

Dag Hammarskjold Middle School

Student Planner

Dear Students & Parents/Guardians:

This planner is a resource for students and parents to utilize during the school year. The book contains the school policies and procedures, a calendar to record assignments, an area to track grades, and resources for academic, social, and emotion growth for middle school students.

Please review the information in this planner. Then, fill out the information on this page both front and back, sign, and return the signed pages to your homeroom teacher by **Friday, September 5th**.

Thank you in advance. If you have any questions regarding this planner, please do not hesitate to contact me at (203) 294 – 3700. Have a great year!

Sincerely,

Sashi Govin
Principal

Nicholas DaPonte
Assistant Principal

This is to acknowledge receipt of the Dag Middle School Student Planner for the school year 2014 – 2015.

Student Name (Print)

Home Room Number

Student Signature

Parent/Guardian Signature

**Wallingford Public Schools
RESPONSIBLE USE AGREEMENT FOR
DISTRICT COMPUTER SYSTEMS AND INTERNET**

Access to the Internet and other computer systems are available to students and staff members in the Wallingford Public Schools. The Board of Education is pleased to bring the access to Wallingford and believes the computer systems offer vast, diverse and unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in the schools by facilitating resource sharing, innovation and communication.

STUDENT

I understand and will abide by the Responsible Use for Students Policy 6141.321 and its corresponding regulations. I understand that any violation of the policy or corresponding regulations is unethical and may constitute a criminal offense. Should I commit any violation of said policy, my access privileges may be revoked and I may be subject to further disciplinary action.

Name of Student _____ User Grade Level _____
(Please Print)

Signature of Student _____ Date _____

PARENT OR GUARDIAN (For all students under age 18)

As the parent or guardian of this student, I understand the Responsible Use for Students Policy 6141.321 and its corresponding regulations as published on the district website (<http://www.wallingford.k12.ct.us>) or available in hard copy from the school. I understand that this access is designed for educational purposes. I recognize it is impossible for the technology system to restrict access to all controversial materials and I will not hold the school district responsible for materials acquired on the network. I hereby give permission for my child to access the Internet and other computer systems. I understand that any violation of the school's policy or regulations by my child may result in loss of access and/or disciplinary action as deemed appropriate by the school administration.

Name of Parent or Guardian _____
(Please Print)

Signature of Parent or Guardian _____ Date _____

DAG HAMMARASJOLD MIDDLE SCHOOL

HEALTH

Dear Parents or Guardians:

Each year our middle school students are given the opportunity to participate in a Family Life and Human Development program as part of their health curriculum. The primary goals of this program are to work in partnership with you, the parents, to provide your child with valid and reliable information, skills, and an understanding of their reproductive health which will help him/her to make responsible choices.

We know that the parent is the most important and influential person for the young adult. We hope that you will take the opportunity to discuss with your child the topics we are learning about in Family Life and Human Development. The topics are listed below for each grade level.

*****The Family life and human development topics require parental permission. Please initial the appropriate space and sign the back side of this page.*****

THE FOLLOWING TOPICS WILL BE COVERED DURING HEALTH AT DAG:

6TH GRADE HEALTH:

- NUTRITION
- TOBACCO
- FAMILY LIFE (Physical/Emotional/Mental/Social Changes during puberty, Personal Hygiene, Responsibility for personal health behaviors)

7TH GRADE HEALTH:

- RELATIONSHIP SKILLS
- ALCOHOL
- FAMILY LIFE (Male/Female Reproductive Anatomy, Process of Fertilization & stages of child development, Abstinence, Consequences of Teen Pregnancy)

8TH GRADE HEALTH:

- DECISION-MAKING SKILLS
- DRUG USE PREVENTION
- FAMILY LIFE (Physical/Emotional/Social reasons for Abstinence, Birth Control Methods, Sexually Transmitted Diseases, Male & Female Reproductive Anatomy review, HIV Physical/Social Effects)

I approve of my child's participation in the family life portion of the Health course._____ (initial here)

I disapprove of my child's participation in the family life portion of the Health course. I understand my child will receive an alternate course of study during this portion of the course._____ (initial here)

Please do not hesitate to call or email me if you have any questions or concerns about this program. I can be reached at 203-294-3700, or email me at; crich@wallingford.k12.ct.us Thank you for your time and commitment to the wellness of your child.

