

# WHISCONIER MIDDLE SCHOOL



## Family Handbook

Grades 5-8

2017/2018

### Whisconier Middle School Mission Statement

We at Whisconier Middle School will respect ourselves and one another, appreciate individual differences, and encourage one another to reach our potential.

Whisconier Middle School, 17 West Whisconier Road, Brookfield, CT 06804

203-775-7710

203-775-7615 (fax)

[www.brookfieldps.org](http://www.brookfieldps.org)

## Table of Contents

Academic Misconduct Policy	12	Intramurals & Interscholastic Sports	22
Asbestos Statement	24	Late Buses	18
Attendance	6	Lockers	22
Board of Education Policies	30	Lost and Found	22
Bullying	13	Media Center	20
Bus Information	17	Non-Prescription Medication	20
Cafeteria	19	Parent Conferences	10
Calendar	37	Parental Acknowledgement Forms	36
Class Schedule	28	Pest Control	26
Co-curricular Activities	22	Physical Education	22
Communicable/Infectious Diseases	21	Prescription Medication	20
Computer Room	19	Progress Reports	10
Concussion Protocol	23	Report Cards	10
Cyclists & Walkers	15	Rules & Regulations	10
Detentions	13	Screenings: Health	21
Dress Code	15	Sexual Harassment	14
Early Arrivals & Tardiness to School	7	Staff	5
Early Dismissal	8	Telephones	17
Exemption from Instruction	9	Textbooks	17
Electronic Devices	16	Truancy	7
Field Trips	16	Use of Dogs	12
Fire Drills	16	Students Making a Difference	23
Grading	9	Vacation	8
Guidance & Psychological Services	19	Vision/Mission Statement WMS	4
Health Services	20	Vision/Mission Statement BPS	27
Homework	9	Visitors	17
Honor Roll	9	Volunteers	17
Immunizations	21		



**Whisconier Middle School**

17 West Whisconier Road ~ Brookfield, CT 06804

Phone 203-775-7710 ~ Fax 203-775-7615

[www.brookfieldps.org](http://www.brookfieldps.org)

June 2017

Dear Students and Parents:

We would like to welcome you to Whisconier Middle School and a *new* school year! This year will provide you with a plethora of exciting and meaningful academic learning opportunities. Please put forth your best efforts and make this year your best school year yet!

The WMS staff looks forward to working with you, helping you attain your goals, learn new content and develop new skills. It is important that schooling be conducted in an environment of mutual respect and trust. Achieving a learning environment where all can maximize their growth and learning is the foundation of a fair and consistent discipline policy.

The purpose of this booklet is to provide you and your parents with information regarding the guidelines and procedures you need to know about our school. \*\* Please note, Brookfield Board of Education policies supersede any rules or guidelines presented in this handbook. Please read and refer to this handbook often to better understand the policies, procedures, and expectations at WMS. Our goal is to provide you with a safe, nurturing and challenging school environment that prepares you for whatever choices await you.

You will face many challenges in middle school, and with the support of school staff, parents, and friends and with hard work, cooperation and collaboration you will be successful. Your participation in your classes and in school activities will help you have a more enjoyable and rewarding middle school experience—get involved!

The mission of WMS, which guides our work, is “We at Whisconier Middle School will respect ourselves and one another, appreciate individual differences, and encourage one another to reach our potential.” We have a quality educational program at Whisconier with an excellent staff. With the help of you and your parents in partnership with the WMS staff, your middle school experience should be productive and enjoyable.

On behalf of the entire staff, we would like to extend our best wishes for a successful school year.

We do have a new schedule this year that your homeroom teachers will go over with you the first days of school. No worries, you will be a pro after a couple of days. Enjoy the remaining days of summer.

Best regards,

Mr. Deane Renda  
Principal

Ms. June Gordon  
Assistant Principal  
Grades 5-6

Dr. David Pepsoski  
Assistant Principal  
Grades 7-8

## **Whisconier Middle School Mission Statement**

We at Whisconier Middle School will respect ourselves and one another, appreciate individual differences, and encourage one another to reach our potential.

## **Whisconier Middle School Vision Statement**

The vision statement is intended to serve as both the blueprint for improvement and the benchmark by which we will evaluate our progress at Whisconier Middle School.

### **I. Environment – Whisconier Middle School:**

- Provides a place where students feel comfortable, safe and accepted, allowing them to take the necessary risks to be successful
- Promotes open communication between parents, teachers and students, which encourages a sense of teamwork and cooperation
- Acknowledges and celebrates the achievements of students and staff in learning and leadership

### **II. Academic Excellence – At Whisconier Middle School:**

- The curriculum promotes intellectual curiosity, creative thinking, and challenges students to reach their full potential
- High levels of achievement are accomplished through measurable academic standards aligned with the major instructional goals
- Focus is placed on character development which incorporates respect, social skills, and moral integrity into academic concepts
- The concept of teamwork through academic and extracurricular activities is developed

### **III. Staff – Whisconier Middle School's staff:**

- Focuses on increased student achievement with instruction methods that reflect current research and proven effective classroom practices
- Supports the school's mission, vision, values and goals in attitude and action
- Models the importance of lifelong learning through their commitment to ongoing professional development
- Works to create conditions that promote student success
- Encourages colleagues and students in an atmosphere of support and respect
- Models professionalism through personal integrity, commitment, and ethical behavior
- Collaborates to improve student learning (instructional strategies, methods, and assessments)

### **IV. Students – Whisconier Middle School's students:**

- Accept responsibility for their learning and their actions
- Set challenging goals and give their best effort to achieve high academic standards
- Behave toward other students and teachers in a manner consistent with good character (respectful, considerate, responsible and committed)
- Encourage each other in an atmosphere of support
- Become involved in school and community service

### **V. Parents and Community Support – At Whisconier Middle School, the parents and/or community:**

- Play an active role in the academic education and character development of the students
- Form partnerships with teachers to demonstrate the importance of education
- Monitor their student's academic progress
- Are involved with the school by volunteering their time and/or service
- Are supportive of the school's vision, goals, and mission

## Brookfield Public School Administrators

Mr. John W. Barile, Superintendent of Schools  
Dr. Maureen Ruby, Assistant Superintendent

Mr. Marc Balanda, Principal, Brookfield High School

Mr. Deane Renda, Principal, Whisconier Middle School

Ms. Mary Rose Dymond, Principal, Huckleberry Hill Elementary  
Dr. Krys Salon, Principal, Center School

Mr. Ken Post, Business Manager & Dir. of Technology  
Dr. Christine Sipala, Special Services Director  
Mrs. Deb Farias, Director of Instruction  
Mr. Edward Bednarik, BHS Assistant Principal  
Mrs. Susan Griffin, BHS Assistant Principal  
Ms. June Gordon, WMS Assistant Principal, Grades 5&6  
Dr. David Pepsoski, WMS Assistant Principal, Grades 7&8  
Mrs. Jules Scheithe, HHES Assistant Principal

## Brookfield Board of Education

Mr. Bob Belden, Chairman  
Mr. Paul Checco, Vice Chairman  
Mrs. Colette Sturm, Secretary

Mr. Steve Harding, Member  
New, Member  
Mr. Harry Shaker, Member  
Ms. Eve Sturdevant, Member

## Grade 5 Teachers

**5A**  
Mr. David Willinski, Literacy/Social Studies  
Mrs. Lisa Schang, Math/Social Studies (Team 5A/5B)  
Mrs. May Blankenship, Science/Social Studies (Team 5A/5B)

**5B**  
Mrs. Lucy LaPointe, Literacy/Social Studies  
Mrs. Lisa Schang, Math/Social Studies (Team 5A/5B)  
Mrs. May Blankenship, Science/Social Studies (Team 5A/5B)

**5C**  
Ms. Grace Kolba, Literacy/Social Studies  
Ms. Shannon Leitch, Math/Social Studies  
Mrs. Linda Bertozzi, Science, Social Studies

**5D**  
Ms. Emily Kupper, Literacy/Social Studies  
Ms. Shannon Leitch, Math/Social Studies  
Mrs. Linda Bertozzi, Science, Social Studies

Mrs. Diane Pasheluk, Special Education  
New, Special Education  
Mrs. Alana LaChance, Guidance Counselor

## Grade 6 Teachers

**Lynx**  
Mr. Bill Cassidy, Social Studies  
Mrs. Kim Marshall, Math  
Ms. Marissa Schommer, Literacy  
Ms. Aneta Klusak, Literacy  
New, Science

**Bearcats**  
New, Social Studies  
Mrs. Jean Llewellyn, Math  
Mr. Dennis Petrino, Science  
Mrs. Diana Muller, Literacy  
Mrs. Christine Weiss, Literacy

Mrs. Lauryn Bates, Special Education  
New, Special Education  
Mrs. Marianne Kish, Guidance

## Grade 7 Teachers

**Lions**  
Mrs. Colby Fitzgerald, Literacy  
Mr. Jim Pomponio, Math  
Mrs. Nancy D'Amora, Science  
Mr. Jason Milde, Social Studies  
Mrs. Laures Thursland, Spanish/French

