
Student Handbook 2024 - 2025



Middlebrook School

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Student Message #	203/834-4967

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Parents and students, we suggest that you read the Wilton [Board Policies](#), in particular:

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A MESSAGE FROM THE PRINCIPAL

Dear Students,

I am delighted to welcome you to the 2024-2025 school year on behalf of Dean Kawulicz, Dean Querz , Dean Whelan, and the entire Middlebrook staff!

Middlebrook is a community of learners focused on growing towards both academic and personal goals. Together we tackle new challenges, work hard, and have fun. As a member of the red, green, or yellow team, you will collaborate meaningfully with your peers and teachers. You will also have chances to enjoy interdisciplinary projects and field trips with your teammates. Beyond your work within your team, you will participate in a robust exploratory program that includes I-STEM (Introduction to Science, Technology, Engineering and Math), coding, culinary arts, music, health, art and physical education. Learning continues beyond the school day with morning and afterschool opportunities to participate in clubs and intramural athletics on Monday, Tuesday, and Thursdays. Of course, you will have coaching and guidance from our stellar Middlebrook faculty and staff for each step of your journey. Empowered by this multifaceted school experience, our students contribute to their community both within and beyond Middlebrook School.

New for the 2024-2025 school year, our bell schedule rotates as it did, but now all five academic classes will meet each day. Students will have five academic classes (math ELA, social studies, science, and world language) that meet five out of five days. These 48 minute academic periods rotate through the days so that classes do not meet at the same time each day. Students will also attend multiple STRIDE offerings. STRIDE is an acronym for Students Turning Risks Into Diverse Experiences. STRIDE periods for art, music, PE and quarterly classes will meet for 45 minutes each. Day 5 is when students will attend rehearsals for chorus, band and orchestra.

Middlebrook students take an active role in their own learning and in maintaining a positive school culture. This includes consistent attention to our Five Beliefs:

- We treat others as we want to be treated.
- We accept honesty as our only policy.
- We take pride in our work and in our school.
- We are responsible for our actions.
- We have a right to a safe and orderly environment.

By making personal choices aligned with these shared beliefs and respecting yourself, you can make a positive impact each day to do your part to establish a culture of care for self and others. The staff members of Middlebrook are here to support your efforts and celebrate your achievements. If you ever have a question or a concern, do not hesitate to ask. We are here for you.

We are looking forward to a wonderful year at Middlebrook!

All the best, always and all ways,

Jory Higgins

Principal

GENERAL INFORMATION AND GUIDELINES

Please read this information carefully with your parents.

ACADEMIC HONESTY POLICY: All students are expected to:

- Submit their own work (assessments and assignments) without unauthorized help;
- Properly cite ideas and writing of others;
- Provide no unauthorized help to others;
- Represent accomplishments accurately;
- Present accurate documents and forms.

Cheating is a violation of the academic honesty policy. Examples of cheating include but are not limited to:

- Copying or allowing someone to copy homework, essay, project, quiz or test;
- Unauthorized use of notes;
- Collaborating on an assignment without permission;
- Falsifying a document such as an absence excuse or falsifying a parent signature;
- Obtaining copies of tests, quizzes, or answer sheets without permission;
- Completing an assignment or writing a paper that is not your own work;
- Unauthorized use of electronics during assessments.

Plagiarism is the unauthorized use of the language or thoughts of another and the representation of them as one's own. If you copy more than **five words in a row** right from the text, you must use quotation marks and identify the source. Examples of plagiarism include, but are not limited to:

- Word-for-word copying without proper citation;
- Copying and pasting text or information from the Internet or databases without proper citation;
- Knowingly taking others' ideas and presenting them in your own words without proper citation;
- Falsely citing source information.

If a student is unsure whether their work constitutes plagiarism, they should consult the teacher. Acts of academic dishonesty will not be tolerated at Middlebrook School. Incidents may result in the following steps:

1. Teacher will meet with the student to discuss the incident.
2. Teacher will notify administration and school counselor and contact a parent to discuss the incident.
3. A grade of zero will be assigned, the student still must demonstrate an understanding of the goals of the assignment, and further disciplinary action may be taken.

ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES: Recognizing the need for our students to demonstrate digital citizenship and information and technology literacy skills as expressed in the *Wilton Public Schools: A Vision of Teaching and Learning*, Middlebrook School will continue to provide a variety of technology resources in support of 21st century skills. Students may not use their own personal electronic devices in the classroom. These technologies include (but are not limited to) laptops, cell phones, (please see page 7 for more cell phone information), smart watches, cameras and video recorders, tablets, and e-readers. Use of personal electronic devices in school is a privilege and not a right. To ensure that student-owned technology is used responsibly, ethically, and safely, the following standards are set:

- The Wilton Public Schools is adopting a new policy this year on the use of student-owned technology. Please refer to this policy once it is finalized.
- Students are responsible for abiding by the **Student Responsible Use Policy and Regulation for Use of District Technology** Policy while accessing the Internet through their own personal electronic device network. All conditions and disciplinary proceedings expressed in the **Student Responsible Use Policy and Regulation for Use of District Technology** Policy remain in effect for the use of personal electronic devices in school.
- Without explicit permission from a school official, the taking of any photographs or video while on school grounds is prohibited. Any photograph or video taken as part of a school related assignment may only be used for that assignment.
- The school is not responsible for lost, broken, or stolen items. The school is not responsible for the repair, maintenance, or general IT support of personal electronic devices. The school is not responsible for monetary charges applied to personal device plans when the devices are used in school.

ADMINISTRATION: The administrators of Middlebrook School consist of a principal and three deans. Their main duties are to facilitate the successful operation of the school and to ensure that your years at Middlebrook are happy and enriching. The administrators will be happy to meet with you if you need to meet in person. Please ask one of our secretaries to schedule an appointment.

AFTER SCHOOL AND EVENING ACTIVITIES: We offer a variety of after-school co-curricular and intramural activities for our students until 4:15 p.m. on Monday, Tuesday, and Thursday afternoons. **Pick-up time is promptly at 4:15 each of these days.** A \$25 annual fee is required for after and before school activities and intramurals. This fee covers unlimited activities for the school year. You can [pay](#) electronically or by sending a check to the office made out to the MB Activity Fund. Activities and intramurals can be joined at any time during the school year.

Students may also make arrangements to meet their teacher in the morning before school. Since the school doors are locked, drop-off for extra help should be in the typical drop-off area. An adult will meet students at the door provided the student is on time.

Also, teachers are available for extra help. Extra help hours are posted in each classroom and on the team webpage. We encourage you to participate in school activities and extra help sessions, but we want you to know that students are expected to be in an area supervised by a staff member. Once a student exits the building, it is expected that the student will leave the school campus. Parents will be required to provide transportation for all before-school and after-school activities. All after-school activities, including PTA sponsored evening events, are for Middlebrook School students only. Students must be present for school the day of an after school or evening activity to participate in the activity.

Students are not permitted to be on school grounds without supervision. The facilities inside the building at Middlebrook, including the gymnasiums, are not supervised after hours other than for scheduled intramurals. Students are not permitted to be in the gymnasiums without the proper and approved supervision. Students left to play on the school grounds outside unsupervised is akin to leaving your child at a public park and is not advised.

ANNOUNCEMENTS: Unless there is an urgent need, we only make announcements during teambase or at the end of the day. This practice gives us an uninterrupted day which is most important to everyone.

ASSEMBLIES: Middlebrook students have a reputation for being courteous and polite at school assemblies. We expect to maintain this tradition. Our assemblies may include performances by

professional groups, students, and various school-sponsored programs. These assemblies are well received for the following reasons:

1. Students take their assigned seats quickly and quietly.
2. Students come promptly to attention when asked to do so.
3. Students are courteous to those responsible for the program.
4. Students take pride in their auditorium and its facilities.
5. Students respond in an appropriate manner during and after the assembly.

Please keep these five points in mind whenever assemblies are scheduled. Remember, you are responsible for your actions.

ATTENDANCE AND ABSENCE: Students - Policy 5113 [Board Policies](#)

Regular attendance is the best way for you to keep up with your schoolwork and all other activities in our program. When you are not well, however, please stay at home. This will better ensure your rapid recovery and help to protect the health of your classmates. Attendance will be taken in your teabase. *Your parent/guardian must call our Absentee Hotline (834-4963) before 8:00 a.m. or send an email to MBattend@wiltonps.org to report your absence or expected tardiness. On the day that you return to school, you are required to bring a note from home explaining your absence, even when your absence has been called into the hotline. These notes are to be given to your teabase teacher on the first day of your return.* When you are absent, you may check your assignments on Schoology. If you are absent for three days or more due to illness, please email your teacher(s) or the counseling office to request homework materials. (Please see the "Make-up Work" section of this handbook).

