergency information form through PowerSchool prior to the start of school for use by the school in the event of a medical emergency.

#### **Homeless Students**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin.

## **Immunizations**

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella, Influenza and Hemophilic Influenza Type B.\* Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade and ninth or tenth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact Kathy Duman (Moran School Nurse).

## **Physical Examinations**

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in grade 6 (or 7) and in grade 9 (or 10). All students in grades K-6 and grade 9 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K-3, grade 5 and grade 8. Postural screening will be conducted for all students in grades 5 through 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

## **HOMEWORK**

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

A. Short-term assignments are to be completed by the next class period. They are intended to reinforce that which has been presented in class or prepare the student for the next day's class.

B. Long-term assignments are spread over a number of days or weeks. Long-term assignments often require students to apply information and skills that have been learned to new situations or to problem solving. Teachers should check student progress towards completing long-term assignments periodically.

C. Study: Students are expected to review class notes and texts on a regular basis to increase their understanding and retention of what has been learned in class.

## **Evaluation**

A. Teachers should regularly verify that homework has been completed. Homework that is handed in should be evaluated and returned to the students within a short period of time after its completion.

B. If homework is to be counted as part of the student's grade in a subject, students should be informed of the relative value of homework in the grading process.

## **Time Guidelines**

A. Regularity of Homework: Homework (short-term, long-term, and/or study assignments) should be assigned in all subjects, but the regularity of the assigning of homework will vary depending on the grade level and the subject.

Grades 6-8: students should expect homework in all subjects. In the core subjects and World Language, students should expect to spend time

on homework on a daily basis. The regularity of homework in other subjects will vary depending on the nature of the curriculum and the projects and activities required.

### **Homework Requests**

If a student is absent for **2 days or more**, the parents may request assignments through the main office. Students will have the opportunity to make up all work due to absences.

### **Make –up and Extra Help**

Make-up and extra help sessions are available upon request of the teacher, student, or the parent. The help may be received during the school day and/or after school by appointment. Students who have been absent and those who are in need of extra help should see their teachers immediately.

***Please Note:*** The responsibility for the make-up work rests with the student, not the teacher. Students are responsible for contacting the teachers for missed assignments. If a student is absent due to illness or suspension, the student is expected to make up the homework that was required for that day(s). All make-up assignments should be completed within five (5) days of when the student returns to school.

### **INSURANCE**

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangements are contractual between the parent and insurance carriers and the Wallingford Public School assumes no liability from disputes arising from such contract.

### **LASER POINTERS**

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under a staff member's supervision and in the contest of

instruction. Laser pointers will be confiscated and students will be disciplined.

### **LIMITED ENGLISH PROFICIENT (LEP) STUDENTS**

Parents of Limited English Proficient (LEP) Students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, and homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

### **LOST AND FOUND**

Any articles, which are found in the school or on school grounds, should be turned in at the main office. Unclaimed articles will be donated monthly and at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office.

### **LIBRARY/MEDIA CENTER**

Students are invited to use the books, magazines, newspapers, videos, CD's and other materials, including computers, located in the media center. Students are responsible for any material they sign out. Materials must be returned to the librarian or the assistant at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all student must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

### **MIGRANT STUDENTS**

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

### **OUT OF SCHOOL MISCONDUCT**

Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including marital arts weapons;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.
6. See Bullying and Cyber-Related Offenses

### **PARENT CONFERENCES**

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

Moran Middle School has conferences schedule to take place on the following dates:

|                     |  |
|---------------------|--|
| Fall Conferences:   | November 12, 2015<br>November 19, 2015 |
| Snow Date:          | November 24, 2015                      |
| Spring Conferences: | March 8, 2015                          |
| Snow Date:          | March 15, 2015                         |

Afternoon Conferences: April 7, 2015

### **PARENT INVOLVEMENT/COMMUNICATIONS**

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

### **PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS**

PTO/PTAC is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part

in the PTO/PTAC. Please see the Moran website for additional information.

### **PESTICIDE APPLICATION**

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact Mr. Marc Deptula (District Maintenance Coordinator). Note: If the district is implementing the Integrated Pest Management (IPM) concept, similar requirements as above must be met.

### **POSTERS**

Signs and posters that students wish to display must be approved by the Principal. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

### **PROMOTION, RETENTION AND PLACEMENT**

A student shall be promoted from one grade to the next on the basis of academic performance. To be eligible for the next grade, a middle school student must achieve a passing average in three of four identified core subjects: Language Arts, Mathematics, Social Studies, and Science. A middle school student must have an average of 60 or above in at least three of the following subjects: Language Arts, Mathematics, Social Studies, and Science.

