WOODSTOCK MIDDLE SCHOOL
STUDENT HANDBOOK
2018-2019

147 B Route 169
Woodstock, CT 06281

School Hours: 7:45 a.m.-2:40 p.m.
Early Dismissal Hours: 7:45 a.m.-11:30 a.m.
Office Hours: 7:15 a.m.-4:00 p.m.
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PHILOSOPHY AND MISSION STATEMENT OF DISTRICT AND SCHOOL

Philosophy
Each member of the school community possesses unique talents and needs. Teachers, students and parents share in making education work for the good of all. The BOE strives to provide a school environment in which:
1. Learning is valued; 
2. The learner’s gifts are appreciated; 
3. An understanding of others is encouraged; 
4. High ethical standards are established; 
5. A love of freedom is fostered; and, 
6. Opportunities for appreciating the arts and sciences are offered.

Mission
1. The mission of the Woodstock Public Schools is to educate individuals for today and tomorrow. We will provide a curriculum that develops essential skills, encourages uniqueness and creativity, offers the opportunity to cultivate diverse talents and to develop the full potential of every student. We will promote a cooperative spirit and love of learning in an atmosphere based on respect and trust.
2. The mission of Woodstock Middle School is: In a partnership of family, school and community, our mission is to educate, challenge and inspire each individual to excel and become a contributing member of society.

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.
The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

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

**ADMISSION/PLACEMENT**
A student seeking enrollment in the Woodstock Middle School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the main office. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

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

**AIDS CURRICULUM**
It is the policy of the Board of Education to provide during the school day, planned, ongoing, systematic instruction on Acquired Immune Deficiencies Syndrome (AIDS) through our health curriculum. Parents who wish to have their child excused from such instruction shall communicate this request to the principal.

**AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973**
Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.
It is the intent of the District to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II and Title III.

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

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

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:
1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities.
2. has a record of such an impairment, or
3. is regarded as having such an impairment

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

Students with disabilities, pursuant to Section 504 and/or ADA will be provided a free appropriate public education which may include, but is not limited to, providing a structured learning environment; repeating and simplifying instructions about in-class and homework assignments; supplemented verbal instructions with visual instructions; adjusting class schedules, modifying test delivery; computer-assisted instructions; using modified textbooks and tailoring homework assignments.
Should you have any questions regarding Section 504, please call either your child’s School 504 Coordinator, the Civil Rights Coordinator, or the Superintendent for the Woodstock Public School District at 860-928-7453. Further information about board policy and student rights is available on the Woodstock Public School District’s webpage.

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

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

**ATTENDANCE**
Connecticut State Law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day.

Absence means an excused absence, unexcused absence or an in-school, out of school suspension, or expulsion that is greater than or equal to one-half of a school day.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the District Office.

A child whose total number of absences at any time during a school year is equal to or greater than 10 percent of the total number of days that the student has been enrolled at the school during the school year is considered a “chronically absent child.” The child will be subject to review by the District and/or the School Attendance Team.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a District provided form to leave school at age 17.
Absence
Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 7:00 A.M. and 8:00 A.M. on the day of the absence by telephoning the school.

If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student’s return. The student should submit the excuse directly to the office. Parents should contact the main office in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

Excused Absence
A student’s absence from school shall be considered “excused” if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials. Appropriate documentation includes a note from a physician, an appropriate health care provider, or a note/phone call from the parent.

B. Students receive an excused absence for the tenth absence and all absences thereafter, when they are absent from school for the following reasons:
   1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
   2. Student’s observance of a religious holiday.
   3. Death in the student’s family or other emergency beyond the control of the student’s family.
   4. Court appearances which are mandated. (Documentation required)
   5. The lack of transportation that is normally provided by the District.
   6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
   7. Additional 10 days for children of service members.

The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within 5 school days after the student returns to school.

Unexcused Absence
Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student’s final grade.

Absences which are the result of School or District disciplinary action are excluded from the definitions.

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

**Chronic Absenteeism**
A student whose total number of absences (including excused) at any time during a school year is equal to or greater than 10 percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a “chronically absent child,” Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education.

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

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

**Tardiness**
Students who are not in their homeroom by 7:45 A.M. are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. Students may be subject to disciplinary action if the principal determines that tardiness is excessive.

**Truancy**
Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school officials. A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Any student who meets this criteria may be considered truant and referred to our truancy officer.

Parents have the responsibility to assist school officials in remedying and preventing truancy. School staff are mandated by the state to report excessive absences or patterns of concern to the Department of Children and Families.