**Pumas**  
Mrs. Kathleen Kryspin, Literacy  
Ms. Donna Mirabilio, Math  
Mr. Ken Norton, Science  
Ms. Jessica Garthwait, Social Studies  
Mrs. Elizabeth Robinson, Spanish

Mrs. Victoria Sudlow, Special Education  
Ms. Sophia Symon, Special Education  
Mr. Alex Boianghu, Guidance Counselor

## Grade 8 Teachers

**Leopards**  
Mr. Kevin Clark, Literacy  
Ms. Kayla Ryan, Math  
Mrs. Kristie Celello, Science  
Ms. Kiley Evans, Social Studies  
Mr. Kevin Cook, World Language

**Tigers**  
Mrs. Dory Corrigan, Literacy  
Mr. Joe Walsh, Math  
Mrs. Rachel Cohen, Science  
Mr. Mike Foster, Social Studies  
Ms. Catherine Haase, World Language

Ms. Marsi Boon, Special Education  
Ms. Corilyn Rafferty, Special Education  
Mrs. Alison FitzPatrick, Guidance Counselor

## Unified Arts Teachers

Mrs. Sue Crean, Media Specialist & 21<sup>st</sup> Century Skills  
Mrs. Joanne Thompson, Health  
New, Health  
Ms. Diana Vogel, Music  
Mrs. Leah Grace, Music  
Mr. Adam Robinson, Music

Mrs. Giorgia Stabile, Spanish

Mr. Vito Coloneri, Physical Education  
Ms. Cecilia O'Doherty, Physical Education  
Mrs. Betheny Norton, Physical Education  
Ms. Rachel Agati, Art  
Mr. Jay Sarath, Tech. Ed.  
Mr. Jason Waron, Theatre Performance

Mrs. Marina Zumaeta, Spanish (both teams)

## Support

Mrs. Agnes Burns, Curriculum Resource  
New, Special Education Department Chair  
Dr. Helayna Herschkorn, Psychologist  
Mrs. Kristin McKay, Speech Language  
Mrs. Nicole Forstrom, Special Education  
Mr. Jim FitzPatrick, Math Specialist, Gr. 5/6  
Mrs. Caitlin Cincotti, Math Specialist, Gr. 7/8

Mrs. Unique Buccini, Social Worker  
Officer Sean Flynn, School Resource Officer  
Mrs. Anna LaForgia, School Nurse  
Mrs. Patricia Richards, School Nurse  
Dr. Tamara Priestley, EL/Rem. Reading (Gr. 5-8)  
Mrs. Kimberly Mitchell, Rem. Reading, Gr. 5-8  
Mrs. Linae Wutzl, Rem. Reading Gr. 5-8

## I. SCHOOL ATTENDANCE

### Hours

- Whisconier school hours are from 7:55 am - 2:40 p.m.
- Early dismissal school hours are 7:55 a.m. - 12:30 p.m. (Please note, lunch is not served on early dismissal days.)
- Early dismissal due to inclement weather is 11:00 a.m.
- Early dismissal due to PLC days is 11:30 a.m. (see district calendar)
- Delayed opening school hours are 9:25 a.m. - 2:40 p.m.
- Office hours are 7:30 a.m. – 4:00 p.m.
- Media Center is open until 4:00 p.m. Monday – Thursday and 2:40 p.m. on Friday.
- Computer Room is open until 4:00 p.m. Monday and Wednesday.

For a student to stay after school, they must have a pass from their teacher or participation in a school/town activity.

### Starting the Day

Upon arrival, students are to go to their homeroom. During homeroom, opening exercises take place, which include the opportunity to salute the flag, a moment of silence and the reading of the daily announcements. All students should listen carefully to the items read because important and up-to-date information is announced each day. You should listen for reminders about school rules, club meetings and many other happenings at Whisconier.

### Attendance

Connecticut state law requires parents to make sure that their children between the ages of 6 to 16 attend school regularly.\* Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. We are extremely proud of the many students who have excellent attendance records and honor students who have achieved a perfect attendance for the year.

\*Connecticut General Statute 10-15c allows the board to vote on admitting to school any child under five years of age.

## Absence

In recent legislation, the State of Connecticut changed the language within the policy regarding the definitions of “excused” and “unexcused” absences. These definitions are explained below. In order to comply with this legislation and excuse the absence, we must now request that parents do the following:

- **SEND A WRITTEN NOTE in every time a student is absent.** If your son/daughter is absent from school, a parent/guardian must provide a written note upon your child’s return to school.
- The note should state the **student’s name, date of absence, and reason for the absence.**
- On the day of the absence, please send an email to [WMSAttendance@Brookfieldps.org](mailto:WMSAttendance@Brookfieldps.org) to have the absence excused.
- After the ninth absence, if the reason for the absence is illness, parents must also provide a doctor’s note stating the medical necessity of the absence. The absence can only then be recorded as excused.

**Excused Absences:** The first nine absences are considered excused when the parent/guardian approves of the absence and submits written documentation of the reason for the absence within ten days of the student’s return to school. On the tenth absence, a letter will be sent home and placed in the student’s file. The tenth absence and all absences thereafter will be considered excused when the school receives appropriate and timely documentation (within 10 days) of one of the following reasons:

1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
2. Student observance of a religious holiday;
3. Death in the student’s family or other emergency beyond the control of the student’s family;
4. Mandated court appearances (additional documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required); or
6. Extraordinary educational opportunities pre-approved by the district administrators and in accordance with State Department of Education guidance.

### **Documentation for Excused Absences**

Written documentation should explain the nature of, reason for and length of the absence. Such documentation may be in the form of a signed note from a parent/guardian, a signed note from a school official who spoke in person with the parent/guardian about the absence, or a note confirming the absence by the school nurse or licensed medical professional. Separate documentation must be submitted for each incidence of absenteeism.

The requirement that “all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence,” only applies to the tenth and subsequent absences. Additional documentation regarding court appearances can be any of a variety of court materials that validate the student’s presence in court on the date of the absence.

### **Unexcused Absences**

A student’s absence from school will be considered unexcused unless the absence meets the criteria for an excused absence (including proper documentation), or the absence is the result of a disciplinary action by the school or district.

If your child is out of school for health reasons for four (4) or more days **consecutively**, he/she must bring a note from a physician to the nurses’ clinic upon his/her return to school. He/she is required to present this note to a nurse before he/she can attend any classes. On the morning of the fourth consecutive absence, a school nurse will call you to confirm the nature of the illness, provide information and support, and discuss the expected date of return to school.

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods.

## Truancy

A “truant” means a child under the age of sixteen who has four unexcused absences in one month or ten unexcused

absences in one academic year. A “habitual truant” means any child who has twenty unexcused absences within a school year. Students who are truant will be referred to the administration and to legal authorities when all local resources are exhausted.

### **Early Arrivals and Tardiness to School**

Students who arrive before the start of the school **must** remain in the cafeteria until the bell rings. Students cannot be dropped off prior to 7:30 a.m. on regular opening days and 9:30 a.m. on two-hour delays as we do not have supervision at this time. **Students need to be in their homeroom classroom by 7:55 a.m.** Students that arrive after 7:55 a.m. **must report to the main office** for a late pass. Students are encouraged to use school bus transportation. Oversleeping, missing the bus, traffic, congestion in the parking lot and non-emergency family needs are unexcused tardies. Chronic tardiness will be referred to guidance and the administration. Students who arrive after homeroom will not be allowed to go to their lockers until the next class break. They should report directly to the class that is already in session. Any student who is late more than ten times will receive a letter mailed home and placed in the student’s cumulative file. The consequence for every other subsequent tardy will be a lunch/recess detention. A detention may be waived by an administrator if the cause of the tardiness is unavoidable. After the 20<sup>th</sup> day of being tardy, it is an automatic lunch/recess detention or morning detention for every subsequent tardy.

### **Early Release, Early Dismissal**

Students who are to be excused before the end of the school day must bring in a note, signed by a parent or guardian, and turn it in to the office at the **beginning** of the school day. The student must be picked up in the office and the parent/guardian must have photo identification and officially sign him/her out of the building. Students are not allowed to leave the school grounds without permission. Students are dismissed at 12:30 p.m. on shortened days unless otherwise stated. Lunches are not served on scheduled shortened days. For student safety, a phone request for an early dismissal will not be honored. In an emergency, a faxed note signed by the parent will be accepted. Students are responsible for work missed during their absence.

### **Closing of School/Delayed Opening**

Please note the following process employed when inclement weather causes a school cancellation, delayed opening or early dismissal. Once the final decision is made, the superintendent’s office communicates to Connecticut Weather (the communication to radio stations); Channels 3, 6 and 8; Brookfield Public Schools website and the district email system. Parents and students **should not** telephone the school and parents/guardians should have an alternative plan in place for their child’s supervision.