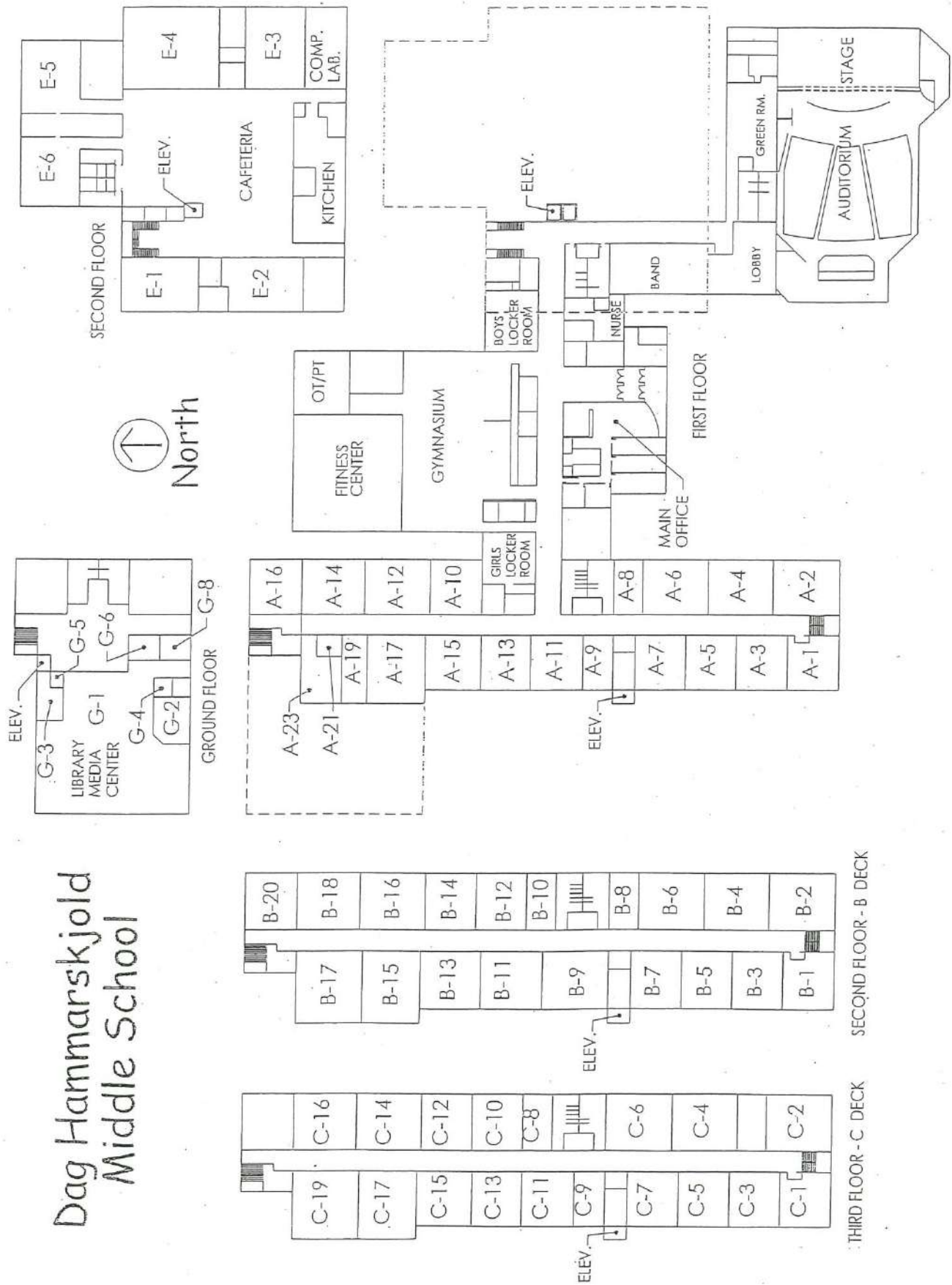
PARENT SIGNATURE_____DATE_____

PARENT DAY PHONE_____

PARENT E-MAIL ADDRESS_____

STUDENT NAME_____

Dag Hammarskjöld Middle School





Dag Hammarskjold Middle School

Sashi Govin
Principal

Nicholas DaPonte
Assistant Principal

106 Pond Hill Road
Wallingford, Connecticut 06492

(203) 294-3700
FAX (203) 294-3749
WEB SITE
<https://www.wallingford.k12.ct.us>

School Counselors:	Vanessa Ciaffaglione	(203) 294-3713
	Michelle Di Mauro	(203) 294-3711
	Paul Santagata	(203) 294-3712
Social Worker:	Tracy Andersen	(203) 294-3718
School Psychologists:	Kate Cianchetti	(203) 294-3719
	Terri Dietlmeier	(203) 294-3717
School Nurse:	Lisa Raffile	(203) 294-3715