Information about truancy will also be posted in the annual strategic school profile reports.
AUTOMATED PHONE MESSAGING SYSTEMS
The Woodstock Public School system uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send personally prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups, when needed.

BOARD OF EDUCATION
Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Woodstock Board of Education are:
   Chairperson: Megan Bard Morse
   Vice-Chairperson: Julie Woodland
   Secretary: Hans Frankhouser
   Members: Cynthia Alberts, Rhonda Chenail, Holly Dearborn, Joan Fortin, Adam Keser, and Valerie Law

In order to perform its duties in an open and public manner and in accordance with state law, the Woodstock Board of Education holds regular business meetings on the fourth Thursday of each month at 7:00 PM in the Woodstock Middle School Music Room. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board Chairperson will recognize individuals who want to make a statement, not more than 2 minutes in length, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

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

BULLYING
Bullying of a student by another student is prohibited. Such behavior 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 to another student attending school in the same school district that:
   A. causes physical or emotional harm to such student or damage to such student’s property,
   B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
   C. creates a hostile environment at school for such students,
   D. infringes on the rights of such student at school, or
   E. substantially disrupts the education process or the orderly operation of a school.
Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic status; academic status; physical appearance; or mental, physical, developmental or sensory disability; or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

Examples of bullying include, but are not limited to:

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

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

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

Student and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly document the complaint in writing and forward it to the Principal and/or members of the Safe School Climate Committee for review and action. Students are able to make an anonymous complaint using our school bullying form available in every classroom. Parents may also file a complaint by printing the form from our website or visiting the main office for such form. The complaint procedure is also posted on the District’s website.
Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Principal and/or members of the Safe School Climate Committee but no disciplinary action shall be taken solely on the basis of an anonymous report.

The Principal and/or members of the Safe School Climate Committee is responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation JIC and JICD set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

**BUS CONDUCT**

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

**CAFETERIA**

Rules of cleanliness and proper manners are to be observed at all times. Misconduct in the cafeteria may be cause for receiving a verbal warning, assigned seat or other disciplinary action deemed appropriate for the misconduct.

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

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

Charging is not encouraged by the District but on those occasions when a student does not have money, they will be offered an alternate meal.

**CELL PHONE**

Cell phones are to be turned off, kept in lockers, and not to be used in school by students during the school day between 8:30 a.m. and 3:30 p.m. at WES and between 7:15 a.m. and 2:35 p.m. at WMS. A first violation of this regulation will result in the cell phone or other electronic device being confiscated and held in the main office.
until the end of the day. A second and subsequent violations will result in the parent(s)/guardian(s) being notified and required to retrieve the cell phone or other electronic device from the school principal in person.

CHANNELS OF COMMUNICATIONS
If there is a question about a student’s classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) Teacher, (2) Principal, (3) Superintendent, (4) Board of Education.

CHEATING/PLAGIARISM (Academic Dishonesty)
Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with District goals and values. All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences for cheating are included in our district’s disciplinary code of conduct and tiered discipline document.

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

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

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

The Board of Education will post in each school the telephone number of Careline, the Department of Children and Families’ child abuse hotline, and the web address that provides information about Careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.
CHILDREN IN FOSTER CARE
The District collaborates with state and local child welfare agencies to ensure school stability for children in foster care. A child in foster care must remain in his/her school of origin if it is determined to be in the child’s best interest. Transportation will be arranged as required. The District’s Liaison for Homeless Students is the Director of Student Services and is also the point of contact person for the education of children in foster care.

CLASS PLACEMENT
Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. The final decision for placement rests with the principal or his/her designee.

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

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

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

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children’s Internet Protection Act and as determined by the Superintendent or his/her designee.

The Board of Education is committed to aiding students and staff in creating a 21st Century learning environment. Therefore, with teacher approval, students (and staff) will be permitted to access the District’s wireless network with their personal devices during the school day.

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

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Abiding by the code of conduct.
7. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
8. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
9. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to age appropriate disciplinary action and the board approved tiered discipline guidelines (available on school website) and shall be referred, when appropriate, to legal authorities for violation of the law.

