

**Coleytown Middle School  
Family Resource  
HANDBOOK  
2016-2017**

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## **GENERAL INFORMATION:**

Dear Parents:

Welcome to Coleytown Middle School!

This Family Resource Handbook has been designed especially for you. It will give you and your child an overview of the school day, policies and behavioral expectations. Please take a few minutes to familiarize yourselves with this information.

We believe that students are more successful when parents and teachers work together. The parents' role is vital and we encourage parents to participate in their child's learning experiences at school and at home. There are a variety of ways parents may become involved in our learning community: PTA, volunteer, concerts, drama productions and other activities. We hope you will feel welcome and visit our school.

On behalf of the faculty and staff at CMS, we are looking forward to working with you and your child. Please feel free to contact us or your child's team leader during the school hours regarding any questions or concerns you may have. If you need to contact the school after business hours, please leave a message and your call will be returned as soon as possible.

Respectfully,

Kris Szabo  
Principal

Visit and bookmark the Coleytown Middle School web site <http://cms.westport.k12.ct.us>

### **The Westport Public Schools Mission Statement**

The Mission of the Westport Public Schools is to prepare all students to reach their full potential as life-long learners and socially responsible contributors to our global community.

We achieve this by fostering critical and creative thinking and collaborative problem solving through a robust curriculum delivered by engaging and dedicated educators.

We are committed to maintaining an environment that supports inquiry and academic excellence, emotional and physical well-being, appreciation of the arts and diverse cultures, integrity and ethical behavior.

### **Middle School Philosophy**

Westport's Middle Schools seek to develop a sense of community between our students, staff, and parents. Our mission is to enhance, to the fullest extent possible, the social, emotional, intellectual and physical development of our students. We offer a strong academic and special area program, guided by clearly developed learning outcomes for each subject. Embedded within each subject area are a variety of differentiated instructional strategies designed to meet the needs of each learner.

### **Title IX: Westport Schools Non-Discriminatory Practices**

In compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Westport schools do not discriminate in employment or in educational opportunity on the basis of sex, handicap, race, color, creed, religion, national origin, ancestry, marital status or sexual orientation.

The Director of Human Resources is responsible for coordinating efforts to implement these non-discriminatory practices. The phone number is (203) 341 – 1004.

The statute requires annual posting of the statement of non-discrimination on the basis of sex and handicap since the population of both students and employees changes each year.

## **Distribution of Materials to Students or Parents**

Materials that are not part of the approved curriculum may not be distributed by anyone to students in school, on school grounds or on school buses that are owned or leased by the Board of Education.

## **ACADEMIC LIFE:**

### **Curriculum**

- The goal of the middle school curriculum is "to provide the best educational experience for the children who grow through this turbulent stage of human development."
- There is a Westport Board of Education Curriculum Guide for each grade that provides learning objectives and descriptions of all subject areas.
- The learning styles and developmental characteristics of the middle school child are unique.
- Contact the Department Chair for curriculum guides.

### **Academic Teaming Structure**

Teaming is the organization foundation of Westport's Middle Schools. All students are organized into teams. Teams consist of four teachers who deliver instruction in the core academic areas (language arts, math, science, social studies.) Teacher teams work only with the students assigned to their team. Each team meets daily to discuss all issues related to student learning. Counselors are assigned to each grade level; the counselor "follows" their group throughout their middle school experience. Through a variety of methods, the team communicates with parents frequently. Teaming provides a positive social structure for students and ensures the delivery of a challenging and coordinated curriculum. The development of positive relationships with students is the goal of all teams. Through teaming, students develop trust in their teachers. These trusting relationships are critical as students develop intellectually, physically, and emotionally, while searching for more autonomy.

There will be two teams per grade level. Each grade level will work within a flexible block schedule, which will empower teachers to flexibly use the teaching time assigned to them to better meet student needs.

**GRADE 6** - Students are grouped in teams with four teachers for the core subjects: language arts, math, science and social studies. Grade level special subjects are: foreign language, physical education, health, art, computer, drama/presentation skills, and a choice of general music, band, chorus or orchestra, music and technology.

**GRADE 7** - Students are grouped in teams with four teachers for the core subjects: language arts, math, science and social studies. Grade level special subjects are: foreign language, physical education, health, art, computer, drama/presentation skills, and a choice of general music, band, chorus or orchestra, music and technology.

**GRADE 8** - Students are grouped in teams with four teachers for the core subject: language arts, math, science, and social studies. Grade level special subjects are: foreign language, physical education, health, art, design & engineering, drama/presentation skills, and a choice of general music, band, chorus or orchestra, music and technology.

### **Homeroom and Prime Time**

Students and staff members meet in homerooms on a daily basis to accomplish the following:

- Communicate daily information regarding special events, schedule changes, community news, weather and lunch updates, etc.
- Promote positive self-esteem.
- Support and enhance academic success.
- Promote improved peer relationships.
- Strengthen student/teacher relationships.
- Improve home/school communication.
- Promote organization/study skills.
- Foster respect for individuality.

**PRIME TIME:** Middle School Advisor/Advisee program. Typically scheduled every week during an extended 20-minute homeroom period, topics relating to student life at CMS are explored.

## **Middle School Homework Statement**

Homework is designed to relate specifically to subject area and grade level content to support students':

- Development of skills or
- Mastery of concepts associated with curricular essential questions or
- (reinforcement of) learning through practice, preparation and extensions.

## **Middle School Homework Guidelines for Teachers**

- 1.) Homework fosters students' independent development and application of skills.
- 2.) Content should be reinforced, not taught, through homework. Homework can be a preview of content for a future lesson.
- 3.) An Assignment started in school and finished at home will be counted as class work.
- 4.) Homework may be given over weekends to accommodate long term projects or as preparation for activities the following week.
- 5.) School and religious holidays must be taken into consideration when planning long term assignments or general homework assignments.
- 6.) Homework should be limited to: 1-1½ hours (6<sup>th</sup> grade), 1½-2 hours (7<sup>th</sup> grade), and 2-2½ hours (8<sup>th</sup> grade). Teachers should coordinate and confer about long term projects and assignments.
- 7.) Homework may count up to 15% of a student's grades.
- 8.) The following are not to be counted as homework assignments since they are behavioral expectations that should be indicated as part of students' effort grades on their report cards:
  - Covering books
  - Notebook checks
  - Parent signatures on tests, quizzes or permission slips

## **Middle School Homework Guidelines for Parents**

1. Homework may be assigned: 1-1 ½ hours (6<sup>th</sup> grade), 1 ½-2 hours (7<sup>th</sup> grade) and 2-2 ½ hours (eighth grade) per night.
2. If your child is unclear about homework assignments, you may check Schoology, your child's assignment book, teacher's websites (if applicable) or have your child call a friend. Students may always read a book for 30 minutes and review class notes.
3. If you think your child is spending too much time or not enough time on homework, please contact your child's teacher.
4. Students who are absent may check Schoology, teacher's websites (if applicable) or call a friend for assignments. If a student is absent for more than three days due to illness, parents may contact individual teachers and request that homework assignments be sent home. Teachers will provide these homework assignments within 24 hours of notification. All requested assignments are expected to be completed and will be checked by the teacher.
5. Homework will not be provided in advance for students taking vacation during school time. Upon returning from these unauthorized vacations, a student is obligated to meet with their teachers and make up missing assignments.