If a parent /guardian decides to enroll his/her child in a program that requires the student to be absent from school for an extended period of time, then the parent will be required to officially withdraw the student from school and re-enroll the student upon the completion of the program.

Please see Board Policy 5113 [Board Policies](#) for complete information including explanations for excused absences, unexcused absences, and disciplinary absences.

BOOKS, SUPPLIES, EQUIPMENT: You will need several things in order to be prepared for your classes. Please plan to have with you the following items: fully-charged Chromebook, pencils, blue or black pens, and a supply of paper. These items should be with you every day and in every class. Your teachers may ask you to bring additional supplies and books for specific classes.

We are fortunate that the town of Wilton provides us with the necessary "tools" to conduct an excellent school program. Most of the materials needed will be supplied to you at no extra cost; however, lost or damaged supplies and books will be charged to the student at full replacement cost.

BULLYING PREVENTION AND INTERVENTION - STUDENTS - Policy 5131.911 [Board Policies](#)

BULLYING PREVENTION AND INTERVENTION SAFE SCHOOL CLIMATE PLAN - STUDENTS REGULATION R131.911 [Board Policies](#)

CAFETERIA: Since many students are eating at the same time, you are expected to exercise the following good manners:

- ◇ Please allow any student to be seated at your table. Seats may not be reserved, and students may not move from table to table.
- ◇ Please speak in a quiet voice. Shouting and loud behavior are not acceptable.
- ◇ Students may not bring any dessert and/or treat for any kind of celebration.
- ◇ Please clean up your own area when you leave. Clean-up is a cooperative effort.
- ◇ Please wait for the teacher or campus supervisor to dismiss your table after it has been checked.

- ◇ Students may not leave the cafeteria during lunch without a pass.
- ◇ Students are permitted to sit in the cafeteria courtyard for lunch when weather permits.

CELL PHONE/SMARTWATCH USE

Away for the Day! The Wilton Public Schools is adopting a new policy this year on the use of student-owned technology. Please refer to this policy once it is finalized. In an effort to promote student learning and instruction, we are enlisting student and parent support in the updated districtwide classroom cell phone policy. We believe in promoting a classroom environment that is centered on student engagement and optimal learning. To reduce distractions and improve student concentration and engagement, all teachers will be fully restricting student use of cell phones and personal devices like smartwatches (ie: Apple Watch). Cell phones and smartwatches in class are not merely a distraction to their owners, but also to peers and teachers. All teachers will expect that students will not have cellphones in class.

We have a clear expectation that students and parents will support this policy. In the event that a student is not compliant with the policy, we will implement the following progressive interventions:

- Step one:** Verbal warning with direction for student to put the phone away.
- Step two:** Adult confiscates the phone and brings the phone to the main office. Student can pick up the phone from the office after the 2:55 dismissal bell.
- Step three:** Adult confiscates the phone and brings it to the main office. Parent/guardian needs to come to school to pick up the phone.

We expect students to begin to understand personal responsibility for how and when to use devices appropriately. Families can support their children by reinforcing expectations for appropriate use of all technologies. Families may also set up Parental Controls to oversee the technology. Here are a few resources for parents and guardians:

- Smart Watches Resource for parents: [Apple Watch User Guide](#)

CIVILITY: STUDENTS - Policy 1316.2 [Board Policies](#)

CO-CURRICULAR CLUBS: The \$25 annual fee will enable your child to participate in all MB clubs and activities. The fee is payable by check to the MB Activity Fund, or you can pay electronically. Please see the MB website in early September for club details and use [this link](#) for payment.

COMMUNICATION: This communication chart is designed to guide you to the first point of contact in order for you to share your concerns and deliver feedback. Our office staff will gladly direct your questions or feedback to the right person(s).

If your concern is:

- Specific academic performance
- General team performance
- Social, emotional issues
- Discipline beyond the classroom
- School policy
- Special Education
- Co-curriculars. PowerSchool, Standardized Testing
- Student schedules

Then contact:

- the subject area teacher
- the team leader
- the school counselor
- the team dean of students
- the principal
- the special education case manager
- Dean Kawulicz
- the school counselor

CONDUCT: [Code of Conduct](#) You are now part of the Middlebrook community, and members of communities take care of each other. Our community is guided by the following five beliefs:

- We treat others as we want to be treated.
- We accept honesty as our only policy.
- We take pride in our work and in our school.
- We are responsible for our actions.
- We have a right to a safe and orderly environment.