When the possibility of retention is being considered, parents shall be notified in writing as early in the school year as possible. A student in grades 6-8 who is not promoted shall be retained in the same grade or placed in an alternative education program.

### **PROPERTY, LOCKERS, AND EQUIPMENT**

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those, which the school must incur to repair the damage.

Each student is assigned a desk, hall and gym locker and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the main office immediately if it does not function properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students may *not* bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

### **PSYCHOTROPIC DRUG USE**

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system.

School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

### **REPORT CARDS/PROGRESS REPORTS**

Moran Middle School currently uses PowerSchool as its student database and grading tool. Parents and students have been issued user names and passwords that will remain the same throughout the student's school career in the Wallingford Public School System. Parents are encouraged to log into PowerSchool at any time to review current information such as grading and attendance on their student. Power Teacher grade books will be updated on a weekly basis. All teachers will provide comments at the interim of each grading quarter.

### **Marking Period Dates:**

|                            |         |          |       |         |
|----------------------------|---------|----------|-------|---------|
| <b>1<sup>st</sup> Qtr:</b> | Interim | 10/03/13 | Close | 11/8/13 |
| <b>2<sup>nd</sup> Qtr:</b> | Interim | 12/13/13 | Close | 1/29/14 |
| <b>3<sup>rd</sup> Qtr:</b> | Interim | 03/05/14 | Close | 4/07/14 |
| <b>4<sup>th</sup> Qtr:</b> | Interim | 05/15/14 | Close | 6/13/14 |

Marking period dates may be adjusted during the year based on inclement weather closings.

## **SAFE SCHOOL CLIMATE**

### **Safe School Climate Coordinator**

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

Implement the District's safe school climate plan;

Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying in District

schools;

Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and

Meet with the safe school climate specialists at least twice during the school year to discuss bullying issues in the District and make recommended changes to the District's safe school climate plan.

### **Safe School Climate Specialist**

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

Investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan;

Collect and maintain records of reports and investigations of bullying in the school; and

Act as the primary school official responsible for preventing, identifying and responding to bullying reports in the school.

### **Safe School Climate Committee**

For the school year commencing July 1, 2012, and each school year thereafter, the Principal of each District school shall establish a new committee or designate at least one existing committee that is responsible for developing and fostering a safe school climate and addressing issues related to bullying in the school. The committee must include at least one parent/guardian of a student enrolled in the school, appointed by the Principal.

The Safe School Climate Committee shall:

Receive copies of completed reports

following investigations of bullying;

Identify and address patterns of bullying among students in the school;

Review and amend school policies relating to bullying;

Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;

Educate students, school employees and parents and guardians of students on issues relating to bullying;

Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying; and

Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying for the school.

Parent members of the Safe School Climate Committee are excluded from activities #1 and #2 above and from any other committee activities that may compromise student confidentiality.

### **Safe School Climate Plan**

The Board of Education shall develop and implement a Safe School Climate Plan to address the existence of bullying in its schools. Such plan shall:

Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which they may make such reports;

Enable the parents or guardians of students to file written reports of suspected bullying;

Require school employees who

witness acts of bullying or receive reports of bullying to orally notify the Safe School Climate Specialist, or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;

Require the Safe School Climate Specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;

Require the Safe School Climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;

Include a prevention and intervention strategy for school employees to deal with bullying;

Provide for the inclusion of language in student codes of conduct concerning bullying;

Require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. The required notification and invitation shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying;

Require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the

student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying;

Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education, and in such manner as prescribed by the Commissioner of Education;

Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;

Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;

Direct the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such student against further acts of bullying;

Require the Principal of a school, or the Principal's designee, to notify the appropriate local law enforcement agency when such Principal, or the Principal's designee, believes that any acts of bullying constitute criminal conduct;

Prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school

grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

Require, at the beginning of each school year, each school to provide all employees with a written or electronic copy of the school district's Safe School Climate Plan; and

Require that all school employees annually complete the training described in C.G.S. 10- 220a, as amended.

### **SEARCH AND SEIZURE**

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

### **SEXUAL HARASSMENT (Wallingford Board Policy JFHA)**

Sexual harassment will not be tolerated among students or staff of the school district. Sexual harassment of students by another student or staff member is forbidden.

If a student believes that he/she is being or has been harassed by another student or staff member, the student should immediately report this complaint to the building administration.

**Prohibition against sexual harassment:** Sexual harassment will not be tolerated among students of the school district. Any form of sexual harassment of students by other students or staff members or by students directed to other students or staff members is forbidden. Therefore, the Board condemns all unwelcome behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development or environment, including, but not limited to, grades, course admission, performance evaluations, or academic recommendations;
2. Submission to or rejection of such conduct by an individual is used as the basis for

educational decisions affecting such individual; and/or;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education performance or creating an intimidating, hostile, or offensive educational environment.

