

**STAFFORD
MIDDLE SCHOOL
2022-2023**

SMS EAGLES WILL S.O.A.R....

Safe

Ownership

Attitude

Respect

And Treat others the way they want to be treated.

NAME _____

ADDRESS _____

TOWN _____ **STATE** _____

ZIP CODE _____ **TELEPHONE** _____

HOMEROOM NUMBER and TEACHER _____

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PRINCIPAL'S LETTER TO STUDENTS & PARENTS

Dear SMS Families and Students,

Welcome back! It is the vision of Stafford Middle School to create a safe, welcoming, and inclusive learning environment for all students, faculty and families within the Town of Stafford. We will inspire, encourage, and support students and their families as we deliver high quality instruction through our rigorous, 21st century, State of Connecticut, curriculum. It is our vision to support the whole child: academically, socially and emotionally. Working in collaboration with families and the community, we will educate students in a way that better prepares them for our ever-changing global society. Together we will develop safe, open-minded, accountable and respectful children!

This year our school is divided into four academic teams to provide intense academic instruction and accommodate the population. There is one team in 6th grade, one team in the 7th grade, a 7th & 8th grade team and an 8th grade team. Our bell schedule provides for smaller class sizes, a rotation of classes, and collaboration for each grade level and content area which will really help focus our energies and increase student achievement. Using student data and analytics to drive instruction and collaborate during Student Assistance Team meetings and PLC meetings, the middle school is determined to increase student achievement for all students.

We are truly looking forward to a great year here at SMS. Your support is important and valued. Please remember that it takes a village to raise successful, well-rounded children. Together, as a team, we can raise students that are prepared for higher learning and interdependent living.

Sincerely,

Mrs. Susan J. Mike
Principal

CENTRAL OFFICE
STAFFORD BOARD OF EDUCATION

Ms. Sonya Shegogue, Chairperson

Mrs. Laura Lybarger, Secretary

Mrs. Erica Bushior

Mrs. Jennifer Davis

Mr. Michael Delano

Mr. Aaron Hoffman

Mrs. Sara Kelley

Mr. Steven Moccio, Superintendent of Schools

16 Levinthal Run, Stafford Springs, CT 06076 Phone 684-2208

STAFFORD MIDDLE SCHOOL
21 Levinthal Run,
Stafford Springs, CT 06076
Phone 684-2785 Fax 684-4671
Mrs. Susan J. Mike, Principal

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 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 (BOE POLICY 5145.4(a))

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 a 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.

IMPORTANT PHONE NUMBERS

Ms. Kathie Gabrielson, Director of Pupil Services, Section 504 Coordinator, Board of Education
District Title IX Coordinator, PH: (860) 684-4212

AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

All individuals who are disabled or “handicapped” are protected under Section 504. However, individuals who have been determined to be “handicapped” under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with “handicaps” are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities.
2. has a record of such an impairment, or
3. is regarded as having such an impairment

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students’ strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

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 I 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 I programs.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The number of students from non-English speaking backgrounds is increasing, including those with limited English proficiency. Such students will be identified, assessed and provided appropriate services.

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, homework assistance, and tutoring. After 30 months in a bilingual program, students will not be offered additional bilingual education.

MANDATED REPORTING OF CHILD ABUSE/NEGLECT (State law Sections 17a-101 through 17a-103a)

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 receive 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 are also considered child abuse.

GREEN CLEANING PROGRAMS (BOE Policy 3524.2)

It is the policy of the Stafford Board of Education to achieve the maintenance of clean, safe, and healthy schools through the elimination of contaminants that affect children and adult health, performance and attendance and the implementation of cleaning processes and products that protect health without harming the environment. The Board of Education, by July 1, 2011, will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy. This policy requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment. The Supervisor of Building Services, Jason Gerum, is responsible for the implementation of this policy.

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).

ASBESTOS/PESTICIDES STATEMENT – BOE POLICY 3524.1

As annually required by state law, all asbestos materials at Stafford Middle School are fully encapsulated and are in keeping with the Asbestos Management Plan (AMP). For further information, contact the Director of Building Services (860-684-0754). This serves as our required annual notification pertaining to Asbestos Management in the school system. To the best of our knowledge, there were no Asbestos containing materials used in the construction of Stafford Middle School. If you request further details, you may see the Asbestos Management Plan available in the main office. If you have any questions, please do not hesitate to contact the school.

Additionally, students and parents are informed on the rare occasions when pesticides may be in use at the middle school.

PHYSICAL RESTRAINT(S)/SECLUSION OF STUDENTS – BOE POLICY 5144.1

The Board of Education seeks to foster a safe and positive learning environment for all students. Board of Education employees will restrict the use of physical restraint or seclusion of students to emergency situations, in accordance with this policy and accompanying administrative regulations and applicable law. Physical restraint and seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a child's arms, legs, or head. Seclusion means the confinement of a person in a room, whether it be alone or with supervision in a manner that prevents the person from leaving the room. In a public school, seclusion does not mean any confinement of a child where the child is physically able to leave the area of confinement including in-school suspension or time out.

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 entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

ACCESS TO SCHOOL BUILDING

The school building opens at 7:05 a.m. for students on school days. To help maintain the security of students and staff, access doors to the building will be locked during the school day beginning at 7:20 a.m. After 7:20 a.m., students, parents, staff and guests will be provided access to the building through the main entrance at the front of the building using our security system. This policy is consistent with all state and local fire and safety codes.

VISITORS TO STAFFORD MIDDLE SCHOOL

Stafford Middle School maintains a secure environment in which members of its community feel safe. All doors to the building are locked throughout the day and visitors wishing entrance must utilize a televised-entry system, which is monitored by the main office staff. Upon entrance to the building from the main front entrance ONLY, all visitors must report to the main office where they sign in utilizing the School Gate Guardian Kiosk. All visitors will be required to indicate the reason for their visit and the time of arrival will be recorded. Office staff helps in addressing the visitor's needs, and each visitor is given a name tag/badge to wear throughout his or her stay at SMS. Upon completion of the visit, guests are asked to sign out of the main office indicating the time of their departure. If you notice an unfamiliar visitor who does not have a nametag, please immediately inform the nearest middle school staff member. (You may be asked to turn in your car keys to ensure proper sign out from the building)

Note: While visitors are welcome at SMS, it is our goal to maintain minimal disruption of the educational process and to assure that visits are appropriate and timely.

FERPA Notification of parent rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

2022-2023 Bell Schedules - REGULAR DAY BELL SCHEDULE

Class Times Monday	Monday	Class Times Tuesday-Friday	Tuesday	Wednesday	Thursday	Friday
7:20-7:24	Homeroom	7:20-7:24	Homeroom	Homeroom	Homeroom	Homeroom
Period 1 7:26-8:08 (42 min)	A	7:26-8:22 (56 min)	B	H	F	C
Period 2 8:10-8:52 (42 min)	B	8:24-9:20 (56 min)	C	A	G	D
Period 3 8:54-9:36 (42 min)	C	9:22-10:18 (56 min)	D	B	H	G
Period 4 9:38-10:20 (42 min)	D	10:20-10:50 10:52-11:22 11:24-11:54 3 - 30 min lunches 2 - 2 min passing times	E - LL	E-LL	E - LL	F
Period 5 10:22-10:44	E - Learning Lab					
Period 6 10:46-11:16 11:19-11:49 11:52-12:22 30 min lunches 3 min passing time	F	11:56-12:52 (56 min)	F	C	A	H
Period 7 12:24-1:06 (42 min)	G	12:54-1:50 (56 min)	G	D	B	A
Period 8 1:08-1:50 (42 min)	H		No H & A	No G & F	No D & C	No B & E

Shortened day bell schedule: Early Dismissal for inclement weather, professional development, day before Thanksgiving and Holiday Vacation, and last day of school.

Class Times Monday	Monday		Class Times Tuesday-Friday	Tuesday- Friday
7:05 7:20 7:20-7:24	First bell Late bell Homeroom		7:05 7:20 7:20-7:24	First bell Late bell Homeroom
Period 1 7:26-7:51 (25 min)	A		7:26-8:01 (35 min)	Period 1
Period 2 7:53-8:18 (25 min)	B		8:03-8:38 (35 min)	Period 2
Period 3 8:20-8:45 (25 min)	C		8:40-9:15 (35 min)	Period 3
Period 4 8:46-9:11 (25 min)	D		9:17-9:52 (35 min)	Period 4
Period 6 9:13-9:37 (24 min)	F		9:54-10:30 (36 min)	Period 5
Period 7 9:39-10:03 (24 min)	G			
Period 8 10:05-10:30 (25 min)	H			

SHORTENED DAY BELL SCHEDULE:
EARLY DISMISSAL FOR PARENT TEACHER CONFERENCES

Class Times Monday	Monday		Class Times Tuesday-Friday	Tuesday - Friday
7:05 7:20 7:20-7:24	First bell Late bell Homeroom			
Period 1 7:26-7:57 (31 min)	A		7:05 7:20 7:20-7:24	First bell Late bell Homeroom
Period 2 7:59-8:30 (31 min)	B		7:26-8:03 (37 min)	Period 1
Period 3 8:32-9:03 (31 min)	C		8:05-8:42 (37 min)	Period 2
Period 4 9:05-9:36 (31 min)	D		8:44-9:21 (37 min)	Period 3
Period 7 9:38-10:09 (31 min)	G		9:23-10:00 (37 min)	Period 4
Period 6 10:10-10:40 10:41-11:11 11:12-11:42 30 min lunches 1-2 min passing time	F		10:02-10:32 10:34-11:04 11:06-11:36 3 - 30 min lunches 2 - 2 min passing times	E - LL
Period 8 11:44-12:15 (31 min)	H		11:38-12:15 (37 min)	Period 5

2 Hour Delay Schedule

Class Times Monday	Monday		Class Times Tuesday-Friday	Tuesday - Friday
9:05 9:20 9:20-9:24	First bell Late bell Homeroom			
Period 1 9:26-9:53 (27 min)	A		9:05 9:20 9:20-9:24	First bell Late bell Homeroom
Period 2 9:55-10:22 (27 min)	B		9:26-9:58 (32 min)	Period 1
Period 3 10:24-10:51 (27 min)	C		10:00-10:32 (32 min)	Period 2
Period 4 10:53-11:23 11:23-11:53 11:53-12:23	F		10:34-11:04 11:06-11:36 11:38-12:08	E - LL
Period 5 12:25-12:52 (27 min)	D		12:10-12:42 (32 min)	Period 3
Period 6 12:54-1:21 (27 min)	G		12:44-1:16 (32 min)	Period 4
Period 7 1:23-1:50 (27 min)	H		1:18-1:50 (33 min)	Period 5

When there is a 2 hour delay, passing time between classes will be two minutes and lunch periods will be **30** minutes. **The lunch wave will be 4th period. The rotation will maintain regularly assigned lunchroom coverage. There will be 4 classes after lunch for 6th graders and 3 classes after lunch for 7th graders.**

Stafford Middle School Description

As a values-driven school community, SMS students are instilled with a commitment to achievement and leadership. Our mission is to prepare our students to assume productive, meaningful, and responsible roles in an increasingly competitive global society. High academic expectations, strong parental participation, and diversity all help to shape the culture of the school. Through inquiry based instruction and project based learning, students are exposed to opportunities that inspire new knowledge and experiences that help them to shape the path of their future in post-secondary learning and careers. Through the rigorous academic program at SMS, students develop the self-discipline that will help them thrive in college and careers and will make them indispensable leaders in the future.