## **Scheduling Near Religious Holidays**

Normal activities may proceed on religious holidays that are not school holidays but students are not required to attend and may not be penalized for missing practices, rehearsals, etc., because of religious observance.

Special Programs/New Material: Whenever possible teachers should avoid introducing new material or scheduling special programs or activities at times when some students may be absent for religious observance.

Homework and Tests: Students observing religious holidays may make up tests or homework due on the day after a holiday, except for assignments given weeks in advance. Tests should not be given on religious holidays.

If you or your child has any questions or concerns regarding this please speak directly to the teacher to make any necessary arrangements.

## Extra Help

Each teacher provides extra help sessions before or after school. Teachers will post an extra help schedule on the web page. If your child is unable to attend the scheduled sessions then he/she should make arrangements with his/her teacher for another time.

## Report Cards

### 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade:

- The school year is divided into four marking periods of approximately nine weeks each.
- Report Cards are available online through the Home Access Center. Parents wishing to receive a hardcopy should contact the Guidance Secretary at (203) 341-1607. Parents can access Home Access Center (HAC) by using this link: <https://hac.westport.k12.ct.us/homeaccess/>
- If a student has any accountability, i.e. outstanding library books, lost textbooks, etc., Bb access to the report card will be denied until the issue is resolved.
- Any student who has received a grade of Incomplete should attend extra help sessions. Teachers will help students to plan a schedule for completing back work or tests. An Incomplete becomes a Failure if the student does not make up the work or tests as scheduled.
- See CMS School Calendar for Marking Period and Report Card dates.
- Interim Progress Reports (IPRs) are not generated. All parents have access to the eSchool Grade Book feature through Home Access Center (HAC). In lieu of IPRs parents will receive a Connect Ed Message alerting parents it is mid-marking period and prompting them to check their child's grades online. Parents will questions or concerns about their child's grades should contact the teacher first.

## Scholastic Recognition

### Criteria to determine honors are outlined below:

Classes will be weighted based on the number of times they meet per week per year.

- Grade Six Honors Calculations begin Second Marking Period.
- No grade shall be below a C-.
- Students receiving an Incomplete (I) are not eligible for honors until the incomplete is made up.
- First honors is awarded for 7 points (A-) or above.
- Second honors is awarded for 4 points (B-) or above.
- To compute honors, numerical equivalents are assigned to letter grades as shown below

A+ =9	B+ =6	C+ =3
A =8	B =5	C =2
A- =7	B- =4	C- =1

## Criteria for Presidential Award

Presidential Academic Excellence Awards will be mailed home to eighth graders who have maintained an A- or better average each marking period beginning with the second marking period of sixth grade.

## Field Trips

- School-sponsored field trips are an extension of classroom instruction designed to enhance the educational program.
- Students must return a parent signed permission slip in order to participate.
- Most field trips require a fee as well as encourage and/or require parent participation as volunteer chaperones.
- Financial assistance is available for families who qualify. Parents should contact Westport Department of Human Services at 341-1069 or [hsyouth@westportct.gov](mailto:hsyouth@westportct.gov) for more information.
- Snacks and other food items brought on field trips should be free of peanuts and tree nuts. Students are not permitted to share food.

## Promotion to Ninth Grade

In order to be promoted to high school, eighth grade students are expected to achieve a passing grade in each of these core academic subjects: English, Language Arts, Mathematics, Science, and Social Studies. If, at the end of the third marking period, a student is failing one or more of these subjects for the year, the student's parents will be notified, and a meeting will be held with the student, his or her parents, grade level counselor and a school administrator to determine the following:

- If any of the student's course recommendations for high school should be changed
- If a RTI meeting needs to be called to discuss the student's difficulties and possible supports
- If the student should pursue opportunities to bolster his/her skills through a summer course

## Library Media Center

Students and staff can use a wide variety of resources to solve their information problems. Computers are available for typing projects and locating information in databases and the World Wide Web.

The library is open every school day from 7:15 a.m. until 2:45 p.m. Our librarian can be reached at 341-1615. Students are welcome at any time to select and borrow reading materials. Books may be borrowed for two weeks and may be renewed if needed for a longer period of time. While there is no limit to the number of books a student may borrow, there is a 5 cents per school day fine for overdue materials with a maximum fine of one dollar per book. If a student has unpaid fines or overdue materials, they will have their report card held until fine is paid.

### Library resources include:

- Windows & Macintosh compatible computers for student use.
- 25,000 volume fiction, non-fiction and video collection.
- Internet/Web access.
- Print and full text computer based periodical collection.
- Electronic card catalog and circulation system.
- Video viewing and editing.
- Video cameras and tripods.
- Library resources may be accessed from home by going into the CMS Library web page  
<http://cms.westport.k12.ct.us/cmslmc/>

Students may use the library independently or with a class or small group. Students are discouraged from using the library to socialize but are always welcome when working on projects or just browsing.

## Music

Coleytown Middle School's music program offers a wide variety of musical experiences for students through its band, orchestra, chorus and classroom programs.

### Instrumental opportunities include:

- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade String Orchestras
- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Band
- Stage Band and Chamber Orchestra
- Each student also receives a small group lesson

### Singing opportunities include:

- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Chorus and Camerata

### Performances for these groups include:

- A Holiday Concert in early December
- A Spring Concert in early May
- The Combined 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Band marches in the Memorial Day Parade
- Town-Wide Festivals
- School-Wide Assemblies

## **Summer Reading: Coleytown Celebrates Reading**

The summer of 2000 we began a reading program for all grades. Students are encouraged to read two books of their choice and keep notes on character, plot, and setting. These notes will be used in a writing prompt when students return to school in the fall. Recommended reading lists are posted on the web site.

## **Support Services**

Coleytown Middle School offers special services for:

- Gifted and talented students.
- Students with special needs, physical or learning-related (More information can be obtained through your child's counselor).
- Students for whom English is not their native language (ESOL).
- Student Support Team (SST) / Response To Intervention (RTI) services for math, literacy and organization needs.

## **School Counselor/Psychologist Support**

- All students are assigned to a school counselor.
- Counselors are affiliated with grade level teams and provide individual and small group support to address academic and social needs.
- The student, parent, teacher or administration may initiate contact with the school counselor.

## **Financial Assistance for School Activities**

The Westport Public Schools system is committed to providing every Westport resident's child enrolled in our schools with the opportunity to participate fully in all school activities, regardless of their family's ability to pay. Therefore, if your personal financial situation changes for reasons related to employment, marital status, health, or other unexpected circumstances, and you are unable to provide your children with the funds necessary for participation in field trips, musical instrument rentals, or other school-related events and activities, you are urged to contact your child's guidance counselor to advise him/her of your need for their assistance. All requests will be held in strict confidence.