### **Definition of Sexual Harassment**

A. Sexual harassment is any unwelcome sexual advance, request for sexual favors, and/or other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment may be overt or subtle.

B. Sexual harassment includes, but is not limited to, the following:

1. Verbal: suggestive or obscene comments, including, but not limited to, sexual innuendos or slurs, obscene letters or notes, jokes of a sexual nature, sexual propositions or invitations, threats;
2. Nonverbal: sexually suggestive objects, pictures, or cartoons, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;
3. Physical: unwanted physical contact, including, but not limited to, touching, pinching, brushing the body, coerced sexual intercourse, impeding or blocking movement, assault.

### **Complaint Procedure:**

A. Student Complainant: If a student believes that he/she is being or has been harassed by another student or a staff member, the student should immediately report this complaint to the building principal or other professional staff member. The student reporting the complaint will be provided with a copy of this policy and its implementation regulations and be made aware of his or her rights.

The Wallingford Public Schools does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status or disability in establishing preliminary hiring and

employment practices and establishing and providing school activities and programs.

The Board of Education Compliance Officer for TITLE VI and TITLE IX is Mr. Colin McNamara, Assistant Superintendent for Personnel. Mr. McNamara's phone contact information is: 203-949-6508. His mailing address is 43 Hall Avenue, Wallingford, CT 06492.

The Board of Education Compliance Officer for 504 is Mr. Robert Mancusi, Director of Pupil Personnel Services. His phone contact information is: 203-294-5946. His mailing address is 415 Church Street/Rte. 68, Yalesville, CT 06492.

### **SCHOOL-RELATED PROBLEMS AND CONCERNS PROCEDURE**

From time to time, parents may wish to bring problems or concerns to the attention of appropriate school officials. We urge that parents use the progressive steps outlined below. Most problems can be addressed satisfactorily by a teacher or other staff member who is most directly involved. To assist parents in this regard, the following general guidelines may be helpful:

- ◆ Any concern regarding a school-related matter should first be raised by the parent with the staff member most directly involved (i.e., questions regarding the content of instructional materials or homework assignments should be raised with the teacher involved).
- ◆ If the matter remains unresolved, the parent may wish to speak with one of the school administrators. Parents are invited to call the office or e-mail the administrators. Appointments can be scheduled by contacting the office.

### **SMOKING**

Student shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

### **SUBSTANCE ABUSE**

As stated in the CONDUCT section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to the following disciplinary actions:\*

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages is considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

### **STUDENT RECORDS**

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;

2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for

requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

The District will release to the Parent Teacher Organization the names, addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTA for its own school activities or school business.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

### **SUMMER SCHOOL**

Students in danger of failing will be notified prior to a retention decision. The school district shall provide and may require a student to attend one or more alternatives for remedial assistance, including summer school.

### **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qualifications.

### **TESTING**

All students in grades 3 through 8 and in grade 11 will participate in the Smarter Balanced Assessment (SBAC) and students in grade 8 will participate in the CMT for Science. Special education students participate in the SBAC and CMT programs except in the rare case when participation in an alternate assessment is detrimental to the student's PPT.

### **TEXTBOOK CARE AND OBLIGATIONS**

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards or student involvement in end of the year trips and/or activities until the student pays for or returns the textbooks, library book or other educational materials.

### **TITLE I COMPARABILITY OF SERVICES**

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

### **Title I Parental Involvement**

Parents of a child in a Title 1 funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

## **TRANSFERS AND WITHDRAWALS**

Students withdrawing from school must notify the guidance office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

## **TRANSPORTATION**

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Passengers shall not eat on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.

11. Students must ride the bus to which they are assigned.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

All vehicles coming into or leaving the school grounds are subject to the regulations of the school.

## **TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES**

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

Any questions regarding student pick up/drop off or the timeliness of those pick up/drop off should be directed to the Durham School Services, the transportation provider for Wallingford Public Schools at 203-269-4171.

## **VACATIONS**

School policy strongly encourages the scheduling of family vacations and trips during times, which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered “unexcused absences.”

## **VISITORS**

Parents and other visitors are welcome to visit the Wallingford Public Schools. All visitors must first use the buzzer system installed at all Board of Education locations and will be asked to present photo identification to enter the building. You will then be asked to report to the main office to sign in and receive a visitor’s badge. Visits to individual classrooms during instructional time shall be permitted only with the principal’s approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

## **WEBSITES**

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school’s web page. Student maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

## **WELLNESS**

Student wellness, including good nutrition and physical activity, is promoted through the

District’s educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided.