Students treat each other with respect at Middlebrook School at all times. This includes respect toward others during the school day, at school dances, activity nights, and/or school sponsored activities, programs, and events as well as through social media and electronic communications. Students are not permitted to hold hands, to hug each other, or to display any inappropriate physical contact. Students displaying any form of inappropriate physical contact will be subject to disciplinary action. Middlebrook is a wonderful school because our school community of staff and students has made it this way and look out for each other. Only you can continue this tradition of pride in our school.

COUNSELORS: Middlebrook School Counselors are interested in getting to know all of their students. They are ready to assist students with their academic as well as social and emotional growth. One of the goals of the counseling staff is to help students maximize their own abilities in order to experience success in school. Students are offered the opportunity to join lunch groups as well as participate in individual counseling.

Through the developmental guidance programs at each level, the counselors lay the groundwork for assisting students. The objective is to strengthen life skills such as making good decisions, getting along with others, managing stress, and dealing with change. Parents are encouraged to contact their child's counselor as the need arises. Students benefit when they know their education is a partnership between home and school.

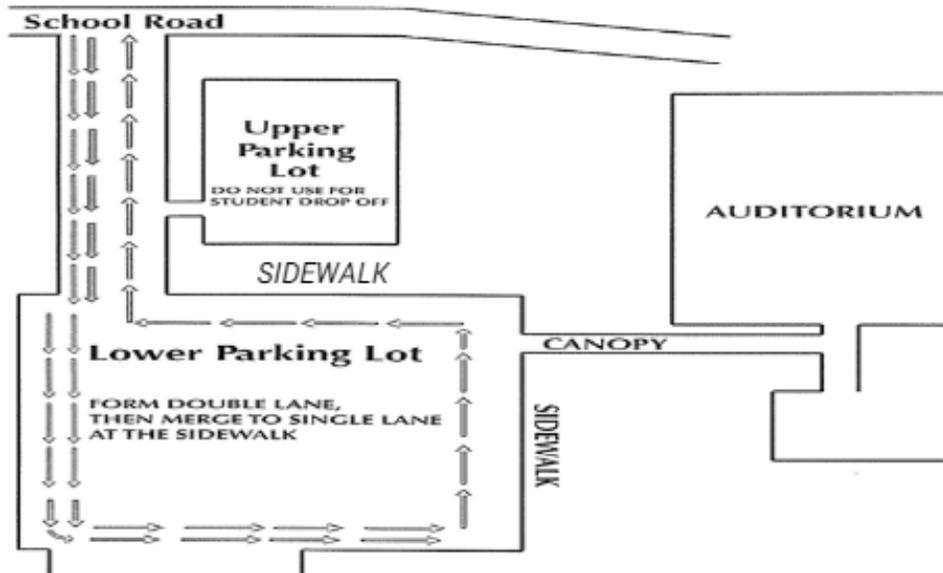
DISCIPLINARY MEASURES: STUDENTS POLICY 5114 [Board Policies](#)

Because the behavioral problems of students vary in terms of frequency and degree of seriousness, the corrective action must be a matter of judgment by the administrator. Students may be provided an opportunity to engage in forms of restorative practices, appropriate to the age of the students and nature of the behavior. Suspension, detention, denial of school privileges, a telephone call or written notice to the parent, sending the student home pending a parent conference, and counseling by the parent or appropriate staff member are disciplinary measures, among others, which may be employed as the administrator follows the Code of Conduct practices. Each teacher shall have the authority to remove a pupil from class when such pupil deliberately causes a serious disruption of the educational process within the classroom.

The principal or principal's designee shall have the authority to invoke suspension, for a period of up to ten (10) days of any student for one or more of the above reasons provided; however, the principal or the Superintendent of Schools shall have the authority to immediately suspend from school or from transportation services any student or pupil when an emergency exists. Students under suspension are prohibited from coming to school grounds for any purpose whatsoever. This includes school-sponsored evening functions during the period of suspension or probation.

Except in the case of an emergency, a pupil shall be afforded the opportunity to meet with the principal or principal's designee and to present their side of the situation and/or discuss the charges against them prior to the effectuation of any period of suspensions or in-school suspension.

If the student is suspended, the parent(s) or guardian(s) shall be notified within twenty-four (24) hours by telephone, if possible, of the suspension and the reasons for the action.



