



John Wallace Middle School Student Handbook

2024-2025

Table of Contents

Welcome to the John Wallace Middle School and to the start of a new school year! We hope your year will be fulfilling and rewarding. This handbook clearly outlines all of the rules, regulations, and procedures students are expected to follow for us to provide a safe, cooperative learning environment. Please refer to this handbook if you have any questions. Furthermore, all Board of Education policies are located through a link on our website: www.npsct.org. We look forward to a great year working with students and parents!

Mr. Daniel A. Dias, Principal

Mr. Marco A. Tirillo, Assistant Principal

Mission Statement - The John Wallace Middle School Family values **P**reparation, **R**espect, **I**ntegrity, **D**etermination, and **E**xcellence (P.R.I.D.E.) in helping students become lifelong learners in the 21st Century. We embrace the unique characteristics of middle school students and foster their development to successfully transition from the elementary level to the high school. By creating relevant educational opportunities for a diverse student body, building strong relationships with every student, and providing rigorous learning experiences, all students will reach their fullest potential.

Vision Statement - John Wallace Middle School's vision is to create a positive learning community that embraces diversity, the needs of all learners, and provides the social, emotional and academic supports to ensure all students are successful.

Behavior Statement - We demonstrate Wildcat P.R.I.D.E. and all contribute to a safe, positive, and caring learning community. We believe in a restorative approach in our school community. A restorative approach includes practices to build community, celebrate accomplishments, transform conflict and rebuild and strengthen relationships.

Academic and Social Expectations - **P.R.I.D.E. Pillars:** John Wallace Middle School students will demonstrate P.R.I.D.E. in all areas of the school and the community.

Preparation

- Develop independent learning skills
- Demonstrate an openness to new learning and ideas

Respect

- Demonstrate understanding and empathy for self and others
- Be kind to others in our school and community

Integrity

- Show personal responsibility for one's actions
- Positively represent our school and community

Determination

- Use critical thinking and problem solving skills to persevere through academic and social obstacles
- Believe in yourself and strive to grow from mistakes

Excellence

- Be your best self
- Be an engaged and active learner

Academies for Aerospace Engineering and Biomedical Sciences - The Academy for Aerospace Engineering is located at John Wallace and the Academy for Biomedical Science is located at Martin Kellogg. All students entering the 7th grade are eligible to apply to either academy. Applications are distributed in the spring of the prior academic year. Students are selected to the academy by a lottery process, which also determines the order of the waiting list. For more information, please contact Ms. Gena Spiller (gspiller@npsct.org)

Admission/Placement – A student who is enrolling in school for the first time, following attendance in another Connecticut public school, or out-of-state attendance, is required to make an appointment with the Residency Office at Newington High School, 605 Willard Avenue. Students enrolled in a school identified for school improvement pursuant to federal law may transfer to another public school within the district that has not been identified for school improvement. The transfer will be allowed in accordance with the law. The district will provide transportation.

Anonymous Reporting in Newington Schools - We understand that students, parents, and community members in Newington may sometimes wish to share important information with the school while remaining anonymous. Although it can be more challenging for us to verify and respond to anonymous reports, we truly value your input. Common concerns might include issues such as a security or safety concern, a student not residing in Newington, incidents of bullying, or cases of student abuse.

To facilitate this process, the Newington School District has established a dedicated phone line for students, parents, and community members to leave messages. This service is managed by the Office of the Superintendent of Schools. The contact number is **(860) 665-8691**.

When to Call: The phone line will be answered during regular school hours, from **8:30 a.m. to 4:30 p.m.** If you call after hours, please feel free to leave a voicemail.

For Urgent Issues: If you are facing a situation that requires immediate attention, please contact the Newington Police Department directly.

While we encourage you to provide your name and phone number so we can follow up on your concerns, we respect your decision to remain anonymous. Thank you for helping us maintain a safe and supportive school community!

Arrival /Dismissal – For safety reasons, students may arrive on school grounds **no earlier** than 7:45 a.m. Students will be allowed in the building at 7:55 a.m. Dismissal is at 2:55 p.m. and all students are to leave the building promptly unless they are remaining after school for extra help or for an activity. All students must be with a teacher for the entire time.