We, the members of the Wallingford community, believe that to sustain our community fiscally, environmentally, and educationally, we must P-E-R-S-E-V-E-R-E.

As a community we value....

RESPECT

BELONGING

INTEGRITY

HEALTH, WELLNESS & SAFETY

COMMUNITY INVOLVEMENT & ENGAGEMENT

EMBRACING DIVERSITY

PERSONAL RESPONSIBILITY

LIFE-LONG LEARNING

CREATIVITY

MISSION STATEMENT AND VISION OF WALLINGFORD PUBLIC SCHOOLS

MISSION: To inspire, educate and support all students as they discover and pursue their best.

VISION: Wallingford Public Schools, with families and community, will distinguish itself with innovative teaching and learning experiences in a safe and supportive environment. Our goal is to ignite passion for learning and excellence in every student so that each becomes a life-long contributor to the local and global community.

PREFACE

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

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

EQUAL OPPORTUNITY

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

Cindy Lavalette, Assistant Superintendent of Personnel is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

ATTENDANCE

Attendance, Absences, Tardiness/Dismissals and Truancy - 5113a

To achieve college and career readiness, all students must be in attendance and punctual every day throughout their school years. To that end, the administration has established an attendance regulation which reflects that time lost from class is essentially irretrievable in terms of opportunity for instructional exchange; that excessive absences rob teachers and students of teaching time that could be better spent on programs and activities; and that a student has an obligation to give, as well as receive, in the context of the classroom setting.

I. EXCUSED VERSUS UNEXCUSED ABSENCES

A. Definitions

Excused and Unexcused: 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. An absence due to an out-of-school suspension or expulsion should always be considered an excused absence.

For absences one through nine, an absence shall be considered “excused” when a child does not attend school and appropriate documentation has been submitted within ten school days of the student’s return to school by the student’s parent or guardian approving the absence, due to:

1. Illness or injury,
2. Death in the family or other emergency beyond the control of the student’s family,
3. Observance of religious holiday,
4. Mandated Court appearances,
5. School sponsored activity,
6. Lack of transportation that is normally provided by a district other than the one the student attends, (This reason does not require documentation.)
7. Extraordinary educational opportunities pre-approved by a district administrator and in accordance with State Department of Education guidelines. Written excuse for such absences should be submitted to school officials by the child’s parent or guardian. All other absences with or without written explanation shall be considered unexcused.
8. Suspension, (This reason does not require documentation.)

For the tenth absence and all others thereafter, the same reasons cited above shall still constitute “excused” absences; however documentation by a medical professional is now required for illness, regardless of the length of the absence. All absences will be recorded as “unexcused” unless documentation is submitted within ten days of the date of the absence and satisfies the definition of “excused” absence.

II. ATTENDANCE – GRADES K-8

Students in grades K-8 could face retention when their excused and/or unexcused absence from school exceeds 20% of the school year. Notification shall be made periodically to the parent or guardian regarding attendance records of students. In addition to the report card system, the parent or guardian will be notified

by mail. All absences from school/class will count toward the number of allowable absences per year. The following interventions will take place when the specific numbers of excused absences have been accumulated:

1. At 10 absences, the school administrator or school counselor shall meet with the student and the parent or guardian to discuss his/her attendance.
2. At 25 absences, a second meeting with the parent or guardian shall be held with the teachers and a building administrator. At this time possible retention and/or required attendance at summer school shall be discussed if further absences occur. The student and an administrator shall attend this meeting. Excessive absences due to unavoidable circumstances will be reviewed at this meeting. If the student has kept up with his/her work and had no control over his/her absence, retention shall not have to be an option.

Note: A combination of a student being tardy or dismissed early from school five times will result in one absence.