## **Grade 8 Commencement Ceremony**

At the end of the year a small ceremony is held at CMS to recognize the 8<sup>th</sup> grade class. Students receive a certificate acknowledging their completion of the middle school program. A small reception is held immediately after the ceremony. Tickets are limited and mailed home to families in June. Families not planning to use all the tickets should return them to the main office. Only individuals with tickets will be permitted to enter the auditorium.

## **Commencement Dress Code**

Boys should wear pants/slacks, dress shoes, a shirt & tie and sports jacket. Girls should wear a dress, skirt or slacks and appropriate shoes (no sneakers) that permit them to walk up and down stairs safely. During the commencement ceremony girls wearing spaghetti strap or strapless dresses should wear a jacket, wrap or sweater to cover their shoulders and backs. Any questions please contact the principal.

## **Private Sector Providers**

The Westport Public Schools recognizes the value of its faculty members as they work with students in Westport's classrooms. Their primary responsibility is to teach the students of Westport who attend our schools. Teacher time and energy is diverted when private service providers attempt to speak with Westport teachers to seek student information and/or request a visit to the classrooms of Westport students when school is in session.

In recognition of the valuable resources Westport teachers bring to their work with Westport students in our classrooms, Westport teachers are not required or expected to communicate with or provide information to private service providers. Similarly, visits to Westport classrooms by private service providers and/or agencies will not be permitted unless as part of the process necessary to determine or develop programming for a student with special needs.



## High School Courses Taken By Middle School Students

High school level courses taken by middle school students in middle school, will appear on the high school transcript with a grade but will not be included in the GPA and will receive no credit. High school level courses taken by middle school students at the high school will appear on the high school transcript with a grade which will be included in the GPA and will receive credit. World Language taken for three years at the middle school is equivalent to high school world language level 1.

## STANDARDS OF BEHAVIOR:

### **Positive Character Traits Valued by CMS Community: Respect, Responsibility, Care and Honesty**

Students are expected to show respect for one another, our school and his/herself. Students are expected to take responsibility for doing what is right, to try his/her best and to accept responsibility for his/her actions (including learning from his/her mistakes). Students are expected to show compassion and kindness towards others, to be sensitive and tolerant of one another's differences and to learn to resolve conflict on his/her own. Students are expected to tell the truth, keep his/her word, to avoid spreading rumors or gossips and to always stand up for what is right.

In order to provide an environment that is safe, healthy, and conducive to learning, the school – in cooperation with parents – expects that students will:

- Comply with state, local, and school health, safety and attendance regulations.
- Show respect, courtesy and consideration for all members of the school community at all times.
- Behave in a manner that is not disruptive to the educational process.
- Comply with classroom procedures and requirements as designed for their individual needs.
- Respect and assume responsibility for school and personal property.
- Maintain a clean, neat appearance and dress in a manner that does not interfere with the work of the school or create a safety hazard to themselves or others, e.g. T-shirts with lewd messages, innuendo, and/or promote alcohol/tobacco/drug products are unacceptable and not permitted.
- Maintain honesty and integrity in academic work and in dealing with fellow students and teachers.

The following rules and expectations address these Standards of Behavior in school, on school grounds, or on buses:

- Use of cell phones, cameras, and other personal handheld devices, is prohibited during the school day. These items will be confiscated.
- Hats may not be worn in the building.
- Backpacks must be kept in students' lockers at all times and are used only as students arrive to school and leave school.
- Gum chewing is not allowed.
- Skateboards are not allowed.
- Roller blades may not be used on school grounds except in PE classes.
- Potentially disruptive objects, such as laser pens, and electronic devices or toys are not allowed.
- Sale of any items by students is unacceptable.
- Carrying or self-administering any medication is not allowed unless prior arrangements have been made with the office. (See Health and Safety).
- Bullying and/or threatening behavior is unacceptable.
- Dangerous and illegal items (firecrackers, matches, lighters, tobacco, drugs, or alcoholic substances and paraphernalia) are forbidden.
- Weapons or any facsimile, regardless of intent, are not allowed on school grounds.
- **A "Zero Tolerance" Policy is in effect at all times at CMS.**

### **Academic Integrity**

Students are expected to exhibit integrity in carrying out their academic responsibilities. This means always doing their own work; never turning in the work of another person as their own; writing their own reports; never using the words of another without attribution; not plagiarizing work that they find in books or on the internet; and, not cheating on exams. Students who violate these ethical standards will face serious consequences ranging from receiving a lower grade on a test or project, to receiving no credit for the work, to receiving a lower grade for a marking period, to failing the course.

## **Bullying**

"Bullying" behavior by any student in the Westport Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means therepeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

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

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics such as race, color, ancestry, national origin, gender, sexual orientation, gender identity and 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 on eor more of such characteristics.

"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.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment as school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

The detailed Board Policy and Administrative regulations can be accessed online at <http://www.westport.k12.ct.us/behave.htm>

## **Consequences of Violations of School Rules**

Our goal is to promote self-discipline by guiding students to make positive decisions about behavior. Rude or insolent behavior will be dealt with appropriately. Students who make inappropriate decisions that cross the boundaries of acceptable behavior will face consequences that will be progressively more severe depending on the frequency and seriousness of the offense. They include but are not limited to:

- Calls to home.
- Written and verbal apologies.
- Classroom and/or after-school detentions by specific teachers.
- Recess assignment.
- Recess or lunch detention.
- After school central detention assigned by administration.
- Repair or replacement of damaged or destroyed items.
- Denial of bus privileges for a period of time.
- Exclusion from field trips or special events.
- In-school separation - isolation from classmates and school activities for designated days.
- Out-of-school suspension - exclusion from school and school activities for a designated period of time.

The following are examples of serious infractions, which warrant more severe consequences, including various degrees of suspension or exclusion:

- Possession, use, or sale of dangerous or illegal items such as drugs, alcohol, cigarettes, related paraphernalia, weapons, or firecrackers.

- Verbal or physical abuse, harassment, or intimidation of others. Some examples include fighting, sexual harassment, harmful, hateful, teasing ridicule and inappropriate computer or phone messages.
- Disruptive, disrespectful, defiant or dishonest behaviors such as arguing with staff members, use of foul language/gestures, lying and/or cheating.
- Trespassing in inappropriate or unsupervised areas, such as class-rooms, lavatories of opposite sex, locker rooms, and the faculty room.
- Theft, defacement or destruction of property of other students or of the school will also require restitution or replacement.

## **Guidelines for Appropriate Attire for School**

The following guidelines apply to all regular school activities:

- Shoes appropriate for school activities must be worn at all times. Footwear standards are maintained for the prevention of accidents and injury. High-heeled shoes or sandal styles that make walking, running or other activities less safe for students are discouraged.
- Clothing and jewelry should be safe and free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate violence, racial, ethnic, or religious prejudice, or the use of drugs or alcohol.
- No clothing, article of clothing or manner of wearing clothes that is inappropriately revealing is permitted. The following are not permitted: micro-mini skirts, spaghetti strap tops, halter or backless tops, tube tops, mid-drift or half shirts or any item of clothing that exposes underwear, undergarments or body parts. Tank tops may be worn but must meet the "3 finger rule" on the shoulder. Any questions please contact the principal.
- Clothing or jewelry which is distracting, or disruptive to the educational program, or which is gang-related, or which poses a threat to the physical well-being and safety of the students or others, shall not be worn on campus or at school activities.
- The principal and staff, at each school may establish additional dress and grooming regulations, when necessary, for regular school activities and/or for times when students are engaged in extra-curricular or other special school activities.
- Coaches and teachers may find it necessary to impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.
- Staff may require students wearing inappropriate attire to change clothes and request parents that a change of attire be provided.