To and From School

The Board of Education provides bus transportation for all students. All students are expected to go to and from school on the bus provided. The school bus is an extension of the classroom. Appropriate behavior is expected on the bus in the same way as in the classroom. Upon entering the building, students should proceed to their lockers and homeroom. Parents must drop off and pick up students in the back of the building. The driving lane in front of the school is a fire lane. After 2 pm parents may pick up in the front; No parking in front of the building (fire lane) will be permitted at any time.

Tardiness to School and Homeroom

Students are expected to report to homeroom prior to the 7:20 a.m. bell. If you are late to homeroom or late to school, students must report to the office immediately upon entering the building to sign in. An office detention may be issued to students who are tardy 3 or more times per marking period.

Note: Oversleeping and missing the bus are not excused reasons for tardiness to school.

Leaving School

Students will be provided time to go to their lockers before dismissal. Students are expected to ride their assigned bus at the end of the day. According to Board of Education policy, students may only ride a different bus for one of the following three reasons:

1. Transfer to a daycare arrangement in the child's school attendance zone.
2. Transfer due to legal agreement.
3. Emergency transfers as authorized by the building administrator.

During the school year the school office must be notified of any changes in student pick up and drop off points at least 48 hours in advance, except for an emergency.

It is expected that students will ride the bus home at the end of the school day. A note from a parent is required if someone other than a parent is picking the student up. UNDER NO CIRCUMSTANCES may a student leave school with anyone unless written permission is provided by his/her parent. Students may NOT walk or ride bicycles to or from school since all means of access onto and off the campus (i.e., trails through the woods, "sidewalk-less" roads) are potentially dangerous to their safety and cannot be supervised by the school.

Late Bus

If students stay after school, they must be supervised by a teacher. Students may sign up to take the late bus in their homeroom. Students must have a late bus form filled out by their parent or guardian for permission to ride the late bus. The late bus leaves SMS at 3:05 p.m. The bus travels only on the main roads. If you use the late bus, be sure your parents know that you may not be dropped off at your usual bus stop. Students must sign up for the late bus during morning homeroom because space is limited. Seats are issued based on the sign up list. If students fail to sign up in homeroom they must come to the office and obtain a pass to ride the late bus.

Any student staying after school should make arrangements for riding the late bus or parent pick up prior to staying after school.

SPECIAL EARLY DISMISSAL FROM SCHOOL

Anytime it is necessary that a student leave school early, a written note signed by a parent or guardian is needed. Students should give the note to their homeroom teacher in the morning which will be sent to the office.

Health Policies

Illness

1. If a student becomes ill during the school day, they must go to the nurse or the main office if the school nurse is not available.
2. Students are not to make their own transportation arrangements prior to seeing the nurse. The nurse will call parents.
3. Students may be excluded from school for any illness which might be communicable as determined by CDC and/or CT DPH, i.e., Covid like symptoms, rashes, impetigo, mononucleosis, hepatitis, strep throat, scabies, ringworm, and flu. A note from a doctor is needed for re- admittance to school. Students must be symptom free (vomiting/diarrhea) for 24 hours and fever free and for 24 hours without medication before returning to school.

Accidents

Students must report any injury to their teacher. The nurse administers First Aid and will call parents.

Illness Emergency Contacts

Students will be given an Emergency Contact sheet at the beginning of the school year. Parents are asked to include the names of at least two friends or relatives who may be contacted to transport an ill or injured student home when the parents cannot be reached. Students will not be allowed to leave school with anyone other than those listed on the illness emergency contact sheet.

Administration of Medication (BOE Policy 5141.21)

Medications to be dispensed at school must be delivered to the school nurse by a parent/guardian or designated adult. The medication must be in the original container as obtained from the pharmacy with the student's name clearly indicated. A written order (on an authorization for medication school form) for the medication signed by the student's licensed physician, licensed dentist, licensed advanced practice registered nurse or licensed physician's assistant must also be presented to the school nurse and kept on file. Please be aware that written orders must be renewed each school year for medication prescribed for longer term use. In addition, you will need to sign an authorization for the nurse to administer medication or in his/her absence, a school administrator. Finally, administration of over the counter medications requires the same procedures, including a written order by a licensed health care provider as noted above. Over the counter medications include but are not limited to aspirin, acetaminophen, ibuprofen, antacids, cough drops and topical ointments.

Immunizations Required for School Admission

The following immunizations are required by law and the Stafford Board of Education for admission to the Stafford School system:

Grade 6:

Hep B: 3 doses, last dose on or after 24 weeks of age

DTaP/Td: At least 4 doses. The last dose must be given on or after 4th birthday. Students who start the series at age 7 or older only need a total of 3 doses.

Polio: At least 3 doses. The last dose must be given on or after 4th birthday

MMR: 2 doses separated by at least 28 days, 1st dose on or after 1st birthday

Varicella: 2 doses separated by at least 3 months-1 st dose on or after 1st birthday; or verification of disease. 28 days between doses is acceptable if the doses have already been administered.

Hepatitis A: 2 doses given six calendar months apart, 1st dose on or after 1st birthday

Grade 7-8

Hep B: 3 doses, last dose on or after 24 weeks of age

Tdap/Td: 1 dose for students who have completed their primary DTaP series. Students who start the series at age 7 or older only need 3 doses of tetanus-diphtheria containing vaccine, one of which must be Tdap

Polio: At least 3 doses. The last dose must be given on or after 4th birthday

MMR: 2 doses separated by at least 28 days, 1st dose on or after 1st birthday

Varicella: 2 doses separated by at least 3 months-1 st dose on or after 1st birthday; or verification of disease. 28 days between doses is acceptable if the doses have already been administered.

Hepatitis A: 2 doses given six calendar months apart, 1st dose on or after 1st birthday

Meningococcal: 1 dose

School Screenings

Vision Test – Per State Regulations/Statutes

Scoliosis - Per State Regulations/Statutes

Hearing Test – Per State Regulations/Statutes

Physical Examination

In accordance with state law, sixth graders must have a physical examination and updated immunizations, due by April 30th of the current 6th grade school year. Athletic Physical Examinations Physicals need to be up to date (within 13 months) prior to tryouts or practices. An adequate medical examination must be provided for athletes yearly. Athletes should be referred to their physician when the need arises. Following an illness or injury, the re-admittance of a student to participate in athletics should be made only on a physician's recommendation and continued under his/her supervision.

Homeless Students

Under the McKinney Vento Federal Act Homeless students are defined as those lacking a "fixed, regular and adequate nighttime residence". Students meeting this definition are protected and have the right to maintain their educational placement, are eligible for free school meals and for Title 1A services. If you believe your family meets this definition, please contact the SMS Principal, Susan Mike, or the Stafford Public Schools Director of Pupil Services.

Military Families

In June 2008, a memorandum of agreement was established creating a partnership between the Department of Defense and the Department of Education to support the education of military students. CREC recognizes that for those active duty members, Department of Defense civilians and those activated or deployed National Guard and Reserve members the phases of pre-deployment, deployment, reunion or post-deployment can be challenging to families and children. We can help. Please contact the Safe School Climate Specialist, Bethany Holland, for assistance.

Report Cards

Report cards will be issued three times a year. Should parents wish a conference with individual teachers, both teachers and administrators can be reached at any time during the school year via the telephone or by email.

Grading Procedures

<u>Letter Equivalent</u>	<u>Average</u>	<u>Letter Equivalent</u>	<u>Average</u>	<u>Letter Equivalent</u>	<u>Average</u>	<u>Letter Equivalent</u>	<u>Average</u>
A+	97 – 100	B+	87 – 89	C+	77 – 79	D+	67 – 69
A	93 – 96	B	83 – 86	C	73 – 76	D	63 – 66
A-	90 – 92	B-	80 – 82	C-	70 – 72	D-	60 – 62
						F	0-59
I – Incomplete		W – Withdrawn		ME – Medical Excuse		NG –No Grade	

Incomplete Report Card Grades

Please note the school policy regarding incomplete report card grades. If a student has received an incomplete on his/her report card, the necessary work must be made up and converted to a grade within two weeks of issuance of the report card, unless the principal approves an extension. If the student does not make up the missing work within two weeks, each missing assignment will be counted as a zero, and his/her/they term grade will be averaged accordingly. If a student wishes to drop band or chorus, they must do so at least 30 days prior to an event and/or concert by contacting the teacher and school counselor directly.

Honor Roll

High Honors – An average of 90 or higher in all subject areas with no grade below 85. Honors – An average of 85 or higher in all subject areas with no grade below 75.

Stafford Middle School Dates for Report Cards

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Grades Close	10/12/22	11/29/22	01/20/22	03/07/23	04/27/23	06/09/23
Report Cards		12/06/22		03/14/23		06/16/23

These dates are tentative depending on school closings.

SAVE THE DATES...