### **Absence from School/Make-up Work**

Connecticut’s attendance laws require students to be present during the days when school is in session unless they are ill. Whenever possible, pupil appointments (medical, dental, etc.) and family vacations should be scheduled when school is not in session. If an illness exceeds three (3) consecutive days and you would like work collected, please contact the office (203-775-7710) giving at least twenty-four (24) hours notice. The accumulated work may be picked up in the office **after school**. The responsibility for make-up work lies with the student, not the teacher. Teachers are not expected to provide *advanced* work for students with unexcused absences such as family vacations. A student returning to school after a lengthy absence is responsible for initiating a conference with his/her teachers for the purpose of making arrangements for the completion of work missed during the absence.

### **Vacation / Make-Up Work Policy**

Students who miss school because of vacation are deemed absent. Teachers are not required to provide students with work and assignments prior to their absence. The teacher could not possibly give all the lessons a child might miss. Learning centers, hands-on activities, discussions of science or social studies topics, etc. cannot be easily transmitted. However, a copy of the important assignments the student is required to make up upon return will be issued to the student. It is the student’s responsibility to find out what work was missed. The student has twice the number of school days missed to make-up the work and/or assignments and give them to the teacher.





## II. ASSESSMENT AND GRADING SYSTEM

### Letter Grades

A+	97 - 100	C+	77 - 79
A	93 - 96	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	65 - 66
B-	80 - 82	F	0 - 64
		I.	Incomplete*
		P	Pass

\*Incomplete becomes an F if the work is not made up in two weeks' time from the closing date for report cards.

### Criteria for Grading

Students will receive grades, which reflect their performance in a number of areas. These may include the following:

- classwork
- homework
- tests and quizzes
- reports and projects
- class participation, allowing for variation because of individual differences
- other student activities or products appropriate to the particular subject and student.

**NOTE:** Conduct, attitude, and attendance are important and may be reported separately; however, they shall not be considered as criteria in calculating academic grades. These guidelines are based on the grading policy of the Board of Education.

### Exemption from Instruction

A student will be exempted from instruction on Acquired Immunity Deficiency Syndrome (AIDS) or Family Life Education unit upon receipt of a written notification to the principal for such exemption from his or her parent or legal guardian. Please see the letter regarding the Human Growth and Development instruction in the back of this handbook.

### Extended Learning Time

Extended learning time is 40 minutes per day. Sustained Silent Reading (SSR) is required of all students during this time for a minimum of two days per week. Students may also seek out extra help, make-up tests, participate in band and/or chorus.

### Honor Roll Criteria

Students will be included on the Honor Roll if they achieve an average of B+ (87.0) or better in all courses except band and receive no grade below a C.

### Homework

Teachers will often give assignments to be completed in school or at home. Teachers give such assignments to continue or reinforce the work being done in class. Students should expect homework each night, but not necessarily in each subject. It is wise to plan ahead for long-term assignments. Students will be required to complete their homework assignments according to standards set by their team. Make-up homework for students who are not in school because of illness requires a 24-hour notice to the office. Students absent for one or two days should obtain the homework from a fellow student. Assignments are also posted on teacher websites.

- Grade 5: All fifth grade students are expected to spend an average of 1 to 1.5 hours per night on homework.
- Grade 6: All sixth grade students are expected to spend an average of 1 to 1.5 hours per night on homework.
- Grade 7: All seventh grade students are expected to spend an average of 1.5 to 2 hours



per night on homework.  
Grade 8: To continue to prepare students for high school, all students are expected to spend an average between 1.5 and 2.5 hours per night on homework.

**\*\*\*Reading at home every day is an important part of all middle school students' academic program.**

## **PowerSchool**

PowerSchool Parent Portal gives parents access to information including attendance, grades and detailed assignment descriptions, and school bulletins. Everyone stays connected: students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers use their gradebook to post grades. Current assignments are listed as well as attendance. Under the Email Notification option parents/guardians can set up notification alerts for their student. These alerts are automated, however, at any time the parent can login to the parent portal for more detailed information. The WMS main office will disseminate the usernames and passwords for the accounts. You access the Parent/Student portal at the following link: [BPS PowerSchool Public Portal](#)

## **Report Cards – End of Marking Period**

Report cards/grades are only available on the Parent Portal. You will receive an email from WMS when each marking period ends and grades are finalized. The marking periods generally end in early November, late January, April, and June.

## **Progress Reports**

Progress reports are also available on the Parent Portal during the year. Parents (and students) have access to their child's grades through our Parent Portal. Teacher grade books are updated on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Students are encouraged to make the initial contact with the teacher if there are any questions regarding academic achievement.

## **Parent Conferences**

Parent/Guardian conferences can be requested by either parents or teachers. Arrangements for parent/teacher/student conferences can be made through the teacher or guidance counselor. School-wide Parent/Guardian conferences are scheduled in November and March. Specific dates are listed in the [District Calendar](#). Parents are also encouraged to communicate with teachers via e-mail. E-mail addresses are on our school website. All phone and email messages received by a staff member will be returned within two working days. Parents/Guardians should contact the teacher again if the time period elapses without a return call.

# **III. RULES AND REGULATIONS**

## **Hallway Conduct**

Between classes, many people are moving through our halls. In order to ensure everyone's safety, we ask you to cooperate with our policies of hall conduct. Please move to the right to avoid congestion. Do not block the way as you move down the hall. Remember, running, whistling, shouting, swearing, and pushing are not courteous or safe behaviors and are therefore not permitted. As a member of the Whisconier Middle School student body, you help establish the kind of school we have. We expect you to behave in a courteous manner and the school staff. We expect you to be helpful, honest, and trustworthy. We know that your parents join us in encouraging you to be the best possible person you can be, to follow our rules and to set a positive example for other students.

## **Code of Discipline**

Students are responsible for their cooperative behavior in school and for all school functions.

1. Student attendance is required for all scheduled classes and after school special help sessions, which the student has been directed to attend.
2. Swearing, using profanity and obscene gestures are not permitted.
3. Students must keep hands, feet, and objects to themselves.
4. Food is not to be eaten in the halls.
5. Students cannot leave class without permission and a pass.
6. Students are not allowed to wear hats or bandanas in school.
7. Chewing gum is permitted at the discretion of the classroom teacher.

8. Students are not allowed to disrupt the learning situation of the classroom or disrupt the learning atmosphere of the school.
9. Students are not allowed to verbally intimidate other students.
10. Selling of goods by students is not allowed.
11. Care of property is expected. No writing or marking of school property is permitted (desks, books, lockers, etc.)
12. Appropriate behavior in the hallways is expected. **Students should stay to the right in the hallway and must speak in a low voice.**

### **Severe Infractions**

1. Possession of weapons and dangerous instruments; tobacco, drugs, or alcoholic beverages; pyrotechnics such as firecrackers, matches, lighters, etc.; or other materials which endanger the physical safety of others.
2. Possession of firearms, facsimiles of firearms, weapons, or dangerous instruments of any kind on school grounds or buildings, on school buses, or on any school-related or school-sponsored activity away from school facilities.
3. Insubordination, refusing to do as told and/or showing disrespect.
4. Destruction of property, stealing, or cheating.
5. Fighting, verbal or physical.
6. Leaving school without permission.
7. Any behavior that is determined by the school administration to endanger the health and safety of the student(s) or staff (e.g., threats, rumors, etc.)
8. Any violent or aggressive behavior as defined by BOE policy 5131.21.
9. Pulling a false alarm, tampering with a fire extinguisher, or instigating a bomb threat.
10. Harassment/Bullying
11. Plagiarism

### **Disciplinary Steps**

*In some circumstances, alternatives to the procedures outlined below may be established at an administrator's discretion. Such an alternative might include suspension, community service activities in addition to/in lieu of certain steps.*

### **Grade Level Consequences**

- |                               |                                             |
|-------------------------------|---------------------------------------------|
| 1. Verbal reminders           | 4. Detention (Lunch/recess or after school) |
| 2. Student/teacher conference | 5. Parent/Teacher Contact                   |
| 3. Isolation from peers       | 6. Referral to Administration               |

### **Minor Infractions - following grade-level consequences:**

1. Administrative conference and a lunch/recess detention will be assigned.
2. Administrative conference and after school office detention will be assigned.
3. Administrative conference and one-half day in-school suspension.
4. Administrative conference and in-school suspension.

### **Severe Infractions**

Discipline for a severe infraction will result in a suspension, including in-school or out-of-school suspension from one-half day to ten days.

- A student who commits a physical assault; incites, instigates or promotes violence; or threatens and intimidates shall be suspended out of school for a minimum of two school days up to a maximum of ten days and may be subject to expulsion for up to one calendar year as per BOE policy 5131.21.
- A student who demonstrates signs of being under the influence of, possesses, uses, dispenses, sells or aids in the procurement of a controlled substance or alcohol in school or on school grounds, on a school bus, or at a school-sponsored activity shall be subject to discipline pursuant to the procedures outlined below.

