

Weston Middle School

Student and Parent Handbook

2025-2026



135 School Road
Weston, CT 06883

Mission Statement



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

JASON BLUESTEIN
Principal
jasonbluestein@westonps.org

DRU WALTERS
Assistant Principal
druwalters@westonps.org



135 SCHOOL ROAD
WESTON, CONNECTICUT 06883

203-221-6360
TELEPHONE

203-221-1248
FAX

Dear Students and Parents,

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

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

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

Ultimately, the partnership of home and school is critical to helping support student academic achievement and social development. Please share this information with your child and use it as a guidebook for what to expect at WMS.

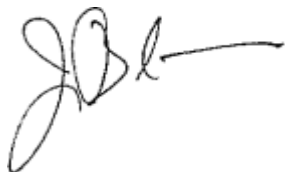
To make our behavior expectations clear, we have included a [Code of Conduct link](#) for grades 6-12. This Code of Conduct was developed collaboratively by the district's administrators and aligns with Board of Education policies. The document is organized into focused behaviors, a range of potential consequences, and a description of opportunities for education and restoration. Our goal is for it to make clear what is expected at school and what happens when there is a violation of our mutual expectations. Please note that in previous year's iterations of this handbook, behavior expectations and corresponding disciplinary consequences were summarized individually on different pages. By putting all of the information in one place, our goal is to make it easier for students, families, and staff to understand what we expect at school.

While there are consequences for violating the code of conduct, we also believe that students in middle school should have opportunities to learn and repair/restore. We encourage you to read the

district's policy on Restorative Practices to help better explain why this is important and what it entails.

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

Sincerely,

A handwritten signature in black ink, appearing to be 'JB' followed by a horizontal line.

Jason Bluestein
Principal

A handwritten signature in black ink, appearing to be 'Dru Walters'.

Dru A. Walters
Assistant Principal

Weston Public Schools

Central Office Main Line - 221-6550

Superintendent of Schools	Mrs. Erica Forti	221-6551
Assistant Superintendent	Dr. Tina Henckel	221-6582
Asst Supt of Pupil Personnel Services	Ms. Tracy Edwards	221-6557
Assistant Director of Pupil Personnel Services	Mrs. Amy Speiser	221-6380
Director of Finance and Operations	Mr. Phillip Cross	221-6584
Human Resource Specialist	Mrs. Julianne Givoni	221-6553
Director of Digital Learning & Innovation	Mr. Daniel DeVito	221-6567
Director of Facilities	Mr. Michael DelMastro	221-6564

Town of Weston

Recreation Department	Mr. David Ungar	222-2584
Weston Youth Services	Mrs. Laura Cleary	222-2585
	Mrs. Debbie Delong	222-2586
Social Services	Ms. Allison Lisbon	222-2663
	Social Worker	
	Ms. Rose Cruz	222-2556
	Assistant Social Worker	

Weston Middle School

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

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

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

Weston Middle School Main Office 221-6360

Principal	Mr. Jason Bluestein	221-6362
Assistant Principal	Mr. Dru Walters	221-6364
Principal's Administrative Assistant	Mrs. Mary Jane LeBlanc	221-6363
Main Office Secretary	Mrs. Michelle Sotire	221-6360 Press "0"
School Counselors	Mrs. Lauren Davi (6 th Grade)	221-6372
	Mrs. Jen Doyle (7 th Grade)	221-6370
	Mrs. Ande Ogden (8 th Grade)	221-6371
School Psychologist	Mrs. Ann Soutar	221-6373
School Social Worker	Mrs. Alexa Lewis	221-6374
School Nurse	Daisy Benedict	221-6366
Library Media Center	Mr. Rich Blozie	221-6375

QUICK REFERENCE

Attendance Line – 221-6361

Nurse – 221-6366

School Web Site – www.westonps.org

**Weston Middle School PTO
President - Nicole Copans
wmsptopresidentnc@gmail.com**

Weston Middle School

Soaring to Excellence in the Classroom and Beyond

S.O.A.R



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

SAFETY

OWNERSHIP

ATTITUDE

RESPECT

SOAR Matrix

	Safety	Ownership	Attitude	Respect
Classroom	Follow instructions and directions Maintain clear work/ floor space Handle materials with care	Come to class on time, prepared with materials Actively participate Advocate for learning Take responsibility for your own actions and choices	Be positive Do your best Restart your day, when needed	Support community member's ideas, opinions and contributions Show empathy Use appropriate tone and volume
Hallway	Maintain clear hallways and floor space Keep hands and feet to self Move in an orderly manner	Be on time to class Ensure that you have needed materials for your classes	Help others Be positive Stay calm	Share space Take care of school and personal property Pass quietly in the hallways
Cafeteria	Move in an orderly manner Keep your area clean Listen to and follow directions	Clean up Recycle	Wait patiently in line Make your clean up a team effort	Allow others to sit with you Keep voices down
Bus	Remain seated at all times Follow bus driver's directions Communicate safety concerns to bus driver and WMS staff	Gather your personal belongings Keep your area clean	Be polite to classmates and driver Remain calm	Use appropriate language and volume Be aware of others and the physical environment
Recess Area	Follow game rules Move in a safe manner Exercise good judgment	Use equipment as intended Return equipment	Be a problem solver Demonstrate good sportsmanship	Include others Be aware of classrooms near the recess area
Bathroom/ Locker rooms	Report problems to staff Use facilities appropriately	Clean up after yourself Follow physical education time guidelines	Demonstrate consideration for others and their property	Use appropriate language Maintain privacy of others