A. Appeal Procedure

If the parent or guardian is dissatisfied with the decision of the building administrator, he/she may appeal, in writing, to the superintendent of schools. All such appeals must be received prior to the last week of school in June. A decision will be rendered by the superintendent of schools prior to the last day of school in June.

V. ABSENCES AND PARTICIPATION IN SCHOOL ACTIVITIES

Students who are absent from school will not be permitted to participate in interscholastic athletic contests, athletic practices, extracurricular activities, or other school-sponsored activities on the day of the absence. However, building principals may make exceptions to this regulation due to extraordinary, mitigating circumstances, and such exceptions must be in writing.

Leaving School Grounds/Release of Students From School

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

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

No student shall self-dismiss him/herself. If students are not feeling well, they must go the nurse for an evaluation. The nurse will contact the student's parent for a decision to remain in school or to be dismissed from school.

Tardiness

Students who are not in their homeroom by 8:00 A.M. are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including being detained after school or suspension if the principal determines that tardiness is excessive.

Truancy

A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Disciplinary action may include after school detention for each class/study period missed.

Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

BACK PACKS/GYM BAGS

Students are allowed to carry book bags and gym bags to and from school only. Since each student has a locker space, students do not need to carry all of their books and notebooks during the entire day. Gym bags can be carried to and from physical education class only.

BICYCLES

Students may ride their bicycles to middle school in good weather. However, they may not ride on school sidewalks or feeding paths. When students come within 100 yards of the campus, they are required to dismount and walk their bicycles to the racks. For their own protection, bicycles must be locked in place with appropriate padlocks.

BULLYING

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

Definitions

"Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- 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 student,
- 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.*)

“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.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

“School employee” means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (And reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

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 (“cyber bullying”),
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.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

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 victim,
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 suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

The District’s program:

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying in its schools;
2. Permits anonymous reports of bullying by students to school employees and written reports of suspected bullying by parents or guardians;
3. Requires school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such an oral report;
4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written report;
5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks;
7. Provides for the inclusion of language in student codes of conduct concerning bullying;

8. Requires each school to notify parents or guardians of all students involved in a verified act of bullying not later than forty-eight hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying;
9. Requires each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
10. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and make such list publicly available; and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
11. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
12. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
13. Requires the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such students against further acts of bullying;
14. Requires the principal of a school or the principal's designee, to notify the appropriate local law enforcement agency when such principal or the principal's designee believes that any acts of bullying constitute criminal conduct;
15. Prohibits bullying (A) 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 a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at 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;
16. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan, and
17. Requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;
18. Requires students and the parents/guardians of students to be notified annually of the process by which they may make reports of bullying;
19. As required, but not later than January 1, 2012, the Board of Education shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, and cooperative assistance; and
20. Requires that not later than thirty calendar days after approval by the Board, the safe school climate plan shall be made available on the Board's and each individual school in the District's Internet website and such plan is to be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying. The safe climate specialist shall investigate or supervise the investigation of all reports of bully promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Policy Adopted: 01/21/03

Policy Revised: 08/21/06, 07/21/0/, 12/12/11

CAFETERIA

All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such 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 Sharlene Wong, Food Director.

Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

Inconformity 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.

CELL PHONES AND ELECTRONIC DEVICES

Students may possess cellular telephones while they are in school, but the telephones must be turned off and out of sight during the school day except that students may use cellular telephones during their assigned lunch periods. Board of Ed. Policy JFCK

CHEATING/PLAGIARISM (Academic Dishonesty)

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with District goals and values. All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

CHILD ABUSE

Teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services.

Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect 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 is also considered child abuse. Please refer to BOE policy found on district website.

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 a user agreement regarding appropriate use of these resources. 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 the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, such as Facebook, MySpace, 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 anytime 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.

ELECTRONIC INFORMATION RESOURCES

(INTERNET AND INTRANET)

The Board of Education believes that the Internet and Intranet should be used as teaching and learning resources in the schools to educate and to inform. Therefore, students will be taught to use the Internet and Intranet as part of their instruction in the use of information technologies.