EARLY DISMISSAL: Early dismissal should be for serious reasons such as a medical appointment that could not be made at any other time. It should not be for shopping, babysitting, etc. If you must leave before the end of the school day, please do the following:

- ◇ Before classes begin in the morning, students must bring a note from home to the front booth or parents can email this note to MBAttend@wiltonps.org. The student's name will be added on the attendance list with the early dismissal time. The student will be given a pass excusing them from class at the specified time.
- ◇ When it is time for the student to leave, they will show the teacher the pass and bring the pass to the front booth.
- ◇ The student must come to the front booth at the appointed time where they meet the adult picking them up.
- ◇ If the student does not bring a note or parents unexpectedly take a student out of school during the day, a parent or approved guardian must bring a note to the front booth stating that the student is leaving school before the end of the normal school day. Anyone other than a parent who comes to pick up must have a note from a parent/guardian. Any adult who comes to pick up a student early must provide identification.
- ◇ Make-up work is the student's responsibility.

EMAIL GUIDELINES: INSTRUCTION Policy Student Responsible Use Policy and Regulation for Use of District Technology C19 6141.321 C19 [Board Policies](#)

EVACUATION DRILLS: When the fire alarm sounds in the school, students have no way of knowing whether it is a real fire or merely a drill. It is important then, to follow the teacher's instructions without question. Each room has a sign showing the proper exit procedure for that particular location.

Because of the serious nature of this matter, students are to line up in a single file. Absolutely no talking will be permitted during any drill procedure. Students are to move quickly and quietly to the proper door and then leave the building and report to their designated areas.

GAMBLING: Students are not permitted to participate in any form of gambling while in school. There will be consequences for students who are caught gambling, and parents will be contacted.

GRADE PLACEMENT: POLICY 5122 STUDENT PLACEMENT AND CLASS ASSIGNMENT
POLICY 5123 GRADE PLACEMENT (Promotion/Retention) [Board Policies](#)

The Board of Education is dedicated to the academic development of each student enrolled in its schools. Therefore, the District will establish and maintain standards required for each grade and monitor student performance in a continuous and systematic manner.

The administration and professional staff follow an established system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met.

The decision to promote a student to the next grade level or to have access to instructional programs shall be based on successful completion of the curriculum, attendance, maturity, performance on the statewide testing program and on standardized tests, academic potential and student aptitude. A student shall not be promoted based upon age or any other social reason not related to academic performance.

A recommendation for retention will be based on the professional judgment of the classroom teacher(s) after discussion with parents, the principal and instructional support personnel. The principal, in consultation with school personnel and parents, will be responsible, to the extent permissible by law, for the final decision. Each case will be decided on an individual basis after all factors noted above are carefully examined. The school administration shall inform all parents and students of this policy at the beginning of each school year.

HOLIDAY AND END-OF-YEAR GIFTS: Through the years, the most appreciated gifts to staff have been those made by the students themselves. Cards, holiday breads, sweets, and cookies are a few examples. Monetary collections/gifts cannot be accepted. The best gift of all is the continuing cooperation and mutual respect shown to each other throughout the year.

HOMEWORK: INSTRUCTION POLICY 6154 [Board Policies](#)

ILLEGAL SUBSTANCES: STUDENTS POLICY 5131.6 [Board Policies](#)

LIBRARY LEARNING COMMONS (LLC): The Library Learning Commons is open daily. Student hours are from 8:05 a.m. – 3:15 p.m.. The lending period for regular circulation materials is three weeks and overnight for classroom resources. Students are encouraged to renew materials if they believe they will need an item beyond the lending period. Students may renew materials within their Destiny Discover accounts. If an item becomes overdue, overdue notices are sent to the student's teabase teacher for distribution to students. Notification of overdue material(s) will continue until the overdue material(s) is returned. Chromebooks and chargers are circulated through the LLC. Students may visit a help station in the LLC if problems arise with their Chromebook or charger. Students are encouraged to notify the Library Media Specialists if items are lost or damaged. (Fines & Fees pertaining to devices may be viewed online at the [Digital Learning FAQ](#); after reading the General FAQ's, please scroll down to Middlebrook Questions.

LOCKS AND LOCKERS: Students will have a locker for books and personal belongings, and are responsible for their own possessions. The safest way to protect personal items is to always lock the locker. Students may use a combination lock. Students should not tell other students the combination to the lock. The school cannot assume responsibility for items left in lockers. Lockers may be opened at any time, without student knowledge or permission, under the supervision of the school

administrator for reasonable cause. Students will be taught and get into the habit of going to their locker at appropriate times to collect necessary materials. Teachers allow for necessary locker visits throughout the school day. Students should not keep large amounts of money or valuable personal belongings in lockers. Students can report to the front booth if they have any locker problems. We expect that students will keep the area in front of their locker clean.