*Parents are advised to be sure that students have outerwear appropriate to the weather and to the activities they will engage in, e.g., warm clothes for recess, rain/snow boots when needed and appropriate clothing in inclement weather.*

### **PE Attire**

- The PE uniform must be a change of clothes, not something worn to school that day.
- T-Shirt, white or light gray. No v-necks, cut-offs or tank tops.
- Shorts must be mid-thigh in length when waist bands are worn at the waist. No cut-offs or spandex.
- Sweat pants or warm-ups with thin waistband for pedometer.
- For safety reasons jewelry is not allowed to be worn in class.
- Long hair should be secured back off the face.

## **HEALTH AND SAFETY:**

### **School Nurse**

A school nurse is on duty each day that the school is in session.

Coleytown Middle School's nurse and our health aide will be on duty from 7:30 a.m. to 2:45 p.m. daily.

- For the safety of the Coleytown Middle School community, please report all communicable diseases by calling the school nurse at 341-1630 or our health aide at 341-1632.
- Parents must fill out and provide the school with a new Emergency Medical Form each year. This form is included in the summer mailing or can be obtained from the main office.

### **Student Wellness**

The district recognizes that proper nutrition and adequate physical exercise are related to the well-being and growth of students, and their development and readiness to learn. Health and well-being can enhance student learning, performance

potential, and life-long success. Further, healthy eating and appropriate physical activity are linked to reduced risk for mortality and the development of many chronic diseases. Therefore, as part of the total learning environment, the Westport Public School System promotes student health by supporting, as integral components of a coordinated approach to student health, good nutrition, regular physical activity, planned sequential health education, health services, counseling, psychological and social services, staff wellness, a healthful school environment, and parent and community participation.

While the primary responsibility for instilling healthy lifestyle choices in children resides with families, the Board of Education backs the family through policies and procedures that support health and wellness practices for students and staff and discourages practices that do not support health or promote wellness, or which give students contradictory messages.

**The detailed Board Policy and Administrative regulations can be accessed online at:**

<http://www.westport.k12.ct.us/Policyhandbook.htm>

### **Emergency Medical Contact Information**

- Accidents or illnesses that occur on the bus or on school property should be reported to the school nurse immediately.
- In the event of illness or accidents during the school day, parents (or designated person) will be contacted at the telephone numbers listed on the Emergency Medical Form.
- The nurse will administer first aid, and prompt medical attention will be secured when necessary.

### **Snack & Food Allergies**

Students are permitted to bring snacks to school and on field trips. Although CMS does not have a designated "snack time" some grades do permit students to eat a small snack during class as long as it does not interrupt instruction (see team leader). Students are responsible for cleaning up after themselves and are not permitted to share food with their peers. CMS requests that snacks and foods brought to school or on field trips be free of peanuts and tree nuts. Parents should notify the nurse of any known food allergies their child has. Students with food allergies should take precautions by not accepting food from other students and only eating the foods brought from their home and/or approved by their parents.

**NO Latex balloons** or products are permitted at school. As some students have severe latex allergies.

### **Communicable Disease and Illness/Injury Management:**

The school nurse will ask parents/guardians to pick up a student who has symptoms of illness or an injury that, in the professional judgment of the school nurse, needs to be observed at home or assessed by a medical doctor. In an emergency, 9-1-1 will be called for immediate transportation to the hospital. To safeguard the health of all students, we ask parents to monitor their children for possible communicable diseases and to follow these guidelines:

### **Staying home from school:**

To safeguard the health of all students, we ask parents to monitor their children for possible communicable diseases. Students should stay home if they have:

- fever over 100;
- an undiagnosed rash;
- vomited in the past 24 hours;
- more than one episode of diarrhea;
- copious yellow/green mucus discharge from nose;
- a severe earache, with or without fever;
- a severe sore throat with symptoms indicating possible strep throat;
- conjunctivitis (pink eye) with discharge;
- an active infestation of head lice;
- a communicable illness;
- an undiagnosed skin wound, sore or lesion that appears infected (is red, swollen or draining fluid).

### **Students must remain home:**

- For 24 hours after an elevated temperature returns to normal without the use of anti-inflammatory medication;
- After a throat culture—*until the results are available* (regardless of physician advise);
- For 24 hours after their first dose of antibiotic for the treatment of strep throat;
- For 24 hours after vomiting has ended;
- For 24 hours following treatment for bacterial conjunctivitis or conjunctivitis with discharge;
- Until adequately treated for head lice, scabies, or other infestation, communicable illness or skin infection, and assessed by the school nurse; or have been assessed by a physician and determined to be non-communicable. A physician's note may be required for return to school based on nursing judgment.

### **Administration of Medication:**

No medication will be administered to a student unless the written order of an authorized prescriber (other than a parent/guardian) and the signed authorization of a parent or guardian Westport Public School's medication form and both are on file in the school. Parents must provide written permission for the exchange of information between the prescriber and school nurse necessary to ensure safe administration of such medication. Medication must be delivered to the school nurse in the original pharmacy container by a responsible *adult*. Students may not carry or transport medication or keep it in lockers or desks, except for students who have a chronic health condition requiring rapid administration of a medication (e.g., albuterol, epinephrine, insulin) may have a plan for self-administration if authorized in writing by the (1) prescriber, (2) parent or guardian, and (3) school nurse. Students who have a self-administration plan must transport the medication to and from school each day, maintain it on or in the immediate vicinity of their person at all times, and use it appropriately according to instructions. Self-administration of a controlled drug is never permitted.

### **School Accident Insurance**

School accident insurance is available to all students. The insurance envelope will be distributed the first day of school and should be returned to the main office immediately. Should you **NOT** wish this insurance, print your child's name and check the appropriate box, sign and have your child return the envelope to school. We must have a response from each CMS student; it is important for our records.

## **STUDENT / PARENT RESPONSIBILITIES:**

### **ATTENDANCE POLICY**

Attendance in class is an integral part of a student's total educational experience. Daily attendance and punctuality are essential for your child's educational success. Therefore we ask that families make every effort to schedule appointments after school hours and to avoid taking family vacations when school is in session.

**Connecticut State Board of Education**  
**Definitions of Excused and Unexcused Absences**  
**Adopted June 27, 2012**

The following definitions are for use by Connecticut school districts and schools for the purpose of carrying out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading and disciplinary action).

**Excused Absences**

A student's absence<sup>1</sup> from school shall be considered excused if written documentation<sup>2</sup> of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes 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; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  - 1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of 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. mandated court appearances (additional documentation required);
  - 5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
  - 6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

**Unexcused Absences**

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. the absence meets the definition for an excused absence (including documentation requirements); or
- B. the absence meets the definition of a disciplinary absence.