A message from the School Nurse:

When Your Child is Sick:

To safeguard the health of all students and staff, we ask parents/guardians to monitor their children for possible communicable diseases and follow our District Health Services guidance on attendance accordingly. These guidelines are subject to change based on recommendations from the Centers for Disease Control and Prevention, the American Academy of Pediatrics, the local and state departments of public health, and our District Medical Advisor. Please be sure that the school has current phone contact information for you and your emergency contacts in PowerSchool. If your child becomes sick at school, please have a plan in place for your child to be picked up within 30 minutes. Sick children will not be permitted to ride the bus home. Please contact the school nurse with any questions or concerns. Thank you in advance for your cooperation.

Must stay home from school if they:

- Have a fever = / > 100.4°. If they are sent home by the school nurse for a fever, they must remain home the following day.
- Have an undiagnosed rash associated with fever or illness.
- Vomited two or more times or if vomiting is associated with fever in the past 24 hours.
- If a student is sent home by the nurse from school for vomiting associated with an illness, they must remain home the following day
- Have diarrhea more than once in past 24 hours
- Have a severe cough, and/or chest congestion, and/or a thick green/yellow or constant nasal discharge, and/or persistent sneezing not associated with documented seasonal allergies
- Have a severe sore throat with symptoms indicating possible strep throat, complain of severe earache, with or without fever
- Have conjunctivitis (pink eye) with discharge
- Have an undiagnosed skin wound, sore or lesion that appears infected, e.g., is red, swollen or draining fluid
- Have a communicable illness

Students must remain home:

- For 24 hours after an elevated temperature returns to normal without fever reducing medication. Day 0 is the last day a fever was recorded. Day 1 is the first day they are fever free without the use of medication. Students may return on day 2.
- With a rash associated with a fever/illness until cleared to return by a health care provider. Please provide the health care provider note to the school nurse with the date the student is cleared to return to school.

- For 24 hours after vomiting has ended. Day 0 is the last day the student had an episode of vomiting. Day 1 is the first day they did not vomit. Students may return on day 2.
- For 24 hours after the last episode of diarrhea. Day 0 is the last day the student had an episode of diarrhea. Day 1 is the first day they are without diarrhea. Students may return on day 2.
- After a diagnosis of Flu/Covid/RSV or another respiratory virus, students must stay home until BOTH statements are true: 1. Symptoms are improved to the point that they can actively participate in class with minimal coughing 2. The student has been fever free for 24 hours without the use of fever reducing medication
- After a throat culture – until the results are available, or cleared to return by the health care provider
- For strep throat diagnosis, student should stay home until well appearing, fever free for 24 hours, and at least 12 hours after beginning appropriate antibiotic therapy
- After ear pain is controlled to a level that allows the student to actively participate in school activities
- After the initiation of treatment for bacterial conjunctivitis AND drainage has resolved or provide a note that they are cleared to return by the health care provider
- Until adequately treated for scabies, or other infestation, communicable illness or skin infection. A health care provider note may be required to return to school based on nursing judgment.

Head Lice

Prevention and management of head lice infestation among students Weston Public Schools relies on current standards in public health and scientific research to guide its practices related to communicable disease and infestation. Current public health standards and research-based recommendations indicate that, to effectively control head lice, routine screening and management at home are the key factors. Head lice do not cause disease and, when first identified on a head, have usually been resident there for 4-6 weeks. “Head lice are an unpleasant part of the human experience, but they can be successfully managed and are no reason for a child to miss school,” said Dawn Nolt, MD, MPH, FAAP, lead author of the American Academy of Pediatrics 2022 Head Lice report, written by the AAP Committee on Infectious Diseases, Committee on Practice and Ambulatory Medicine, and Section on Dermatology. They are very annoying and can sometimes be difficult to get rid of, but they are not dangerous. Head lice are usually well-controlled when managed through mechanical removal with lice combs or chemical means, or a combination of both, and appropriate housekeeping techniques.

In keeping with current standards and research, mass screenings for head lice are no longer conducted in our schools. Rather, our emphasis is on prevention through parental education, and home-school communication and collaboration with the parents/caregivers of those students identified as having a lice infestation. Not only are mass screenings

relatively ineffective, but they cause students to lose a significant amount of educational time in the classroom, often result in misdiagnosed cases, and lead to considerable stigma for children who are sent home in the middle of the school day. If a child is sent to the nurse for complaints of an itchy scalp, the school nurse will check the student for lice. If live lice are found on visual exam, a telephone call will be made to the parent/guardian of the student. The child will not be excluded from school and will return to class for dismissal at the end of the day. Early dismissal for treatment is at the discretion of the parent/guardian. An email notification will be sent to the class with further guidance. Disclosures will never include identifying information regarding affected students.