- School personnel are forbidden to act in a law enforcement capacity. All individuals suspected of drug or alcohol distribution on school property or at a school sponsored activity must be reported to the principal whom, after determining that distribution has occurred, will call law enforcement officials. Every attempt will be made to notify the parents of the student(s) involved. In all cases of emergency or of clear danger, the schools will cooperate with the police.
- A student in possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, on school grounds, in any school vehicle, at any school-sponsored activity, or off school grounds shall be expelled for one calendar year as per BOE policy 5114.
- Drugs, Alcohol, and Tobacco Section V Disciplinary Action as per BOE policy 5131.6  
The Brookfield Board of Education and the Administration take the issues of drug and alcohol use seriously. The Board has adopted what it refers to as a “zero-tolerance policy” regarding drugs and alcohol (BOE policy 5131.6) with a mandatory 10-day suspension for any infractions, and possible expulsion.
  1. A student who is under the influence of, possesses, or uses a controlled drug, alcohol, inhalants, medication used for illicit purposes, drug paraphernalia in school or on school grounds, on a school bus, or at a school-sponsored activity shall be suspended out of school for ten days, and may be subject to expulsion for up to one calendar year.

A student who sells, dispenses or aids in the procurement of a controlled drug, inhalant, drug paraphernalia, alcohol, or a medication intended to be used for illicit purposes in school or on school grounds, or on a school bus, or at a school-sponsored activity shall be expelled for one calendar year. A formal complaint shall be filed with the local police.

A student who sells, dispenses or aids in the procurement of a substance represented to be any of the above shall be suspended out of school for ten days and may be subject to expulsion for up to one calendar year. The duration of an expulsion may be modified as per BOE policy 5115.

2. A student who is found smoking or using tobacco products or in the possession of tobacco products shall be suspended in or out of school for a minimum of two days and up to a maximum of ten days.

Vaping devices are increasingly being used to inhale products beyond traditional nicotine-based cigarettes including but not limited to marijuana, synthetic drugs, and powdered alcohol. These vape devices will be classified as drug paraphernalia and carry those disciplinary consequences. Vaping and associated paraphernalia will be defined as the use or possession of any vape/e-cigarette device, part of a vape device, or any substance used or intended for use with a vape device.

Repeated violations of school regulations/ongoing disruption of the educational process: *students whose behavior continuously interferes with the learning of others* despite all efforts by the school may be recommended for expulsion.

### **Use of Dogs to Search School Property**

The BOE shall permit the administration to invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances, when necessary to protect the health and safety of students, employees or property and to detect the presence of illegal substances or contraband, including alcohol and/or drugs. (BOE policy 5145.122).

### **Academic Misconduct Policy**

Whisconier Middle School will motivate and inspire all students to become responsible, respectful, productive members of the community. All students will learn through a rigorous academic and varied co-curricular experience which holds students accountable while valuing their individual worth. WMS has a zero tolerance policy for academic misconduct – cheating and plagiarism. No act of cheating or plagiarism shall be tolerated, and a record of any cheating or plagiarism incidents shall be maintained throughout each student’s middle school career. The assistant principal shall store this record. In some circumstances, alternatives to the procedures outlined below may be established at an administrator’s discretion. The **first time** a student has been found cheating or plagiarizing, a grade of zero shall be assigned for the work, a notation of the incident shall be made by the teacher on the student’s Academic Misconduct Record sheet, and

the teacher shall notify the student's parent/guardian. A **second incident** shall also result in a zero, another notation by the teacher on the student's Academic Misconduct Record sheet, and the teacher shall inform the parent/guardian, the appropriate administrator, and the guidance counselor of the situation. The appropriate administrator shall convene a meeting or the student, the parent/guardian, the teacher(s), and the guidance counselor. The **third and subsequent incidents** of cheating or plagiarism shall result in a zero as well, shall be noted by the teacher on the student's Academic Misconduct Record sheet, and the administrator shall convene a conference with the student, the parent/guardian, teacher(s), and the guidance counselor. Appropriate disciplinary action, which may include suspension, shall be taken. (BOE policy 5121.3)

#### Definition – Cheating

Cheating is defined as receiving or giving unauthorized assistance on academic work for any course or subject. Examples include but are not limited to:

- Copying answers from another student's work, including homework.
- Allowing someone to copy any academic work, including homework.
- Providing or using unauthorized study aids, notes, books, data, or other information.
- Otherwise acting dishonestly in the process of completing course work.

#### Definition – Plagiarism

Copying the language, structure, and/or ideas of another and representing them as one's own work is plagiarism.

Examples of plagiarism include but are not limited to:

- Using another person's ideas as your own is plagiarism.
- Using the exact words of an original without quotation marks, documentation or citation is plagiarism.
- Using the exact words or an original without quotation marks even if the source is documented is plagiarism. Taking words, phrasing, sentence structure, or any other element of another person's ideas, and using them as if they were yours is plagiarism.
- Using sources without giving credit is plagiarism; this would include, but not be limited to friends, parents, on-line essays, texts, music and video clips, photos, projects, and artwork.
- Taking or borrowing words, even if you change many of them is plagiarism; changing word choice/order to better imitate your writing or to avoid detection is also plagiarism.

Note: when you put your name on a piece of work, your responsibility is simply to distinguish between what is yours and what is not, and to credit those who have in any way contributed.

### **Detentions**

A student may be detained after school for work not completed during school time or for disciplinary reasons. Students may stay on the day the infraction occurs. The student may call home to inform the parent/guardian that he/she will be coming home late. A discipline referral form is issued for all infractions and after school sessions.

### **Bullying**

Bullying of a student by another student is prohibited. "Bullying" is defined as the **repeated use** by one or more students of a written, verbal, or electronic communication, such as cyber bullying, or a physical act or gesture directed at another student in the same school district that: (A) Causes **physical or emotional harm** to the student or damage to the student's property, (B) places the 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 (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate), (D) infringes on the **rights** of the student at school, or (E) **substantially disrupts the education process or the orderly operation** of a school. Such behavior will result in disciplinary steps as per BOE policy 5131.911.

#### **BOE policy:**

- allows students to anonymously report acts of bullying to teachers and school administrators
- enables the parents or guardians of students to file written reports of suspected bullying
- requires teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators

- requires school administrators to investigate any written reports filed pursuant to subdivision of this section and to review any anonymous reports
- includes an intervention strategy for school staff to deal with bullying
- provides for the inclusion of language in student codes of conduct concerning bullying
- requires the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed to be notified and invite parents/guardians to attend at least one meeting
- requires each school to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection.

Bullying can take many forms and can include many different behaviors. Examples of conduct that could constitute bullying include:

- physical violence and/or attacks;
- verbal taunts, name-calling and put downs, including ethnically based or gender-based verbal put-downs
- threats and intimidation (through words and/or gestures);
- extortion or stealing of money and/or possessions.
- the misuse of electronic communications for the purpose of bullying; harassing, or sexually harassing other students within school or out of school
- 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 strictly prohibited.

Any student who believes he or she has been subjected to bullying should report the incident immediately to the building principal/designee. All such incidents shall be investigated promptly. If it is found that bullying has occurred, immediate and appropriate corrective and/or disciplinary action shall be taken.

## **Sexual Harassment**

The Board of Education condemns and prohibits all sexual harassment whether by students, certified or non-certified personnel, individuals under contract, or volunteers subject to the control of the Board and supports the rights of individuals claiming harassment to a full investigation of the complain.

Sexual harassment consists of any unwelcome advances, requests for sexual favors or any conduct of a sexual nature that deliberately or carelessly creates an intimidating, hostile or offensive working or learning environment. Sexual harassment can originate from a person of either sex against a person of opposite or the same sex and from staff as well as students.

Sexual harassment may include but is not limited to:

- continuing to express sexual interest after being informed that the interest is unwelcome
- writing or possessing obscene letters, notes or invitations
- making derogatory comments, slurs, jokes or epithets
- assaulting or unwanted touching
- making, impeding or blocking movements
- displaying sexually suggestive objects, pictures or cartoon
- leering or making sexual gestures
- sexual harassment may also involve the misuse of power for the purpose of gaining sexual gratification.
- controlling, influencing or affecting educational opportunities
- manipulating and threatening to manipulate grades
- manipulating the learning environment
- denying course admission

- suggesting or giving poor performance evaluations or recommendations
- enhancing or limiting benefits or services due a student

Any student who believes he or she has been subjected to sexual harassment in school or at school sponsored activities should report the incident immediately to the building principal/designee either orally or by written complaint. All such incidents shall be investigated promptly. If it is found that sexual harassment has occurred, immediate and appropriate corrective and/or disciplinary action shall be taken. If a student knowingly initiates a false accusation, that student shall be suspended out-of-school for a minimum of two school days up to a maximum of ten school days and may be subject to expulsion for up to one calendar year as per Policy 5114.

A student who commits sexual harassment in school or at school sponsored activities shall be suspended out-of-school for a minimum of two school days up to a maximum of ten school days and may be subject to expulsion for up to one calendar year as per Policy 5114.