**Disciplinary Absences**

Absences that are the result of school or district disciplinary action are excluded from these definitions.

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<sup>1</sup> The Connecticut State Board of Education policy states that "A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent." A student not meeting the definition of 'in attendance' is considered absent.

<sup>2</sup> Such documentation should include a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism. For example, if a student is out sick two consecutive days, that student must submit the appropriate documentation covering both sick days. If a student is out sick two nonconsecutive days, that student must submit the appropriate documentation following each absence. Schools should take steps to allow non-English speaking parents/guardians to submit documentation in their native language.

## Procedures for Absence

### Parents' Responsibilities

Parents have access to student's daily attendance through eSchool Home Access Center. Parents are expected to monitor their child's attendance and cooperate with the school policy and rules regarding attendance. Parents are expected to review the procedures and definitions pertaining to student attendance.

### Pre-Planned Absence Form

Students are required to attend school during the designated school year, and family vacations should be scheduled to coincide with those of the school year. However, the district recognizes that, at times, students need to miss school for family events, such as weddings or other family celebrations, which may require three or more days of absence from school. If you are planning to have your son or daughter miss **three or more days of school** for a family-related event, please complete the Pre-Planned Absence form. This form is located under the CMS Form and Info tab on the CMS website.

### Parent Note for Absence

- Child's Full Name & Grade
- Parent's Full Name and Signature
- Parent's Daytime Contact Information for Parent (phone or email)
- Reason for the absence
- Date(s) of the absence

### Absentee Call-In System

If you know that your child is going to be absent from school, call (203) 341-1699 before 7:45a.m. and leave a message on the attendance line.

The message will prompt you to provide the following information:

- Child's Full Name & Grade
- Parent's Full Name
- Reason for the absence
- Date of the absence
- **MUST Be FOLLOWED UP WITH NOTE to Be EXCUSED**

### Procedures for Monitoring Absences:

It is important to note that while the first nine absences in a school year can be deemed excused for any reason by a parent or guardian, the 10<sup>th</sup> and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused. If the reason does not meet the criteria the school will code the absence as unexcused.

Absences will be handles by a school administrator in the following ways:

Six Excused Absences – Letter sent to parent/student with CT State BOE Definitions for Excused and Unexcused Absences.

Nine Excused Absences OR Repeated Unexcused Absences (Four or more unexcused in one month or ten or more absences in a school year) are to be handled by the building administrator in one of the following courses of action appropriate to the situation.

Conference with the parent/student and school staff to resolve the situation, implement supports/consequences or referrals if necessary and follow up with letter to parent/student with CT State BOE Definitions for Excused and Unexcused Absences. Conference with the parent/student (and other appropriate support staff) to resolve the situation and a follow up letter and CT State BOE Definitions for Excused and Unexcused Absences. May also include:

1. Home/School Visit with appropriate support staff.
2. Consideration for referral to PPT, RTI/SST, Counseling or 504
3. Consultation or referral to other appropriate agencies including CT Department of Children & Family Services.
4. Disciplinary consequences (detention or in-school suspension)
5. Other strategies appropriate to address attendance issues

## **Tardiness:**

- It is the responsibility of each student to be prompt.
- Tardy students must sign in at the attendance/guidance office if arriving after 8:00 a.m. to obtain late pass/ admittance slip.
- Only medical emergency situations are acceptable excuses for tardiness. A note from doctor or dentist's office will avoid a tardy on the attendance record.
- Please leave a message on attendance line at 341-1699 if a student is going to arrive after 8:00 a.m.
- All unexcused tardies are recorded on a child's permanent record.
- Excessive tardiness will result in a discipline consequence.

## **Tardy Procedure**

Any child who arrives to homeroom after 8:00 a.m. must report to the Attendance Office to obtain a tardy pass which he/she will hand in to the classroom or homeroom teacher. (This does not apply to students who arrive late to school because of a bus). Students are responsible for being punctual. All incidents of tardiness, excused or unexcused, are recorded on a child's attendance record.

### **Procedure for excused Tardiness to School:**

In case of repeated excused tardiness to school (five or more tardies in a marking period) are to be handled by the principal or delegated agent in one of the following courses of action which appropriate to the situation:

1. Conference with the parent and a follow up letter to resolve the situation.

### **Procedure for unexcused tardiness to school:**

In case of repeated unexcused tardiness to school the following courses of action which appropriate to the situation:

1. **Five incidents** of unexcused tardiness to school in a marking period will result in one central detention and phone call and a letter to parents from the administrator or delegated agent.
2. **Ten incidents** of unexcused tardiness to school in a marking period will result in two more central detentions and a phone call and a letter to parents from the principal or delegated agent. Parents will be invited to attend a conference with the counselor and school administrator.
3. **Fifteen incidents** of unexcused tardiness to school in a marking period will result in five more central detentions a phone call and a letter to parents from the administrator. Parents will be invited to attend a conference with the counselor and the school administrator.

## **Early Dismissals:**

- If your child is to be picked up early, please **send a note** with the child telling us at what time you wish to pick them up, and also the name of the person who will be picking up the child. Students cannot be released to any person other than their custodial parents without written permission from the parents. The student should take the note to the attendance/guidance office before going to homeroom. The guidance secretary will give them an early dismissal pass, which they will use to get out of class at the required time without needing to be called from class. You can then meet your child and sign her/him out in the main office.
- Students must check in at the office upon returning to school after an appointment. If students do not check in upon return it will be assumed that there was a change and they did not return to school.
- Students must be in school four (4) hours to count as present. Students dismissed before 12:00 p.m. will be counted as absent. Students arriving after 10:45 a.m. will be counted as absent.
- In the event of a family emergency or unforeseen event, please call the office prior to coming to school to pick up your child.



### **Consequences of missed work, homework and make up work:**

1. Students absent because of illness or other legitimate reasons for no more than two consecutive days, will usually not be given special homework, but will instead receive help from their teacher upon their return to school, either in class or before or after the school day, at the teacher's discretion. They will be given time to make up work (i.e., homework, tests, etc.) missed on account of illness.
2. When a student's absence on account of illness, injury or other legitimate reasons extends beyond three or more consecutive days, special homework will be provided if requested or necessary. Parents may arrange for special homework by notifying the team leader. When the work is ready, parents may pick it up in the main office.
3. In accordance with the state law, in cases of extended absences due to illness or injury, the school will provide instruction at home according to Board Policy, Homebound Instruction. This is determined through Pupil Services Department.
4. Teachers are not required to provide special work for students who will be absent for reasons such as a family vacation, and are not obligated to provide extra help or tutoring upon the student's return. If tutoring is necessary, the cost would be the responsibility of the parent.
5. K-8 students are not penalized by the school for absences due to family vacations or travel. That is, they are not given zeros for work missed. Depending on the teacher's judgment of the value of make-up, either they will not be required to make up specific tests or projects, or they are given time to complete the projects and are permitted to make up the tests after an appropriate time. If, as a result of absences, a child needs extra help, teachers are not required to provide it on their own time. If special tutoring is needed as a result of elective absence, any cost incurred would be the responsibility of the parents, not the school.