Please remember that rapid communication is the most critical element to prevent the spread of head lice at school, at sleepovers and at other community activities. Therefore, should your child become infested with head lice, please inform the school nurse immediately. If there are parental/guardian reports of 2 or more children in the same class with active head lice within a two-week period, the school nurse will send a letter alerting families in the class to increase their vigilance and screenings at home. The information you provide is confidential and the names of affected students are never shared with other families. If all families communicate with the school nurse in this way, and if the school nurse in turn alerts families in general to be more vigilant, we can prevent the spread of this difficult pest. If you have any questions about our head lice procedures, please call or email the school nurse in your child's school.

If you have further questions after speaking with your school nurse, please email:

Kristen Abreu, District Nurse Supervisor at kristenabreu@westonps.org

Absence-Excused

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

If you are going to be absent:

- Your parent or guardian should notify the school no later than 7:45 a.m. The school number to call is (203) 221-6361.
- In the event you are absent and the school does not receive notification, you will be contacted by our automated School Messenger system to verify your absence and ensure your safety.
- If your absence has not been verified by telephone, you are required to submit a note to the main office, explaining the reason for your absence and the date(s) of your absence upon your return to school. The note must be in your parent's or guardian's handwriting.
- If your absence will extend beyond three days, your parents must notify your school counselor in writing.
- If your absence is excused and extends for more than three days, your parents may request homework from the school counseling office after the third day. All requests should be submitted to the school counselor.

Make-up Work

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

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

Absence-Unexcused

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

Attendance and Excuses:

[Attendance and Excuses 6.14.pdf](#)

Attendance and Truancy:

[Attendance and Truancy.pdf](#)

Absence-Extended-Parental Decision (For Extraordinary Educational Experiences)

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

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

Extended Absences – Vacations

[Attendance and Excuses.pdf](#)

Chronic absence measures lost time from learning. It is defined as missing 10 percent or more of the total number of days enrolled during the school year. Just two days per month can lead to chronic absence. It includes both excused, unexcused, and out-of-school suspensions. For example, a student who has been enrolled for the first 30 school days at the beginning of the school year and has been absent three of those days is chronically absent. If a student misses 18 days in 1 school year, you will be chronically absent.

Being chronically absent has a huge impact on a student's ability to read at grade level, perform academically, and graduate on time. Good attendance can help children do well in school, and eventually in the workplace.

Activities

During the course of the year, co-curricular activities may be scheduled before or after school for our students. These activities may include talent shows, athletic games, and other school events. As with all school activities, these activities are an extension of your school day and all school rules are in effect for any school-sponsored activity. A

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

Arrival

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

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

Audit

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

Backpacks/Book Bags

Book bags are not meant to replace the use of lockers. Due to concerns over increased congestion in the hallways, students are required to store all backpacks and other large carrying bags in their lockers. Book bags are physical hazards when left in the hallways and when used inappropriately. Students will only be allowed to use their backpacks when going to and from school. Students are to carry with them only those materials needed for two or three periods. Students are to use their lockers throughout the day: for example, before 1st period, before and after lunch, and after the last period of the school day. Students are not to leave books, binders, and other materials in the hallway while they are at their PFA classes or during lunch. All school materials, including backpacks and book bags, should be stored in student lockers at all times.

Bullying

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

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

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

Cafeteria

A welcome part of your day is your lunch break. You may choose to buy a well-balanced hot meal, a sandwich from our deli, a salad from the salad bar, or bring your lunch from home. The lunch program at the Middle School also offers a variety of a la carte food choices. If you forget your lunch at home, one of your parents may deliver it to the main office and it will be placed in our school message center. **You may charge a lunch from the cafeteria provided that you promptly pay for it on the next day of school.** Students use charge accounts or cash to pay for lunch. There are many advantages to using the charge account. All children are able to move quickly through the lunch lines, and it makes our lunch program operate more efficiently and effectively. They simply key in their

Student ID number to access their account. The Weston Public Schools have enrolled in an internet-based service called My School Bucks. This service is a website where you can pay for your child(ren)'s school food services using your Visa, MasterCard, Discovery or American Express. Participation in this service is voluntary and you may enroll at any time. My School Bucks enables parents to keep track of their child's account balance. In addition, the website offers Automatic Replenish when the student's account balance goes below a specified amount. Using the "automatic replenish on low balance", the student will never run out of money. Conversely, your credit card will not be charged until the student's balance goes below the specified dollar amount. You can set this up by clicking the "Make a Payment" and then "Setup a Payment Schedule" links. My School Bucks also enables you to view your student's purchasing history, which means you can monitor your child's spending and see exactly what she/he is eating each day (via the View Cafeteria Purchases link). Please visit www.myschoolbucks.com to set up your child's account. At the end of the current school year, your child's ending account balance becomes their opening balance for the following school year. If your child is leaving the Weston Public Schools and their account balance is \$20 or more, you will be entitled to a refund. Please contact the Food Services office at 203-221-6576 to discuss your options. **The Weston Board of Education Wellness [Policy # 5141.25](#) can be found in Appendix III of this handbook.**

Cancellation or Delayed Opening of School

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

Celebrations

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

Cell Phones and Other Electronic Devices

Please click on this [link](#) for our cell phone policy and guidelines. This provides information on the Yondr Pouches. If students need to contact parents/guardians during the school day, they may use the phone in the front office. If a student is ill and needs to be picked up, parent/guardians will receive a call from the nurse's office. All students will have access to technology through their personal Chromebook. See [Code of Conduct](#) for further information.