OPEN HOUSE: TBD

PARENT-TEACHER CONFERENCES:

October 20, 2022

February 9, 2023

School Webpage

Stafford Middle School utilizes a web page as a method of communication with parents/guardians, and students. The webpage offers a variety of resources including, but not limited to the following:

- Upcoming events and sport schedules
- Important updates
- Busing information
- Homework and other assignments
- Student Grades in Powerschool
- Family resources
- Lunch menus
- PTA

In order to access this vital information, parents/guardians and students must obtain an activation code and register online. The website address is: **sms.stafford.k12.ct.us/home**

Homework BOE Policy 6154

Homework is an important part of the instructional program and learning process. Homework is given to provide an opportunity to practice skills that have been learned in class. In addition, homework assists in developing long-term retention of learned concepts. The regular practice of homework requires the development of self-discipline and study skills. Homework is fundamental to a student's learning and development.

Homework Guidelines for Students and Parents

At Stafford Middle School we recognize the importance of developing student responsibility as it relates to homework.

Student Responsibilities and Goals:

1. The student will be responsible for recording homework assignments and making up work missed when absent within the prescribed time period as defined by the teacher.
2. The student will understand that homework will affect the course grade.
3. The student will plan enough time to complete all homework assignments.
4. The student will assume responsibility for obtaining the proper resources and materials to complete homework assignments.

Parent Responsibilities and Goals:

1. Parents should arrange a quiet, suitable place, with adequate workspace for their child to work.
2. Parents are encouraged to check their child's agenda as well as progress on homework assignments/projects.
3. Parents should demonstrate discretion concerning the amount of assistance given to their child relative to homework.
4. Parents can communicate with the teacher at any time.

ATTENDANCE TO SCHOOL/CLASS-BOE POLICY 5110-5111

Whenever a student is absent from school, a parent/guardian should notify the school by phone on the morning of the absence. A note signed by the parent/guardian is required within ten (10) days of the absence. The school has adopted a practice of making a routine telephone check on absentees.

PROCEDURES FOR ABSENCES

When a student is to be absent from school, parents/guardians should notify the school by calling 860-684-4233 by 9:00 a.m. and leave a message on the "attendance line". If there is no call from home, and the student is not in attendance during 2nd Block, a call home will follow.

EXCUSED ABSENCES

A student's absence from school shall be considered "excused" if written documentation and/or phone call with the reason for such absence has been received within ten (10) school days of the student's return to school and meets the following criteria:

1. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials. Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.
2. Students receive an excused absence for the tenth absence, and all absences, thereafter, when they are absent from school for the following reasons:
 - a. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
 - b. Student observance of a religious holiday.
 - c. Death in the student's family or other emergency beyond the control of the student's family.
 - d. Court appearance which is mandated (documentation required).
 - e. The lack of transportation that is normally provided by the district other than the one the student attends (no parental documentation required).
 - f. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.

The responsibility for makeup work lies with the student, not the teacher. Unless a student has an extended illness, all makeup work will be completed within the same number of absent days (i.e. 5 days absent = 5 days for makeup work to be completed). Please see the teacher for specific deadlines.

Note: While the above stated reasons for absences are classified as "excused", they WILL COUNT towards the total number of absences when determining course credit.

UNEXCUSED ABSENCES

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student's final grade. Disciplinary action may include detentions for each class/study period missed. Tests and academic work missed in class that day may be recorded as a zero grade. Absences which are the result of school or district disciplinary action are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued quarterly. Parents are also encouraged to contact the teachers, school counselors, and administrators to get help in verifying attendance and attendance records at any time during the year.

Reminder: Students who are absent from school will not be allowed to participate in any after school activities on the day of the absence. No student may arrive later than 9:00 a.m. on a game/event day. (Students who are absent on Friday will not participate in weekend events.) In extenuating circumstances, the Principal may override this provision of the policy.

TRUANCY - BOE POLICY 5110(b)

For the purposes of these procedures, “truant” means a student, ages five to eighteen inclusive, who has four (4) unexcused absences from school in any one-month, or ten (10) unexcused absences from school in any school year. A “habitual truant” is any such student who has twenty (20) unexcused absences in any school year.

Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools or the designee will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student’s truancy problem.

Books

Books are the student’s responsibility and should be treated with care. Students will pay for all lost or damaged books. The price of such books may be obtained from the office.

Internet Use

The Internet is a valuable education resource for students and staff. Internet use and access is a privilege. Anyone who uses school internet **access** in an inappropriate manner may lose this privilege. Students and staff who have the privilege to use school resources for Internet access are expected to abide by the following methods of interaction:

1. **Personal Safety:** Students will not post contact information (e.g. address, phone number) about themselves or any other person.
2. **Respecting Resource Limits:** Students will use the system only for educational and career development activities. Students will not download large files unless absolutely necessary – and must secure prior permission of the teacher.
3. **System Security:** Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should students give their password to another person. Students will immediately notify a teacher or the system administrator if they have identified a possible security problem.
4. **Illegal Activities:** Students will not attempt to gain unauthorized access to SMS or any other computer system or go beyond their authorized access by entering another person’s account number or accessing another person’s files. Students will not deliberately attempt to disrupt the computer system. Students will not use the internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc

5. **Inappropriate Language:** With any and all uses of the internet students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass another person by a persistent action that distresses or annoys another person.
6. **Plagiarism and Copyright Infringement:** Students will not plagiarize works they have found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If they are unsure whether or not they can use a work, they should request permission from the copyright owner.
7. **Inappropriate Access to Material:** Students will not use the internet system to access material that is profane or obscene (pornography) or that advocates illegal acts, violence or discrimination toward other people (hate literature). If a student mistakenly accesses inappropriate information, he/she should immediately tell the teacher or other district employee or other person designated by the school.

The Stafford School District reserves the right to suspend student network privileges at any time. Violating any guidelines listed in the Acceptable Use Policy, the Student Handbook, or the Student Code of Conduct could result in the following:

1. Restricted network access
2. Loss of network access
3. Disciplinary actions such as detentions or suspensions from school
4. Action including but not limited to prosecution under state, federal or local laws.

Personal Belongings- Electronic Devices

All students are provided with a locker. Student belongings will be stored in these lockers and students will have access to them throughout the day with permission from a teacher or during passing time. Cell phones, outdoor clothing and backpacks will be stored in lockers. Students may not use a radio, MP3 player, tablet, cell phone, ipad, ipod or other audiovisual device in school. Suggestion: If a student uses an electronic device on the bus, he or she should be sure to store it in his or her locker during the school day. No vibrate settings, games, pictures, text messaging is allowed at any time during the school day. All phones must be OFF and away. Violation of this policy will result in the confiscation of the device and it will only be returned to a parent or guardian. Repeated violation of this policy shall result in the confiscation of the mobile phone and its potential forfeiture to the District (BOE policy 5131.81)

DISCIPLINE

DISCIPLINE AND CODE OF CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity, as well as in accordance with our Core Values and Beliefs. 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.
4. Showing respect toward others.

5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Following all school rules, including safety rules, and the District's Acceptable Use Agreement.
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.

A student who violates the district's code of conduct shall be subject to disciplinary action. The disciplinary actions may include using one or more discipline management techniques, such as verbal warning, restitution for damaged/stolen property, counseling, detention, removal from class, removal to an alternative education program, in school suspension, out of school 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.

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. Class and/or study hall cut.
5. Being disrespectful, directing profanity, vulgar language, or obscene gestures toward other students or staff.
6. Disobeying directives from school personnel or school policies, rules, and regulations.
7. Playing with matches, fire, or committing arson. (May result in police referral and recommendation for expulsion)
8. Committing robbery or theft. (May result in restitution, police referral, and/or recommendation for expulsion)
9. Damaging or vandalizing property owned by the school, other students, or school employees. (May result in restitution and/or police referral and/or recommendation for expulsion)
10. Fighting, committing physical abuse, or threatening physical abuse. (May result in a suspension of 10 days I.S.S./O.S.S. and/or recommendation for expulsion)
11. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force. (Mandatory suspension and may result in police referral and/or recommendation for expulsion)
12. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence. (suspension and/or recommendation for expulsion)

13. Engaging in inappropriate physical or sexual activity. (suspension and/or recommendation for expulsion)
14. Assaulting a teacher, staff member or other individual. (Mandatory suspension and may result in police referral and/or recommendation for expulsion)
15. Selling, giving, delivering, possessing drugs or an alcoholic beverage. (Mandatory suspension and will result in police referral and/or recommendation for expulsion)
16. Using or being under the influence of drugs or alcohol. (Mandatory suspension and will result in police referral and/or recommendation for expulsion)
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile. (Mandatory suspension and will result in police referral and recommendation for expulsion)
18. Smoking or using tobacco products (including electronic nicotine delivery systems).
19. Hazing, bullying. (suspension and/or recommendation for expulsion)
20. Behaving in any way that disrupts the school environment or educational process.
21. Inappropriate use of electronic devices during the school day in school buildings that violates our Bring Your Own Device policy.
22. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
23. Violating the district's Acceptable Use Agreement.
24. Threatening or intimidating in any manner, including orally, in writing, or via electronic communication (cyber bullying). (suspension and/or recommendation for expulsion)
25. Unwelcome advances: action or speech which compromises another's space, safety, sense of well-being.
26. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. (May result in police referral, suspension and/or recommendation for expulsion).
27. Misuse of a motor vehicle, including, but not limited to, violation of traffic laws, failing to register your car with the main office, etc. (Parking privileges revoked, may result in police referral, suspension and/or recommendation for expulsion)
28. Physical horseplay, running, pushing, bumping, body checks.
29. Card playing.
30. Inappropriate behavior on the bus.
31. Any other behaviors that the administration deem contrary to our Core Values and Beliefs.
32. 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. (suspension and/or recommendation for expulsion)

DETENTION

A student may be detained outside of school hours for violation of the code of conduct. The classroom teacher issues teacher Detentions and Office Detentions are issued by a school administrator.

SUSPENSION - BOE POLICY 5114

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 instances, 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.

EXPULSION - BOE POLICY 5114

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 extra-curricular and social privileges during the period of expulsion.

For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program does not require the student or the parent/guardian of the student to pay for participation in the program.

Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion for a calendar year. A student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included in the student's cumulative education record-

The administration reserves the right to modify, adjust, or override the stated consequences within these guidelines, after consideration of all available information on each case.