Attendance – Students are expected to attend school every day that school is in session except for legitimate reasons. This includes days when students will be home participating in approved distance learning. A student is considered to be “in attendance” if present at school or an activity sponsored by the school (e.g., field trip) for at least half of the regular school day. A student will be considered truant after 4 unexcused absences in a month or 10 in a school year. The state defines excused absences as follows:

1. For absences one through nine, a student's absence is considered excused when the *parent/guardian approves such absence and submits appropriate documentation (written note - Email is not sufficient); and*
2. For the tenth absence and all absences thereafter, a student's absence from school is considered excused for the following reasons:
 - a. Student illness (must be verified by an appropriately licensed medical professional, regardless of the length of the absence).
 - b. Student's observance of a religious holiday.
 - c. Death in the student's family or other emergency beyond the control of the student's family.
 - d. Mandated court appearance (with written documentation).
 - e. The lack of transportation that is normally provided by a district other than the one student attends; or
 - f. Extraordinary educational opportunities pre-approved by the district's administration and in accordance with the Connecticut State Department of Education guidance

Unexcused absences are considered to be any absence that does not meet the above definition or the appropriate documentation has not been submitted. Family vacations are also deemed to be unexcused absences.

Virtual learning attendance- In the event the school is participating in a virtual model, students are expected to be on their Chromebooks and in their Google Classroom at the times that their classes are scheduled. Teachers will be taking attendance each day. Parents of students who are not attending classes during distance learning will be contacted to find out what the reason is. If there are Chromebook issues, the student should bring their Chromebook into IT on the next day they are at JWMS.

Absence reporting-It would be helpful to the school if parents/guardians could call the school before 8:15 to verify any absence. Our school has a voice mail system (860-667-5888) that you may call any time to verify an absence. If your child is absent but you have not verified the absence, the school office will attempt to contact you at home or at work. When a child returns to school after an absence, a note explaining the reason for the absence is required. This means that a phone call with no written follow-up will automatically be coded as verified, which is considered *unexcused*.

Makeup work-Students are to plan to make up their work on their return to school and teachers will work with students to determine a reasonable amount of time for makeup work. Parents may request teachers to send home missed classwork and/or homework after 2 consecutive days of absence.

Eligibility for events-A student must be present in school for at least four hours in order to participate in and/or attend a club activity/performance/ school function that afternoon or evening.

Awards and Recognitions - Awards/recognitions are given to students for outstanding effort, academic achievement, and community service such as P.R.I.D.E. tickets and student of the month. Some awards are given to 8th graders in recognition of their performance over 4 years at Wallace, while other awards are presented at the grade level.

Bicycle Safety - Traffic regulations for bicycles are the same as those for cars both on/off school grounds. Riders must keep to the right and are not allowed to ride on sidewalks. Bikes are to be wheeled on the walkways. By law, students under the age of 12 must wear helmets.

Bullying/Harassment – The Board has established a policy on bullying. Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that causes physical or emotional harm to such student or damage to such student's property, places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, creates a hostile environment at school for such student, infringes on the rights of such student at school, or substantially disrupts the education process or the orderly operation of a school." The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying, which may be made anonymously or directly through any school staff. The safe climate specialist shall investigate or supervise the investigation of all reports of bullying promptly. A copy of the Board policy and accompanying administrative regulations can be obtained from the principal and the school's website under "Safe School Climate".

Bus Information - the Board of Education, under Statute 10-186, will provide transportation to all eligible students. Students who live more than 1.25 miles from school are eligible to ride a school bus. At the beginning of each school year, all eligible students will be assigned to a bus run by the Transportation Supervisor. Unless an exception is granted, all bus run assignments will be on a 5-day per week basis. Parents who wish to request, for day care purposes, a permanent change in bus transportation, must submit a written request in advance, while temporary changes need to be requested in writing at least five days in advance of the change, to the school office. Changes will only be granted for emergency circumstances. The school district may make modifications to bus run assignments or bus routes during the course of the school year. Reconfiguration of bus runs occurs to ensure that students arrive at school on time, recognizes changes in enrollment, or enhances the safety of student transportation. Concerns regarding transportation should be made to Mr. Dean Barnes, Transportation Supervisor (860-666-2441).