## Moran Middle School Schedule 2015 – 2016

| Period | Minutes | Start | Stop  | Sixth                                   | Seventh                                 | Eighth                                  |
|--------|---------|-------|-------|---|---|---|
| HR     | 7       | 8:00  | 8:07  |   |   |   |
| 1      | 47      | 8:09  | 8:56  |   |   |   |
| 2      | 47      | 8:58  | 9:45  |   |   |   |
| 3      | 47      | 9:47  | 10:34 |   |   |   |
| 4      | 47      | 10:36 | 11:23 | Core/Encore<br>Per 4<br>(10:36 – 11:23) | Core/Encore<br>Per 4<br>(10:36 – 11:23) | Lunch<br>(10:36 – 11:06)                |
| 5      | 47      | 11:25 | 12:12 | Core/Encore<br>Per 5<br>(11:25 – 12:12) | Lunch<br>(11:25 – 11:55)                | Core/Encore<br>Per 4<br>(11:08 – 11:55) |
|        |         |       |       | Lunch<br>(12:14 – 12:44)                | Core/Encore<br>Per 5<br>(11:57 – 12:44) | Core/Encore<br>Per 5<br>(11:57 – 12:44) |
| 6      | 47      | 12:46 | 1:33  |   |   |   |
| 7      | 46      | 1:35  | 2:21  |   |   |   |
| HR     | 3       | 2:22  | 2:25  |   |   |   |

**Wallingford Middle Schools  
90 Minute Delay Schedule  
2015 – 2016**

| Period | Start | Stop  | Sixth                                | Seventh                              | Eighth                               |
|--------|-------|-------|--------------------------------------|--------------------------------------|--------------------------------------|
| HR     | 9:30  | 9:35  |                                      |                                      |                                      |
| 1      | 9:37  | 10:11 |                                      |                                      |                                      |
| 2      | 10:13 | 10:47 |                                      |                                      |                                      |
| 3      | 10:49 | 11:23 |                                      |                                      |                                      |
| 4      |       |       | Core/Encore Per 4<br>(11:25 – 11:59) | Core/Encore Per 4<br>(11:25 – 11:59) | Lunch<br>(11:25 – 11:55)             |
| 5      |       |       | Core/Encore Per 5<br>(12:02 – 12:36) | Lunch<br>(12:02 – 12:32)             | Core/Encore Per 4<br>(11:57 – 12:31) |
|        |       |       | Lunch<br>(12:38 – 1:08)              | Core/Encore Per 5<br>(12:34 – 1:08)  | Core/Encore Per 5<br>(12:34 – 1:08)  |
| 6      | 1:10  | 1:44  |                                      |                                      |                                      |
| 7      | 1:46  | 2:20  |                                      |                                      |                                      |
| HR     | 2:22  | 2:25  |                                      |                                      |                                      |

**Wallingford Middle Schools  
Early Release Schedule  
2015 – 2016**

| <b>Period</b> | <b>Start</b> | <b>Stop</b>  | <b>Sixth</b>                                 | <b>Seventh</b>                               | <b>Eighth</b>                                |
|---------------|--------------|--------------|--|--|--|
| <b>HR</b>     | <b>8:00</b>  | <b>8:03</b>  |  |  |  |
| <b>1</b>      | <b>8:05</b>  | <b>8:36</b>  |  |  |  |
| <b>2</b>      | <b>8:38</b>  | <b>9:09</b>  |  |  |  |
| <b>3</b>      | <b>9:11</b>  | <b>9:42</b>  |  |  |  |
| <b>4</b>      | <b>9:44</b>  | <b>10:15</b> |  |  |  |
| <b>5</b>      | <b>10:17</b> | <b>10:48</b> |  |  |  |
| <b>6</b>      |              |              | <b>Core/Encore Per 6<br/>(10:50 – 11:21)</b> | <b>Lunch<br/>(10:50 – 11:15)</b>             | <b>Core/Encore Per 6<br/>(10:50 – 11:21)</b> |
| <b>7</b>      |              |              | <b>Lunch<br/>(11:23 – 11:48)</b>             | <b>Core/Encore Per 6<br/>(11:17 – 11:48)</b> | <b>Core/Encore Per 7<br/>(11:23 – 11:54)</b> |
|               |              |              | <b>Core/Encore Per 7<br/>(11:50 – 12:21)</b> | <b>Core/Encore Per 7<br/>(11:50 – 12:21)</b> | <b>Lunch<br/>(11:56 – 12:21)</b>             |
| <b>HR</b>     | <b>12:22</b> | <b>12:25</b> |  |  |  |