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

Student Discipline. [Policy 5136 and Policy 5114\(a\)](#) can be found on the Weston Board of Education website.

Child Abuse

Connecticut State Law requires school system personnel who suspects child abuse to report it to the Department of Children and Families (DCF). Abuse is defined by the following categories: physical abuse, sexual abuse, emotional maltreatment, and neglect. **The Weston Board of Education Reporting of Child Abuse [Policy, #5141.4](#) can be found on the Weston Board of Education website.**

Clubs

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

Code of Conduct

Please refer to the [Code of Conduct link](#).

Computers

Computers should be viewed as an educational tool similar to books, videos, periodicals and other information sources. Because it is impossible to predict what information might be accessed, it is the responsibility of students and staff to adhere to this Acceptable Use Policy and Weston Board of Education Policy 5135, Student Use of the District's Computer Systems and Internet Safety. Board of Education Policy 5135 can be found on the Weston Board of Education website. Weston Middle School requires responsible and ethical behavior on the part of all Internet users. It is our expectation that students use computers and district technology in ways that show consideration and respect. Failure to adhere to this policy will result in restriction of access to the Internet and/or disciplinary actions.

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

- Research
- Instructional activities
- Electronic mail

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

- Having food or liquids near classroom computers
- Any illegal activity
- Using electronic mail or social media to harass or threaten others
- Interfering with other student's computer work or tampering with student files
- Vandalism of hardware or software
- Using inappropriate or abusive language/behavior
- Misusing and abusing passwords
- Violating copyright law or engaging in plagiarism
- Pornography, inappropriate words, and/or pictures

All students must sign an agreement to adhere to this Acceptable Use Policy and Weston Board of Education [Policy 5135](#), Student Use of the District's Computer Systems and Internet Safety, prior to being granted Internet access. Student agreements must be co-signed by either parent/guardian. The professional staff will supervise Internet access.

Counseling Department

Counselors are here to assist you in moving from the intermediate school to the middle school and from the middle school to the high school. Counselors also work very closely with students who are new to Weston. You will have the same school counselor in grades 6-8. Your counselor can offer valuable advice to assist you as you work to solve problems or situations. Parents with questions regarding classroom issues, educational testing, course placement, or special needs should contact their child's school counselor. Your parents may set up an appointment with a school counselor by contacting the grade level counselor directly. For students wishing to see a counselor, please follow the guidelines below:

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

Dismissal

If you do not have an after school activity, you are expected to leave school immediately after dismissal from your

last class. Students are not permitted to be in school at the end of the school day unless they are supervised by a staff member.

Dismissal – Bus:

- Students should remain in their classrooms until the bell rings and the teacher dismisses them.
- Students are expected to exit the building in a safe and orderly fashion through the front of the building, walk down the front steps, no running, jumping off walls, or sliding down the banisters.
- Bus loading must be in an organized manner.
- All rules listed in the **Arrival** bus section of this handbook also apply to dismissal.

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

Dismissal – Remaining After School for School Activities

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

Dress Guidelines

Weston Middle School recognizes each student’s right to demonstrate self-expression. It is important to make decisions about your clothing, grooming, and personal appearance as they are ways that you communicate messages about your

identity, feelings, and thoughts to those around you. We ask that you consider health and safety concerns, as well as the academic environment and the well-being of our school community in your choice of attire.

All clothing must be free of writing, graphics, or other insignia which include or promote any of the following:

- violence
- crude, vulgar, or offensive language
- sexually suggestive images, messages or references

- hate speech based on racial, ethnic, gender, sexual orientation, or religious prejudice
- the use of drugs, alcohol, vaping, or tobacco

Shoes appropriate for school activities must be worn at all times. Sneakers must be worn for physical education and footwear that covers your whole foot for wood shop. Footwear standards are maintained for safety and for the prevention of accidents and injury. Any manner of wearing clothes that is inappropriately revealing is not permitted. Underwear must not be visible. Hats and hoods are not permitted in school offices, assemblies, or classrooms/instructional spaces unless they are being worn for religious or medical reasons. Exceptions may be made to this hat policy on school-designated spirit days and celebrations.

***Students who dress inappropriately will call their parents for a change of clothes.* In the event that a parent is unable to bring a change of clothes, students will be instructed to change into a spare PE uniform that will be provided for them.** **The Weston Board of Education Student Dress and Grooming [Policy #5132](#) can be found on the Weston Board of Education website.**

Early Arrival

There may be times when you will have to arrive before 7:20 a.m. In all cases, you must be with a school-sponsored activity and with a supervising teacher, staff or community member. Unless students are participating in an activity before school with a staff member, parents are asked not to drop students off at school before 7:20 as supervision is not available.