Bus Stops/Rules – School bus stops are considered school/town property. All school rules are in effect at these locations and must be followed. These include:

- 1) Wait for the bus in a safe place that is well off the roadway
- 2) Board your bus and be seated in an orderly manner
- 3) Remain in your seat while the bus is in motion
- 4) Keep your head/arms and items inside the bus at all time
- 5) Keep the aisles clear
- 6) Avoid causing distractions
- 7) Be alert to traffic when boarding or leaving the bus
- 8) Follow all directions given by the driver

Cell Phones/Electronic Devices – Once students enter the school building, students are to silence these devices and store them in a safe location. The only exceptions to this rule are when use of an electronic device is designated within a student's individual education plan (IEP) or 504, or when the device is part of a teacher's classroom instruction. When the school day is over and when they are dismissed from the building, only then are students permitted to use these devices. Students who do not comply with these guidelines and disrupt the educational process will follow this disciplinary progression:

1. Student will be reminded one time to put the phone away (In their pocket, bag, or locker).
2. Student will have their phone brought to the main office and it will be returned at the end of the day.
3. Student will have their phone brought to the main office and a parent must come to school to retrieve it.
4. Student will be placed on a plan with administration.

Child Abuse – Child abuse is defined as any physical injury inflicted by other than accidental means or injuries, which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment, or neglect are also considered as forms of child abuse. Teachers, principals, coaches of intramural or interscholastic athletics, paraprofessionals, and other professional school staff including school counselors, social workers, school psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child placed in imminent danger of serious harm to the CT State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect and staff receive yearly training in their use. Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about whether or not a report should be filed with a case of suspected abuse or neglect, the decision will be made to report. The school will work with the parents and appropriate social agencies in all cases.

Chromebooks - With the district's technology initiative, Chromebooks have become an important part of your child's learning. It is expected that students come to school each day with a charged chromebook. It is also expected that if there are issues with a Chromebook, the student will bring it to the Chromebook Room on the next day they are in JWMS. Staff will determine the next steps based on what is diagnosed. Chargers should be kept at home.

Clubs/Extracurricular Activities - We encourage all students to join an after-school club. Information on clubs will be issued shortly after school starts with a description and purpose of each club. ***A student must be present in school in order to participate in and/or attend a club activity, performance, or other school function that afternoon or evening.***

Conduct – Students are responsible for conducting themselves with P.R.I.D.E.. The district is responsible for students throughout the school day. This includes all district transportation, student walkers, and bus stops. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct regardless of time or location. The district also has authority over students' off-campus when conduct is a violation of Board policy and is seriously disruptive to the learning environment. Students are responsible for attending all classes regularly and on time, being prepared for each class with appropriate materials and assignments, being dressed appropriately, showing respect towards others, behaving responsibly, paying required fines/fees, abiding by the code of conduct, adhering to all school rules, seeking change in school policies and regulations in an orderly and responsible manner, and cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Dangerous Weapons/Instruments – No guns (including pellet/soft pellet, BB, and gun facsimiles), knives or any other objects, including martial arts weapons, capable of threatening or causing injury or death may ever be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to suspension, arrest, prosecution, and possible expulsion.

Inclusive Community – We pride ourselves on having a community that welcomes all people. We do not tolerate discrimination. Discrimination on the basis of race, skin color, culture, religion, gender identity, sexual orientation, or ability is a violation of Board policy and will be addressed according to terms of the school discipline code under "harassment".

Dismissals - If a student becomes ill, if a serious incident arises requiring dismissal, or if a note has been brought in for an early dismissal, the responsible adult is expected to pick up your child in the main office. Students will sign out in the main office before leaving. The nurse/designee is the only person who can call home and authorize early dismissal for medical reasons.

District Policies – All district policies can be found on the district website. If you do not have access to the district policies online, please contact the principal for a copy.

Dress and Grooming: This administrative regulation provides guidance to schools regarding the implementation of Student Dress and Grooming Policy #5132.

Definitions

1. 1. Attire: Clothing, including outerwear, headwear, accessories such as scarves or jewelry, and shoes.
2. 2. Grooming: Makeup, tattoos, and hair style.
3. 3. Dress Code: A set of parameters determined by the District that describes standards for student attire and grooming.

Basic Dress Code

1. **Minimum Safe Attire:** Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school personnel.