OUT OF SCHOOL MISCONDUCT - BOE POLICY 5131.8

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 martial 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.

NOTIFICATION TO PARENTS OR GUARDIANS - BOE POLICY 5114 (VI)

The parents or guardian of any minor student against whom disciplinary action (suspensions and expulsions) is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

SPECIAL EDUCATION STUDENTS - BOE POLICY 5114 (VII)

Students requiring special education and related services shall be subject to discipline consistent with state and federal law.

GUN FREE SCHOOLS ACT - BOE POLICY 5114 (X)

The Board of Education shall submit to the commissioner of education such information on expulsions for the possession of weapons as is required by the Gun Free Schools Act of 1994, 20 U.S.C. 8921, et seq.

WEAPONS - BOE POLICY 5131.7

A safe learning environment is essential to the learning process. Any student found to be in the act of possessing, handling, using or threatening to use any firearm, deadly weapon, dangerous instrument, martial arts weapon, or a facsimile thereof, shall be subject to immediate and serious disciplinary consequences including: up to a ten (10) day suspension, possible recommendation for expulsion, and/or possible referral to the police consistent with BOE Policy and Connecticut General Statutes 53-3.

SMOKE/TOBACCO FREE LEARNING ENVIRONMENT - BOE POLICY 5131.61

The Stafford Board of Education is committed to educating, maintaining, and improving the health and well-being of all employees, students, and visitors. Medical research shows that smoking and the use of smokeless tobacco (including but not limited to e-cigarettes) products poses a significant risk of health to smokers and non-smokers. In the face of overwhelming evidence about smoking as a health hazard, and in order to provide a safe and healthy environment, the Stafford Board of Education believes in a smoke/tobacco-free learning environment. The Board has established a smoke/tobacco-free policy that represents an integral part of the Stafford Public Schools Drug, Alcohol, and Tobacco Prevention Program.

Possession of any smoking/tobacco material or smoking of any kind and the use of tobacco products are prohibited in any building, at school sponsored events, and transportation vehicles under the direction of the Board of Education, and on school grounds, or at any school-sponsored event at any time.

Any individual in violation of this policy shall be subject to disciplinary action established by the administration.

SUBSTANCE ABUSE - BOE POLICY 5131.6

Stafford High 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 appropriate disciplinary actions outlined previously in this handbook.

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. It is noted that all District employees are required to report to school administration suspected substance use by students.

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 are considered grounds for expulsion.

SCHOOL EXPECTATIONS

Stafford Middle School Eagles show Eagle Pride by being safe, demonstrating ownership, having a positive attitude, and being respectful in order to become productive and meaningful citizens in an increasingly global society. To help teach students, the school has implemented a Positive Behavior Intervention and Support (PBIS) system. The objective of PBIS is to help all students acquire the behavioral skills, social-emotional intelligence, and academic skills to be productive citizens in a global society. In order to achieve this, we are committed to create environments that are physically and emotionally safe, where teachers can teach and all students can learn.

The school wide expectations are Safe, Ownership, Attitude (positive), and Respect. S.O.A.R

Attitude Be open-minded, polite, and positive	Be kind and encourage positivity Be tolerant of personal differences	Be kind and recognize how your attitude affects others Be honest and value the perspective of others Try your best, accept and offer appropriate feedback	Be kind and encourage positivity Stand up for yourself and others	Be kind Recognize the need for privacy and personal space	Be kind and encourage positivity Be tolerant of personal food choices Cooperate with adult directions	Be kind and encourage positivity Enter with a positive attitude Value other perspectives	Be kind and encourage positivity Cooperate with adult directions
Respect Demonstrate the value of people, places, and things	Greet/ Say farewell to others Be patient with locker neighbors Use kind and appropriate words and actions	Stop, Listen, and respond politely to adults Contribute to a positive learning environment Use kind and appropriate words Value others' personal space and property	Use a conversational voice level Be patient with locker neighbors Use kind and appropriate words Stop, Listen, and respond politely to adults	Value others' privacy Use a conversational voice level Keep the space clean and appropriate for guests Keep all surfaces free of writing	Follow adult instructions and requests Stop and listen when lights are off Appropriate voice level and language Raise your hand if you need something	Use kind and appropriate words Participate in a positive, appropriate manner Be quick to settle down	Stop, Listen, and respond politely to adults Use a conversational voice level and appropriate language Value personal space and property

Our school expectations encourage students to respect themselves, other people, and property. The school and parents must work together to provide a safe, orderly and productive learning environment.

At the beginning of each school year, students are asked to sign the “Student’s Guide to Discipline” listing rules and consequences. The student guide should be given to all students new to Stafford by the classroom teacher.

Stafford Middle School students are expected to:

1. Listen to the adults at school and follow directions.
2. Keep hands and feet to themselves.
3. Speak respectfully to adults.
4. Take care of the school building, grounds, and materials.
5. Follow safety rules: walk in hallways; follow bus and cafeteria safety rules.

The following actions are not allowed:

1. Fighting, pushing, hitting, kicking, biting, punching
2. Refusing to follow directions of school staff
3. Assaulting a teacher, staff member or other individual
4. Swearing
5. Bullying or threatening of any kind
6. Damaging or vandalizing property owned by the school, other students, or school employees
7. Disrupting learning in the classroom
8. Bringing dangerous items to school, such as knives, scissors, tools, caps, firecrackers, toy guns, balloons
9. Bringing in “energy” drinks with excessive caffeine
10. Eating or selling candy or chewing gum
11. Committing extortion or coercion, i.e., forcing an individual to act through the use of force or the threat of force
12. Selling, giving, delivering, possessing, using, or being under the influence of drugs or alcohol
13. Possessing prescription drugs, and/or giving prescription drugs to another person
14. Leaving school grounds or school-sponsored events without permission
15. Cheating, plagiarizing or copying the work of another student.

TEACHER INTERVENTIONS

1. **Classroom Rules and Behavior Management**

Expectations for classroom behavior will be determined by the individual teacher and will be consistent with the school code of conduct. Students are expected to comply with these expectations. Behavior that endangers others or interferes with classroom instruction will not be tolerated and may lead to disciplinary consequences. Teachers will contact parents to discuss concerns.

2. **Teacher Detention**

The individual teacher assigns teacher detention as a consequence for misconduct and/or failure to comply with classroom rules and/or unacceptable standards of behavior. Students will be given 24-hour notice due to the need for the students to inform parents and arrange for transportation.

3. **Student Behavior Referral**

A Student Behavior Referral directs the student to an administrator for possible disciplinary action when the teacher has been unsuccessful in correcting student behavior or when the infraction is outside of the teacher's authority.

ADMINISTRATIVE DISCIPLINARY INTERVENTIONS

1. **Verbal Redirection** : A redirection is a warning that is given to the student by a teacher or school administrator with the expectation of correcting improper behavior.

2. **Teacher Detention**: A team based consequence given by the teacher when behavior disrupts the learning environment.

3. **Office Detention**: This intervention will be utilized by the administration when students **violate** specific school rules. All office detentions will be held from 2:00-3:00 P.M.

4. **Suspension**: Suspension is a serious disciplinary consequence and is used for conduct that endangers persons, property, **is a serious** disruption of the educational process or when the student continues to misbehave after other interventions have not succeeded. Suspension may be either In-School or Out-of-School and may be imposed for a period of time anywhere from 1-10 days depending on the nature and seriousness of the prohibited conduct, as well as the student's prior disciplinary history. When suspended, the student is ineligible to participate in all after-school activities, but shall be given an opportunity to complete any class work, including assessments, which were missed during the period of suspension. When a student is placed on suspension, written notification is sent to the parent or guardian, the superintendent of schools and the grade level team. A parent conference may be required before the student is permitted to return to school or his/her regular schedule of classes.

5. **Expulsion**: This disciplinary measure is defined as "exclusion from school privileges for more than 10 consecutive school days." Expulsion requires an action by the Board of Education after a hearing, and cannot be made by the school administration. A student cannot be expelled for longer than the 180-day school year.

BUSES - BOE POLICY 5131.1

The Stafford Board of Education is responsible for providing transportation for all high school students. Students must ride on assigned buses.

BUS CONDUCT

School transportation privileges are extended to student's conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while waiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

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 their designated bus stop.
3. Passengers shall not stand while the bus is in motion (please wait until the bus comes to a complete stop upon arrival at your stop).
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 administration 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. A student may drive to school, provided the student abides by the traffic rules and has parental permission.

Students are not allowed to go to their cars during school hours. In case of emergency, they will be given a pass to do so by the administration. Any violation of proper automobile use may result in the suspension of parking privilege or any such discipline which is appropriate for the circumstances.

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager at (860) 684-4211 ext. 3235. A written record of all complaints will be maintained and an investigation of the allegations will take place.

LATE BUS

Late bus service is available for students who remain at school for academic support or activities. The late buses leave from the main entrance to the building at approximately 3:10 p.m. daily. There will be no late bus service for students who live in Union. Students must sign up for the late bus in the main office prior to 11:30 a.m. each day, please sign up for the late bus as early as possible as at times it may fill up. (Please be sure to have parents fill out the late bus permission slip at the beginning of the year so that you have permission to ride the late bus for the entirety of the school year).

Student Responsibility:

While waiting for or riding the bus all students should act in a courteous and responsible manner. All students should be mindful of being on time and obeying all bus drivers or school personnel.

Note: Any student, who acts in an unruly, dangerous, or disruptive manner while being transported by the Stafford Board of Education or one of its contractors, to or from any school or any school activity, shall be subject to appropriate disciplinary action that may include long-term denial of transportation services.

SCHOOL BUS SAFETY NOTICE

The Connecticut Department of Motor Vehicles has recently expressed concern to school districts throughout the state regarding the growing number of incidents in which school buses are being passed by motorists while loading and unloading children on school property with red lights flashing. Red flashing lights signal motorists to stop and wait until the flashing light is off or the bus driver signals the vehicle to pass.

The DMV has reminded us that the same penalties apply on school grounds as on the public roads. Passing a school bus with the lights flashing will result in a written warning by civil authorities for the first infraction and a \$450 ticket for any subsequent infraction. This is a safety issue, which has the potential for tragic results and is of joint concern to the school system and the community we serve. In an effort to keep our children safe, the school system and the motoring public need to be aware of school bus safety.