A student who commits sexual harassment off school property and such behavior is seriously disruptive of the education process and is in violation of a publicized board policy may be suspended for up to 10 consecutive school days and be expelled for up to one calendar year.

### **Cyclists and Walkers**

Students who wish to ride bicycles or walk to school must check with the office and provide a note giving permission and signed by their parents/guardians. Cyclists and walkers must wait until the school buses have left the front yard.

### **Dress Code**

The intent of this dress code policy is to encourage all concerned to dress, groom and conduct themselves in keeping with an atmosphere which reflects a sensitivity to and respect for self and others, as well as respect for the overall functions of the school. Whisconier Middle School encourages students to dress in a manner which reflects pride in and respect for themselves, their school and their community. To promote a positive, safe and non-disruptive learning environment, proper attire must be worn. Neatness, cleanliness, and good grooming are considered an essential part of the educational environment desired by the Whisconier Middle School. Studies indicate that the manner in which a student dresses and grooms himself/herself is reflected in personal behavior and academic performance.

Help for parents and students to make good decisions about what to wear to school...

- Students are expected to dress neatly in attire suitable for school activities. Clothes designed for wear at the beach are inappropriate in school. There is a difference between school clothing and beach or lake attire!
  - For girls, tee-shirts with spaghetti straps, halter tops, tube tops, bare midriffs and inappropriate necklines are prohibited.
  - For boys, sleeveless undershirts or tank tops are prohibited.
- No shoes with wheels.
- Clothing should not contain any reference to drugs, alcohol, tobacco, sex and display no offensive signs, symbols, words, firearms or anything illegal.
- Shorts and skirts should be appropriate for a school environment event when one is seated. Guideline: the inseam of the shorts must be at LEAST 4 inches. The wearing of tights does not preclude the above guidelines.
- Shirts and tops must lie over the waistband of pants or skirts.
- Tank tops (spaghetti straps, halter tops, tube tops) may be worn over or under another t-shirt, shirt or blouse.
- Underclothing should be covered at all times.
- Baggy pants are worn with a belt at the waist, to allow safe movement.
- Transparent, mesh clothing or clothing with holes is not appropriate for the school setting.
- The wearing of hats or head coverings such as bandanas or headbands in the building during school hours is prohibited.
- No spiked or studded bracelets, rings, belts, etc.
- No gloves.
- Students should maintain a reasonable cleanliness of person and of wearing apparel.

- Pajamas, slippers and other lounging attire are not appropriate for school.

Students inappropriately dressed will be sent to the office. If the student does not have a change of clothing, a parent will be called to either bring in a change of clothing or to pick up the student. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including in-school suspension.

## **Field Trips**

Field Trips may be scheduled for educational, cultural, or extra curricular 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. If a school field trip takes place during normal school hours, all students are expected to attend. If they do not attend, it will be considered an absence from school. For family receiving free or reduced lunch or if the cost of a field trip is beyond a family’s means, arrangements may be made with the principal.

## **Fire Drills and Other Emergency Situations**

Fire drills are held at regular intervals as required by state law. When the fire alarm sounds, students are to stop all work immediately and follow the teachers' instructions for leaving the building. While students are passing, silence is to be maintained. The reason for this is obvious. If a real fire were to occur, an exit might be blocked. The need to listen for further directions is of paramount importance. Failure to hear those directions could result in serious injury. Students are to remain with his/her core teacher in the assigned area.

## **Lock-Down Emergency**

In a situation where students are deemed to be more secure remaining in their classroom, staff will be directed by the administration to keep students in class, close and lock their door, and cover the windows. Students and staff will remain in the classroom until it is announced that the school is secure.

## **Passes**

Students who are in the corridors during class time must have a pass. Students should not report to the main office, nurse's office, or counseling office without a pass from the office or from a classroom teacher. Students are required to show their pass to any adult who asks to see it. This should be done in a courteous and respectful manner.

## **ECD - Electronic Computing Devices**

Whisconier Middle School recognizes that cell phones and other electronic devices are an integral part of modern society and are sometimes used for emergencies or other vital communication. However, the use of any electronic device to take pictures or video of school personnel or students without their permission is prohibited and subject to disciplinary action.

Each classroom in WMS is equipped with a telephone and students may use this telephone with the permission of the teacher. If a student needs to contact a parent, he/she can request a pass to leave the room, report to the main office and make the call.

- In areas of the school in which there can be a reasonable expectation of privacy, such as restrooms, locker rooms and the Nurse’s Office, use of mobile computing devices is prohibited at all times.
- Use of mobile computing devices for educational purposes during instructional time will be at the sole discretion of the classroom teacher.

**Cell phones** can only be used in the morning in the cafeteria before school and during lunch. Cell phones should be turned off and put away during the day unless being used for instructional purposes with permission from the teacher. Please have your child name their device in the settings (go to settings - general - about) before bringing it to school. This will ensure that in the event they misplace it, we may be able to locate it on our school’s wireless connection. Also, if it is an Apple product, please set up your **“Find My iPhone”** account.

**Hand held video games** should not be brought to school.



**Laser pointers** should not be brought to school for any reason. They can also be hazardous if shined in eyes. Any laser pointers brought to school will be confiscated and will need to be picked up by the parent.

A student who is in possession of the above devices (**most of the time it is a cell phone**) may have the device confiscated and may be subject to disciplinary action, as per policy 5131.81 The confiscated device will be returned to the student at the end of the day for first violations. A second violation will result in the device being returned to a parent/guardian at an arranged meeting with the building administrator.

## **Telephones**

Students **will not be called** to the telephone during school time except in emergency cases. A student telephone is located in the main office from which only local calls may be made. To use the telephone during school hours, a pass must be secured from the teacher. ***Only very important***, necessary calls to parents/guardians are to be made from this phone. Phone calls should be limited to three minutes.

## **Telephone Messages for Students**

Our office staff cannot take telephone messages from parents for their children, unless they represent emergency situations. Please make every effort to arrange after school activities before the school day.

## **Textbooks and Other Instructional Materials**

Students are responsible for the care of any and all textbooks and instructional materials which are used by them. Please be sure that all books are kept clean and neat. Teachers may require that all textbooks be covered. ***Students may be charged the full replacement cost for any lost or damaged materials that are assigned to them.*** All lost and damaged materials must be paid for before the end of the school year.

## **Visitors**

The Brookfield Public Schools considers safe schools a priority. To ensure the safety of our school community, we have installed video monitors at various locations throughout the school. The front doors of WMS will remain locked from 7:55 a.m. until the end of the school day. Persons entering the building **must show photo identification** and upon admittance proceed to the main office to sign in. **ALL VISITORS MUST WEAR A PASS.** Visitors are not allowed to “shadow” students for the day, as we believe it is a disruption to the educational environment.

## **Volunteers**

Parents are strongly advised to complete the necessary volunteer forms every year. Forms are necessary to participate in field trips and other activities that arise throughout the year. The main office staff is happy to help you determine which forms are necessary. Forms can be found on the BPS district page District Information; forms.

As per policy 1240, volunteers must complete a Volunteer Form 1240 every school year. If you have not previously volunteered in the district you must complete four (4) forms: 1240A, C, D, and authorization for Release of Information for DCF CPS Search. If you have volunteered in the district, you are only required to complete two (2) forms: 1240 Form C and D. Please allow up to two weeks for the information to be processed.

## **IV. BUS INFORMATION**

Students must ride their assigned buses only. Changing buses is permitted only when a student submits a note to the office, before 11:00 am, which has been signed by the parent or guardian, and will be honored only if there is available space on the requested bus.

### **Student Conduct on Buses**

#### **STUDENTS WILL**

- remain well back from the roadway while awaiting the arrival of the bus and respect the property rights of others when waiting for the bus on or near private property.

- respect and obey the bus drivers. All directions given by the driver are to be followed.
- enter the bus in an orderly fashion and proceed immediately to a seat and remain seated until destination is reached. Standing is not permitted at any time.
- keep all parts of the body inside the bus when sitting near an open window.
- not throw anything out the window.
- open windows to the second catch only by permission of the driver. Such permissions will not be granted if any student riding the bus is allergic to bee stings.
- talk in a conversational tone.
- keep all articles such as athletic equipment, books, musical instruments, etc. out of the aisles.
- keep feet off the seat backs and cushions.
- keep hands and feet to themselves.
- step well away from the bus when leaving the bus. If crossing the road is necessary, students must do so in FRONT of the bus and in sight of the driver while all traffic is stopped.

### **STUDENTS ARE PROHIBITED FROM**

- eating on the bus.
- using tobacco, drugs, or alcohol at any time.
- carrying on unnecessary conversation with the driver.
- marking or destroying school buses.
- standing, fighting, (verbal or physical), or taking or damaging the property of another person.
- touching safety equipment on the bus. The emergency door and equipment must be used for emergency purposes only.
- shouting and yelling.