- a. Students must wear clothing that includes both a top with sleeves or straps (e.g. shirt and tank) and bottom (e.g. pants or skirt), or the equivalent (dresses, leggings, yoga pants, shorts, sweatpants) that is intended to cover undergarments, excluding bra straps on shoulders so long as the shirt also has straps.
- b. Fabric must cover breasts, genitals and buttocks must be non transparent (not able to be seen through).
- c. Non-religious head coverings without brims and that expose the face and ears are permitted.
- d. Shoes which are safe and appropriate for weather, course assignments, athletic and other conditions.
- e. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

2. **District Dress Code:** Board policy #5132 provides: "Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech are prohibited." All District students are expected to comply with the requirements of this policy.

Specifically:

- a. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- b. Clothing may not depict, advertise, or advocate violence or the use of any weapons.
- c. Clothing may not depict pornography, nudity or sexual acts.
- d. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
- e. Clothing must not pose a threat to the health or safety of any other student or staff.
- f. Accommodations will be made for religious beliefs, medical needs, or discretion of the administration.

Early Dismissal– Early dismissal is permitted to meet doctor's appointments, dental appointments, or other legitimate commitments. A parent's/guardian note that specifies the date/ time/ reason for the early dismissal must be presented to the main office secretary at the start of the school day. Parents/guardians are to call the main office upon arrival to sign out and pick up the child. Parents must present an ID to the main office at arrival. Students will be dismissed from class at the designated time and report to the office. A student must attend school for at least half of the regular school day to be considered "in attendance".

Early Release Days - School will be closed at 1:05 p.m. on early release and parent conference days. Lunch will be served on all early release days except on the last day of school. There will be no late bus on these days, however.

Emergencies – Emergencies or last-minute appointments may require that a student be dismissed early without a note. Parents will be asked to fill out an early dismissal form upon arriving at the main office. Parents must present an ID upon arrival to the office.

Emergency Information- At the start of the school year, parents/guardians are to update an emergency form that contains the name and phone numbers of a responsible adult should the parent/guardian be unavailable. The school needs three contact numbers (1 parent and 2 other contacts) to reach in case of an emergency. Please notify the main office of any changes in information that may occur.

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

Equal Opportunity – Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources. The Assistant Superintendent of Schools is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973.

Evacuations/Lockdown Drills – Drills are held throughout the school year. Students are to remain silent during the drill and to follow all directions. Evacuation of special needs students from the area of refuge is carried out in accordance with public safety regulations.

Field trips – Field trips are excellent opportunities that are made available to all students. If a student is unable to participate in the field trip, students are still required to attend school on the day of the trip and will be given class work under the supervision of a teacher. **Please ask an administrator for a copy of all details regarding field trip and special events eligibility.**

Food and Drink– John Wallace Middle School promotes a "healthy school" environment. Due to district food allergy protocols, the sharing of food is prohibited.

Health Room - The health room is located next to the support service offices and is open during school hours. To comply with state laws, posture screening is done on all students' yearly, vision screenings are done in grades five and six, and hearing screenings are done in grades five and eight. Physical exams are required of all seventh graders. Medication to be administered in school by the nurse must be accompanied by a signed statement from the physician stating dosage and frequency. The nurse may not administer medication without a physician's order.

Homeless Students – Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students have and may continue to attend the school of origin. The district liaison for homeless children is the Superintendent of Schools.

Home-School Communication - Parents/guardians wishing to visit the school should contact the principal or teacher to make arrangements. We ask that you report directly to the main office upon your arrival to sign in and receive a visitor's pass/badge. We also encourage parents/guardians to maintain on-going communication with your child's teacher/s/counselor/support staff. Parents/guardians may also use our voice mail system or email to contact staff.

Habits of Work (HOW) – Please click on this [link](#) to see the definition of Habits of Work and our rubric for grading them.

Incomplete Grades - Under certain circumstances such as a lengthy excused absence, a student may receive an incomplete for one or more of his/her grades. If this should occur, the student has two weeks from the close of the marking period or cycle to make up any missed work. At the end of two weeks, the incomplete will be converted to a permanent letter grade.

Medical Isolation Room - Students who display symptoms of COVID will be moved to our isolation room. Parents/guardians will be notified to come pick up their child. The student will be monitored throughout their time in the room.

Late Bus -Students who have an assigned bus at 2:55, who remain after school, are eligible to take the late bus home for that afternoon. The late bus leaves the school at approximately 3:50 p.m., Monday through Thursday. Walkers are not eligible to ride the late bus.

