# WOODSTOCK MIDDLE SCHOOL STUDENT HANDBOOK 2023-2024

147 B Route 169 Woodstock, CT 06281

School Hours: 7:45 a.m.-2:23 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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#### Woodstock Public Schools

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#### **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 as of July 2020 are:

## Mr. Hans Frankhouser (Chairman), Adam Keser (Vice Chairman), Holly Dearborn (Secretary), Alan Barker, Sonia Greene, Anthony Gronski, Emily Hayden, Daryl Manbeck, Amy Vinal

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.

## 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 Board of Education 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. The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook may be 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, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law. The designated district compliance officer 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 district 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.

#### **BUS CONDUCT**

## **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.

## **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.

## Video Recorders on School Buses/School Building

The District has installed video recording equipment on school buses to monitor school transportation and behavior. 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 in the school building. 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 equipment.

#### **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.

## CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT

All school employees 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.

## **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.

## COMPLAINTS/CHANNELS OF COMMUNICATION

A student or parent who has a complaint should first bring the matter to the appropriate teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) Teacher, (2) Principal, Assistant Principal, and/or Director of Student Services, (3) Superintendent, (4) Board of Education. A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact the Director of Special Education. 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 Special Education.

## **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.
- 3. Being dressed appropriately.
- 4. Showing respect toward others and the school.

- 5. Behaving in a responsible manner.
- 6. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.
- 7. Obeying all school rules, including safety rules, and rules pertaining to Internet safety. Students will follow established rules of the school such as:
  - a. Hall passes are required at all times.
  - b. No candy or gum is allowed in classrooms.
  - c. Water is the only beverage allowed in classrooms.
  - d. Backpacks are to remain in lockers during the school day.
  - e. Cell phones and other electronics are to remain in the school locker during the day.

#### **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, addressed and appropriate disciplinary action taken, where necessary.

## **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 other student(s) 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.

## **Bullying/Safe School Climate Plan**

Hazing, bullying, or abuse of students or staff will not be tolerated. Any student who engages in an act that injures, 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.

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 ethnically-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.

Students 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 are 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 (which can be found on our website), set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

## **Dangerous Weapons and Instruments**

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 [Pending BOE Approval 2023]**

We show respect for ourselves and others through our appearance. The Board of Education expects students to dress appropriately and to be neatly groomed while at school. The Board of Education 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 of self, others or property.

Woodstock Middle School considers any disturbance during the school day or at school-sponsored events caused by any student's dress or appearance a sufficient indication that such dress or appearance is inappropriate. Students in violation of the dress code will not be permitted to attend classes or events until they have changed their clothing; repeated offenses or refusal to change will result in disciplinary action, per the disciplinary guidelines.

-- Philosophy and Values: All students should be able to dress comfortably and express themselves in school through the selection of clothing, hair styles, jewelry, and accessories that represent and affirm their identities. Student dress codes should support equitable educational access and should not reinforce gender or cultural stereotypes or reinforce marginalization or oppression of any group. All students and staff should also understand that they are responsible for recognizing and managing their own personal "distractions" without unnecessarily regulating individual students' clothing choices.

#### -- Dress Code Goals

• Maintain a safe learning environment that is responsive to the specific needs of different classroom environments (e.g. protective clothing in lab settings, athletic attire in physical education classes, etc.);

- Ensure that all students are treated equitably regardless of gender, sexual orientation, gender identity, race, ethnicity, religion, cultural observance, body type/ size, personal style, household income or disability;
- Allow all students to wear clothing of their choice that is comfortable;
- Allow all students to wear clothing that expresses their self-identity;
- Allow all students to wear religious attire without fear of discipline or discrimination; and
- Prevent students from wearing clothing or accessories that may make it difficult to identify them, interfere with the operation of the school, disrupt the educational process, interfere with the rights or personal space of others, or contribute to a hostile or unwelcoming atmosphere.

## -- Basic Principles

Students must wear clothing, including both a shirt with pants, shorts, or skirt (or equivalent, i.e. a dress), and shoes. Note: Bras/ bralettes are not considered shirts, and must be covered by a shirt;

Clothes must be worn in such a way that all students' private parts (genitals, buttocks, breasts, and nipples) are covered.