Bus drivers must report any offense in writing on forms provided. These will then be submitted to the bus company dispatcher who will sign them and process them to the building administrator. The building administrators primarily responsible for discipline shall respond on the form provided to the bus company and to the parent of any disciplinary action taken. Repeated referrals to the administrator for bus misconduct may result in suspension of bus transportation for an appropriate period of time. Should a parent have a transportation safety concern, All Star Transportation should be contacted at 203-775-1545. If the issue cannot be resolved at this level, the Business Manager will address the concerns.

### **Late Buses**

Two late buses are provided from Monday through Thursday each week for students who remain after school for various co-curricular activities, extra help, or detention. *These buses do not provide door-to-door service.* Appropriate student conduct is expected on all buses. Students must be picked up by 4:00 p.m. or take the late bus as we do not have supervision after 4:00 p.m.

### **Video Recorders**

The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act

### **Transportation Appeals Process**

In the event that the student is denied requested transportation or has had bus transportation suspended because of conduct, the parent, guardian, emancipated minor or pupil 18 years or older may in writing request a hearing before the Board of Education which shall be held within ten (10) days after the receipt of such written request, the Board shall make a stenographic record or tape recording of such hearing and shall make a finding within ten days after such a hearing. Any person aggrieved by such a finding shall, upon request, be provided with a transcript of the hearing within thirty days of such a request and may appeal to the State Board of Education as provided in the Connecticut General Statutes 10-186. Any such hearing shall be in compliance with the provisions of Connecticut General Statutes, Section 4-177 to 4-180 inclusive.

## V. CAFETERIA

### Lunch

A regular hot lunch is available each day along with a variety of *a la carte* items. Pizza, snacks, ice cream, yogurt, etc. may be purchased. Parents are urged to discuss with their children their expectations for “healthy” lunch choices.

Since the cafeteria is a “cash and carry” operation, students who have forgotten their lunches or money may call their parents/guardians to inform them that they need a lunch or lunch money. Whisconier Middle School and management service do not lend money, however, if a student forgets his/her lunch we will allow him/her to charge up to **three meals** in which the student will need to reimburse the cafeteria the next day. The lunch will include the minimum State Nutritional requirement; a cheese sandwich, vegetable, fruit and milk choice. Prepaid lunches are available through the cafeteria or the [district website](#). Whitson’s Inc. offers an alternative to paying daily in cash for your child’s lunch. Simply visit our website at [www.brookfieldps.org](http://www.brookfieldps.org) and click on the Food Services tab under District Administration and then My School Bucks Online Payment link to prepay online or fill out a personal check payable to “Brookfield School Lunch Fund” and send it in with your child.

Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the Brookfield School District Social Worker. Forms are also available on the district webpage under Food Services.

### Rules

#### STUDENTS WILL

- Be considerate and do not cut into the serving line.
- Display good table manners.
- Remain seated until dismissed.
- Deposit all wrappers, cartons and leftover food in the barrels.
- Immediately pick up any debris accidentally dropped on the floor.
- Not remove food from the cafeteria. Food and drink that are taken from the cafeteria will be confiscated.
- Proceed to classrooms quietly and remember that there are other students in class.
- Keep conversation in a low tone.
- Be responsible for busing their own tables.
- Rough play at recess will not be tolerated.

**NOTE:** Students who do not conform to the above procedures will lose their cafeteria privileges.

## VI. SERVICES

### Computer Room

The computer room is used daily for class instruction as well as for students who wish to use the computers as tools. All students have network logins and these are not to be shared with anyone else. Students must have a pass to the computer room if they are attending during a non-scheduled class time. The computer room is open from 2:40 pm to 4:00 pm Monday and Wednesday. Students may use the computer room after school only if they need to use the computers to complete an assignment. Board of Education regulations require students to use Internet access responsibly; these regulations also explain the consequences for various misuses. Please note: students who do not conform to computer regulations will lose their computer privileges.

### Guidance and Psychological Services

Guidance Counselors are assigned to grades 5 – 8. Students and parents may access guidance services at any time. Counselors provide assistance for academic, social, family and personal issues. The school psychologist is also available for consultation. A child study team may process student referrals for continued academic and/or behavioral difficulties.

A district student assistance counselor and social worker are also available for assistance.

## **Media Center**

The library media center is a very important resource which all students may use Monday through Thursday, 8:00 am to 4:00 pm, and Fridays, 8:00 am to 2:40 pm. A studious atmosphere is maintained at all times to allow students an opportunity to read, do research, and work in a suitable environment. Students who visit the library must have a pass from a teacher. All books and materials borrowed from the library must be returned promptly or renewed. Loss of borrowing privileges may occur if materials are not returned on time. Students may use the Media Center after school *only* if they need to use library materials to complete their assignments. If students are disruptive, they will be asked to leave the library and library privileges may be suspended.

## **Health Services**

The nurse's office is open during regular school hours. Any student becoming ill or injured during the school day should report to the nurse. Students should have a signed pass to come to the clinic. School personnel are responsible for the well-being of students during each school day. Thus, it is important that students do not leave school for medical reasons unless they have been released from the clinic by a school nurse. **\*\*\*Students should not call parents or text before visiting the clinic.** The school nurses will determine the severity of any health problems, if necessary and call parents or guardians to arrange for your child to be picked up from school. The person picking up the student must sign out the ill student in the Main Office. If a student needs to be picked up by an emergency contact, that person must be listed in PowerSchool under "emergency contacts".

Accident insurance may be purchased through the Brookfield Schools. During the first weeks of school, a brochure outlining the type and amount of coverage will be sent home.

HUSKY health insurance is a free or low cost insurance that is available for children not covered through any other health insurance program. HUSKY pays for doctor visits, physicals, prescriptions, emergency care, vision and dental care. HUSKY is available for children up to age 19 in families of all income levels. Application may be made by phone or online. Call the information hotline at 1-877-284-8759 or apply online at [www.ct.gov/husky](http://www.ct.gov/husky), or obtain an application at the school.

## **Prescription Medication**

The nurse may administer prescribed and non-prescription medications if a completed form from the prescribing and licensed health care professional (MD, DO, PA, APRN) is on file at the school; if there is written consent of the parent/guardian; and, if the medicine is in the original labeled prescription bottle. Forms can be found on the Whisconier website under forms. Ask the pharmacist for a labeled container for school. The law requires the medicine to be brought to school by an adult. Students may carry inhalers and epi-pens if all of the above conditions are met and the approval of the doctor and parent are on file. The student must demonstrate knowledge of safe use with the school nurse prior to self carrying.

Medication will be destroyed if not picked up by an adult within one week following termination of the order or at the close of the school year.

## **Administration of Epinephrine**

Connecticut law allows non-medical personnel, including principals, teachers and others who have been trained to administer epinephrine as emergency first aid to students who are having signs of a severe allergic reaction who have not been previously identified by a physician as having a severe allergy if the nurse is not present or available during the school day hours in the student's school. The professionals will meet annual training requirements. Parents must submit written notice to the school nurse if epinephrine **shall not** be administered according to this statute. Epinephrine is the first choice medication for anaphylaxis. If epinephrine is given to your child you will be notified.

## **Health Assessment**

Grade 6: All students in sixth grade must have a health assessment, including hematocrit or hemoglobin, blood pressure, hearing, vision, postural screening and chronic disease assessment completed prior to the first day of seventh grade. Physicals done 15 months prior to the first day of 7<sup>th</sup> grade are acceptable for 6<sup>th</sup> grade requirements. **No student is**

*allowed to enter 7<sup>th</sup> grade without a completed physical and up to date immunizations.*

Health Assessments must be performed by a licensed health care professional, medical doctor (MD), physician assistant (PA), or advance practice registered nurse (APRN).

## **School Medical Forms**

Forms for medications and physicals are available for downloading from the school website or clicking on this link: <http://www.brookfield.k12.ct.us/district/health-services/pages/medical-forms>

The annual health update form needs to be completed and signed by the parent/guardian each school year. This is found on the parent portal. It must be completed and signed electronically.

## **Immunizations**

### **Prior to 7<sup>th</sup> Grade:**

Prior to entering seventh grade all students must show proof of the following immunizations:

- second measles (usually given as MMR)
- Tdap
- Meningitis
- complete series for Hepatitis B
- proof of immunity to varicella (chickenpox). This must be one of the following:
  - 2 varicella vaccines
  - MD's verification of having had the disease
  - blood test (TITRE)

## **Screenings**

Routine screenings performed by the school nurse required by the State of Connecticut are:

- 5th Grade: vision, hearing, postural (scoliosis) for females
- 6th Grade: 6<sup>th</sup> grade physical with updated screenings by health care provider
- 7th Grade: postural (scoliosis) for females

\*Scoliosis is a deformity of the spine that usually manifests itself in this age group.

If any abnormalities are found in the screenings, a re-check is performed before a referral is sent to the parents.

## **Crutches, Casts, Braces, Slings, Wheelchair, etc.**

Students that present at school with orthopedic devices such as crutches, braces, slings, casts, wheelchairs, etc; must provide written documentation from their Physician as to the reason (diagnosis) for use of the device and duration. Crutches and wheelchairs must be provided by the parent. Student will not participate in PE/recess unless he or she has written permission from MD. Participation in recess is also prohibited during this time.