### **ELECTRONIC RESOURCES /INTERNET**

#### **Use of Computers; Internet Behavior:**

The Board of Education policy on the use of electronic resources holds students responsible for good behavior on school computer networks, and in their use of other electronic resources, in classrooms and other school facilities. Students are prohibit from using the internet or other electronic technology, whether on or off campus, to interfere with the educational process in any way.

#### **Prohibited uses include but are not limited to:**

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- Sending any copyrighted material over the system;
- Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors, as defined above;
- Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes;
- Cyberbullying
- Accessing or attempting to access social networking sites (e.g. Facebook, Twitter, MySpace, ect.) without legitimate educational purpose.

Students are prohibited from using the Internet or other electronic technology to interfere with the educational process. Such prohibited actions include, but are not limited to,

- any interference with the school district's computer systems, including but not limited to unauthorized access into or interference with district computer systems;
- any interference with communication by teachers or administrator's with parents or guardians, including but not limited to blocking or intercepting email or other electronic communications;
- making statements (e.g., website postings, instant messages, e-mail messages):
  1. that threaten students, staff or administration;
  2. that are falsely attributed to others;
  3. that are intended to ridicule, harass, humiliate or intimidate another student;
  4. that are intended to ridicule, harass, humiliate or intimidate staff members or administrators;
  5. that are defamatory of students, staff members or administrators.

### **Acceptable Use Agreement (AUA):**

Students and their parents are requested to sign an AUA prior to students' access to the network. This agreement must be renewed when entering grade three, middle school and high school. Student use may be monitored to assure compliance. If you are to the Westport school system, or if your child is entering grades three, six or nine, you will receive a grade-appropriate form from your school. Please return it to your child's school immediately.

**Students who violate the policy and/or the AUA may be denied access to computers and to the school system network.**

### **Internet Filtering:**

We have installed filtering software at the elementary and middle school levels that, with a high degree of effectiveness, bars access to inappropriate sites. However, no filtering software is 100% foolproof. Therefore, despite this safeguard, and although students are supervised when using these resources, the possibility still exists that a youngster may gain access to material that school officials and you may consider inappropriate or no of educational value. This contingency is noted on the AUA.

***For their protection, students are cautioned never to provide personal information on the Internet. Parents are advised to monitor their children's home use of the internet.***

### **BOOKS AND MATERIALS**

- Students are required to cover books.
- Average usage and wear are expected.
- Students must pay for damaged or lost books.
- Access to view Report cards on Blackboard will be denied if students owe fines, books, or other school materials.

### **PERMISSION TO AUDIO/VIDEOTAPE**

- No audio or videotaping of classrooms or other educational activities for non school-related purposes is permitted, except by prior arrangement, with the express consent of the teacher and the permission of the principal.

### **CELL PHONES / OTHER DEVICES**

Students in elementary school may not display or use communication devices such as cell phones from the time they arrive at school, until the instructional day is over for all students. These devices must be turned off during this period.

At the middle school level, the same restrictions apply, with the exception of special circumstances where a school official approves such use.

Violation of this rule will result in disciplinary measures as well as confiscation of the communications device.

***The use of handheld devices such as personal digital assistants (PDAs), Ipads and laptop computers may be allowed with the consent of a supervising adult.***

## MUSICAL INSTRUMENTS

- Students should take instruments home for daily practice.
- Loss or damage to your musical instrument is the responsibility of the student.
- Check your homeowner's policy for details

## SCHOOL LOCKERS

- All students will be assigned their own lockers, which should be kept locked **at all times**.
- Students are not to share locker combinations.
- The school is not responsible for articles stored in lockers.
- Students should not bring money or valuables to school. The school is not responsible for lost or missing items.
- Students are responsible to report broken locks or locker difficulty should be reported to the office.
- Pictures or stickers within the interior or on the exterior are not permitted.
- The above rules also apply to gym lockers.

## DAILY OPERATIONS:

### The School Day

- The official school day is 8:00 a.m. to 2:45 p.m.
- Students may enter Coleytown at 7:15 a.m. if prior arrangements have been made with the appropriate teacher(s) and principal.
- The office is open from 7:15 a.m. to 3:30 p.m.
- Half-day schedule students are dismissed at 12:15 p.m. No lunch served on half days.

### Cancellations, Delayed Openings and Emergency Information

WPS will send parents messages via Connect-Ed messaging system (email, phone or recorded message).

Call 341-1766 for recorded emergency information.

- Tune in to channels listed above for emergency information.
- **DO NOT CALL** the school, Town School Office, or the radio stations.
- An emergency plan of action that can be put into action in the case of an unexpected early dismissal must be in place, on record at the school and reviewed with your child.
- School and/or PTA reps do not make phone calls.
- ConnectEd

### **CANCELLATIONS, DELAYED OPENINGS, EMERGENCY INFORMATION**

**(Weather, Power, etc.)**

**Parents will be notified via Connect-Ed Messages.**

**CALL SCHOOL SYSTEM FOR RECORDED INFORMATION:**

**341-1766**

**Listen to the following radio and TV stations:**

**⇒ CHANNEL 12 NEWS    ⇒ WICC 600 AM    ⇒ WEBE 108 FM**

**School opening/delays will always be 2 hours!**

**This is in accordance with Board of Ed policy adopted in 1999.**

## **Delivery of Messages or Materials**

As parents and educators, we need to work together to foster a sense of responsibility for belongings, assignments, lunches, etc. Therefore:

- Parents are urged to remind students of appointments and after-school arrangements before they leave for school.
- Classroom instruction will not be interrupted to deliver messages or articles.
- Please be sure to label all items and messages with student's name and leave with a secretary in the main administrative office.
- Students are responsible for checking in at the office to retrieve any items (homework, lunch, instrument, clothing, etc.) dropped off by parents. This will minimize interruptions during instructional time.
- Use of cell phones are not permitted during school hours.
- Students are urged to plan ahead to avoid the need for frequent phone calls.
- Classroom phones are for teacher use only.
- Students can use the telephone in the main office

## **School Lunch**

The Westport Public Schools participate in the National School Lunch Program. Parents who would like further information on free and reduced lunch are asked to contact the school nurse. Applications are available

### **Hot and Cold Lunch**

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Students may purchase a hot or cold lunch or bring a bag lunch and purchase a drink and snack. Made to order deli sandwiches and a variety of salad plates, which also include milk. A la Carte items such as pretzels, frozen yogurt and homemade cookies are also available.

### **How the Online Payment works:**

Myschoolbucks is a debiting system where students have their own individual school lunch account. Payments into this system may be made by cash or check with no fees. A major debit or credit card can be used to load funds into your child or children's accounts by following the steps below:

- 1.) Simply go to the district website at [www.westport.k12.ct.us](http://www.westport.k12.ct.us)
- 2.) Click on the Parents link and then the Food Services link.
- 3.) Click on the mySchoolBucks.com link. From this site, you will create a new account or enter your existing account and can add money to your child's school meal account. All you need is your child's name, student ID number and school Zip code. The instructions to set up your account can be found on the Food Services web page and will guide you through the easy online account set up process.
- 4.) If you have more than one child in the District, you can handle all online prepayments from the same online account.