1. Purpose of Internet and Intranet Use –
 - a. Students should use the Internet and Intranet to:
 - i. Locate material to meet their educational information needs.
 - ii. Participate in distance learning activities.
 - iii. Ask questions of and consult with experts.
 - iv. Communicate with other students and individuals.
2. Requirements for using the Internet and Intranet

- a. Permission to Use - Students may use the Internet or Intranet independently if they have permission of the staff member responsible for Internet or Intranet access at that station.
 - b. Responsibilities of Users – Use of the Internet is a privilege, and students will be expected to abide by the regulations for this policy in order to maintain that privilege. The acceptable use requirements will be reviewed with students annually.
3. Misuse of the Internet Access Privilege:
- a. Failure to adhere to this policy and its regulations may result in disciplinary action, including, but not limited to, a suspension or revocation of the privilege to use the Internet and Intranet. If the willful action of a student results in damage to district hardware and/or software, the student will be expected to pay for repair or replacement of the damaged equipment/software and may be subject to suspension or expulsion.

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.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from as this list includes and is not limited to:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.

8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Prescription drugs which are given to person other than who the drug is prescribed.
19. Smoking or using tobacco products.
20. Hazing, bullying
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings except at lunch, without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
24. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
25. Cheating, plagiarizing.
26. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
27. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

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. Please see BOE policy on district website.

Smoking

Student shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

Substance Abuse

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

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

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

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages is considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

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

CYBER BULLYING

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures.

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 message, 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 Principal or Director of Technology. All reports of cyberbullying will be investigated by the administration.

In situations in which the cyberbullying originated from a non-school computer, but 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 be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

Defibrillators in Schools (AED's)

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

DISCIPLINE

A student who violates the district's code of conduct shall be subject to disciplinary action. The (DISTRICT'S) disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to an including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time.

Detention

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

Expulsion

A teacher 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.

The Board of Education may expel a student 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.

Student 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 is cause for expulsion for a calendar year. A student 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 students 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.

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 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 from any additional time for the offense(s).

Suspension

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

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

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

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

Persistently Dangerous Schools/Victim of Violent Crime

Students enrolled in a school identified as “persistently dangerous” by the State Department of Education or a student who is the victim of a violent criminal offense, as defined by the State Department of Education, are entitled to transfer to a safe school elsewhere in the district with free transportation.

DRESS CODE

APPROPRIATE DRESS AND APPEARANCE IN MIDDLE SCHOOL

At Dag Hammarskjöld Middle School, our school dress code recognizes that we are in school to learn, grow, and explore who we are. Student dress reflects the quality of the school, of one’s conduct, and of one’s schoolwork. The fundamentals of good taste and safety govern what students may wear to Dag Hammarskjöld Middle School. Appropriate dress for educational purposes promotes learning and prevents disruptions to the learning community.

General Attire:

All attire must be free of indecent language, pictures or symbols that contain sexual references, messages of violence or gang allegiance, or that advertise or encourage the use of drugs, tobacco products, and/or alcoholic beverages. Pajamas/lounging/flannel pants and slippers are not allowed. See-through garments are not appropriate for the school setting.

Tops: Blouses/shirts/sweaters should be constructed so that it covers the back, chest, midriff, waist, and shoulders. While sleeveless shirts are allowed tank tops are not.^{*} Students are allowed to layer garments to protect the integrity of the dress code. However, all undergarments shall be completely covered.

Bottoms:

- Skirts/shorts/skorts and dresses should be mid-thigh or finger-tip length all the way around.
- All bottoms should be loose fitting and appropriately sized. No excessively tight, ripped or torn clothing.
- All leggings/jeggings/yoga type pants must be covered with shorts, skirts, or tops that are mid-thigh or finger-tip length all the way around.
- Do not wear any clothing that reveals undergarments.

***With safety as our primary concern, pants should be worn to stay close to the waist; undergarments shall be completely covered.*

Physical Education Dress Requirements: Students are required to dress for physical education class. Students must be dressed in a plain, red t-shirt and black basketball-style shorts. Students can purchase the red t-shirts and black basketball shorts in any retail store that carries these items.

Footwear: Safe shoes with a firm sole are to be worn at all times both in the school building and on school grounds. *For safety reasons, students must wear closed toe shoes during science lab and technology education classes.*

Accessories: All jewelry and accessories should follow the values and rules of the school by not having the potential to cause injury to the individual, others or the school environment or be disruptive of the education process. Hats/headwear must be removed upon entering the building and stored in the locker, except for religious/medical reasons or special school days.

Outdoor Garments: All outdoor garments (jackets and winter coats) must be placed in the students' locker immediately upon entering the school and should remain there for the entire school day.