LOST AND FOUND: Clothing, sneakers, etc. that are found in the building are placed in the lost and found area located in the cafeteria. Unclaimed clothing is donated to *The Wilton Turnover Shop* at various times during the school year. Watches, eyeglasses, jewelry, and other articles of value should be handed in to the front office. We encourage students to have their names and phone numbers printed on clothing and other personal items.

LOST OR DAMAGED BOOKS/EQUIPMENT: Students will be charged the full cost of replacement or repair for books, Chromebooks, or other equipment either damaged or lost. Participation in end-of-year activities may be limited. (Fines & Fees pertaining to devices may be viewed online at the [Digital Learning FAQ](#); please navigate to: Departments - Digital Learning - Digital Learning FAQ - Middlebrook)

- If a Chromebook is damaged beyond repair or lost, we follow the same procedure as we do for lost textbooks or library books. Our replacement costs are designed to ensure that students are responsible and accountable for the district-issued equipment. For all repair costs, the Technology Responsible Use Policy applies. Costs are as follows:
 - Repair fee - \$60 for a Chromebook that is damaged, i.e., cracked screen.
 - Device is lost or damaged beyond repair (new devices only) - \$300

MAKE-UP WORK DUE TO ABSENCE: If absent, students may check assignments in Schoology. If absent for three days or more due to illness, please email classroom teachers and/or call the counseling office to request homework materials. If you anticipate an absence in excess of ten consecutive days due to illness, please call the counseling office for consideration of alternative plans. We at Middlebrook believe that school attendance is important because of the interaction between student and teacher, as well as the consistency of the instruction provided.

Learning which takes place outside these surroundings cannot be substituted for the learning which occurs under the capable direction of a teacher. This is not to say that students do not also gain from experiences that take place beyond the school setting. You must recognize, though, that it is impossible for us to accommodate the many assignment requests for students whose absence is due to parental choice, as opposed to unforeseen illness. We will, of course, continue to provide requested assignments for students who are ill at home. With this in mind, we ask that you not request assignments from our staff prior to a vacation or for absences other than those pertaining to medical reasons. When returning to school, teachers will make a reasonable effort to assist students. Students should understand, however, that make-up work will have to be handled on a basis other than individual tutoring on the part of the classroom teacher, who is responsible for many other students.

MEDICATION: STUDENTS POLICY 5141.21 [Board Policies](#)

MIDDLEBROOK MESSAGE CENTER: There is a message center for parents to call to leave a message for their child during the course of the school day. Messages will be distributed to students either during their lunch break or at the end of the day. Students will be called to the main office at the end of the day for any messages received after their lunch begins until 2:50 p.m. In the event of an emergency, always call the main office.

The student message center telephone number is 203-834-4967.

NURSE: Nursing and Home Care provides the school with a nurse during the school day. If students do not feel well, they should ask their teacher for permission to see the nurse. We do not want students to stay alone in a lavatory for more than a few moments if they do not feel well. Medication prescribed by a doctor must be left with the school nurse and must be taken in the nurse's office according to the doctor's recommendation. A doctor's note presented to the nurse is required for a student to be excused from gym class for more than one day. *Students are not to call or text a message to their parent/guardian when they do not feel well. They must go to the health office and the nurse will have the student call their parent/guardian from the health office.*

PASSES: During the school day all students who are out of class during scheduled periods must carry a pass explaining their presence in the halls. Students who wish to receive help or report to another teacher must secure a pass from that teacher before leaving class, the cafeteria, or other area within the building.

POLICIES AND REGULATIONS OF WILTON PUBLIC SCHOOLS: The Wilton School District posts on the parent resource page of its website a document titled "*Students Rights and Responsibilities*" [Additional Resources/Information for Parents](#) describing policies and regulations involving students. If you need a paper copy of this publication, you should contact the Superintendent's office and request a copy. The telephone number is 203-762-3381. You may also access all Wilton Public Schools [Board Policies](#) on the Wilton Public Schools District website.

POWERSCHOOL PARENT PORTAL: The PowerSchool Parent Portal offers a "window" into your student's attendance and grades. You can access PowerSchool from the Wilton PS website by selecting "I need to ..". When you visit the website, you will be asked for your username and password. This information remains the same from year to year. Please keep your username and password secure. If you forget your password, you can request a reset [here](#).