## **Communicable/Infectious Diseases**

The Board of Education recognizes that children affected with a communicable disease have a right to receive a public education. The Boards has established procedural guidelines which will:

- ensure that each affected child receives a public education in accordance with current law
- provide information for parents, faculty members and other necessary persons concerning the actual or potential dangers of transmission of the disease
- ensure that appropriate decisions and actions are based on current medical knowledge
- place restrictions upon the child to the extent necessary to minimize the risk of transmitting the disease
- provide protection for the rights of privacy of each afflicted child

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.

## **Physical Education**

Physical education is an important part of the middle school program. It is important for all students to develop strong and healthy bodies. Therefore, all students are required, unless excused for a medical reason, to dress for physical education classes and participate to the best of their abilities. Sneakers and socks, shorts, T-shirts or blouses, or sweatsuits are acceptable clothing for gym classes. When possible, physical education classes may be held outdoors and students should be prepared for seasonal temperatures. Since students do not take showers after gym classes, it is important that each student change for gym. All apparel should be marked with the student's name.

A parent note may excuse a student for two classes. These missed classes must be made up. Longer exclusions require a physician's written request. Classes missed at a physician's request do not need to be made up.

## **Lockers**

Each student is assigned a locker to be shared in his/her homeroom or in some situations a storage bin. Students must not place in the lockers dangerous items or any materials that are not allowed in school. Lockers are school property and can be inspected at any time. It is up to the student to keep the locker in good condition. Students are responsible for the contents of their lockers. Locks may be purchased in the main office for \$5.

## **Lost and Found**

Lost articles are placed in a carton located directly past the custodial office on the right hand side. Valuables are kept in the main office.

# **VII. CO-CURRICULAR ACTIVITIES**

## **After School Activities**

All after school activities and obligations begin promptly at 2:45 p.m. Students should report directly from their homeroom to their activities. When a student's activity is over, the student should report to the front of the building or remain on school property for late bus or parent pickup. All students must be picked up by 4:00 p.m. Students *must be* engaged in an organized activity under adult supervision in order to stay after school. Students *may not* wander the hallways.

To be eligible to participate in formal co-curricular activities e.g., interscholastic sports, student publications, student council, drama productions, etc., a student must be a student in good standing, must maintain an overall "C" average at the conclusion of the previous marking period, and must have remained in school for one half of the school day. Students on suspension (both in-school and out-of-school) are not "in good standing" and therefore, may not participate in or attend any school activity on the days of their suspension, and may not be on school grounds.

## **Interscholastic and Intramural Sports**

### **Sports Philosophy**

The Brookfield Public School district believes that the Interscholastic Athletic Program contributes significantly to preparing our students for becoming productive, contributing citizens to our society. We believe that participation in a wide variety of activities is a vital part of the student-athletes' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, activity, student body, community and to the students' themselves.

At Whisconier Middle School, these experiences contribute to the continued development of the student-athlete. Though wins and losses are often indicators of the level of success, it is not the main focus of middle school sports. The real triumphs are often those that teach skills needed for effective decision-making, being a good teammate, learning the basic fundamental rules and strategies of the game and winning and losing gracefully.

Both intramural and interscholastic sports are offered at the middle school. Interscholastic soccer, cross country, field hockey, basketball, and track are offered but are subject to student participation and availability of coaches. A variety of

intramural sports are offered after school for those students who would like to participate. Schedules may be found on the CIAC website or by clicking on the following link: [WMS Athletic Schedule](#)

A student, in order to be eligible to participate in **the interscholastic athletic** program, must maintain a "C" average at the conclusion of the previous marking period. Students who will be trying out and participating in an interscholastic school sport, must submit a completed health assessment. The following medical providers may perform the health assessment: Medical Doctor, Advance Practice Registered Nurse, Physician's Assistant or Doctor of Osteopathy. The completed medical examination must be recorded, signed, dated and stamped by the medical provider. The (blue) State of Connecticut Health Assessment record is the required form. A physical is valid for 12 months. You will be notified prior to the physical expiration date. You will have 30 days from the expiration date to obtain a new health assessment. If a physical is not provided to the nurse, your son/daughter will become medically ineligible to participate and will not be permitted to continue to play. Please note: Brookfield Public Schools will no longer be offering in school sports physicals. The consent, acknowledgement, and release form must be signed by both the student-athlete and their parent/guardian.

### **Concussion Education Plan and Consent and Sudden Cardiac Arrest Awareness & Consent**

Any student who will be participating in an intramural and/or interscholastic sport must review and sign the student and parent concussion education plan and the sudden cardiac arrest awareness form. Your son/daughter cannot try-out or participate without a signed concussion education consent form and sudden cardiac awareness consent form on file. The consent forms can be found in the appendix of this handbook or through PowerSchool via the parent portal.

The Whisconier Middle School code of conduct applies to all members of the teams. Any member of the interscholastic team who violates the code may be subject to removal from the team after administrative review. The same procedure applies to students whose academic work is unsatisfactory or whose behavior results in detentions or suspensions.

### **Student Council**

Student Council is a great place for students to come together to share ideas, interests and concerns with one another to better the school and the community in which they live. Through student council, students can learn to develop leadership skills that will help them succeed in and around the school. Through various events within the school year, students learn to give back to the community and learn that a little kindness can go a long way. .

### **Student Publications**

The student newspaper, a literary magazine of original student work, and the eighth grade yearbook are produced through the efforts of the students. Students may join the newspaper and magazine staffs. These groups meet after school, usually with their school advisors, to work on the various stages of putting these publications together. They serve as reporters, editors, artists, photographers, and layout people.

### **Students Making a Difference**

Each month at each grade level, WMS staff selects a student who has contributed to our school making it more special and demonstrating genuine caring. These students' photos, including the reason for their recognition, will be displayed in our school foyer. These students are examples of the many hard working students in our school. Their efforts contribute to our school community in very meaningful ways and we congratulate their service to our school.

### **Socials**

Socials are for 5th and 6th grade students only; no guests may attend. Examples of Socials may include movie night, pizza parties, and story night. Grade levels will be predetermined prior to each Social. Tickets must be purchased prior to each event. No tickets will be sold at the door. Students under suspension, restriction, or on a probationary status may not attend.

### **School Dances**

Dances are for 7<sup>th</sup>/8<sup>th</sup> grade middle school students only; no guests may attend. All students at a school dance must have attended all classes at school on the day of the dance. Students under suspension, restriction, or on a probationary status may not attend. Proper attire for dances will depend upon the theme of the specific dance. Students are subject to school rules when on school property at school sponsored activities. Students are not allowed to leave the dance until the

dance is over unless picked up by a parent.

**Dance hours are 7:00 - 9:30 p.m.** Prompt pick-up of students is appreciated.

### **Eighth Grade Dinner Dance**

The eighth grade dinner dance is held in June for eighth grade students only. **No guests may attend.** Attire is expected to be appropriate for a middle school dance. Students are encouraged to dress in a manner that reflects pride in and respect for themselves, others, their school, and their community. If there is concern about a student's apparel at this dance, parents will be notified and students will be asked to leave.

### **Eighth Grade Reception**

The eighth grade reception which is sponsored by the PTO is held each year in June to recognize those students who will be leaving the middle school and moving on to high school. Parents/guardians, relatives, and friends are invited to attend. However, seating may be limited due to facility capacity. Boys are expected to wear a dress shirt and tie, and girls are expected to wear street length dresses, skirts, or dress slacks. Also, appropriate shoes should be worn, no sneakers or "flip-flops".

## **VIII. Special Notices**

### **504 Policy and Procedures**

School districts are required to develop detailed procedures for identifying and serving children with disabilities. For information or filing a grievance, contact:

Special Education Department  
Brookfield Public Schools  
100 Pocono Road  
Brookfield, CT 06804

### **Asbestos Statement**

Our building is inspected every six months as required by 19a-333-1 through 13 of the regulations of Connecticut State Agencies. "Asbestos-Containing Materials in Schools", to determine any changes in the condition of identified asbestos-containing building materials. Additionally, the school is re-inspected every three years by an accredited inspector following the same basic criteria as stated in the original plan. WMS maintains, in its main office, a complete updated copy of the asbestos management plan. The Asbestos Management Plan is designed to maintain any asbestos-containing materials in a non-hazardous condition. It is available during normal business hours for inspection. The designated person for the Asbestos program is Dr. Mark Granville and can be contacted at 860-456-3956.

### **Child Abuse**

State law requires that any certified professional, paraprofessional, employee or social worker and /or nurse in the school system who has reasonable cause to suspect or believe that a child under the age of eighteen years has been abused or neglected, is mandated to orally report by telephone or in person his or her suspicions to the Brookfield Police Department or Commissioner of Children and Families immediately, followed within 48 hours by a written report.

### **Equal Opportunity**

Each student is encouraged to develop and achieve individual education goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, co-curricular activities or other school resources.