Lockers - Students in grades 5-8 are assigned a locker in the classroom wing for storing books/outdoor clothing. All students are assigned a combination lock by the school for which they are responsible. School lockers are under the joint control of students and the

administration, and the school principal/designee has the right to inspect a locker at any time without student permission. According to Board of Education policy, desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property, and school property with reasonable care for the Fourth Amendment rights of students. The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion. An authorized school administrator may search a student's locker randomly or desk under three (3) conditions:

1. There is reason to believe that the student's desk or locker contains the probable presence of contraband material.
2. The probable presence of contraband materials poses a serious threat to the maintenance of discipline, order, safety, and health in the school.
3. The student/s have been informed in advance that Board policy allows desks/lockers to be inspected if the administration has reason to believe that materials injurious to the best interest of students and the school are contained therein.

Lunch Program - Lunch and snack items are available in the cafeteria for purchase. Students that do not bring a lunch or have inadequate money will need to see a school administrator before attempting to charge a meal. Free and reduced priced meals are available for eligible families. [Link to EZPay](#).

Materials Brought to School - Students are discouraged to bring any items to school that are disruptive to the educational process and/or are valuable to the student in case the item is lost or damaged.

Physical Education (now part of Wellness) Excusal - Combination locks and lockers are provided in the locker rooms for storage of P.E. clothes/ personal needs. To be excused from physical education, a student will need a note from the parent. For consecutive missed days, a doctor's note must be filled out and signed by a physician stating the nature of disability and degree of participation. The doctor's note may list activities the physician may feel your child can participate in during the recuperation period. A note from your physician is also acceptable. For short-term problems such as fractures, sprains, illnesses, etc., a physician must sign two (2) forms; one to be excused from P.E. during recuperation and the other stating the student is well enough to resume full activity. If your child has a chronic problem such as asthma, bronchitis, etc., let the school nurse know. A form will be sent home in June to fill out and return in September, covering the next school year, stating that you need limited physical education at the time these problems are active. Please call the school nurse if you have questions.

Psychotropic Drug Use – School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisors, school social workers, and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner.

Rapid Notification System (Parent Square): Newington Public Schools uses [ParentSquare](#) for district and school communication, primarily with email, text and app notifications. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number on file with your student's school. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified.

Here's what you can do with ParentSquare:

- Receive messages from the school via email, text or app notification
- Choose to receive information as it comes or all at once daily
- Communicate in your preferred language
- Comment on school postings to engage in your school community
- Direct message teachers and staff
- Participate in group messages
- Sign up for parent-teacher conferences

In addition to routine information, the notification system will also be used to notify you when your child is marked absent from school. Emergency broadcasts will be sent to the primary phone number and all guardian contact numbers. For more information, visit www.bit.ly/NPSparentsquare.

Release of Information - The following information listed below is found in the education record of students enrolled at John Wallace Middle School and is designated as directory information. This information may be disclosed by school officials without the prior consent of a parent unless the parent has stated his/her refusal to allow the release of any or all information in writing to the school principal no later than September 15th:

1. Student's name, address, place and date of birth, dates of school attendance, grade level, participation in officially recognized activities and sports, honors and awards received by the student may be disclosed.
2. Photographs or pictures of students may be taken throughout the school year and submitted to local newspapers for publication.
3. Videos of school events and activities that are open to the public may be shown on Channel 14, Public Access Television.
4. Children's images, projects, and voices may be shared through a variety of media, both print and electronic, for the purpose of celebrating their accomplishments at school or among staff only for the purpose of improving teaching practices.

Report Cards - Report cards are calculated in trimesters and are available in PowerSchool in December, March, and June.

Retention – There is a district policy governing retention. The policy is available for review from the main office.

School Cancellation/Delayed Opening - Should weather conditions prevent or delay the opening of school, local radio and television stations will broadcast the information between 5:30–8:00 a.m. You will also be notified by our Rapid Notification system (see above). If school will be held virtually please review the Virtual Learning section (see above).

School Store - The bookstore is located across from the counseling office and is open every day before school for students to purchase such items as pens, pencils, notebooks, book covers, folders, and other school supplies at reduced rates.

Smoking - By action of the Board of Education, all students are forbidden to use or possess tobacco, tobacco materials, vaping, electronic cigarettes and/or smoking materials in the school building, on school grounds, or while under supervision on trips.