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

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

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

Emergency Dismissal

Emergency dismissals are called when the weather dictates serious road and transportation concerns or in the event of a building emergency. Emergency dismissals will be announced over the radio stations listed under Cancellation of Schools. You will receive emails and text message alerts through School Messenger.

Information can also be found on our District website (<https://wms.westonps.org/>).

Extra Help

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

Field Trips/Class Days

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

Financial Assistance

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

Fire Drills and Other Emergency Drills

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

- Listen carefully to the evacuation directions of your teacher.
- Leave the building **without talking** – remain with your class and behind your teacher.
- If you are in the hall at the time the alarm sounds, find the closest teacher and join his/her class.
- Make sure you notify the teacher that you have joined the class.
- If classes are passing when the alarm sounds, **stop talking**, leave the building through the nearest

exit, and report to the closest teacher.

- If you are in the cafeteria or on the blacktop area, stop all activities and report to the closest teacher for emergency directions.
- For all other emergency drills, students should follow the procedures as directed by staff members and practiced throughout the year.

Health and Safety

Our school nurse works under the supervision and direction of the school physician. The Health office is located to the right of the main lobby. The Health office phone number is 221-6366. If you need to take medication during the school day, your parents must contact the school nurse. Your doctor needs to complete an authorization form, which must be signed by your parents. This form will be kept on file in the Health office. Your medication, in the properly labeled original container, must be kept in the Health Station. **The Board of Education Medication [Policy #5141.21](#) can be found on the Weston Board of Education website. The Board of Education Illness and Contagious Disease [Policy #5141.2a](#) can be found in the Weston Board of Education website.**

Our state law requires that you must receive a physical examination with updated immunizations required by the State of Connecticut:(Grades: K-6-9). If you have any questions about exams or exam forms, please contact the school nurse.

Homework

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

Insurance for Students

Insurance is one way of protecting you and your family if your child has an accident at school. The Board of Education may make available to parents, on a voluntary basis, a pupil accident insurance plan, whereby parents may insure their children against injuries which occur during school hours and while participating in school-sponsored and supervised activities (except interscholastic athletics) either away from school premises or after school hours, and while traveling directly to or from school. The Board of Education shall assume no responsibility for insuring the pupil; such responsibility rests entirely with the parent and the insurance company. You can access information about the program and enroll through this link. www.bobmccloskey.com/K12Voluntary

Internet Policy

It is the policy of the Weston Public Schools to support teachers and students in their efforts to perform at their best. To the degree that access to the Internet can support the learning of staff members and students, such use is encouraged. It is expected that each student will follow the guidelines of the school system.

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

Library Learning Commons (LLC)

- The Library Learning Commons is a multi-dimensional, multimedia, flexible space including several labs, the main library, study areas, reading nooks, and a makerspace. We encourage access to all students and staff. We welcome all students to use the library and its resources independently, in collaborative groups, and in conjunction with their academic teachers to assist in their learning, to further their digital literacy skills, and to foster a love of reading.
- Student Access: We encourage students to access the LLC during Extended Learning Time or during lunch. Students must obtain a pass in order to visit the LLC during these times.
- We fully expect ***all*** students to adhere to the District Acceptable Use Policy and to demonstrate S.O.A.R. behavior ***at all times*** within the Library Learning Commons.
- Special events and/or programs are ongoing in the LLC.
- At the end of each trimester, all student materials (checked out and late fees) need to be accounted for so that their borrowing privileges are continued for the following trimester.
- We constantly seek feedback to improve our program and help meet the needs of all members of our learning community.

Lockers

You will be assigned a corridor locker at the beginning of the school year to be used for the storage of books, school supplies, backpacks, and outer garments. It is your responsibility to maintain your locker properly and keep them locked at all times to safeguard your belongings. Do not share your combination with your classmates. Students are not allowed to tamper with their lockers to prevent the locking mechanism from working properly. Personal property of substantial value and large sums of money should not be brought to school. You may choose to use a locker organizer to help you organize your materials. Students are not permitted to use stickers or any items with adhesive backings that may affect the finish of their locker. Your locker is provided for your convenience and is owned by the school. If there is a reasonable suspicion that you are not maintaining your locker in a sanitary

condition, or that the locker contains items which might endanger the health or safety of any student, staff member, or others, the school staff has the right to examine the locker and its contents. Your locker is also subject to search for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that you have violated or are violating either the law or the rules of the school. Items found in your locker, the possession of which is illegal or in violation of school rules, or that endanger the health, safety or welfare of others, may be seized by the school administration. **The decorating of lockers to celebrate birthdays is prohibited. Students will be held responsible for any damage to their locker as result of improper use. The Weston Board of Education Policy and Regulations regarding Search and Seizure, [Policy 5145.12](#), can be found on the Weston Board of Education website.**

Lost and Found

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

Media

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

Medical Excuses and Releases

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

Message Center

Students are responsible for ensuring that they have all of their necessary materials prior to coming to school. (projects, homework, lunch money, gym clothes, etc). On days when a parent or guardian may need to deliver a message or something that you may have forgotten and need for class, they will be directed to leave a message (or item) for you at our message center located outside of the nurse's office. **Please note: Classroom instruction will**

not be interrupted to deliver these messages, and students will not be called out during class. Remember, it is a student's responsibility to ensure that they have all of the necessary materials they need in preparation for class.