#### Allowable Attire:

- Shirts and dresses must have fabric in the front and on the sides;
- Clothing must cover undergarments- waistbands and bra straps excluded;
- Fabric covering all private parts must not be see-through;
- Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, and field trips.
- Specialized courses may require specialized attire such as sports uniforms, safety gear, or concert attire;
- Midriff-baring shirts, if they do not violate the basic principles of the dress code (above);
- Pajama bottoms;
- Ripped pants, if underwear is not exposed;
- Tank tops, including spaghetti straps and halter tops; and
- Athletic attire.

#### Disallowable Attire:

- Clothing may not depict, promote, or advocate the use of alcohol, tobacco, marijuana, or controlled substances;
- Clothing may not depict pornography, nudity, sexual acts, or innuendos;
- Clothing may not depict, promote, or advocate the use of guns, violence, or profanity;
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups;
- Clothing and/ or accessories may not depict or display the Confederate Flag;
- Clothing, must not threaten the health or safety of any other student or staff;
- If the student's attire or grooming threatens the health or safety of any other person, then the discipline for dress code violations should be consistent with discipline policies for similar violations;
- Any item that obscures the face or ears (except as a religious observance or as required PPE/ Personal Protection Equipment).

#### -- Dress Code Enforcement

The primary responsibility for the dress and grooming of a student rests with the student and their parents/guardians, and all students are expected to understand and adhere to the Woodstock Middle School dress code. At school, dress code expectations will be enforced consistently and fairly by school staff regardless of the student's gender, race, or other identifying characteristics.

## -- Dress Code Enforcement Guidelines

- Enforcement of the dress code should not lead to removal from class or loss of class time unless the issue creates a safety concern or violates the dress code non-violence/ non-discrimination expectations.
- School staff should address dress code concerns in as private a manner and setting as possible.
- No student should be disproportionately affected by dress code enforcement because of gender, body, size, or body maturity.
- Students should not be publicly shamed or forced to display their body in front of others (i.e. students, parents, staff) during dress code enforcement.
- Students violating the dress code will have three options to address the situation:
  - o Put on their own alternative clothing, if available at school
  - o Borrow alternative clothing from a peer or the school for the day
  - o Have a parent bring alternative clothing for the student to wear

## **Smoking**

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

## **Substance Abuse**

As stated in the Tiered Disciplinary Guidelines, the school prohibits the manufacturing, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities.

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. 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.

#### DISCIPLINE

Students who violate conduct rules will be subject to age appropriate disciplinary action following the board approved **Tiered Discipline Guidelines** (available on school website). Students shall be referred, when appropriate, to legal authorities for violation of the law.

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. 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. 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.

#### **Detention**

A student may be detained outside of school hours for discipline. 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.

## Suspension

A student may be removed 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. 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.

## **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.

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).

## **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.

## **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) 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**

## **After-School Activities**

Students who receive an after-school detention will not be allowed to participate in any after school activity until they have served the detention. At the discretion of the issuing teacher and/or administration, a student may participate in activities on a case-by-case basis (detentions issued for minor offenses) prior to serving the detention. Once a detention has been served, a student may participate in activities, including activities that day.

#### **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.

Students may not participate in any intramural or interscholastic activity unless the student and their guardian view the concussion education plan and sign the informed consent form received when students register to play a sport.

## **Interscholastic Sports-Woodstock Public Schools**

Woodstock Public Schools 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**

Any student on a Woodstock Middle School sports team is required to maintain a passing grade in all subjects. Grades will be based on the previous marking period's report card. Incoming 5th graders will automatically be eligible for cross country.

Any student who has a grade below a C- in any subject on the previous report card will be placed on Academic Probation for a period to be determined by the teachers and athletic coordinator. The student-athlete will be able to participate in practices and games during the probationary period. While in the probationary period the student-athlete must:

- Complete a daily Academic Success form for the class(es) they are struggling in.
- Turn in a signed Academic Success form to the Athletic Coordinator.
- Attend at least one of the following each week: After school extra help session, Homework club session, and/or SSR/Homework Study

If the student has shown improvement academically during the probationary period, they will be allowed to remain on the team for the duration of the season. If a student's performance has not sufficiently improved, they may face an additional probationary period, suspension from, or permanent dismissal from the team.