Student Records – In accordance with Board policy, a student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. The principal is the custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. These records move with the student from school to school. The district, when a student moves to a new school or charter school, will send the student's records to the new district or charter school within 10 days of receiving notice of the move from the new district. Unless the parent/guardian of the student authorizes the record transfer in writing, the sending district is required to send a notice when the records are sent to the new district.

Student Search – A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonably related to the objective of the search and the nature of the infraction.

Substance Abuse – The school prohibits the manufacture/distribution/dispensing/possession/use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to serious disciplinary action. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics, or alcoholic beverages are considered grounds for expulsion due to the fact that these materials are illegal and subject to criminal prosecution. Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies, and aftercare support.

Substitute Teachers - During the school year, your child's regular teacher/s may be absent due to illness or professional obligations. When this occurs, the class will be taught by a substitute. Students will be held responsible for all work covered by a substitute teacher. A substitute teacher deserves the same respect as the regular classroom teacher.

Sunscreen Usage - A recent legislation and Newington Board of Education policy has passed allowing students ages six and older to possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity in accordance with the procedures outlined by the school. The student must have written authorization signed by a parent or guardian to have and apply sunscreen. The written authorization form must be submitted and on record with the school nurse Mrs. Glenda Ortiz by September 15. No student is allowed to have sunscreen without this form on file. Additionally, the sharing of sunscreen is not permitted.

Tardiness - In addition to regular attendance, students are expected to arrive to school on time (by 8:00 am for attendance in homeroom).

1. At 5 tardies, a tardy letter will be sent home and a parent/guardian phone call will occur
2. At 10 tardies, a tardy letter will be sent home and a parent/guardian meeting will be scheduled
3. At 15 tardies or more, a tardy letter will be sent home, a parent/guardian meeting will be scheduled, and outside agencies will be notified

Teacher and other Educator Qualifications – Parents/guardians may request information about the professional qualifications of their child's teacher/s by notifying the Assistant Superintendent. The response will indicate whether the teacher is certified for the subject matter and grade taught, the teacher's undergraduate major, and any graduate degrees or certifications the teacher may have. Parents/guardians will also be advised, if requested, as to whether or not the child is provided service by paraprofessionals and their qualifications.

Telephone (Main Office) - Students are encouraged to be responsible in bringing needed items to school and to use the phones as little as possible by making prior arrangements. The office phone may be used before school, during lunch, or after school only. The office phone may be used to ask parents/guardians to bring in a forgotten item or inform parents/guardians that a student needs to remain after school. During lunch students may call parents to inform them that they must stay after school.

Textbooks & Supplies - All textbooks are owned by the Town of Newington and are loaned to students free of charge. Normal wear is expected, but students will be required to pay for books excessively worn or lost during the school year. If a student loses a textbook, they are to notify their teacher immediately.

Transportation Complaints - All complaints regarding school transportation are to be made to the Transportation Supervisor (860-666-2441). A written record of all complaints will be maintained in the Transportation office and an investigation of the allegations will take place.

Tuancy – P.A.00-177–An Act Concerning Youth In Crisis – defines a youth in crisis as a student (age five to eighteen) with four unexcused absences in a month or 10 unexcused absences in a school year. This provides for Superior Court jurisdiction over the youth. Parents/guardians have the responsibility to assist school officials in reporting and preventing truancy. The Superintendent will file a written complaint with the Superior Court Juvenile Matters if a parent/guardian fails to cooperate with the school in this regard.

Vacations During School Time – Parents/guardians who are taking family vacations during school time are requested to send written notification to your child's teacher, the guidance office, and the main office. If traveling outside of the US our school nurse will inform the parent of any health requirements needed before the student is allowed to re-enter the school. Absences for the purposes of vacation are only considered "verified" and not "excused". Though we strongly discourage this practice due to the loss of instructional time, we do understand that at times, these situations cannot be avoided. Upon returning to school, your child will need to make arrangements with his/her teachers to make up for missed work in a timely fashion. **Teachers are not required to provide class work ahead of time for family vacations taken during school time.**

Video Surveillance – Please be advised that there is a district policy that allows for the use of video camera surveillance in its transportation vehicles and on school grounds for the purpose of maintaining order and discipline on school property and on school vehicles and for the protection, health, welfare, and safety of students and staff.