CAFETERIA RULES AND EXPECTATIONS

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. (Misconduct could include but is not limited to standing in single file lines while waiting to be served, rearranging tables, not disposing of waste, not reporting directly to the cafeteria at the start of lunch, leaving early, blocking exits, bringing food outside of the cafeteria, or cutting while in line.)

Students shall:

1. Students are to go directly to the cafeteria.
2. Students are expected to keep noise to a minimum when socializing with peers.
3. All students are expected to display good table manners and be courteous and considerate to fellow pupils, teachers, and cafeteria workers.
4. Before being dismissed, students are responsible for cleaning their table and picking up any rubbish on the floor after eating lunch.
5. To help keep our school clean, all food and drink must be kept in the cafeteria and designated areas.
6. Students are to leave the cafeteria in a quiet and orderly manner.

CAFETERIA PROCEDURES

Each student receives a PIN number to be used when purchasing food in the cafeteria. Students should not share their pin number with others. Parents may deposit money into a child's debit account in the cafeteria. Students may purchase lunches and snacks by using their PIN number to debit their account. Students will be alerted when their account is nearly depleted. Students should prepay for their lunches during morning homeroom, thus avoiding delays during serving time.

FREE AND REDUCED MEALS

Application forms for free and reduced breakfasts and lunches will be available in the office. These forms must be completed by parents every year and returned to the office as soon as possible.

DIVERSITY AND ACCEPTANCE

Stafford Middle School is a learning community where equity and appreciation of diversity are core values. The goal of the school is to move students from a mere tolerance of differences to genuine acceptance and understanding of others. In and out of the classroom, students are encouraged to see the world through different lenses, to become better learners, more culturally versatile, and ready to participate as responsible citizens in an increasingly multicultural world. Accordingly, discrimination or harassment based upon one's gender, learning style, physical challenges, race, ethnicity, religion, sexual orientation, or socio-economic background will not be tolerated. Students who engage in such behavior will be disciplined appropriately.

HARASSMENT/TITLE IX- BOE POLICY 5145.4

Any person with knowledge of sexual harassment or harassment based on religion, gender, race, color, marital status, national origin, sexual orientation, or disability shall immediately report the alleged acts to a teacher, the building Principal, or directly to the Title IX building or district coordinator, or the Human Rights Officer. The building Principal, superintendent of schools, and appropriate district official will be informed when a complaint has been made.

The school district encourages the reporting party or complainant to use the report form available at each building or from the school district office, but oral reports shall be considered complaints as well. The school/district administration will act to promptly investigate all complaints of harassment, verbal or written, to take appropriate action to protect individuals from further harassment.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods, documents, or interviews deemed pertinent by the investigator.

The investigating party shall submit a completed Harassment Incident Report to the Superintendent of Schools and the Human Rights Officer or the Title IX district coordinator in cases of sexual harassment upon completion of the investigation, but no later than fifteen (15) days from the initial receipt of the complaint. If the Superintendent of Schools is the subject of the complaint, the final report shall be submitted to the Board of Education and the Human Rights Officer / the Title IX district coordinator.

School District Action

Upon receipt of the final written report, the Superintendent of Schools or his/her designee shall take appropriate action based upon the results of the investigation. If the Superintendent is the subject of the complaint, such action shall be taken by the Board of Education.

Appropriate actions may include but are not limited to: counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy shall be consistent with the requirement of applicable collective bargaining agreements, state and federal law, and district policies for violations of a similar nature or similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this policy has occurred, the school district shall consider:

What response is most likely to end any on-going harassment?

Whether a particular response is likely to deter similar future conduct by the harasser or others.

The amount and kind of harm suffered by the victim of the harassment.

The position of the party who engaged in the harassing conduct.

Whether the harassment was engaged in by school personnel, and if so, the school district will also consider how it can best remediate the effects of the harassment.

Submission of the good faith complaint or report of harassment will not affect the complainant or reporter's future employment, grades, learning or working environment of work assignments.

The district may take disciplinary action against any person found to have maliciously filed a false complaint. These procedures do not deny or limit the right of any individual to pursue other avenues of recourse, which may include filing charges with the State Department of Human Rights, the Equal Employment Opportunity Commission, initiating civil action or seeking redress under the State Criminal Statutes and/or Federal Law.

The school district will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

The school district shall conspicuously post a notice of this policy against harassment in each school that the district maintains, in a place accessible to students, faculty, administrators, employees, parents and members of the public. This notice shall include the name, mailing address and telephone number of the Human Rights Officer, Title IX District and building coordinator, the name, mailing address, and telephone number of the State agency responsible investigating allegations of discrimination in educational opportunities and the mailing address and telephone number of the United State Department of Education, Office for Civil Rights.

A reference to this policy shall appear in the student handbook and the policy shall be made available upon request of parents, students, and other interested parties.

The superintendent of schools will develop a method of discussing this policy with students and employees. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to all school personnel.

SEX DISCRIMINATION AND SEXUAL HARASSMENT - BOE POLICY 5145.6

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action. The Superintendent of Schools shall develop Administrative Regulations implementing this Policy.

Definitions

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

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program.

Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Sexual Violence: Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Procedure

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the appropriate personnel, as set forth in the Administrative Regulations implementing this Policy (see BOE Policy 5145.6(b-f) for complaint procedure). The district will investigate such complaints promptly, take interim measures, and take corrective action where appropriate. The district will maintain confidentiality to the extent appropriate. The district will not tolerate any reprisals or retaliation that occurs as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The school district will periodically provide staff development for district administrators, and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual discrimination and sex harassment.

Sex discrimination and/or sexual harassment may also constitute bullying behavior under the Board's Bullying Behavior in the Schools Policy.

BULLYING - BOE POLICY 5131.911 & 5131.913

Bullying

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited. The Board believes that a school environment in which students feel safe, supported, engaged and appropriately challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying. For students wishing to file an anonymous bullying report, see an administrator.

Definitions

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, 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 their 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”

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. 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.

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 messages, 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, the Principal or Director of Technology. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyberbullying 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. Also, such conduct must be in 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.

"Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

"Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system.

"Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

“School employee” means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

Examples of bullying include, but are not limited to (these acts must have been replicated):

- A. physical violence and attacks
- B. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs threats and intimidation
- C. extortion or stealing of money and/or possessions
- D. exclusion from peer groups within the school
- E. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
- F. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; ethnicity; 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.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

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 victim,
- 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 suspension, expulsion and/or referral to law enforcement officials.

STUDENT EXPRESSION GUIDELINES - BOE POLICY 5145.2

Responsible criticism and reasonable dissent are basic to the free expression of ideas. No idea will be suppressed simply because it is not shared by the majority. However, expressions that involve the following are considered unacceptable:

- Obscenities
- Advocacy of violation of the law or of school regulations
- Promotion of use or possession of drugs, alcohol, and/or tobacco products
- Disruptive or dangerous content
- Racial slurs
- Religious discrimination
- Promotion of danger to health and/or safety (i.e., weapons/violence)
- Advocacy of incitement to disrupt order
- Statements that are slanderous and/or threatening to groups or individuals
- Advocacy of violation of Board of Education policies
- Gang symbols

PARENT RESPONSIBILITIES

POWERSCHOOL

Parents are encouraged to check PowerSchool frequently as it provides real-time access to student grades, attendance, assignments, and more. Students will receive PowerSchool Portal account information for parents and students to sign into their accounts at the beginning of the school year. If assistance is needed throughout the year, please contact Pupil Services.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled during the second and third marking periods to encourage teacher-parent meetings concerning student achievement and progress at this time. These Parent/Teacher Conferences are scheduled for October and February. Specific information on these programs will be included in special mailings and/or emails prior to the events. Parents and students, as well as teachers, counselors or administrators may initiate a conference as needed regarding student progress.

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.

CHANNELS OF COMMUNICATIONS

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. The first step of communication should always be the teacher.

The proper channeling of complaints regarding instruction, grading, discipline or learning materials is as follows:

1. Teacher
2. School counselor/pupil services staff
3. Administration

ATTENDANCE POLICY

General Statement

The Stafford Board of Education recognizes that student attendance is a vital part of the educational process. Regular attendance is essential for an effective school experience. Time lost from class is irretrievable in terms of the opportunity for student learning. Therefore, it is the policy of the Stafford Board of Education to monitor school attendance so as to identify students who are truant and to enlist the cooperation of parents and, if necessary, the juvenile justice system in order to address the problem when it arises. Connecticut State Statute, Section 10-184 requires parents/guardians to have their children attend school regularly during the hours and terms that the Stafford schools are in session. **A student should not be absent without the parents/guardians' knowledge and written consent.** It is expected that parents/guardians will allow their children to be absent from school only for health reasons or other extenuating circumstances.

Grade 6-8 Attendance Policy (BOE Policy 5110-5111 a/e)

Since the classroom is the primary area where most learners experience the acquisition of knowledge, it becomes apparent that attendance in class is a valid, reasonable requirement. Once arriving on school grounds, students are expected to immediately enter and remain in the building until the close of the school day. The following attendance procedures have been developed to encourage students and parents to minimize absences in order to gain the maximum benefits from classroom activities.

Accordingly, the following attendance guidelines are enforced:

1. Whenever a student is absent from school, a parent should notify the school by phone on the morning of the absence. A written note is required from the parent within a 10-day time period. The school has adopted a practice of making a routine telephone check on absentees.
2. Absences may be excused for the following reasons
 - a. Illness
 - b. Death in the family
 - c. Medical/professional/legal appointment which cannot be made after school
 - d. Religious observance
 - e. Any other reason which the administration deems valid

While the above stated reasons are classified as excused, they WILL COUNT towards the total number of absences when determining retention.