Any student who has received a failing grade in any subject during the previous marking period will be ineligible to try out for sports until they are passing that subject. This may result in a student missing the try-out period for a sport, resulting in them missing that sport's season.

## Interscholastic Eligibility - Behavior

Students who receive an after-school detention will not be allowed to participate in practices until they have served the detention. At the discretion of the issuing teacher, athletic coordinator, and principal, a student may participate in games on a case-by-case basis (detentions issued for minor offenses) prior to serving the detention. Once a detention has been served, a student may participate in practices and games, including games that day.

Students who exhibit a pattern of poor behavior, including multiple detentions, ISS, etc. may be ineligible for athletics at the direction of the principal and/or athletic coordinator.

Please note: Coaches may institute more stringent standards and consequences for behavior and academic success at their discretion.

## (In order to play on a team, all athletes will need to have parent signature and return this form:) Woodstock Public School Student-Athlete Agreement and Code of Conduct

Selection to a Woodstock Public School ("WPS") athletic team is both an honor and privilege. WPS student-athletes assume a leadership role and become representatives of WPS. In addition to following the specific rules and regulations established by the athletic department and their respective team(s), WPS student-athletes, like all students, have an obligation to abide by Woodstock Board of Education ("Board") policies and the WPS student handbook.

WPS student-athletes are required to practice good sportsmanship. As such, WPS student-athletes should be respectful to their teammates, coaches and school officials, game officials, spectators, and opposing players and coaches. Before, during or after an athletic event, WPS student-athletes shall not, (1) threaten to engage in or engage in any physical altercation and/or (2) use inappropriate, obscene or demeaning language or make personal insults. This includes addressing the opposing coaches, players, or officials in disrespectful manner. In addition, WPS student-athletes shall not possess, distribute, sell and/or use prohibited substances.

WPS student-athletes in violation of any of the above may be subject to disciplinary action. All WPS student-athletes and their parent(s)/guardian(s) must sign and return this agreement to participate on a WPS athletic team and in WPS athletic events.

I have read the Woodstock Public School Student-Athlete Agreement and Code of Conduct (the "Code of Conduct") and agree to adhere to it while participating on a WPS athletic team. I understand that failure to comply with this Code of Conduct could result in my suspension or dismissal from my team, as described above. I further understand that this agreement is directly aligns with relevant policies established by the Board and WPS student handbooks and that individual coaches may establish additional rules for their respective teams with the approval of the Athletic Director and the WPS building principal that are more restrictive than those set forth herein.

Student-Athlete Signature Date	
Parent/Guardian Signature Date	

## (In order to play on a team, all athletes will need to have parent signature and return this form:) Woodstock Public School Parent/Guardian Spectator Agreement

Woodstock Public Schools ("WPS") encourages all WPS parent(s)/guardian(s) to attend WPS athletic events. Before, after or during all WPS athletic events, parent(s)/guardian(s) are expected to respect the efforts of all players, coaches, and officials. Parent(s)/guardian(s) must refrain from using inappropriate, obscene or demeaning language or making personal insults. This includes addressing the opposing coaches, players, or officials in disrespectful manner. Parent(s)/guardian(s) must also refrain from threatening to engage in or engaging in physical altercations of any kind.

Disruption by WPS parent(s)/guardian(s) will not be tolerated and are grounds for removal from the athletic event. The superintendent of WPS retains the right to exclude parent(s)/guardian(s) who violate this agreement from future WPS athletic events.

Parent(s)/guardian(s) of a WPS student-athlete must sign and return this agreement in order for their child to participate on a WPS athletic team and in WPS athletic events.