Money

Students should not bring large sums of money to school. **Weston Middle School does not accept responsibility for personal items students should not have in school. Personal property of substantial value and large sums of money should not be brought to school.**

Moves or Transfers

When a student is moving from Weston or transferring to another school, parents are asked to alert the teachers involved and the school counselor as soon as possible. The front office secretary may be reached at 221-6360 and press "0" to help facilitate the processing of student transfer forms and records.

Music and Theater Activities

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

Non-discrimination

The Weston Board of Education prohibits harassment and discrimination in educational programs, services or employment on the basis of race, gender, color, religious creed, age, marital status, military status, national origin, sexual orientation, gender identity and expression, transgender status, civil union status, genetic information, or past physical or mental disability in accordance with Titles VI, VII, of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991, applicable State of Connecticut laws, and Board policies #4111, 4118.11, 4211, 5141.6, and 6121. The Weston Board of Education agrees to comply with the above statutes and the regulations promulgated pursuant thereto. The Board shall designate an appropriate compliance officer. The Board shall, at least annually, notify all students, parents, and employees of the name, address and phone number of the compliance officer and the procedures for processing grievances.

All persons associated with the district community including, but not limited to the Board, the administration, the

staff, and the students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment and other discrimination. Any person who engages in sexual harassment or other discrimination while acting as a member of the school community will be in violation of this policy. All matters involving sexual harassment and other discrimination complaints will remain confidential to the extent possible.

Title VI and Section 504 Compliance Officer

Assistant Superintendent of Pupil Services

Weston Public Schools

24 School Road

Weston, CT 06883

(203) 221-6557

Title IX and Equal Employment Opportunity Compliance Officer

Director of Human Resources

Weston Public Schools

24 School Road

Weston, CT 06883

(203) 221-6553

Obligations/Accountabilities

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

- Extracurricular activities: ie after school sports, school play, and clubs
- School socials and evening performances
- Participation in End of the Year Activities

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

Conferences

Parents/Guardians are encouraged to request conferences with teachers and/or counselor at any time to address academic, social-emotional, or behavioral concerns about their child. Conferences can be “in school” or if you prefer, over the telephone. Parents/Guardians who would like to meet with a teacher should call/email the teacher directly. Team Leaders are also available to help coordinate conferences.

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

Parent-School Communication

For your year to be successful, you, your parents and the school staff need to communicate throughout the year. This is important if you are to have a successful school experience. The school communicates with you in many ways. The Week Ahead email from our Principal is sent out on Sundays, and our P.T.O. newsletter, “The Link” is emailed each Monday during the course of the school year and carries important dates and items of news and interest. Back to School Night is held early in the school year. Parent coffees are held periodically throughout the year to facilitate communication with administration, teachers, and counselors. Throughout the school year, teachers are available for in-person and/or phone conferences. If information is needed, parents can call for assistance. However, the first line of communication for you and your parents is the [Communication Protocol](#). Teachers may

be reached using our voice mail system at 221-6360, or via their email. Our staff directory is on the school website.

Pet/Animals in School and Rabies

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

Physical Education Classes

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

Weston Middle School would like all students to wear appropriate PE attire, guidelines below:

- Athlete Shorts/Pants
- Tank top/T-shirt/Sweatshirt
- Socks and Sneakers required

You are expected to change from your regular classroom attire to clothing that meets the health and safety standards of the P.E. Department. Students are required to wear one-piece bathing suits for the swimming unit of their physical education class. Students who are improperly dressed will not be permitted to participate in class. Each time you fail to participate in class, you will lose credit which will impact your grade for the quarter. It is your responsibility, as well as your parents', to make sure you come prepared for class.

Placement Criteria

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

Pledge of Allegiance

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

Program of Studies

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

Project Challenge

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

Publications

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

Report Cards

There are four (4) academic reporting periods in grades 6, 7 and 8. In addition to these quarter reports, parents will be able to monitor student progress through our PowerSchool Portal system. The report may include recognition of excellent progress or for alerting your parent(s) that you are having academic difficulty. Any student who is in danger of failing or receiving a D will receive communication from the classroom teacher. Report cards will include grades and specific comments regarding student progress and performance. The school uses the academic scale of **A, B, C, D, F** with **A+** being the highest grade a student can receive and **F** being the lowest possible grade.

Numerical grades and letter equivalents:

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

Restorative Practices

Please refer to the [Restorative Practice link](#).