3. Students who are participating in school-sponsored activities will be considered present for attendance purposes.
4. Parents and students should be aware that any absence incurred as a result of vacations **WILL BE COUNTED** in the total number of absences when determining retention.
5. In-school and out-of-school suspension will be counted in the total number of absences. You will be allowed a reasonable amount of time to make up work missed while on an excused absence. Assignments are posted on the school website. Students suspended from school will be given a reasonable amount of time to make up their work.
- 6. Students who are enrolled in French, Spanish and or Algebra and exceed 23 absences in a full year course will lose high school credit for that course. An attendance letter will be mailed home on the 12th and 18th absence on a full year course.**

CREDIT APPEAL PROCEDURES For French, Spanish and Algebra

1. Any student who has lost course credit as a result of the attendance policy may request in writing from his or her guidance counselor an attendance review for the purpose of restoring credit. This written request must be made within five school days from the notification of loss of credit.
2. An attendance review panel will be convened consisting of a pupil service specialist and classroom teachers. A building administrator will facilitate the panel.
3. The student and parent(s) will have the opportunity to present the information in support of the appeal.
4. The attendance review panel will render a decision within two (2) school days after the conclusion of the review and notify the parent(s) or student.
5. The student/parent(s) guardians(s) must submit the request for a review with the Principal immediately after having received the decision of the review panel. The Principal will conduct a review and render a decision within one (1) calendar week of his or her receipt of the student's/parent's/guardian's written request.
6. If the students/parents/guardians do not agree with the Principal's review, they may submit the request for a hearing with the Superintendent within two calendar weeks after having received the Principal's decision. The Superintendent must conduct a hearing and render a written decision within two calendar weeks of his or her receipt of the written request.
7. The aforementioned provisions notwithstanding, the total review process must be concluded prior to the beginning of the forthcoming school year.

CREDIT LOSS/RESTORATION

Credit loss may be restored by:

Repeating the course during the school year.

Attending summer school (provided requirements are satisfied).

**STUDENTS ABSENT FROM SCHOOL MAY NOT ATTEND AFTER SCHOOL FUNCTIONS HELD
THE SAME DAY.**

A. Unexcused Absences – This is an absence that is not included in the list above. Upon request, you will be allowed a reasonable amount of time to make up work missed while on an unexcused

absence. Any make-up grade earned after an unexcused absence will be lowered by 10 points. Work not made up will receive a zero. If unexcused absences persist, you will be subject to the remedial action stated in the section dealing with Truancy.

B. In the case of long-term absences due to health reasons (10 consecutive days) the parent/guardians should obtain a physician's written statement outlining the reason for the absence so that the principal or his/her designee may call a planning and placement team meeting to determine the need for homebound instruction.

Responsibility

WHEN YOU ARE ABSENT FROM SCHOOL FOR ANY REASON, YOU MUST SUBMIT A WRITTEN EXPLANATION SIGNED BY YOUR PARENT TO THE NURSE. FAILURE TO BRING IN THIS WRITTEN EXPLANATION WILL RESULT IN YOUR BEING CHARGED WITH AN UNEXCUSED ABSENCE. THE ABSENCE MAY ALSO BE CONSIDERED AS UNEXCUSED IF THE NURSE DETERMINES THAT THE STATED REASON FOR THE ABSENCE DOES NOT MEET THE REQUIREMENTS OF AN EXCUSED ABSENCE AS STATED IN SECTION 2.A OF THIS POLICY.

Extended Absence Policy

Students who will not be attending school for more than three days are considered to be on an extended absence from school. Parents must notify the school administration in writing prior to the commencement of a planned extended absence. Also, parents must notify the school office of the possibility of an extended absence in case of illness or other unforeseen circumstances.

Truancy

Truancy is defined as being absent from school, unexcused, for four days of each month, or ten days during the school year. Habitual truancy is defined as twenty unexcused absences per year. Truancy and habitual truancy are causes for referral **to the Juvenile** Review Board. Conferences will be held with parents to create a plan for attendance.

Excused Absences

The following are considered to be legitimate reasons for an excused absence from school: (While the first 9 absences can be deemed excused for any reason, the 10th and each subsequent absence require a more stringent and specific set of reasons to qualify as an excused absence.)

1. Illness (physician's note must be provided)
2. Death in Family
3. Medical/professional/legal appointment which cannot be made after school (documentation required)
4. Religious observance
5. Any other reason which the administration deems valid

Please Note- Family vacations are NOT considered excused absences and will count toward the total amount of absences.

DRESS CODE
DRESS CODE – BOE POLICY 5132

The impact of one's dress, appearance, and behavior generally reach beyond the individual student. In general, attire and grooming of individual students in this school are the responsibility of the students and their parents. There are, however, general principles of good taste and modesty, which must be observed.

Students' overall appearance should fall within the generally accepted definitions of neatness and cleanliness. Generally, the students are expected to dress and groom themselves for the business of school so as not to disrupt the education process, or pose a health or safety threat to anyone.

Clothing should be free from the promotion of or reference to drugs, alcohol, and/or tobacco and of slogans, names, titles or the like which are defamatory toward person(s), group(s), the school or other organizations.

Students whose dress or grooming is judged by the staff to be disruptive or dangerous to personal safety will be asked to change. Students will have access to their gym locker, hallway locker, will be offered clothes to change into, or may call home to have something brought in.

In order to maintain an environment conducive to the educational process, the Board of Education (the "Board") prohibits the following from wear during the academic school day:

- a. Winter coats, jackets or other attire normally worn as outerwear. Outerwear shall not be worn, carried or kept in the classroom during regular school hours. Exceptions may be made by a staff member due to temperature variations.
- b. Head coverings of any kind, including but not limited to scarves, bandannas, masks, visors, kerchiefs, hats, caps or hoods. Approved coverings worn as part of a student's religious or cultural practice or belief, or as required or permitted in conjunction with school district health and safety protocols, shall not be prohibited under this policy. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours.
- c. Unsafe footwear. Footwear must be worn at all times and students must follow building and / or subject-specific safety requirements.
- d. Sunglasses being worn while inside the building.
- e. Spiked or studded bracelets, oversized or multi-finger rings, unsafe belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- f. Attire or accessories that contain vulgarity or that contain overly offensive, discriminating, slanderous, or disruptive writing or pictures, which are likely to disrupt the educational environment.
- g. Attire or accessories depicting or suggesting violence, ethnic prejudice, systemic racism, provokes others to act violently, or causes others to be intimidated by fear of violence.
- h. Attire or accessories that depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- i. Shirts that reveal the abdomen, chest, or undergarments. Tank top straps must cover all undergarments and have appropriate underarm coverage.
- j. Clothing that reveals undergarments, buttocks, midriff, or is see-through. Pants worn below the waist.
- k. Pajama, lounge and/or dorm pants.

Students who fail to comply with Board policy and regulations concerning student dress code will be subject to school discipline in accordance with the Board's policy on student discipline.

LOCKER INFORMATION

You are assigned one locker to use during the year. Please keep it locked and KEEP THE COMBINATION TO YOURSELF. The combination to your locker is available in the office. All material stored in individual lockers is the responsibility of the student. The school is not responsible for any goods lost or stolen at school. Any student discovered taking articles from another person's locker will be subject to disciplinary action. Lockers are the property of the school and may be opened and examined for reasonable cause by the school administration. Any unauthorized items found in a locker may be removed. Teachers will determine locker times for students. All backpacks and cell phones (off and away) will be stored in lockers during school hours.

PROMOTION AND RETENTION

Philosophy

It is the intention of the Stafford Board of Education that all students should be placed in instructional programs in which they can achieve academically as well as emotionally, socially and physically. Students who have demonstrated satisfactory performance at an appropriate level relative to their grade placement, and as measured by criteria including district and state assessments, benchmarks, and grade level reporting, will be promoted to the next level. Students who do not meet these measurable, objective criteria will be supported through a range of programming options and services to develop their educational potential.

Grade 6-8 Promotion and Retention Policy (BOE Policy 5123)

Promotion

Students who have achieved satisfactorily and at an appropriate level relative to their grade, as determined by teacher assessment, will be promoted. The same factors used in considering retention in Grades PreK-5 are applied, with academic achievement playing a more prominent role.

Retention

Procedures: In grades 6 through 8, any student who either, 1.) fails both English and mathematics, or 2.) fails three or more major subject areas (English, mathematics, science, social studies, and either world language or reading) will be recommended for retention. The following factors will be considered by the building conference team in regard to possible retention: The team shall include the building principal or his/her designee, the student's classroom teacher(s), other appropriate school personnel, and the student's parents/guardians.

1. The student's chronological age
2. The student's potential
3. The student's academic achievement
 - A. Students who are in jeopardy of failing two or more academic subjects.
4. The student's work and study habits
5. The student's physical development
6. The student's social maturity
7. The student's emotional maturity
8. The student's attitude toward school
9. The student's attendance record

PARTICIPATION IN SCHOOL ACTIVITIES

School activities are defined as sports teams and other school activities which occur outside of school hours. These activities require acceptable conduct and achievement in and out of school. Students that have earned less than 60 in a given class will require a meeting with a parent and the teacher to discuss continued eligibility and development of an academic intervention plan. (Board of Education Policy 5135)

The Stafford Middle School Athletic Program

Stafford Middle School conducts an athletic program to enhance the personal and educational growth of its participants by providing healthy and challenging competition. We believe a competitive athletic program is an integral part of the overall educational program of the school that:

1. Provides an opportunity to engage in healthy competition.
2. Teaches new skills and offers the opportunity to improve on those already possessed.
3. Provides opportunities for the development of lasting friendships with both teammates and opponents.
4. Provides opportunities to observe and exemplify good sportsmanship.
5. Gives students an early understanding that participation in athletics provides leadership training.
6. Provides opportunities for students to place the interest of the group above themselves and learn to practice self-discipline for the overall benefit of the team of which they are members.
7. Provides opportunities for students to develop a feeling of unity and belonging, team pride, teamwork and respect for rules and authority.

The Athlete and Attendance

1. Student athletes must attend all practices and games as scheduled.
2. Student athletes must attend classes on the day of a contest. Arrival at school after 10:30 a.m. on the day of a contest constitutes an absence unless approved by the school principal. Absence on a Friday will disallow participation in the following Saturday's contest.
3. Absences from team activities due to other school related activities, family obligations, or medical appointments are acceptable when approved in advance by the team coach.

Attending After School Activities

Students may not stay after school to watch sporting events or practices unless supervised by an adult who has agreed to chaperone students. The team's coach is not responsible for students other than those on the team. When teams are playing home games, students may stay after school with a teacher until the game starts. If students do not have permission to stay with a teacher students must leave at dismissal and return to school to attend the game.

GUIDELINES REGARDING STUDENT RECORDS

The policy regarding the maintenance, preservation, and accessibility of students' records is on file in the office of the principal. This policy is available by request.