MIDDLE SCHOOL DISCIPLINE

Detentions – Detentions for violation of school rules are held after school (2:50-3:50 p.m.), Monday-Thursday. Students who are given a detention must stay after school on the same day that the detention is given unless other arrangements are made. It is the student's responsibility not to incur detention, particularly if he/she has after-school commitments. Late buses are available to bus students Monday-Thursday. Detentions are served in a silent area either with a teacher or an administrator, depending on the circumstance. If a student fails to serve an assigned detention, the detention is automatically doubled and must be served on the following two consecutive detention days. Failure to do so will result in a referral to the assistant principal for administrative intervention. Teachers will notify parents about detentions.

Friday Detentions -- Friday detentions will be held with school administration. Students who are given a Friday detention are responsible for their own transportation home and will stay from 2:55-4:55. Detentions are served in a silent area and students are expected to complete work or read during this time. Students may also be given a special assignment pertaining to the action(s) that caused their detention.

Office Referrals - Any student displaying inappropriate behavior may be sent from class or other area of the school to the office. A staff member will complete a disciplinary referral form and the student will be seen by building administration. Building administration will take appropriate disciplinary action depending on the nature of the offense and the measures already attempted by the teacher. Excessive referrals in a given year will result in a suspension.

In-School (Internal) Suspension - A student will be assigned an in-school suspension (up to 10 days) for violation of school rules including but not limited to those listed in the handbook. Students will be removed from class and regular school activities to complete classwork and assignments (including tests/quizzes) in a supervised area. All privileges will be removed in an attempt to motivate the student's return to regular classes and to follow school rules. Parents will receive written and verbal notification of the suspension by building administration. Students who are serving in-school suspension may not participate in after school activities.

Out-of-School (External) Suspension - Suspension from school will occur for incidents of a more serious nature (i.e. use or possession of drugs, gross misbehavior, failing to show improved behavior after a number of in-school suspensions, and other causes deemed necessary by administration). A student who is serving an out-of-school suspension or expulsion is not allowed to be on school property/school grounds, and cannot participate in school activities.

Suspension for Ten Days or Less - The Public School Laws of Connecticut authorize a principal to exclude a pupil for cause for a period of not more than ten school days. Please note the following conditions:

1. Except in the case of an emergency, a student shall be given the opportunity to meet with the administrator or his designee and to deny the charges against him prior to the beginning of any suspension.
2. No pupil shall be suspended more than 10 times (15 times for in-school suspension) or a total of 50 days in one school year without an informal hearing.
3. The parents or guardians of any student shall be given a notice of suspension within twenty-four hours of the beginning of the suspension.

Excessive/Multiple Suspensions – Students who earn excessive/multiple suspensions may be referred to the Superintendent for consideration for expulsion.

Expulsion or Suspension for Longer than Ten Days - Upon recommendation of exclusion from school privileges for a period of more than ten days, the Board of Education shall notify the pupil concerned and his/her parents that such exclusion from school is under consideration. Within five days of receipt of such notice, the student may request a hearing; such hearing will be held in accordance with the procedures outlined in Board of Education policy on "Removal/Suspension/Expulsion 5114 (a-k).

Required Recommendations for Expulsion - One or more of the following infractions, if occurring on school property, school transportation vehicles, or at any school-sponsored activity, shall require the Superintendent of Schools to recommend expulsion:

1. Possession or transmission of any firearm/weapon/dangerous instrument, knife or explosive.
2. Sale or transfer of controlled substance.
3. Any student who threatens in any manner, including orally or in writing, harm to the person or damage to the property of a member of the school community, including any teacher, member of the school administration, any other employee or a fellow student, shall be subject to expulsion. In addition, the Superintendent of Schools shall refer the matter to law enforcement officials for possible criminal prosecution and shall take all available measures to ensure the safety of those in the school community if the student returns to school.

CODE OF DISCIPLINE - the following is a list of **some** of the unacceptable forms of behavior and resulting consequences. Most students never become involved in such activities, yet it is important for all students to be aware of the consequences. **These consequences are GUIDELINES ONLY and may be adapted to each individual situation and are at the discretion of the school administration.**