During school dances, students may not leave the building until 9 P.M. unless written permission is received from parents indicating that the parents will pick up the student prior to 9 P.M. At 9 P.M., the school building and school grounds will be secured and adult supervision will end. Students without such written permission will not be allowed to leave and reenter the dance activity. All school rules are in effect during such activity.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is “seriously disruptive of the education process” for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

**Dangerous Weapons**

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.
An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

**Dress Code**

We show respect for ourselves and others through our appearance. The BOE expects students to dress appropriately and to be neatly groomed while at school. The BOE expects each student’s clothing and appearance to meet generally acceptable standards of taste and common sense so as not to create a disruption to the educational environment, health or safety hazard to self, others or property. With these general thoughts in mind, students and parents are to be aware that students are not to wear clothing that is sexually explicit, reveals under garments, has holes or reveals skin on the torso while making normal range of motion, can be seen through, drags on the floor, or expresses messages that are drug, alcohol or tobacco related. In addition, hats, pajamas, and slippers (even with rubber soles) will not be worn in school, nor will coats be worn in class. Shorts and skirts must be fingertip length when arms are extended by the student’s sides. Shirts must cover the shoulders with straps being at least three fingers wide. Fronts of shirts or blouses may not fall lower than an imaginary line drawn from the tops of one’s armpits.

**Smoking**

Students shall not smoke or use tobacco products or e-cigarettes or vapor product devices on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

**Substance Abuse**

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

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

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

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages are considered grounds for expulsion.
Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

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

**CYBER BULLYING**

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

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

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

In situations in which the cyberbullying originated from a non-school computer, but was brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must have violated a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police. Students will be provided instruction about appropriate online behavior.
DEFIBRILLATORS IN SCHOOLS (AED’S)
Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school’s normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

DISCIPLINE
Woodstock Public Schools implements a restorative approach to discipline and focuses on recognizing positive behaviors and characteristics. A student who violates the district’s code of conduct shall be subject to disciplinary action. The Woodstock Public School’s disciplinary actions may include using one or more discipline management techniques, such as verbal warning, loss of privilege, teacher detention, office detention, behavior contract, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and violates publicized Board of Education policy even if such conduct occurs off-school property and during non-school time.

Detention
A student may be detained outside of school hours for not more than one hour on one or more days for violation of the code of conduct. The detention shall not begin, however, until the student’s parents have been notified of the reason for the detention (and can make arrangements for the student’s transportation on the day(s) of the detention).

Expulsion
Administration may remove a student from all classes when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

Prior to an expulsion hearing, information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearings shall be held as soon as possible after the expulsion as possible.

The Board of Education may expel a student in grades 3 through 12 inclusive, from school privileges if, after a full hearing, the Board finds that the student’s conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.
Expulsion from school will result in the loss of all extra-curricular and social privileges during the period of expulsion.

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

Students in kindergarten through grade 12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity for a calendar year. A student in kindergarten through grade 8 inclusive, who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

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

If a student’s expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

Expelled students, under age 16, will be offered an individualized learning plan as part of an alternative education. Students between ages 16 and 18 who are expelled, even for conduct that endangers others, will be offered an alternative educational opportunity if it is the student’s first expulsion (PA 16-147).

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

Suspension
A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.
The Administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. Students in preschool through grade 2, inclusive, may only receive in-school suspensions, unless, after an informal hearing, the administration determines that an out-of-school suspension is appropriate based on evidence that the student’s conduct on school grounds is of a violent or sexual nature that endangers persons.

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

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

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

**DISTRIBUTION OF MATERIALS**

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

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

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

**ELECTRONIC DEVICES AND GAMES**

All other electronic devices are to be turned off, kept in lockers, and not to be used in school by students during the school day between 8:30 a.m. and 3:30 p.m. at WES and between 7:15 a.m. and 2:35 p.m. at WMS. A first violation of this regulation will result in the cell phone or other electronic device being confiscated and held in the main office until the end of the day. A second and subsequent violations will result in the
parent(s)/guardian(s) being notified and required to retrieve the cell phone or other electronic device from the school principal in person.

EMERGENCY SCHOOL CLOSING INFORMATION
In the event school is closed because of bad weather or another emergency, announcements will be made using the district’s automated calling system.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)
The number of students from non-English speaking backgrounds is increasing, including those with limited English proficiency. Such students will be identified, assessed and provided appropriate services.

EQUITY AND DIVERSITY
Students deserve a respectful learning environment in which their cultural, racial, and ethnic diversity is valued and contributes to successful academic outcomes. The school learning and work environment is enriched and improved by the contributions, perspectives, and the very presence of diverse participants.

EXEMPTION FROM INSTRUCTION
A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian. In addition, a student will be excused from participating in, or observing animal dissections as part of classroom instruction upon a written request from the student’s parent or guardian. The student must complete an alternate assignment determined by the school.

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

Student athletes may not participate in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian views the concussion education plan and sign the informed consent form sent when students register to play a sport.