NONDISCRIMINATION ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX, MARITAL STATUS, OR HANDICAP IN EDUCATIONAL PROGRAMS/ACTIVITIES AND PERSONNEL ACTIONS

SECTION I – GENERAL STATEMENT (BOE Policy 0521)

Consistent with the mandates of Federal law, specifically, Title VI of the Civil Rights Act of 1964, Public Law 90-202,

Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and Section 10-153

of the Connecticut General Statutes, it shall be the policy of the Stafford Board of Education not to permit unlawful discrimination on the basis of race, color, religion, age, sex, marital status, handicap or national origin in establishing and implementing hiring and employment practices and in establishing and providing educational programs and activities. Rules and regulations concerning this section and other related sections are on file in the office of the principal. This entire policy is available upon request.

Directory Information

Directory information may be released to the following:

1. Federal, state and local governmental agencies
2. Parent teacher (PTA) officially recognized by the Stafford Board of Education
3. Representatives of the news media, including but not limited to newspapers, magazines, and radio and television stations
4. Employers or prospective employers
5. Nonprofit youth organizations

The following student information is declared to be directory information: Student's name, parent's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, honor roll recognition and related academic achievements, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended by the student. If a parent does not wish to have this information released, the parent may sign a form, which indicates this.

Search and Seizure Procedures

The Stafford Board of Education has a policy that permits the school administrator to search a student under specific circumstances and to seize certain material evidence. In general, a search is called for when there is reasonable evidence that a school rule or law may have been violated. Other factors come into play during a search, such as the nature of the alleged infraction. The search and seizure policy is on file in the principal's office and is available upon request.

Stafford Middle School PTA

The PTA exists to strengthen the link between home and school and to provide additional financial support for special school projects and assemblies. Meetings are regularly held each month. A membership drive will start in early September. Anyone interested please contact Mrs. Mike.

Stafford Special Services

Stafford Public Schools ensures that all children, through 21 years of age, residing within the jurisdiction of the district who may be in need of special education and/or related services are identified, located, and evaluated. This applies to all students. The Stafford Public Schools will also identify those students from grades PreK-12 who are academically gifted, or talented. For further information or a copy of the referral process, please make contact with the building principal or the Director of Pupil Services.

Student Records

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. 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.

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.

DRUGS AND ALCOHOL: SCHOOL ADMINISTRATION PROCEDURES AND GUIDELINES

<i>Situational/ Category</i>	Immediate Action	Investigation	Notification of Parents	Notification of Police/Juvenile Court/ DCF	Disposition of Substance
A student is suspected of possible drug or alcohol use. There is no violation or physical evidence.	Staff members contact student support personnel.	Accumulate baseline data. Students might be interviewed.	Depending on the investigation, student support personnel may contact <u>parents</u> .	Not applicable.	Not applicable.
1. A student contacts a staff member in regard to the drug or alcohol use of another student.	The student who contacts a staff member is encouraged to get the student with a problem to personally seek assistance.	Limited to the staff member, although the counselor, nurse, or administrator may be contacted for assistance.	Not applicable.	Not applicable.	Not applicable.
2. A student volunteers information about personal drug or alcohol use.	The student is informed of services available and encouraged to seek assistance.	A staff member may request advice from student support personnel.	Only with the consent of the student unless there is a clear and imminent danger.	Not applicable.	Not applicable.
3. The student has a drug or alcohol-related emergency.	The nurse will be notified immediately. <u>The student</u> may be transported to medical <u>facilities</u> .	The administrator will investigate the incident. This may include a search of the student, locker, and other possessions.	Yes	Depending on physical evidence.	Analysis by state police toxicology laboratory for possible use in further proceedings.
4. The student possesses drug-related paraphernalia. No evidence of use.	Administrator is notified. Paraphernalia is confiscated. Staff member <u>writes a report</u> of the incident.	The student, his/her locker, and other possessions will be searched. Confiscation of substance.	Yes	Depending on local laws.	Analysis by state police toxicology laboratory for possible use in further proceedings.

5. A student possesses, uses, or is under the influence of drugs or alcohol. First offense. Cooperative behavior.	Principal is notified. Staff member <u>writes a report</u> of the incident.	The student, his/her locker, and other possessions will be searched. Confiscation of substance.	Yes. Parental conference arranged as soon as possible.	Yes.	Analysis by state police toxicology laboratory for possible use in further proceedings.
<i>Situational/ Category</i>	<i>Immediate Action</i>	<i>Investigation</i>	<i>Notification of Parents</i>	<i>Notification of Police/Juvenile Court/ DCF</i>	<i>Disposition of Substance</i>
6. A student possesses, uses, or is under the influence of drugs or alcohol. Uncooperative behavior.	Principal is notified. Staff member <u>writes a report</u> of the incident.	The student, his/her locker, and other possessions will be searched. Confiscation of substance.	Yes. Parental conference arranged as soon as possible.	Yes.	Analysis by state police toxicology laboratory for possible use in further proceedings.
7. A student possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Chaperone will contact the activity coordinator. Coordinator will attempt to contact parents, and/or responsible individuals including <u>administrators</u> .	Confiscation of substance.	Yes.	Yes.	Analysis by local law authorities for possible use in further proceedings.
8. A student is caught again in possession, use, or under the influence of drugs or alcohol.	Administrator is notified. Staff member <u>writes a report</u> of the incident.	The student, his/her locker, and possessions are searched. Confiscation of substance.	Yes. Requested to come to the administrator's office as soon as possible.	Yes.	Analysis by state police toxicology laboratory for possible use in future proceeding
9. A student is distributing a drug, alcohol or controlled substance.	Administrator is notified. Staff member <u>writes a report</u> of the incident.	The student, his/her locker, and possessions will be searched. Confiscation of substance.	Yes. Required to come to the administrator's office as soon as possible.	Yes.	Analysis by state police toxicology laboratory for possible use in further proceedings.

BE SMART...DON'T START! THE USE OF ILLICIT DRUGS AND USE OF ALCOHOL IS AGAINST THE LAW AND HARMFUL. DISCIPLINARY SANCTIONS (CONSISTENT WITH LOCAL, STATE AND

FEDERAL LAW) UP TO AND INCLUDING EXPULSION AND REFERRAL FOR PROSECUTION, WILL BE IMPOSED ON STUDENTS WHO VIOLATE THE STANDARDS OF CONDUCT DESCRIBED UNDER THE SUSPENSION AND EXPULSION GUIDELINES. COMPLIANCE WITH THE STANDARDS OF CONDUCT IS MANDATORY. IF YOU NEED INFORMATION ABOUT DRUG AND ALCOHOL COUNSELING, AND REHABILITATION PROGRAMS AVAILABLE TO YOU, YOU SHOULD SEE YOUR GUIDANCE COUNSELOR, THE SOCIAL WORKER, OR CONTACT HUMAN SERVICES AT 684-4239.

Stafford Middle School’s Safe School Climate Plan

Introduction

There is a growing appreciation in Connecticut that school climate is an integral component of the learning environment and essential for school improvement. Connecticut has defined school climate as “the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.” The National School Climate Standards provide a vision and framework for a positive and sustainable school climate. Through the implementation of appropriate prevention and intervention strategies Stafford Middle School will sustain school environments where all members are welcomed, supported and feel safe in school; socially, emotionally and physically. In response to the need to establish these positive school climates, Stafford Middle School has developed the following Safe School Climate Plan.

Component	Actions	Person(s) Responsible	Timeline
Bullying Policy	Continue to implement and enforce already approved Anti-Bullying Policy which includes: <ul style="list-style-type: none"> ● Student codes of conduct that are defined and prohibit bullying in accordance with state law. ● Bullying is prohibited 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 a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education ● Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (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. 	Board of Education and Superintendent	Ongoing

	<ul style="list-style-type: none"> Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is also strictly prohibited. 		
Reporting Procedures	<ul style="list-style-type: none"> Orally notify the Safe School Climate Specialist or school Administrator after being witness to acts of bullying or receiving reports of bullying File a written report with the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying Any student who believes s/he has been the victim of bullying/cyber bullying may report the matter to any school employee, either in writing or anonymously. Parent(s)/guardian(s) may file written reports of Suspected bullying/cyberbullying/teen dating violence. 	<p>All school employees</p> <p>All school employees</p> <p>All Students</p> <p>All Parents</p>	<p>Within one school day after witnessing or receiving report</p> <p>Within two school days of oral notification</p> <p>Ongoing</p> <p>Ongoing</p>
Notification Requirements	<ul style="list-style-type: none"> Provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan. Notify students and the parents or guardians of students of the process by which students may make reports of bullying (handbook review in HR/website) Provide students with notice of the definition of bullying, cyberbullying, teen dating violence and the potential consequences of engaging in such acts by the inclusion of language in student codes of conduct concerning bullying. Publish Safe School Climate Plan on the school district's Internet web site and ensure that such plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks. 	<p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator and Specialists</p> <p>Safe School Climate District Coordinator and Specialist</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p>
Investigation	<ul style="list-style-type: none"> Develop and disseminate investigation procedures for use by safe school climate specialists. Investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. Review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report. Determine whether the alleged conduct occurred & whether such conduct constitutes bullying as defined in the district policy. 	<p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator and Specialists</p> <p>Safe School Climate Specialists</p> <p>Safe School Climate District Coordinator and Specialists</p>	<p>Annually</p> <p>Upon receipt of report</p> <p>Promptly</p> <p>Upon completion of investigation</p> <p>Upon completion of investigation</p>