RULE VIOLATION	Possible Consequences – At the Discretion of Administration
<i>Alcohol – Possession/use/sale or transfer</i>	<i>In-School or External Suspension</i>
<i>Assault of another person with intention to harm (with cause)</i>	<i>In-School or External Suspension, Possible Expulsion</i>
<i>Bus Misconduct</i>	<i>Lunch Detention, Office Detention, Loss of Privilege</i>
<i>Cell Phone Violation – Use or Recording</i>	<i>Confiscation of Phone, Office Detention, Parent Pick-Up</i>
<i>Cheating/Plagiarism</i>	<i>Office Detention, Friday Detention, In-School Suspension (Re-take/Re-do of Assignment)</i>
<i>Class-cutting</i>	<i>Office Detention, Friday Detention, In-School Suspension</i>
<i>Controlled Drugs – use, sale, or possession</i>	<i>External Suspension, Possible Expulsion, Police Notification</i>
<i>Dangerous Materials – being in possession of/or use of a knife, firearm, or weapon (including BB/pellet/ gun/facsimile)</i>	<i>External Suspension, Mandatory Expulsion</i>
<i>Detention – failure to serve a teacher-assigned detention</i>	<i>Office Detention, Friday Detention, In-School Suspension</i>
<i>Disrespect to persons in authority; written or verbal; also includes obscene gestures</i>	<i>Friday Detention, In-School or External Suspension, Possible Expulsion</i>
<i>Dress Code Violations (repeated offenses)</i>	<i>Office Detention, Friday Detention, In-School Suspension</i>

<i>Extortion/Intimidation</i>	<i>In-School or External Suspension</i>
<i>Explosives – possession, use, sale of fireworks, smoke/stink bombs, incendiary devices, etc.</i>	<i>External Suspension, Mandatory Expulsion, Police Notification</i>
<i>False Reporting/Inciting – i.e. making a false 911 call, pulling a fire alarm, starting a food fight, etc.</i>	<i>In-School or External Suspension</i>
<i>Fighting (all students involved) -- either within the school building or on grounds (includes the bus and at the bus stop)</i>	<i>In-School or External Suspension</i>
<i>Forgery</i>	<i>Office Detention, Friday Detention, In-School or External Suspension</i>
<i>Hall Pass – abuse/misuse</i>	<i>Lunch Detention, Office Detention, Friday Detention, In-School Suspension</i>
<i>Harassment/Name-Calling – via comments, Internet message, or note, to convey ethnic, racial, sexual, religious and other insults</i>	<i>Office Detention, Friday Detention, In-School or External Suspension</i>
<i>Insubordination—refusal to follow a directive from a staff member</i>	<i>Office Detention, Friday Detention, In-School or External Suspension</i>
<i>Leaving School Grounds Without Permission</i>	<i>In-School or External Suspension</i>
<i>Loitering on School Grounds</i>	<i>Office Detention</i>
<i>Lying to a person of authority</i>	<i>Office Detention, Friday Detention, In-School Suspension</i>
<i>Misconduct – repeated acts of disruptive classroom behavior</i>	<i>Office Detention, Friday Detention, In-School or External Suspension</i>
<i>Misuse of Technology</i>	<i>Office Detention, Friday Detention, Loss of Privilege</i>
<i>Office Referrals – excessive</i>	<i>Office Detention, Friday Detention, In-School Suspension</i>
<i>Physical Altercation (Horse play, slapping, pushing, etc)</i>	<i>Lunch Detention, Office Detention, Friday Detention, In-School Suspension</i>
<i>Restricted Areas – present in unauthorized areas</i>	<i>Friday Detention, In-School or External Suspension</i>
<i>Smoking - within the building, or on school grounds (including bus); in possession of smoking materials/tobacco/vaping products</i>	<i>Friday Detention, In-School or External Suspension – If on bus, loss of privilege</i>

<i>School Safety Violation</i>	<i>In-School Suspension, Out-of-School Suspension</i>
<i>Snowball/Rock/Stick - Throwing on school grounds; at busses</i>	<i>Office Detention, Friday Detention, In-School or External Suspension</i>
<i>Theft of school/personal property; in possession of goods</i>	<i>In-School or External Suspension</i>
<i>Threats – student to student, or student to staff, written or verbal, or over the Internet</i>	<i>In-School or External Suspension, Possible Expulsion, Police Notification</i>
<i>Truancy – absent without parent/guardian permission</i>	<i>Parent Meeting, Student must make up work</i>
<i>Vandalism – defacing of bus, school, personal/staff property</i>	<i>In-School or External Suspension, Payment for Damages, Police Notification</i>
<i>Vulgar/ Obscene Language, pornographic/ suggestive gestures, comments, or drawings,</i>	<i>Office Detention, Friday Detention, In-School Suspension</i>