RECOMMENDATIONS FOR PRIVATE SCHOOLS: A procedure is in place for Middlebrook staff members to complete individual recommendations or write letters on behalf of students for private secondary schools. Parents are required to complete a "Parental Release Form for School Personnel to Provide Recommendations/Cumulative Records to Private Secondary Schools" for each application. Here is the [link](#). This form and other application materials must be presented to the school counselor in the Counseling Office before the materials will be given to staff members. Students are not to give applications directly to individual staff members.

REPORT CARDS: You will receive electronic report cards four times a year. They do not have to be signed or returned. Any questions about your individual report card should be immediately reported to your child's teacher or school counselor. Report periods end on **November 8, 2024; January 29, 2025; April 9, 2025; and June 13, 2025.**

The work of each student in academic classes is rated each marking period. The grading scale is:

A+	97 → 100	B+	87 → 89	C+	77 → 79	D+	67 → 69	F	<60
A	93 → 96	B	83 → 86	C	73 → 76	D	63 → 66	Inc	Incomplete
A-	90 → 92	B-	80 → 82	C-	70 → 72	D-	60 → 62	Med	Medical
								N	No Grade

REPORTING OF STUDENT PROGRESS: Parents are expected to check Schoology for information on their student's academic progress. Report cards are issued quarterly and posted in the PowerSchool Parent Portal. Teachers will communicate their grading practices at the beginning of the school year.

SAFE SCHOOL CLIMATE: Our Middlebrook School Mission Statement, Middlebrook philosophy, and “Our Five Beliefs” reflect our heartfelt commitment to fostering a positive school climate for all members of our school community.

Our mission statement declares that Middlebrook School is a safe and nurturing environment and that we provide our community of learners with the foundation necessary to contribute to a rapidly changing world. Restorative practices will be employed for resolving conflict and addressing student behavior issues. These practices may also be used as part of or lessening disciplinary infractions. Not what happens in response to an infraction, rather the majority of the work in *Restorative Practices* is proactive steps to build relationships and a sense of community to prevent conflict and wrongdoing.

Our Middlebrook Philosophy further acknowledges that our middle school is designed to meet the needs of young adolescents who are making the transition from childhood to adulthood. We are dedicated to providing an interdisciplinary educational program focusing on the unique needs and interests of our students. It is our belief that a three-year teamed program establishes a community which fosters growth, self-discipline, and direction. Our educational process also emphasizes the continual development of basic educational skills and their application to new areas of study. Students are involved in a program of diversified academic and creative experiences that encourage independent learning and motivation. Our program provides an atmosphere that is intellectually challenging and addresses the students’ physical, emotional, social, and academic needs. It is our firm belief that our middle school philosophy can best be implemented through collaboration among school personnel, parents, students, and the community.

OUR FIVE BELIEFS

We treat others as we want to be treated.

We accept honesty as our only policy.

We take pride in our work and in our school.

We are responsible for our actions.

We have a right to a safe and orderly environment.

Based upon our Middlebrook Philosophy and our Five Beliefs, our school provides an environment which enables students to:

INTELLECTUALLY

Develop the competencies set forth in the Connecticut Standards.

Develop skills in communication, computation, critical thinking, reasoning, and problem solving.

Approach learning with enthusiasm, creativity, commitment, and critical judgment.

Develop skills to become self-directed lifetime learners.

Develop aesthetic appreciation and expression through the fine and performing arts.

Develop an appreciation for an increased facility in life skills through the practical arts.

Use technology to enhance learning.

EMOTIONALLY AND PHYSICALLY

Develop a healthy sense of self.

Learn to make decisions and be responsible for their actions.

Contribute to the development of an individual’s physical potential as it relates to social, emotional, and intellectual growth.

Establish and maintain a high quality lifestyle through worthy use of leisure time.

Make effective choices related to their physical fitness and well-being.

SOCIALLY AND ETHICALLY

Work cooperatively, and in doing so, learn to respect others as well as themselves.

Develop individual honesty and integrity.

Develop a respect for the rights, beliefs, opinions, and property of others.

Approach all issues with an open mind and a positive attitude.

Develop an appreciation for the earth and a commitment to its preservation.

Participate in co-curricular and special interest activities.

Develop a sense of community and school pride.

Develop values and standards conducive to good citizenship.