General Grooming

- Hair styles should be appropriate and not distract others from learning
- Grooming is to be done only in the restrooms
- There should be no drawing on any part of the body nor adornment that draws attention to oneself in a manner that may be disruptive to the educational process
- Students are expected to be dressed at home. They should come off the bus into school dressed according to the dress code.

** Please see the Dag H MS Website for examples of appropriate dress code items.*

The following steps will be taken when a student violates the dress code guidelines:

1. If possible, the student will be given the opportunity to fix the issue and continue on with the day.
2. If the student is unable or unwilling to fix the issue, he or she will be sent to the main office and counseled about the dress code guidelines. The student will be given a warning and the opportunity to change clothes and/or a parent/guardian will be called to bring appropriate clothes. We encourage students to keep an extra set of clothes in their locker to help avoid this concern.
3. If a student is unwilling to change or a parent/guardian cannot bring in clothes, the student will complete his/her assigned class work in a supervised instructional space. Any classes or work missed due to the time in the office is the responsibility of the student.
4. Repeated violations of the dress code will be dealt with in a more serious manner.

When a Dag H MS staff member speaks to a student to correct a dress code violation, the student is expected to comply. Questions regarding interpretation may be discussed at a later time. It is expected that students will adhere to these guidelines so that clothing issues will not disrupt the educational process.

The principal and assistant principal will make the final determination as to whether an individual's attire is disruptive to the educational process.

ELEVATOR USE

Students are not allowed to use the school elevators unless they give the nurse a doctor's note stating the reason and length of time of use.

END OF THE YEAR ACTIVITIES

Any student that is suspended during the fourth quarter will become ineligible to participate in end of the year activities such as field day, 8th grade dance, and other planned activities for the rest of the school year.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event school is closed because of bad weather or another emergency, announcements will be made on television and radio stations-WTIC, WELI, and WRCH, channels 3, 8 and 30. Announcements are also shown on WLFD cable access, channel 19. Emergency closings will also be posted on the districts website, <https://www.wallingford.k12.ct.us>.

FIELD TRIPS

Any student that is suspended during the fourth quarter will become ineligible to participate in field trips for the rest of the school year.

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity. Field trips are an important extension of our program at Dag H MS. Field trips are mandatory and if for any reason a student does not attend a field trip, he/she is expected to attend school.

It is recognized that some field experiences entail a greater degree of responsibility for teacher and chaperones. Therefore, the following special screening procedure may be used by staff to reduce the likelihood of management and discipline problems on such a trip

1. Approximately, one month prior to the field experience, the team will review their list of students.
2. Those students who have not demonstrated that they can be trusted to exhibit self-control and respect to others will be notified of their ineligibility by their grade level team of teachers. A list of ineligible students will be submitted to the administration.
3. Parents will be notified.

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A lockdown drill will be substituted for one of the required monthly school fire drills every three months.

When the alarm sounds, students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner and are to proceed along the posted exit routes. Students should not return to the building until the return signal is given.

If a student happens to be alone in the corridor en route to some destination when an alarm is sounded, the student will fall into the nearest line of pupils leaving from some other room or leave the building from the nearest safe exit and report directly to one of their teachers. Attendance will be taken outdoors by the teacher.

GRADING SYSTEM

Report cards are issued to students four times a year. All information about student grades can be accessed through the student management system Power School parent and student portal. Parents/Guardians and students have been assigned a username and password to access the portal. Please contact the main office if you have any questions or need assistance with the management system. Lost usernames and passwords must be given to parents/guardians in person for safety/confidential reasons.

GRADE EQUIVALENCIES

A+ = 97-100	C- = 70-72
A = 93-96	D+ = 67-69
A- = 90-92	D = 63-66
B+ = 87-89	D- = 60-62
B = 83-86	F = 0-59
B- = 80-82	I = Incomplete
C+ = 77-79	W = Withdrawal
C = 73-76	WF = Withdrawal/Fail

GREEN CLEANING PROGRAMS

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

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

GUIDANCE AND SCHOOL COUNSELING

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the social workers, school psychologist and school counselors include helping the student function more successfully within the school environment.

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

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, or educational.

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school.

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

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

Administration of Medication

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

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an epipen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

Communicable/Infectious Diseases

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

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

Disabilities

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

Emergency Medical Treatment

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

Health Records

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

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

Homebound

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

Homeless Students

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. To view entire policy, go to <https://www.wallingford.k12.ct.us>.