I have read the Woodstock Public School Parent/Guardian Athletic Event Agreement (the "Agreement") and agree to adhere to it while I am at any WPS athletic event. I understand that failure to comply with this Agreement could result in my removal from the athletic event, as described above. I further understand that this agreement is directly aligns with relevant policies established by the Board and WPS student handbooks.

\_\_\_\_\_

Parent/Guardian Signature Date

## **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, Performing Groups and 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.

#### 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 administration. 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 students 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.

#### **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 Superintendent at least 10 school days before the event.

## **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 will 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. 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 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

Woodstock Middle School is designating "homework free breaks" during the school year. The purpose for this is for students to have quality time with friends and family without any homework requirements. These homework free breaks are during the Labor Day Weekend, Thanksgiving, Winter Break in December, April vacation, and Memorial Day Weekend.

## 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 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:

A + 96.5 - 100	B+ 86.5 – 89	C+ 76.5 – 79.4	D+ 66.5 – 69.4	F 59.4 and below
A 93.5 – 96.4	B 83.5 – 86.4	C 73.5 – 76.4	D 63.5 – 66.4	
A- 89.5 – 93.4	B- 79.5 – 83.4	C- 69.5 – 73.4	D- 59.5 – 63.4	

#### **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. All grades will be online in the parent portal.

Report cards are issued to students four times a year through email. 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 2022-2023

(These are subject to change depending on weather.)

Quarter 1: Grades Close: Friday, October 27, 2023

Report Cards Emailed Home: Monday, November 6, 2023

Quarter 2: Grades Close: Thursday, January 18, 2024

Report Cards Emailed Home: Monday, January 29, 2024

Quarter 3: Grades Close: Friday, March 22, 2024

Report Cards Emailed Home: Monday, April 1, 2024

Quarter 4: Grades Close: Last Day of School

Report Cards Emailed Home: One week after school closes for the summer

## **LOCKERS**

Students in grades 6-8 are required to use school issued locks for their hall lockers. Students at WMS are encouraged to bring locks for their gymnasium lockers. All lockers are considered school property and remain open to inspection by the administration.

#### 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 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 or equipment they lose or damage.

## 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.

The Judy Nilan Foundation is a volunteer organization formed by parents and community members to honor Judy Nilan, a former social worker for Woodstock Middle School. The organization's mission is improving social, emotional and behavior abilities for children to learn effectively.

## 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.

## PROMOTION, RETENTION, AND PLACEMENT

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Typically, 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 typical 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.

## 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. 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.

## 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.) or 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.

## 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. If there are any questions about an issue when there is a substitute, please contact the classroom teacher.

#### **TECHNOLOGY**

## **Acceptable Use of 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 "form" tab in 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.

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 their student to use specific technology in the District, they are 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 the administration as well as parents.

#### **Cell Phones**

Cell phones are to be turned off, kept in lockers and/or backpacks, and not to be used in school by students during the school day between 7:15 a.m. and 2:35 p.m. If lockers are not in use, when students are away from their backpacks, students may keep cell phones on themselves but the phone must be turned off and put in a pocket. For specific infractions and consequences, please refer to the Tiered Disciplinary Guidelines on the school website.

#### **Electronic Devices and Games**

All other electronic devices are to be turned off, kept in lockers and/or backpacks, and not to be used in school by students during the school day between 7:15 a.m. and 2:35 p.m. For specific infractions and consequences, please refer to the Tiered Disciplinary Guidelines on the school website.

## **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.

## Policy Regarding Student use of the District's Computer Systems and Internet Safety

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education may provide computers, a computer network, including Internet access and an e-mail sstem, as well as other electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing etc. (including, but not limited to, laptops, Kindles, radios, I-Pads or other tablet computers), referred to collectively as "the computer systems", in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to students in the district for education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education related purposes. The Board will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors and ensure that such filtering technology is operative during computer use by minor students.

#### **TESTING**

All students in grades 5 through 8 inclusive shall annually, in the spring, 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.

#### 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.

## TRANSFERS AND WITHDRAWALS

Parents of students withdrawing from school must notify the 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.

#### TRANSITION TO HIGH SCHOOL

Students at the middle school 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.

## **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 sign in 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. Administration is 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.