Information and Permission Form
Interscholastic Sports-Woodstock Public Schools

Woodstock Public School provides the opportunity for sixth, seventh, and eighth graders to participate in interscholastic sports in the QVJC league. The superintendent has the discretion to allow fifth graders to participate in specific sports as announced. Our teams will be organized and managed in accordance with the guidelines of the QVJC Interscholastic League and the Connecticut Interscholastic Athletic Conference (CIAC) guidelines for middle schools.
Parents and students should read the following explanation of our rules and return the permission slip to the nurse’s office.

**Interscholastic Eligibility**
Please be aware that if a student athlete has a D+, D, or D- in any subject on either their Progress Report or Report Card, they will be placed on Athletic Participation Probation for two weeks. The student athlete will still be able to participate in practices and games for the two-week period, however, the expectation is to make academic demands an even higher priority than normal. The student athlete should communicate with teachers and do everything possible to improve their grade(s); including the option of arranging extra help with a teacher after school and then attending the remainder of a practice afterward.

If a student athlete’s grades show improvement after the two-week Probation period, (Grades must be C- or higher in all classes), they will be allowed to continue participating on the team.

If a student athlete’s grades do not improve after two weeks on Probation (a D+ or lower in any class), the student athlete will not be eligible to participate for the remainder of that season.

If a student athlete has an F in any subject on either their Progress Report or Report Card, they are not eligible to participate in any sports for the remainder of the season.

Please note, this policy will be enforced.

**Tryouts**
Prior to the beginning of practice, tryouts will be held by the coach. Tryouts will be announced to all students and elimination procedures will be explained during the tryout process. Letters will be given to all students to notify them if they have or have not made the team.

**Responsibilities of Team Members**
1. Players are expected to attend every practice. The coach may excuse players from practice and will take disciplinary action for missed practices, if necessary.
2. Players absent from school due to illness will not be allowed to participate in a game or practice on that day.
3. All rules of WPS Discipline Code, Bus Code, and Controlled Substance and Alcohol Abuse Policy will be adhered to during practices, games, and travel.
4. Players will be required to care for and return any school property, such as equipment or uniforms issued by the coach.
5. Players are requested to review the Student Handbook prior to participation in interscholastic sports.
Woodstock Middle School Sports Transportation
Woodstock Middle School will provide bus transportation for the athletes to and from all athletic contests. If a team member is traveling home from an away game, with a parent/guardian they must be signed out with the coach by the transporting parent/guardian on a team sign-out sheet after the game.

Athletes who will be transported from the game by a person that is not a parent/guardian must have a permission slip from their parent/guardian informing the coach of their alternate travel plans. The transporting adult must then sign out the athlete with the coach on the team sign-out sheet after the completion of the game.

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

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

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

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

FIELD TRIPS
Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of student to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board realizes that, on limited occasions, it may be more cost effective and/or responsive for school employees to transport small numbers of students in private automobiles.

FINANCIAL ASSISTANCE
Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.
**FIRE DRILLS AND EMERGENCY PREPAREDNESS**

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

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

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

Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

**FIRST AMENDMENT RIGHTS**

The Woodstock Public Schools recognize that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting that are not considered obscene, libelous, disruptive, vulgar, and are deemed by the Administration to be consistent with community standards. Further, no expressed idea will be suppressed because it is not shared by the majority. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or school regulations are unacceptable.

**FOOD ALLERGIES**

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and Special Education law.

The District’s specific plan for managing students with life-threatening food allergies will be available in the school nurse’s office.
A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate to provide food or dietary supplements on school grounds during the school day.

**FUND-RAISING**
Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the school principal at least 10 school days before the event. Any food items sold as part of any fund-raising activity must meet the nutritional standards published by the Connecticut Department of Education. Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage is not sold from a vending machine or school store.

**GRADING SYSTEM**

**Homework**
Regular scheduling of homework assignments is an integral part of the learning process. The Board of Education recognizes that homework is a necessary reinforcement to classroom instruction as well as a means by which independent study skills and intellectual curiosity can be fostered in the home. Carefully planned homework assignments should promote positive communications among the school, students and parents.

We recognize that time is needed for students to pursue social, physical and recreational activities outside of the school structure. We also recognize that students’ progress at varying rates through the learning process. Content, frequency, and duration of assignments should therefore be commensurate with these factors.

Teachers have the responsibility to communicate with parents of the children who begin to fall behind in completing homework assignments. If a child is absent for more than five (5) consecutive days, the child and teacher will discuss possible modifications of assignments.