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella and Hemophilus Influenza Type B.

Immunizations are required for entry into seventh grade and eighth grade (measles, varicella, and hepatitis). The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

Physical Examinations

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

HOMEWORK

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

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 different points throughout the year. Loss or suspected theft of personal or school property should be reported to the main office.

LIBRARY/INFORMATION TECHNOLOGY

- Students are encouraged to take advantage of all library materials. Library materials support curriculum and include a variety of titles at all reading and interest levels.
- The Media Center is open from 7:40 AM to 3:30 PM daily.
- Sixth grade students receive a comprehensive library orientation in September.
- Dag students have access to the on-line library catalog/Destiny, Naviance and the Microsoft Professional Suite which includes Microsoft Word, Microsoft Publisher, Power Point and Excel. Currently we are using Microsoft Office 2003. Students wishing to work at home with other versions of the software and then print at school must save in the 2003 format. Compatibility of software is the responsibility of the student.
- Dag students are to use technology/library materials for academic purposes. No student is to use computers for games or to download music or other images. Students are not to install software. No Dag student will enter any chat room or give out any personal information. The Wallingford Public School System utilizes a variety of filters to insure student safety.
- Dag students are required to save their work in their personal network folders. Student usernames and passwords will be provided to all students during the first week of school.
- Dag students who wish to transmit prepared work from home to school or from school to home are to utilize a flash drive. Flash drives are not provided by the school and are highly recommended.
- The library media specialist is available to discuss or develop media presentations which utilize LCD projectors, SmartBoards or digital cameras.
- Dag students are encouraged to utilize the Dag website, specifically the media center page, for questions or suggestions.
- Wallingford Board of Education policy requires students be responsible for all library materials. Lost or damaged materials are the responsibility of the student and student grades, transcripts or report cards may be withheld until a student obligation is met.
- Yearly, students will receive a recommended summer reading list. All students are encouraged to participate in summer reading as a way to support school success.
- Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all student must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

MAKE-UP WORK

If a student is absent for two or more consecutive days, the parent/guardian may request assignments on the 3rd day of the student's consecutive absence. Please note that collecting of student assignments can take a full school day to process.

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

A student will be permitted to make-up tests and to turn in projects due in any class missed because of absence.

For any class missed, students may be assigned make-up work based on the instructional objectives of the subject or course and the needs of the student. The student is responsible for obtaining and completing make-up work within the time specified by the teacher.

MIGRANT STUDENTS

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

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

The federal No Child Left Behind Act requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

PARENT/GUARDIAN CONFERENCES

Parent/Guardian are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A Parent/Guardian or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held in the fall and spring as well as during the school day.

PARENT INVOLVEMENT/COMMUNICATIONS

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

PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS

PTO and PTAC are vital links between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO or PTAC. Please see our website for meeting dates and information or call the school.

PERSONAL PROPERTY

The school is not responsible or liable for damage to a student's personal property (cell phones, electronic devices, instruments, etc.)

PESTICIDE APPLICATION

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are

not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact the main office.

PROMOTION, RETENTION AND PLACEMENT

To be eligible for the next grade, a middle school student must achieve a passing average in three of four core subjects: language arts, math, social studies and science. When the possibility of retention is being considered, parents shall be notified in writing as early in the school year as possible.

PROPERTY, LOCKERS, AND EQUIPMENT

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student is assigned a (desk), (hall locker) and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

PSYCHOTROPIC DRUG USE

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

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Wallingford public schools remind students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school and class plays shall not be overly religious and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

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

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

SEARCH AND SEIZURE

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

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

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

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

SEXUAL HARASSMENT

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

Definitions

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Complaint Procedure

1. It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she should make a written complaint to building administration, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.
3. The complaint should state the:
 - A. Name of the complainant,
 - B. Date of the complaint,
 - C. Date(s) of the alleged harassment/discrimination,
 - D. Name(s) of the harasser(s) or discriminator(s),
 - E. Location where such harassment/discrimination occurred,
 - F. Names of any witness(es) to the harassment/discrimination, and
 - G. Detailed statement of the circumstances constituting the alleged harassment/discrimination.
4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written

complaint pursuant to the above procedure. In appropriate circumstances, due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.