If there is a negative balance in your child's account he/she will not be allowed to use the debit system for purchasing lunch. Cash, of course, can always be used to purchase lunch until the negative account balance has been paid for and a positive account balance has been created.

### **Free/Reduced-Priced Lunches:**

Westport Public Schools participate in the U.S. Department of Agriculture's (USDA)-program for Free and Reduced Price Lunch. The program provides economically priced and nutritionally balanced lunches each school day. The USDA has provided Menu Planning Options to meet nutrient standards as outlined in the School Meals Initiative for Healthy Children. Free and Reduced Price Lunch application packets, which determine eligibility for the program, are sent out annually and are available at each school. Only one application is required per household.

## Lunch Period

- Students take responsibility for cleaning up after themselves during each lunch period.
- 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades have 30 minutes for lunch/recess.
- About 15 minutes into the lunch period students will have outside recess until the end of the period. In inclement weather they will remain inside.

LUNCH PERIODS	
GRADE 6	11:15 a.m. – 11:45 a.m.
GRADE 7	12:00 p.m. – 12:30 p.m.
GRADE 8	12:45 p.m. – 1:15 p.m.

## Telephone Access

- Students are not permitted to use cell phones during school hours.
- If students need to make a phone call they may use a telephone in the main office.

## Visitors To School

- All visitors must report to the main office to sign in.
- No student guests are permitted to visit Coleytown Middle School during the school year.
- Prospective students may not "shadow" current students.

## Student Pick-Up and Drop-Off

- Parents may pick up and drop off students at the upper driveway/parking lot that is adjacent to the auditorium/offices/flag pole.
- School driveways must never be blocked.
- Obey one way and "fire lane" signs on school property.
- Speed limit is **5 miles per hour** to insure the safety of our students and staff. **Please do not speed on school property.**

## Custody

It is necessary that school records be accurate and current regarding custody and visitation privileges in cases where a student's parents are divorced or separated. The school needs proof of custody arrangements on file, so

please supply a divorce decree and the current summary of custody arrangements to the school office. **The school will dismiss students only to the parent who has documented custody.**

## Change of Address & Contact Information

If there is a change in your residence, phone, email or other information necessary to reach you in case of emergency, please inform the school promptly so that up-to-date information is on file. Call the Main Office at (203) 341-1601.

## Open Cluster Team Meetings

Teams hold meetings 2 times per year with parents in lieu of parent conferences. Dates TBD

## Parent Conferences

- Conferences with teachers or school counselors can be initiated by parents, students, teachers, counselors, or the administration at any time during the school year.
- For alphabetical listing of teachers, see the CMS webpage.

## Parent Concerns

Parents are encouraged to contact the individual teacher regarding a concern before contacting the team leader, school counselor or administrator. Teachers can be reached by phone or by email.

## Buses

- Bus schedules are published in a local newspaper a week before school opens in the fall.
- For additional bus information, call the transportation coordinator at (203) 341-1754.
- For late, no show or lost items on bus contact Dattco Bus at (203) 226-4884.
- While on a bus, children are under the authority of the bus driver and should cooperate fully.
- Video monitors have been placed on all buses and are randomly operated to ensure proper behavior.
- The privilege of riding a bus may be revoked due to inappropriate behavior.
- Repair of damage to a bus by a student is the financial responsibility of the student and/or his/her parents.
- Students are to get on and off buses at their assigned bus stops.

**REMEMBER: It is illegal to pass a bus that has stopped to pick up or drop off students.**

## Bus Routes and Assignments:

For reasons of safety based on the nature of the Town's roads and lack of sidewalks in most areas, all students in grade K-8 and most high school students are eligible for bus transportation to and from school. Bus Routes are developed annually by the Transportation Coordinator. Information is available online at [www.westport.k12.ct.us](http://www.westport.k12.ct.us)

## Transportation Concerns:

Questions or complaints about school transportation services or safety issues should be directed to the Transportation Coordinator, Room 301, Westport Town Hall, (203) 341-1754. If a satisfactory resolution is not reached, a parent may appeal to the Assistant Superintendent for Business: (203) 341-1001. Subsequent appeal levels are:

- Superintendent of Schools
- Board of Education
- State Department of Education

## Bus Driver Behavioral Concerns:

Should be communicated to the Westport Bus Transportation Coordinator (203-341-1754) and the Principal. Upon receipt of the complaint, the Westport Bus Transportation Coordinator will communicate by telephone and by email to the DATTCO Bus Terminal Manager with specific instructions to remove the driver as soon as possible from service until DATTCO, in the presence of our Bus Transportation Coordinator, has completed its investigation into the concerns.

## Safe Riding Practices for Buses

To reinforce our efforts in school; please review the following safe riding practices:

- Be at the designated bus stop on time and wait for the bus in a safe place.
- Do not board the bus until it is completely stopped and enter the bus in an orderly manner.
- Follow the instructions of the bus driver and general school rules.
- Keep aisle clear at all times - remain seated, quiet and orderly.
- Keep head and arms inside the bus and never throw anything out of the window.
- Be courteous to the driver and to other students.
- Be alert to traffic when leaving the bus.
- Your child will be removed from the bus for a specified period of time if poor behavior continues.
- Remember to take all personal belongings when exiting the bus.
- No food or drinks are allowed to be consumed on the school bus.

## **Lost and Found**

- Student clothing and school materials should be labeled with student's name.
- The Lost and Found area is located in the Cafeteria.
- Students who have lost belongings should check the Lost and Found area.
- Articles that are not claimed within a reasonable amount of time will be donated to charity.

## **Gift Giving Policy**

The Board of Education guidelines for gift giving are as follows: "The Board of Education believes that no teacher's competence or worth can be judged by the value or number of gifts that a teacher receives." Gifts from individuals that fit this policy include such items as a Valentine or greeting card, a homemade present, cookies or a personal gift of modest cost. A personal note or letter with a copy to the person's supervisor is an excellent way of expressing appreciation.

## **ACTIVITIES AND EVENTS:**

### **COLEYTOWNER CITIZENSHIP AWARD**

**Coleytowner Awards:** Awarded twice a year, the Coleytowner Awards are given to students who are cooperative, work to the best of their ability, respect others in the CMS community, and have a positive influence on others. Academic and special teachers in the grade level team choose award winners. Parents of students receiving the Coleytowner Award and other awards will be notified by mail in advance.

### **CLUBS & ACTIVITIES**

CMS offers a variety of clubs and activities each year. Clubs vary from year to year depending on interest and availability of advisors. Students will be informed of clubs and activities at the start of each year. Visit the CMS Webpage for more information about Clubs & Activities.

### **Coleytown Company**

Coleytown Company provides opportunities for students at all grade levels in all aspects of theatrical production. Along with acting, dancing, and singing, there are wonderful opportunities in the areas of stage craft, lighting, painting, stage management, and directing.