Homework assignments in Kindergarten – Grade 2 will not be mandatory. We strive to foster a love of learning and will encourage reading at home and provide supports when necessary for additional reinforcement.

The following is an approximate time allotment for homework in the District. Beginning in grade three. Teachers working on teams will collaborate and communicate the assigning of homework to meet these guidelines. Students will not be required to complete more than one long term assignment per subject per quarter.

- Grade 3- 15 minutes up to four days per week
- Grade 4- 20 minutes up to four days per week
- Grade 5- 40 minutes up to four days per week
- Grade 6- 60 minutes up to four days per week
- Grade 7- 70 minutes up to five days per week
- Grade 8- 80 minutes up to five days per week
Homework/Class Work Assignments, Grading, and Late Work at WMS

Parents and students will be informed at the beginning of the school year and before major assignments of student expectations. It is expected that students record their assignments in the student agenda with appropriate due dates.

Class work and homework assignments are expected to be turned in on the due date before or during the student’s regular class. Late work will be graded down by 10% or one (1) letter grade for each day the assignment is late. However, no matter how late the work is done during a quarter, the grade for completed, well done work, will never be lower than 50%.

The principal has the authority to remove/suspend a student from participation in any extra-curricular activity including but not limited to clubs, intramurals, youth night activities, dances, etc., if a student’s academic work is not completed or not of an acceptable quality.

When absences occur students are expected to make up late work promptly as follows:

- For one (1) day absence work must be turned in the next day.
- For two (2) days absence work must be turned in no later than two days after the absence.
- For three (3) or four (4) days absence work will be turned in no later than four (4) days after the absence.
- For five (5) or more days absence the student must contact the teacher for special arrangements.

All make-up work is to be completed before the test covering that work is taken.

No assignments will carry over from one marking period to the next marking period.

An honor roll has been established for Woodstock Middle School students in sixth, seventh, and eighth grades who have demonstrated academic excellence. The purposes of an honor roll are:

- To serve as recognition for academic success.
- To serve as an incentive to achieve academic excellence.
- To serve as a transition to a high school grading system.

The honor roll will consist of:

- High Honors – All A’s
- Honors – A’s and B’s with no more than two (2) B’s
- Recognition – No grade below a B

At the end of each grading period, the grades will be determined as follows:

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<th>Grade</th>
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<td>F</td>
<td>59.4 and below</td>
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</tr>
<tr>
<td>A-</td>
<td>89.5 – 93.4</td>
<td>B-</td>
<td>79.5 – 83.4</td>
<td>C-</td>
<td>69.5 – 73.4</td>
<td>D-</td>
<td>59.5 – 63.4</td>
</tr>
<tr>
<td>A</td>
<td>93.5 – 96.4</td>
<td>B</td>
<td>83.5 – 86.4</td>
<td>C</td>
<td>73.5 – 76.4</td>
<td>D</td>
<td>63.5 – 66.4</td>
</tr>
<tr>
<td>A+</td>
<td>96.5 – 100</td>
<td>B+</td>
<td>86.5 – 89</td>
<td>C+</td>
<td>76.5 – 79.4</td>
<td>D+</td>
<td>66.5 – 69.4</td>
</tr>
</tbody>
</table>

Report Cards

Written reports of student grades and absences shall be issued to parents at least quarterly. Halfway through the marking period, parents will be notified by the teacher if the student’s grade average is near or below 70.
Parents will be notified by the teacher of students with a D or F average two weeks prior to the close of the marking period. All grades will be online in the parent portal.

Report cards are issued to students four times a year through our electronic parent portal. There will be a written sign-off sheet for the first three report cards. It is requested that parents sign and return this sheet so that teachers know parents saw the report card.

Grades given to students are determined by the teacher of the course, and the determination of the student’s grade by the teacher, in the absence of clerical or mechanical mistakes, fraud, bad faith, or incompetency, shall be final.

Grades arrived at by a teacher will be considered final and will be changed only (1) by the teacher, with the consent of the principal after a re-evaluation of the student’s work or (2) by an appeal made to the school Principal and then to the Superintendent or designee.

WMS Marking Periods 2018-2019
(These are subject to change depending on weather.)