5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.
7. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to investigate the complaint. The Title IX Coordinator or designee shall consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
8. The Title IX Coordinator or designee shall make a written report summarizing the results of the investigation and proposed disposition of the matter. Consistent with state and federal law and as deemed appropriate by the Title IX Coordinator or designee, the findings of the investigation shall be shared with persons involved in the investigation.
9. If the student complainant is dissatisfied with the findings of the investigation, he or she may file a written appeal to the Title IX Coordinator, or, if he or she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may also investigate the complaint further. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment or sex discrimination has occurred, the district shall take appropriate corrective action in an effort to ensure that the harassment/discrimination ceases and will not recur.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

Copies of this regulation will be distributed to all students.

Title IX Coordinator

The Title IX Coordinator for the Wallingford Board of Education is: Cindy Lavalette, Assistant Superintendent of Personnel, whose office is located at 43 Hall Avenue, Wallingford, CT 06492 and whose telephone number is 203-949-6508.

SPECIAL PROGRAMS

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

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

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

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

SPORTS/EXTRACURRICULAR ACTIVITIES/ELIGIBILITIES

At the middle school level, there are a variety of inter-scholastic sports offered to students in all grades. These sports include boys and girls cross country in the fall, boys' and girls' basketball in the winter and boys' baseball, girls' softball, and boys' and girls' track and field in the spring. All students who wish to participate must have a **parent permission slip** and an up to date **sports physical** on file with the nurse before they can try out for a team.

ELIGIBILITY FOR INTERSCHOLASTIC SPORTS TEAMS /EXTRACURRICULAR ACTIVITIES

All students must maintain an average of 70 or above in all areas (with only one grade or less lower than a C) to be eligible for participation in interscholastic competition and school-sponsored extracurricular activities (i.e. drama, student government, dance team, etc.).

- If a student has an average below 70 in all areas and/or has more than one grade lower than a C on his/her report card or progress report, that student will **not** be eligible to try-out/play for an

interscholastic sports team or try-out for/participate in an extracurricular activity. Students who bring their grades up to an average of 70 or above in all areas (with only one grade or less lower than a C) on the next report card/progress report will once again be eligible to try-out for/participate in an interscholastic sport or an extracurricular activity.

- If a student who has made an interscholastic sports team or extracurricular activity has an average below 70 in all areas and/or has more than one grade lower than a C on his/her report card or progress report, that student will be suspended from play or participation and will be counseled by the coach/advisor until his/her grade has improved to the required levels.
- All students must remain in good overall standing.

STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

STUDENT RECORDS

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

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

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

The District will release to the Parent Teacher Organization the names, addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTO for its own school activities or school business.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is Cindy Lavalette, Assistant Superintendent of Personnel.

SUBSTANCE ABUSE POLICY

As stated in the CONDUCT section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary action.

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 is considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

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

SUMMER SCHOOL

To be eligible for summer school the following two requisites must have been fulfilled:

1. The student must have passed at least two of their four core area subjects (excluding World Language).
2. Either of the following:
 - a. The student must have achieved a passing grade (60% or higher) for at least two marking periods within the failing course or
 - b. The student's final average for the course was no lower than a 50%.

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

Students withdrawing from school must notify the guidance office one week in advance of their last day. At that time, they will be given forms for their parent/guardian to complete. Included will be a formal written statement of withdrawal (withdrawal form) and release of records form, which must be signed by the parent/guardian.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

TRANSPORTATION

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Passengers shall not eat on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
11. Students must ride the bus to which they are assigned.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. A student may drive to school, provided the student abides by the traffic rules and has parental permission.

Students are not allowed to go to their cars during school hours. In case of emergency, they will be given a pass to do so by the administration. Any violation of proper automobile use may result in the suspension of parking privilege or any such discipline which is appropriate for the circumstances.

VACATIONS

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered “unexcused absences.” Students are held responsible for the material missed during such absence. Parents are strongly encouraged to notify the school in writing of a pending absence due to a family vacation or trip.

VISITORS

Parents and other visitors are welcome to visit (district) schools. All visitors must show current/valid photo identification at the door and state their reason for being at the school when ringing the school’s door bell. They then must report to the main office to sign into the building and wear a visitor’s badge while in the building. Visits to individual classrooms during instructional time shall be permitted only with the principal’s approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Upon leaving the building visitors must sign out in the main office and turn in their visitor badge.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