School Messenger

Our district utilizes voice, email, and text base messaging to inform the school community regarding emergency situations and important announcements. Weston will only use **text messaging** and **email** to notify families of weather related school closings or late openings. Cancellations and delayed openings are also posted on the District website (<https://wms.westonps.org/>).

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

Skateboards/In-Line Skating

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

Snacks

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

Student Government Association

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

Student Due Process – Your Right to Understand

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

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

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

Student of the Month Program:

Each month Weston Middle School seeks to recognize students who exemplify our SOAR values by going above and beyond in the classroom and throughout the school community. Our Students of the Month are announced on the Morning Show and they will receive a certificate of recognition. Students are nominated by their team teachers for demonstrating the following characteristics in the [SOAR Matrix](#).

Student Records

Student records and directory information are also managed through the school counselor. Requests for reviewing student folders, sending of records, transcripts, and release of information forms must be filed with the school counseling secretary. The first two requests for the sending of transcripts will be free of charge, a fee based upon the actual reproduction, handling, and postage will be charged for the sending of additional requests. Records will be processed

within five days of a written request. A process also exists for parents to correct student records. Please contact your child's school counselor for further assistance.

Tardiness

It is your responsibility, as well as your parents', to make sure you arrive to school on time. Your first class begins promptly at **8:00 a.m.** with Period 1. You are considered tardy if you arrive **after 7:45 a.m.** If you arrive late to school, please report directly to your first period class. Your teacher will mark you as "tardy". You should plan your morning to allow you time to unpack your belongings at your locker and arrive to class by 7:45 AM. If you arrive after 8:00 AM, you must report to the main office to get a pass to class. Please note, students who miss more than 10 minutes of a class are considered absent from that class.

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

Arrival after 7:55 AM will be excused only if late arrival has been previously arranged by a parent, legal guardian by telephone, letter, or personal conference with a school administrator on the preceding school day or in a medical emergency on the day of the occurrence. Medical emergency requires medical verification and documentation. Oversleeping, missing the bus, and excessive traffic (though unforeseen) are not emergencies and therefore are considered unexcused tardies/absences. **The Weston Board of Education Attendance and Excuses Policy and Regulations, [Policy 5113.2](#), can be found on the Board of Education website.**

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

Tardy to Class:

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

permission. If students are late to class, their classroom teacher will assign disciplinary consequences. Continued tardiness will result in administrative consequences.

Textbooks and Supplies

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

Transportation – Auto

- The car **drop-off** area is in the rear of the building at the first blocked off entrance to the blacktop recess area.
- Parents are asked not to drop off students in the front of the building between 7:20 and 8:00 in the morning.
- Parents are asked not to drop students off on the road or at the rear driveway; they are to take you to the rear of the building. **The drop-off area is at the first blocked off entrance to the blacktop recess area.** Cars are to pull all the way into the barricaded area and come to a complete stop. Students are to quickly leave the car and proceed to the appropriate door.
- Students are not to arrive to the building before **7:20 AM** unless they have a morning activity. Supervising staff members are not on duty before this time.

Auto Rules

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

Transportation – Bus

- Good behavior is expected at the bus stop in the morning. Do not litter or be a nuisance to your neighbors or fellow students. Stay clear of traffic, do not run, push, or chase your friends. Always be alert! Report any suspicious incidents to the administration.
- The throwing of snowballs or ice during winter months will not be tolerated and will result in disciplinary action.

- Your behavior on the bus is important! **YOUR BUS DRIVER MUST BE ABLE TO CONCENTRATE ON THE ROAD!**
- Students are not permitted to use cell phones or any other electronic devices on the bus to take pictures or to make video recordings.
- The school district uses video and audio recording equipment on school transportation vehicles transporting students to/from school and to/from extracurricular activities. Video and audio recording is taking place at all times on all transportation vehicles

PARENTS ARE ASKED TO HELP US SUPPORT OUR BUS DRIVERS. BUS RIDING RULES ARE STRICTLY ENFORCED FOR THE SAFETY OF ALL. If you do not behave on the bus, you will be referred to school administration. See for Appendix 1A, Bus conduct report. Also, see SOAR Matrix for additional bus expectations.

Tuancy

A “truant” is a child under the age of sixteen who has four unexcused absences in one month or ten unexcused absences in one year. A “habitual truant” means any such child who has 20 unexcused absences within a school year. According to state law, a meeting must be held with the parents within ten days of the truancy.

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

[Attendance and Truancy.pdf](#)

[Attendance and Excuses.pdf](#)

Tutoring

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

Visitors/ Guests – Student

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

Visitors/Volunteers – Parent/Adult

All visitors are to report to the main office before entering the instructional area. Please check in with security upon entering the building and report to the main office. Former students who wish to make or have an appointment with specific teachers or school counselors should call the school or visit the office to make arrangements. Such visits are not allowed from 7:45 AM to 2:45 PM

Wellness

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

Youth Service Programs

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

APPENDIX I

Notification of Extended Student Absence

Student's Name _____ Grade _____

Date of Request _____

PLEASE READ THE STATEMENT BELOW CAREFULLY BEFORE SIGNING

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

The reason for this request is

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

Signature of parent or guardian

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

Signature of Student

APPENDIX IA

BUS CONDUCT REPORT	STUDENT'S NAME		CLASS-GRADE
	DATE OF INCIDENT		☐ 1 ST NOTICE ☐ 2 ND NOTICE ☐ 3 RD NOTICE
	BUS No.	TRIP No.	DRIVER'S NAME

NOTICE TO PARENTS

The purpose of this notice is to inform you of a disciplinary incident involving the student on the school bus. You are urged to both appreciate the action taken by the driven and to cooperate with the corrective action initiated today.