As always, broad based participation is encouraged. Program goals include fostering self-esteem, building a sense of community, and an expanded knowledge of the theatre arts.

Each year Coleytown Company stages a non-competitive, process driven, 6<sup>th</sup> grade show, several theatrical workshops, and an all school, audition based musical open to students in grades 6, 7, & 8. Specific information can be found on the Coleytown Company website located off of the CMS website.

### **Coleytown Service Board (CSB)**

The purpose of our Coleytown Student Board is:

- To provide experience in democratic self-government.
- To work to benefit all of Coleytown – students, staff and the wider community of which the school is part of.
- To facilitate cooperation and collaboration between staff and students.
- Members of the CSB help set the tone and spirit of our school.
- The entire delegate body meets once a month.
- The executive board meets twice a month.
- Committee members may work together several times a month.
- Each team elects four (4) CSB delegates in the fall.

Activities of the CSB include a special Thanksgiving assembly, a Valentine lollipop sale, candy cane sale, and participate in various CMS activities and projects. In past years the CSB has worked with the PTA to fund various improvements at Coleytown Middle School.

## **Colt**

The Colt is the student newspaper for Coleytown Middle School. The newspaper is written "by students, for students". The staff of The Colt is comprised of students from grades 6-8. The Colt is published up to four times a year.

## **Yearbook**

The school yearbook is a pictorial remembrance of Coleytown Middle School and is pre-sold to students in the Spring and issued at the end of the school year.

- Comments written in yearbooks must reflect the standards of respect and responsibility expected in all school activities.
- Defacing a yearbook with inappropriate language or drawings will result in serious consequences.

## **CTV**

CTV is a live, video broadcast of the morning announcements. It is televised from our studio and offers students a variety of "on air" and "behind the scenes" broadcasting experience.

## **Intramurals**

CMS's intramural program gives students the opportunity to participate in a variety of sports for boys and girls.

- All intramural activities are held after school on Tuesdays, Wednesdays and Thursdays from 2:45 p.m. – 4:15 p.m. A schedule of activities is announced during morning announcements, posted on the PE bulletin board, and is available on the CMS Intramural web page (see Homepage for CMS).
- Students who participate should do so in a responsible, sportsmanlike manner.
- Any student who violates these expectations will not be allowed to participate.
- Parents are requested to complete pick-up by no later than 4:15 p.m.
- Students who are not picked up promptly will not be allowed to participate.

## **Various Extra Curricular Activities**

Clubs and activities are open to all students. Availability of programs vary from year to year depending upon staff availability and interest.

Video production club, CTV, digital photography, drama, student publications, intramurals, math team, select musical groups, yearbook, science olympiad, lego/robotics, etc.

## **Community Service Learning Club**

Students may join an after-school community service and job-training program funded by United Way. It is open to all students, grades 6<sup>th</sup> – 8<sup>th</sup>, and meets once a month as a group. Students go into the community once a week from 3:00 p.m. – 5:00 p.m.

Students may select from numerous agencies including Red Cross, Medplex, Gillespie Center, YMCA Child Care, Children's Community Day Care, The Nature Center and Saugatuck Child Care. Transportation is provided by Westport Transit.



## **CONTACT INFORMATION & COMMUNICATION:**

Principal.....Kris Szabo  
Assistant Principal.....Lauren Pitocco  
Assistant Principal.....Micah Lawrence

### **CMS Telephone Numbers**

Attendance Line.....	(203) 341-1699
Nurse's Office.....	(203) 341-1630
Main Office.....	(203) 341-1600 / 1601 / 1607
Fax.....	(203) 341-1614
Dattco Bus Company.....	(203) 226-4884
Transportation Coordinator.....	(203) 341-1754
Superintendent.....	(203) 341-1025
Director of Pupil Services.....	(203) 341-1253
Curriculum & Instruction (6 <sup>th</sup> -12 <sup>th</sup> )....	(203) 341-1009
Continuing Education.....	(203) 341-1206
Snow Line.....	(203) 341-1766

### **CMS Staff & Telephone Numbers**

*Visit the CMS Web page to access staff email addresses and telephone directory.*

### **PARENT HELPDESK INFORMATION**

E-mail address: [parenthelpdesk@westport.k12.ct.us](mailto:parenthelpdesk@westport.k12.ct.us)  
Phone: (203) 341 - 1214

### **WEBPAGE ADDRESS**

[www.westport.k12.ct.us/CMS.htm](http://www.westport.k12.ct.us/CMS.htm)

**CMS uses its webpage as a communication tool.**

**Please visit the CMS webpage to find:**

- Staff Contact Information
- Schoology, E-School and Home Access Center (HAC)
- Subject Information
- Teams
- Current Happenings/Calendar Events
- PTA links and information
- Tools for Schools
- And much more

### **EMAIL STAFF**

Staff directory is located on the CMS webpage.

Visit the directory to find a staff member's e-mail address.

Staff email addresses are comprised of the first letter of first name + last name [@westport.k12.ct.us](mailto:bsmith@westport.k12.ct.us), ex: [bsmith@westport.k12.ct.us](mailto:bsmith@westport.k12.ct.us)

### **CMS EVENTS**

See CMS Web page for upcoming events and calendar information: [www.westport.k12.ct.us/CMS.htm](http://www.westport.k12.ct.us/CMS.htm)

## **PARENT TEACHER ASSOCIATION (PTA):**

### **Welcome Message from PTA Co-Presidents**

Dear Parents:

We welcome you to an exciting new school year at CMS. We are eager to share with you the upcoming events and the opportunities available for you to become involved in at our school.

There are many ways for families to stay informed and participate in PTA sponsored activities. A weekly email is sent home and available on our webpage. It contains a variety of current PTA activities and important information from your child's academic teams. There are also PTA meetings. Please check our website at [CMS\\_PTA@westport.k12.ct.us](mailto:CMS_PTA@westport.k12.ct.us) for more information.

We hope that you will support the PTA's current fundraising initiative, "Invitation to Innovate". The goal of this program is to enrich our school by funding creative approaches to learning.

Feel free to call us with questions or suggestions. A complete listing of Board Officers can be found in the Student Phone Directory which is available through PTA. We look forward to a successful year enhanced by the participation of our Coleytown community.

Ruth Mannes  
CMS PTA Co-President

Netta Levy  
CMS PTA Co-President

[cms\\_pta@westport.k12.ct.us](mailto:cms_pta@westport.k12.ct.us)

### **PTA General Information**

The PTA is a non-profit organization, which coordinates a variety of activities, the focus of which is to enhance existing programs within the school and to build relationships between school and home. First and foremost, the PTA is an advocate for children.

The PTA publishes a school directory and posts events on the CMS PTA website to keep parents and teachers up-to-date on all the programs and projects available within the CMS community. For a \$25.00 membership fee you receive access to an on-line student telephone directory and the ability to be a voting member of the organization.

In addition, over the past years, the PTA has raised funds to purchase books, equipment, and funded various enrichment programs. The PTA welcomes all volunteers. There is always an opportunity to fit your schedule and talents to PTA programs and events.