<p>Response to Verified Acts of Bullying</p>	<ul style="list-style-type: none"> ● Take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior, if it is determined that bullying has occurred. ● 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. This notification 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 ● Invite the parent(s)/guardian(s) of students who engage in any verified acts of bullying after the completion of the investigation to a meeting at which the following will be shared: <ol style="list-style-type: none"> 1. A description of the verified act(s). 2. A description of the school’s interventions in response to the act(s). 3. Any consequences that may result from the commission of any further acts of bullying. ● Invite the parent(s)/guardian(s) of any student against whom an act of bullying was verified after the completion of the investigation at which the following information will be shared: <ol style="list-style-type: none"> 1. A description of the verified act(s). 2. A description of the school’s interventions designed to keep the student safe & prevent any further acts of bullying. (i.e. safety plan) 3. The content of the student safety support plan. <p><i>Except in rare circumstances, such meetings with parents and guardians should be held separately.</i></p> ● Develop a student safety support plan for any student against whom an act of bullying was directed. The plan shall address safety measures the school will take to protect such students against further acts of bullying. ● Develop case-by-case interventions to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same 	<p>Safe School Climate District Coordinator and/or Safe School Climate Specialists</p> <p>Safe School Climate District Coordinator and/or Safe School Climate Specialists</p> <p>Safe School Climate District Coordinator and/or Safe School Climate Specialists</p> <p>Safe School Climate District Coordinator and/or Safe School Climate Specialists</p> <p>Safe School Climate Specialists</p>	<p>Upon determination that bullying has occurred</p> <p>48 hours after the completion of the investigation</p> <p>Upon determination that bullying has occurred</p> <p>Upon determination that bullying has occurred</p> <p>Upon determination that bullying has occurred</p>
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	<p>individual that may include both counseling and discipline.</p> <ul style="list-style-type: none"> ● Notify the appropriate local law enforcement agency when the principal, or designee, believes that any acts of bullying constitute criminal conduct. 	<p>Safe School Climate Specialists</p> <p>Safe School Climate District Coordinator and/or Specialists</p>	<p>Upon determination that bullying has occurred</p> <p>As appropriate</p>
Safe School Climate Committee	<ul style="list-style-type: none"> ● Appointed District Safe School Climate Coordinator ● Appointed Safe School Climate Specialist in each school ● Established Safe School Climate Committee in accordance with the law, (including at least one parent/guardian of a student at the school) ● Established roles, responsibilities and procedures for Safe School Climate Committee including: <ul style="list-style-type: none"> ● Receive copies of completed reports following investigations of bullying; ● Identify and address patterns of bullying among students in the school; ● Review and make recommendations to amend school policies relating to bullying; ● Review and make recommendations to the district safe school climate coordinator regarding the district's safe school 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, in accordance with the law; ● 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. 	<p>Superintendent Social Worker Safe School Climate District Coordinator and Specialists</p> <p>Safe School Climate District Coordinator Safe School Climate Committee</p>	<p>November 7, 2011 November 7, 2011 November 7, 2011</p> <p>July 1, 2012</p>
Prevention and Intervention Strategy	<ul style="list-style-type: none"> ● Identify effective evidence-based prevention and intervention strategies approved by CSDE. Strategies may include, but are not limited to the following: <ul style="list-style-type: none"> ○ Students will participate in programs to address tolerance, diversity, and conflict resolution each 	<p>Safe School Climate District Coordinator, Specialists and Safe School Climate Committee</p>	<p>July 1, 2012</p>

	<p>year, based upon approval and to be delivered in Social Studies</p> <ul style="list-style-type: none"> o Students will be made aware school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts (SMS Keys to Success Posters) & (State of the Union Address) o Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur; o Inclusion of grade-appropriate bullying education and prevention o Individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees; o School-wide training related to safe school climate (Adult PD, student assemblies) o Peer Mediation with contract between students o Promotion of parent involvement in bullying prevention through individual or team participation in meetings, training and individual interventions. <ul style="list-style-type: none"> ● Implement the prevention and intervention strategies identified by the Safe School Climate Committee ● Provide students with access to evidence-based prevention and intervention strategies ● Morning announcements (Public Service Announcements, Words of Wisdom) ● Social groups/Lunch Bunches ● Mix It Up Day ● Let Us Know (LUK boxes) for anonymous reporting of bullying behavior ● Student Assistance Team Meetings ● Crisis Team ● Development of Positive Behavioral Supports within the building. ● In School Suspension Reflection/Detention Reflection Form ● Project Adventure-Experiential Education Curriculum to practice social/life skills ● 6th Grade Orientation ● Cooperative Learning in P.E. 	<p>Staff</p> <p>Pupil Services</p> <p>Pupil Services/Administration</p> <p>All School Employees</p> <p>Social Worker Parent(s)</p> <p>All School Employees</p> <p>All School Employees</p> <p>Library Media Specialist</p> <p>Pupil Services Staff/Pupil Services/Students</p> <p>Pupil Services/Students</p> <p>Pupil Services, Nurse, Assist.</p> <p>Principal</p> <p>Designated Staff</p> <p>All School Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Annually</p> <p>Ongoing</p> <p>Daily</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing with Gr.8</p>
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	<ul style="list-style-type: none"> ● Teen Read Week ● Intramural Volleyball ● Craft Club ● Drama/Chorus-community service/diversity ● Garden Club ● Student Council ● Character Education ● Behavior Intervention Plan ● School Based Counseling ● Student Success Plans ● Adaptive Physical Education ● National Junior Honor Society ● New Student “Buddy Program” ● Bread Baking Family Program ● CHC Behavioral Health Program ● Student of the Week ● Transition activities 5th-6th and 8th -9th ● Interactive Bulletin Boards (Safe School/Climate) ● Peer Mediation Program ● Kindness Program 	<p>ISS Support Staff/Teachers Health Teacher</p> <p>Administration/Staff/Students</p> <p>P.E. Teachers Library Media Specialist P.E. Teacher/Teachers Art Teacher/SLP/SPED Staff Music Teacher Teachers Teachers</p> <p>Pupil Services/Teachers Pupil Services/Teachers Pupil Services Pupil Services/Teachers P.E. Teachers</p> <p>Teachers Guidance Counselor Teachers Pupil Services Administration Pupil Services/Administration</p> <p>Pupil Services Pupil Services Pupil Services</p>	<p>August 2015</p> <p>Ongoing with Gr. 6</p> <p>Annually Winter 2015 Monthly On-going Seasonally On-going</p> <p>On-going On-going On-going On-going On-going</p> <p>On-going On-going November 2015 January 2015 Weekly On-going</p> <p>On-going On-going On-going</p>

<p>Assessment of School Climate</p>	<ul style="list-style-type: none"> ● Complete an assessment using the school climate assessment instruments including surveys, approved and disseminated by the State Department of Education for each school ● Submit assessment results for each school in the district to the State Department of Education ● Review and analyze data obtained from climate surveys/ make necessary modifications to the district plan ● Compare and contrast survey results with the National School Climate Standards and best practices 	<p>Safe School Climate Committee</p> <p>Safe School Climate District Coordinator Safe School Climate Committee</p> <p>Safe School Climate Committee</p>	<p>February 2012, and biennially thereafter,</p> <p>According to CSDE guidelines Ongoing</p> <p>Ongoing</p>
<p>Documentation and Record Keeping</p>	<ul style="list-style-type: none"> ● Establish a procedure for each school to: <ul style="list-style-type: none"> ○ Document and maintain records relating to reports and investigations of bullying in the school. ○ Maintain a list of the number of verified acts of bullying in the school and make such list available for public inspection. This public list must not contain any personally identifiable information about any student or information that might reasonably lead to the identification of any student. ● Report the number of verified acts of bullying in the district's schools to the Department of Education in such manner as prescribed by the Commissioner of Education 	<p>Safe School Climate District Coordinator & Specialists</p> <p>Safe School Climate District Coordinator</p>	<p>July 1, 2012</p> <p>Annually based on timeline established by CSDE</p>
<p>Training</p>	<ul style="list-style-type: none"> ● Provide all certified school employees training on the prevention, identification and response to bullying and the prevention of and response to youth suicide. The training will be provided to teachers, administrators and pupil personnel who hold the initial educator, provisional educator or professional educator certificate via in-service training. ● Provide all other school employees training provided by the State Department of Education. 	<p>Safe School Climate District Coordinator and Specialists</p> <p>CSDE with Safe School Climate District Coordinator and Specialists</p>	<p>Annually</p> <p>Annually</p>

STAFFORD PUBLIC SCHOOLS

JULY 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022 (3)

S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022 (20)

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022 (20)

S	M	T	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022 (18)

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022 (17)

S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

2022-2023 School Calendar



- July 4 Independence Day
July 5-28 Summer Programming
- Aug. 17-18 New Teacher Orientation (No School)
Aug. 22 Convocation (No School)
Aug. 23-25 Professional Development (No School)
Aug. 26 No School for Students & 10-month staff
Aug. 29 First Day of School
- Sept. 1 Staff Mandated Training (Early Dismissal)
Sept. 2 No School for Students & 10-month staff
Sept. 5 Labor Day (No School)
Sept. 30 Professional Development (Early Dismissal)
- Oct. 10 Columbus Day (No School)
Oct. 20 Gr. 6-12 Conferences (Shortened Day)
Oct. 27 Professional Development (Early Dismissal)
- Nov. 10 Professional Development (No School)
Nov. 11 Veterans' Day (No School)
Nov. 21-22 Gr. PK-5 Conferences (Shortened Day)
Nov. 23 Early Dismissal
Nov. 24-25 Thanksgiving Vacation (No School)
Nov. 30 Professional Development (Early Dismissal)
- Dec. 23 Early Dismissal
Dec. 24-31 Holiday Vacation (No School)
- Jan. 2 Observation of New Year's Day (No School)
Jan. 16 Martin Luther King Jr. Day (No School)
- Feb. 9 Gr. 6-12 Conferences (Shortened Day)
Feb. 13 Professional Development (Early Dismissal)
Feb. 20 Presidents' Day (No School)
Feb. 21 February Break (No School)
- Mar. 7 Professional Development (Early Dismissal)
Mar. 13-14 Gr. PK-5 Conferences (Shortened Day)
- April 6 Professional Development (No School)
April 7 Good Friday (No School)
April 10-14 Spring Vacation (No School)
- May 26 Professional Development (Early Dismissal)
May 29 Memorial Day (No School)
- June 9 Last Day of School (tentative)* - Early Dismissal

*School will close after the completion of 181 student contact days. At the discretion of the Board, makeup days may be scheduled if more than ten school cancellations occur, beginning with cancellation of the February 21, 2023 vacation day, followed by the elimination of days from April vacation.

Approved by the Board of Education on Monday, February 28, 2022.

JANUARY 2023 (20)

S	M	T	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023 (18)

S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023 (23)

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			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023 (13)

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023 (22)

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023 (7)

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	