DRIVER'S REPORT:

☐ VIOLATION OF SAFETY PROCEDURES
☐ DESTRUCTION OF PROPERTY
☐ FIGHTING-PUSHING-TRIPPING

☐ EXCESSIVE MISCHIEF
☐ VANDALISM

☐ EATING-DRINKING-LITTERING
☐ RUDE-DISCOURTEOUS-ANNOYING
☐ UNACCEPTABLE LANGUAGE

PRELIMINARY ACTION: ☐ CHECK STUDENT'S FOLDER ☐ HELD CONFERENCE WITH STUDENT ☐ CONSULTED COUNSELOR ☐ TELEPHONE PARENT ☐	PRESENT ACTION AND RECOMMENDATIONS: ☐ STUDENT REGRETFUL, COOPERATIVE ☐ PLACED ON PROBATION ☐ RECURRENCES WILL BE REPORTED ☐ SUSPENDED ☐ DENIED BUS PRIVILEGE UNTIL _____ ☐ REFERRED TO: _____
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APPENDIX IB

REPORT OF SUSPECTED BULLYING BEHAVIORS

Name of Person Completing Report: _____

Date: _____

Target(s) of Behaviors:

Relationship of Reporter to Target (self, parent, teacher, peer, etc.):

Complaint Filed

Against: _____

Date of Incident(s): _____

Location(s): _____ Time: _____

Specify your complaint by stating the problem as you see it. Describe the incident, participants, background to the incident, and any attempts you have made to resolve the problem. Please note relevant dates, times, and places.

Indicate if there are witnesses who can provide more information regarding your complaint. If the witnesses are not school district staff or students, please provide contact information.

Name	Address	Telephone Number
------	---------	------------------

Have there been previous incidents (circle one)? Yes No

If “yes”, please describe the behavior of concern, the approximate dates and the location:

Were these incidents reported to school employees (circle one) Yes No

If “Yes”, to whom was it reported and when?

Was the report verbal or written?

Proposed Solution:

Indicate your opinion on how this problem might be resolved in the school setting. Be as specific as possible.

I certify that the above information and events are accurately depicted to the best of my knowledge.

Signature of Complainant

Date Submitted

Received By

Date Received

APPENDIX II

Weston Board of Education Guidelines

Homework: Definition

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

Homework

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

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

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

Homework: Parameters

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

Homework: Special Circumstances

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

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

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

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

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

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

GRADE	AVERAGE TIME FOR HOMEWORK	TIME FOR READING
6	Up to 40	Up to 20 Min.
7	Up to 50	Up to 20 Min.
8	Up to 60	Up to 20 Min.

APPENDIX III

Weston Board of Education Wellness Policy #5141.25

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

Nutrition Education and Promotion

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

Physical Activity and Other School-Based Activities

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

Nutritional Guidelines for School Food

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

- Students will be discouraged from sharing food with their peers.
- Beverages sold at any location in the school during school hours will meet all state and federal guidelines.

Communication

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

Measurement

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

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

Title IX and Non-Discrimination Notice

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

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

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

<https://meetings.boardbook.org/Public/Book/2468?docTypeId=224318&file=c5529858-e337-4f69-a3a6-92399860786d>

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

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

District Coordinator:

Tracy Edwards
Director of Pupil Personnel Services
24 School Road Weston, CT 06883
(203)221-6558
tracyedwards@westonps.org

Weston High School Coordinator

Matthew Filip
Assistant Principal
Weston High School
115 School Road
Weston, CT 06883
(203) 221-6505
matthewfilip@westonps.org

Weston High School Coordinator

Juliane Givoni
Assistant Principal
Weston High School
115 School Road
Weston, CT 06883
(203) 221-6504
julianegivoni@westonps.org

Weston Middle School Coordinator

Dru Walters
Assistant Principal
Weston Middle School
135 School Road
Weston, CT 06883
(203) 221-6364
druwalters@westonps.org

Weston Intermediate School Coordinator

[Leslie Ford](#)
Assistant Principal
Weston Intermediate School
95 School Road
Weston, CT 06883
(203) 221-6504
leslieford@westonps.org

Hurlbutt Elementary School Coordinator

Matthew Paylor
Assistant Principal
Hurlbutt Elementary School
9 School Road
Weston, CT 06883
(203)221-6334
matthewpaylor@westonps.org

Weston Middle School Coordinator

Amy Speiser
Assistant Director to PPS
Weston Middle School
135 School Road
Weston, CT 06883
(203) 221-6360
amyspeiser@westonps.org

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

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