Quarter 1:
Grades Close: Tuesday, October 30, 2018
Report Cards Emailed Home: Wednesday, November 7, 2018
Parent/Teacher Conferences: Thursday, November 8 and Friday, November 9, 2018

Quarter 2:
Grades Close: Friday, January 18, 2019
Report Cards Emailed Home: Tuesday, January 29, 2019
Parent/Teacher Conferences: Thursday, March 7 and Friday, March 8, 2019

Quarter 3:
Grades Close: Friday, March 29, 2019
Report Cards Emailed Home: Tuesday, April 9, 2019

Quarter 4:
Grades Close: Last Day of School
Report Cards Emailed Home: One week after school closes for the summer

GREEN CLEANING PROGRAMS
A green cleaning program to clean and maintain the school will be implemented by July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy
of the District’s policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

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

**SCHOOL COUNSELING**

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

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

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students.

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

**HARASSMENT STATEMENT**

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

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

A student who believes he/she has been harassed is encouraged to report the incident to the Principal or School Counselor. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.
HAZING ACTIVITIES
Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages in an act that injuries, degrades or disgraces another student or staff member, disrupts the educational process, or interferes with a student’s opportunity to obtain an education shall be subject to appropriate disciplinary action.

HEALTH SERVICES
The school nurse’s office is designed to provide care to students who become ill or are injured while in school.

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

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

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

A school nurse, or in the absence of the nurse, a “qualified school employee” may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A school nurse, or in the absence of the nurse, a “qualified school employee” may administer anti-epileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student’s individual seizure action plan. Written parental permission and written order from a physician is required.

A student with diabetes may test his/her own blood glucose levels under the supervision of the school nurse if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician.
A school nurse or the Principal will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physician are required.

The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

**Communicable/Infectious Diseases**

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

**Disabilities**

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

**Emergency Medical Treatment**

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

**Health Records**

School nurses maintain health records using the Connecticut “Health Assessment and Record Form.” These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

**Homebound**

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.
**Homeless Students**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Director of Student Services. The District has reviewed its existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth. Homeless children and youths are defined as “individuals who lack a fixed, regular and adequate night time residence”. Homeless children have the right to attend the school of origin “to the extent feasible,” unless doing so is contrary to the request of such student’s parent/guardian or unaccompanied youth.

**Illness**

**Fever** – Children who have a temperature of 100° or more will not be permitted to stay in school and may not return until they have been without a fever for 24 hours without the use of fever-reducing medication.

**Vomiting, Diarrhea** – Children who have vomiting or diarrhea will not be permitted to stay in school and should not return to school for 24 hours after the last episode.

**Return to School** – Guidelines for when children should return to school after specific illnesses are listed below. However, some children may need to stay out of school longer. All communicable diseases should be reported to the school nurse as soon as possible.

- **Strep Throat/Scarlet Fever** - After one (1) full day (24 hours) on medication and no fever for twenty-four (24) hours.
- **Chicken Pox** – When no more poxes have appeared and all poxes are gone; only scabs remain. Parent must bring child to nurse’s office to check status of chicken pox before returning to school.
- **Infectious Mononucleosis** – Must return to school with note from physician indicating level of activity allowed and duration of restriction.
- **Head Lice** – Return to school after removed completely with medical shampoo.
- **Conjunctivitis (Pink Eye)** – May return to school when child has had 24 hours of medication and no active drainage from eyes.
- **Strains, sprains, fractures, etc.** – A physician’s note is required when a student is excused from full or partial participation in physical education or recess activities. A physician’s note is also required permitting the student to return to normal physical education and recess activities.

**Immunizations**

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate, must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella, Influenza and Hemophilus Influenza Type B.* Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.
Parents/guardians wanting their children to be excused from immunizations if such immunizations are contrary to the religious belief of the child or of his/her parent/guardian must request such exemption in writing to the superintendent. The request must be officially acknowledged by any of the following: notary public, judge, clerk/deputy clerk of a court, town clerk, justice of the peace, attorney, or school nurse. Such request must be made before initial entry into the school system and prior to entering grade 7.

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

For further information regarding immunizations contact the school nurse.

**Physical Examinations**

All students must present evidence of a physical examination upon enrollment to the District. (C.G.S. 10-204a) Health assessment shall also be required in grade 6 (or 7) and in grade 9 (or 10). All students in grades K and grades 1, 3, 4, 5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K, 1, 3, 4, and 5. Postural screening will be conducted for all female student in grades 5 and 7 and for male students in grade 8 or 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the District’s Homeless Liaison.

**INSURANCE**

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

**INTER-DISTRICT COLLABORATIVES**

Woodstock Public Schools has established collaborations with other school districts in order to offer a wider variety of learning environments and specialized curriculum in response to the interests and needs of its students.