Our commitment to providing a positive school climate is further reflected in our standards-based Developmental Guidance curriculum which is taught to every student in each grade by their school counselor. The sixth grade curriculum includes lessons on harassment, teasing and mean behavior, communication and relationships, friendships and peer pressure, and conflict resolution. The seventh grade curriculum includes lessons on harassment/bullying/cyberbullying, communication and relationships, self-awareness and understanding different perspectives, friendships and peer pressures, decision making and conflict resolution, and respecting self and others. The eighth grade curriculum includes lessons on harassment/bullying/cyberbullying, decision-making and conflict resolution skills, and respect for self and others. School counselors meet with individual and small groups of students on these and other topics of concern. The school social worker is trained to facilitate groups on the Owning Up Curriculum, a research-based curriculum designed to empower adolescents to confront social cruelty, bullying, and injustice. Furthermore, the standards-based Health curriculum offers lessons for every student at each grade level on 21st Century Technology, digital citizenship, and cyberbullying. These important lessons are taught by the school resource officer "SRO".

We demonstrate our belief in the importance of positive relationships and an educational environment that is physically, emotionally, and intellectually safe through our daily interactions with all members of our school community. We encourage our students to make a positive difference in the lives of others and to remember that "Character is what you say or do when no one else is looking...." "Our Five Beliefs" focuses on the discussions regarding inappropriate behavior in our school. These messages are woven into the fabric of our lives through our conversations, our student handbook, our website, our team and school-wide assemblies, our parent meetings and coffees, our staff committees, our Progress Review Team meetings, and other school activities. We welcome feedback from students, faculty, staff, parents, and all members of the school community to monitor our progress toward fostering a positive school climate.

Children in the Wilton Schools today will become adults in a period of unprecedented social and cultural change. The goals of public education must be directed toward helping individuals to be open, flexible, and adaptive enough to respond positively to a world of change in which interpersonal relations become paramount.

A fair and objective attitude toward those who are different or perceived to be different in any way is essential for effective human relations. Acceptance helps us break down barriers, recognize our common needs, gain awareness of similarities among all people, and understand our interdependence.

The need to improve human relations, to deal with the problem of intolerance, to enlarge our understanding and appreciation of people we see as different from ourselves naturally centers a spotlight on the schools.

From a moral point of view and from the perspective of sound educational preparation, the Wilton Public Schools actively promote acceptance and work to improve human relations within the community.

SEXUAL HARASSMENT: It is the practice and policy of the Board of Education to create and maintain a learning environment that is free from unlawful sexual harassment and discrimination on the basis of sex. Sexual harassment is prohibited whether on school grounds, school buses or at school-sponsored activities, programs and events. Sexual harassment can occur adult to student, student to student, student to adult, between members of the opposite sex, or between members of the same sex. Please review the *“Students Rights and Responsibilities, Grades PreK-12,”*

STANDARDS OF CONDUCT: STUDENTS POLICY 5114 [Board Policies](#)

STUDENT RESPONSIBLE USE POLICY AND REGULATION FOR USE OF DISTRICT TECHNOLOGY POLICY 6141.321 C19 [Board Policies](#)

TARDINESS: Students are expected to be in their teambase at 8:10 AM ready to learn at the beginning of the day. This is an important time during the day when morning announcements are read and the students prepare to learn. When the bell rings, it is expected that students will be in their assigned teambase. If students are tardy they must come to the front booth, sign in, and get a pass.

TEAMBASE (HOMEROOM): Each student will be assigned to a teambase group. The group will be facilitated by a team teacher and will meet each morning. The goal of the teambase group is to provide each student with a safe morning gathering place on their team in order to prepare for the day.

TELEPHONE CALLS: Students should please get in the habit of planning for the entire day before leaving home for school. This will help to avoid making calls home to confirm appointments and/or social matters. In the case of an emergency, staff will arrange for students to make phone calls. The front booth staff will notify students of important or emergency phone calls received from home.

TUTORS: Rather than communicating with tutors, the Middlebrook faculty communicates directly with parents/guardians regarding their child’s academic performance and achievement at Middlebrook School.

USE OF TOBACCO ON SCHOOL GROUNDS - POLICY 5131.7 [Board Policies](#)

VISITORS/VOLUNTEERS: All visitors and volunteers must present their driver’s license and register in the Visitor’s Booth. Visitors must wear a visitor’s pass during their stay.

Students are not permitted to invite or to bring visitors to school for any reason at any time. In addition, only those students currently enrolled at Middlebrook School are permitted to attend school-sponsored activities, including co-curricular clubs and intramural activities.