**LIMITED ENGLISH PROFICIENT (LEP) STUDENTS**

Parents of Limited English Proficient (LEP) Students participating in a language instructional program will be notified within 30 days of their child’s placement in the program. The notification will include an explanation of why, a description of the program, and the parent’s rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.
Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance, and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

**LOST AND FOUND**

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of at the end of each quarter. Loss or suspected theft of personal or school property should be reported to the main office.

**LIBRARY/MEDIA CENTER**

Students are invited to use the books, magazines, newspapers, videos, CD’s and other materials, including computers, located in the media center. Students are responsible for any material they sign out. Materials must be returned to the librarian or the assistant at the circulation desk. Students must pay for any materials they lose or damage.

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

**LUNCH CHARGING**

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal.

**MIGRANT STUDENTS**

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

**ON-CAMPUS RECRUITMENT**

Students at the middle will be informed of the availability of (1) vocational, technical and technological education and training of technical high schools and (2) agricultural sciences and technology education at regional agricultural science and technology education centers. Full access for the recruitment of students by technical high schools, regional agricultural science, magnet and private will be provided.
PARENT CONFERENCES
Parents are encouraged to become partners in their child’s educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

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

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

PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS
The Woodstock PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO.

The Woodstock Education Foundation (WEF) is a volunteer organization formed by parents and community members concerned about preserving important school programs. The WEF is a 501(c)(3) non-profit corporation, organized in 2005 and governed by a Board of Directors. The mission of the Woodstock Education Foundation is to broaden the sphere of learning for Woodstock students by fostering partnerships that provide resources to expand the reach of the K-8 public school experience.

PESTICIDE APPLICATION
Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law (Schools without an integrated pest-management plan must send prior notice by mail). Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)’s school assignment area may contact our maintenance department.

PHOTOGRAPHS AND VIDEOTAPING
From time-to-time during the school year, school personnel and/or the media take photographs or videos. If a parent/guardian does not want their child to be photographed for school use, school website use or for media purposes (including social media), the school office must be alerted in writing.
PHYSICAL ACTIVITY
All students enrolled in middle school shall have included in the regular school day, time devoted to physical exercise. This requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services.

Students may not be required by school employees to engage in physical activity as a form of discipline during the school day. This restriction does not apply to brief period of respite/time-outs, referrals to a building administrator, or for safety reasons. School employees may not prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline. School employees may not prevent a student in middle school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline.

PROMOTION, RETENTION AND PLACEMENT
Student promotion is dependent on each student’s mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who master objectives at an exceptional rate may be considered for acceleration to another grade or class. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents. The final decision rests with the school principal.

Students must demonstrate attainment of the basic skills needed for graduation based on the district’s assessment program. A failure to attain these skills may necessitate involvement in additional courses, special help programs, summer school, retesting, etc.

PSYCHOTROPIC DRUG USE
School personnel is prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

READING (REMEDIAL)
The school will utilize in grades kindergarten through grade three reading assessments to identify students reading below proficiency and to assist with the identification of students at risk for dyslexia.

RELIGION AND RELIGIOUS ACCOMMODATIONS
The school district acknowledges each individual’s rights to follow or not to follow religious beliefs and practices, free from discriminatory or harassing behavior. The District strives to provide religious accommodations to students in an equitable and appropriate way in accordance with District policies and corresponding guidelines.
SCHOOL CEREMONIES AND OBSERVANCES
The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President’s Day are encouraged. Woodstock Middle School reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,
1. school and class plays shall not be overly religious, and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the building Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

SCHOOL DISTRICT RECORDS
Interested persons may inspect “public district records” which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

SCHOOL SECURITY AND SAFETY
Each school in the District will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, shall establish a School Security and Safety Committee which will assist in the development and administration of the school’s security and safety plan.

The District has developed and maintains an emergency disaster preparedness and response plan for implementation as needed (“School Security and Safety Plan”). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.
SEARCH AND SEIZURE
The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student’s locker or desk under the following conditions:

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

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

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

SECLUSION/RESTRAINT, USE OF
The use of restraint or seclusion will be used only by trained school staff in emergency situations only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion in initiated. For more information please refer to board policy number JLI.

SEXUAL ABUSE EDUCATION
Students in grades K-12 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request.

SEXUAL HARASSMENT
The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, school counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.
A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Director of Student Services.

**SPECIAL PROGRAMS**
The district provides special programs such as but not limited to, gifted and talented, bilingual, learning disabilities and for those with other disabilities which affect a student’s success at school. A student or parent with questions about these programs should contact the Director of Student Services; the coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in the district or by other organizations.

The District utilizes the SRBI process which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum.

For students in need of Special Education programs, a planning and placement team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement. Parents will be informed regarding the use of scientific, research-based interventions. Parents have the right to have the school paraprofessional assigned to their child, if any, attend and participate in PPT meetings. Parents, as required by law, will be provided information at PPT meetings about their right to have advisors and paraprofessional attend PPT meetings.

**STUDENT ASSISTANCE PROGRAM/PEER PROGRAM**
Student volunteers are trained, through the peer mediation program, to assist other students in resolving conflicts. Mediation is a process used in which a neutral third party helps disputing parties find their own solutions to conflicts.

**STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS**
A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested within five calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within five calendar days following the
conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact the Director of Student Services.

A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with the Director of Student Services.

**STUDENT DATA PRIVACY**

Connecticut legislation, PA 16-189, An Act Concerning Student Data Privacy, restricts how student information may be used by (1) entities that contract to provide educational software and electronic storage of student records (“contractors”) and (2) operators of websites, online services or mobile applications (i.e., apps). The Board of Education will notify students and parents within five (5) days of executing a contract with such contractors. Student information will be deleted by operators of websites, online services, or mobile apps upon student, parent, guardian or Board of Education request. Such operators may not create student profiles for use in targeted advertising and for purposes unrelated to school. Parents and students will be notified of data breeches.

**STUDENT RECORDS**

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

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

**STUDENT SUCCESS PLANNING**

A student success plan for each student enrolled in grades six through eight shall be created. Such student success plan shall include a student’s career and academic choices in grades six to eight, inclusive.

The Student Success Plan (SSP) in an individualized student driven plan developed to address every student’s needs and interests to help the student stay connected in school and to achieve postsecondary educational and career goals.

**SUBSTITUTE TEACHERS**

Students are required to maintain high standards of behavior when being taught by a substitute teacher. Substitute teachers must be given the cooperation, courtesy and respect of all students. Misbehavior for a substitute teacher will result in teacher and office disciplinary action.
SURVEYS/STUDENT PRIVACY
Your child will not be required to participate without parental consent in any survey, analysis, or evaluation that concerns:

1. political affiliations or beliefs of the student or the student’s parent;
2. mental or psychological problems of the student or the student’s family;
3. sex attitudes or behaviors;
4. illegal, antisocial, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. income; or
8. religious practices, affiliations, or beliefs of the student or the student’s parents.

In addition, parents have the right to inspect, upon request, a survey that is to be administered by a school to a student, prior to its use. Parents will be notified at least two weeks in advance of any survey that will be given to their children.

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

TECHNOLOGY AND ACCEPTABLE USE
All technology used through the District is to be used in a responsible, efficient, ethical and legal manner. All technology is to be used for educational purposes only. If a parent/guardian does not wish his/her child to use specific technology in the District he/she is to inform the school Principal in writing at the beginning of each academic year. Inappropriate use of any technology, by students, including texting, instant messaging and internet chat room use may result in loss of technology privileges, assignment of detention, suspension or recommendation for expulsion. At no time are students allowed to use their home or offsite e-mail accounts. Should an educational purpose arise that requires using e-mail, a teacher must inform administration as well as parents.

TESTING
All students in grades 3 through 8 inclusive shall annually, in March or April, take a mastery examination in reading, language arts and mathematics. Students in grades 5 and 8 shall annually take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student’s IEP. In order to graduate students must meet District standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards.
TEXTBOOK CARE AND OBLIGATIONS
Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

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

TITLE I PARENTAL INVOLVEMENT
Parents of a child in a Title 1 funded program will receive a copy of the District’s parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

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

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES
All complaints concerning school transportation safety are to be made to the building Principal. A written record of all complaints will be maintained and an investigation of the allegations will take place.

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

VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS
The District has installed video recording equipment on school buses to monitor school transportation and discipline. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act.

Video equipment is used to enhance the safety and security of all individuals. It is also used to monitor student behavior in common areas or campus. The principal or his/her designee will review the tapes routinely and document student’s misconduct. Discipline will be in accordance with the District’s discipline policy. Any student, staff member, or visitor to the school is prohibited from tampering with or damaging the school’s video surveillance equipment.
VISITORS
Parents and other visitors are welcome to visit Woodstock Middle school. All visitors must first report to the principal’s office and are required to fill out and shall wear a visitor name badge provided by the school. All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities. Administration reserves the right to refuse entry of or request exit of any individual for any reason at any time.

WELLNESS
Student wellness, including good nutrition and physical activity, is promoted through the District’s educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.