The Supervisor of Pupil Services is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.



## **The Family Educational Rights and Privacy ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal or designee a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask The Brookfield Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) 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. The name and address of the Office that administers FERPA is:  
Special Education  
Brookfield Public Schools  
100 Pocono Road  
Brookfield, CT 06804

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

## **HIPPA**

The Health Insurance Portability and Accountability ACT requires notice of privacy practices which describes how the district may use and disclose protected health information, duties to protect privacy, information about privacy practices and a complaint procedure.

## **Homeless Liaison**

The McKinney Vento Act requires public notice of the education rights of homeless students disseminated in places where homeless students receive services under the Act. If you have any questions or concerns related to homelessness, please contact the Whisconier Middle School Liaison, Unique Buccini at 203-775-7719 or [bucciniu@brookfieldps.org](mailto:bucciniu@brookfieldps.org)

## **Non-discrimination**

The Brookfield Board of Education does not discriminate in its hiring or educational opportunities in regard to their race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, intellectual or physical disability, including, but not limited to blindness, except in the case of a bona fide occupational qualification or need.

## **Pest Control Policy**

The Brookfield Board of Education has adopted an integrated pest management (IPM) policy for pest control within the building(s) and on the grounds of Whisconier Middle School. IPM utilizes all available pest control methods such as sanitation, structural maintenance and exclusion, maintaining proper soil pH, fertility and moisture, trapping and/or biological controls along with the judicious use of pesticides to maintain pest populations at or below an acceptable level. Pesticides may be applied if a pest population has been identified through periodic monitoring, and alternative methods of control have not been effective. The least toxic pesticide would be used first.

Pesticide applications will not be performed within any building or on the grounds of the school during regular school hours or during planned activities unless an emergency application is necessary to eliminate an immediate threat to human health. When this occurs, all children and staff will be removed from the area and not allowed to return until it is safe to do so according to the pesticide label.

Parents, guardians and staff who would like to be notified of pesticide applications may register by calling 775-7709 and leaving your name, address, phone number or email address, and name of school.

Registrants will be notified of pesticide applications on or before the date of application by either phone or email. Notification will include (1) the name of the active ingredient of the pesticide being applied, (2) the location of the application on school property, (3) the date of the application, and (4) the name of the school administrator or a designee who may be contacted for further information.

Registrants will be notified of any emergency pesticide applications that are made to eliminate an immediate threat to human health via phone or email.

## **PPRA**

The Protection of Pupil Rights Amendment requires school districts to adopt policies regarding surveys, instructional materials, physical examinations, and personal information for marketing.

## **Suicide Prevention**

Any school employee who may have knowledge of a suicide threat must take the proper steps to report this information to the building principal or the designee who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services.

## **Title IX**

Title IX requires districts receiving federal funds to have a Title IX coordinator, to notify all students and employees of the name, office address, and telephone number of the designated coordinator. Please contact the Whisconier Middle School main office for information.

# The Mission of the Brookfield Public Schools

## Mission Statement

To inspire, challenge and prepare all students to live meaningful and productive lives.

Every student is empowered to become a critical thinker, problem-solver, effective communicator, global citizen, and life-long learner through rigorous, relevant and comprehensive educational experiences, expansive student opportunities, and active community involvement.

## Core Values

### **Comprehensive Education:**

We hold as a value that the district will provide an educational program that spans a wide range of curricula that can accommodate all children in meeting their educational needs.

### **Safety:**

We hold as a value that all students and staff and other members of the school community will work in an environment that secures their physical and emotional well being.

### **Life-long Learning:**

We hold as a value that all students will be taught the necessary skills and receive the encouragement to be active and inquisitive learners throughout their lives.

### **Citizenship:**

We hold as a value that all students will be taught that the obligations they have as citizens is to fulfill their civic responsibilities to their community, state and nation.

### **Respect:**

We hold as a value that all students will hold themselves in high esteem and treat all others as they wish to be treated.

### **Continuous Improvement:**

We hold as a value that all students and staff will continue to grow through ongoing experiences that fulfill their needs and enrich their knowledge.

### **Rigor:**

We hold as a value that all students will be challenged with a comprehensive array of high quality programs that enables them to expand the limits of their abilities.

### **Communication:**

We hold as a value that all students will be taught and encouraged to articulate thoughts and ideas using oral, written, and non-verbal communication in a variety of forms and contexts integrating the array of communication resources available to them.

### **Responsibility:**

We hold as a value that all students and staff will be accountable for their decisions and their actions.

### **Integrity:**

We hold as a value that all students and staff will demonstrate an adherence to moral and ethical principles rooted in a sense of honesty and truthfulness.

### **Collaboration:**

We hold as a value that all students and staff will work effectively and respectfully with one another in groups to achieve common goals.

**WHISCONIER MIDDLE SCHOOL SCHEDULE**  
**Brookfield, CT 06804**  
**2017/2018 School Schedule**

5th Grade	6th Grade	7th Grade	8th Grade
Core 7:55 - 8:48 53 min	Core 7:55 - 8:48 53 min	7:55 - 8:01 Homeroom	7:55 - 8:01 Homeroom
		UNAH 8:03 - 9:10 67 min	Core 8:03 - 8:51 48 min
Core 8:50 - 9:38 48 min	Core 8:50 - 9:38 48 min	Core 9:12 - 10:00 48 min	Core 8:53 - 9:41 48 min
Core 9:40 - 10:28 48 min	Core 9:40 - 10:28 48 min		UNAH 9:43 - 10:50 67 min
ELT 10:30 - 11:10 40 min	Lunch 10:30 - 11:00	Core 10:02 - 10:50 48 min	Core 10:52 - 11:40 48 min
Lunch 11:12 - 11:42	ELT 11:02 - 11:42 40 min		
Core 11:44 - 12:32 48 min	UNAH 11:44 - 12:51 67 min	ELT 11:42 - 12:22 40 min	Lunch 11:42 - 12:12
Core 12:34 - 1:22 48 min	Core 12:53 - 1:41 48 min	Lunch 12:24 - 12:54	ELT 12:14 - 12:54 40 min
		Core 12:56 - 1:44 48 min	Core 12:56 - 1:44 48 min
UNAH 1:24 - 2:31 67 min	Core 1:43 - 2:31 48 min	Core 1:46 - 2:34 48 min	Core 1:46 - 2:34 48 min
Homeroom Dismissal	Homeroom Dismissal	Homeroom Dismissal	Homeroom Dismissal

## **BOARD OF EDUCATION POLICIES**

**[Policy #5114: Students Removal/Suspension/Expulsion](#)**

**[Policy #5123: Promotion/Acceleration/Retention](#)**

**[Policy #5131: Student Behavior](#)**

**[Policy #5131.6: Students: Drugs, Alcohol, Tobacco](#)**

**[Policy #5131.911: Bullying](#)**

**[Policy #5141.21: Students Administration of Prescription/Non-Prescription Medication](#)**

**[Policy #5141.4: Students Child Neglect/Abuse](#)**

**[Policy #5145.122: Students: Search and Seizure Use of Dogs to Search School Property](#)**

**[Policy #5145.5: Students: Sexual Harassment](#)**

**Policy #6142.101: Instruction – Student Wellness Policy**

**[Policy #6141.321: Acceptable Use of Electronic Communication Devices \(ECD's\) and the Internet](#)**

**[Policy #6141.321: Acceptable Use of Electronic Communication Devices and the Internet \(Form 1\)](#)**

**[Policy #6141.321: Acceptable Use of Electronic Communication Devices and the Internet \(Form 2\)](#)**

**[Policy #6141.328: Bring Your Own Electronic Communication Device \(BYOECD\)](#)**

**[Policy #6141.328: Bring Your Own Device Student Agreement Form](#)**

**[Policy #6141.326\(a\): Internet/Computer Networks Use – Online Social Networking](#)**

**(A complete listing of all BOE policies may be found on the [BPS website](#))**

**INSTRUCTION FOR DENIAL OF PERMISSION TO RELEASE CERTAIN  
DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT**

August 2017

Dear Parent / Guardian:

Please be aware that Brookfield Schools may release directory information listed below unless a parent or guardian denies, in writing, permission to do so. This information may be released to media, colleges, civic or school-related organizations, state or governmental agencies, and authorized school web pages. In addition, directory information may appear in documents relating to school journalistic and literary activities, as well as athletic, music and theater presentations of Brookfield Public Schools.

Directory information includes the following kinds of information:

1. Name of student
2. Address
3. Telephone number
4. Major field of study
5. Participation in officially recognized activities and sports
6. Height and weight of members of athletic teams
7. Dates of attendance
8. Degrees and awards received
9. Most recent school attended
10. Date and place of birth
11. Photograph and/or videotape not used in a disciplinary manner
12. Student work for display at the discretion of the teacher (no grade displayed)

If you wish to deny permission for the Brookfield Schools to release Directory Information about your child without your prior written consent, please communicate in writing to the school principal your request and no Directory Information will be released unless you give such written permission.

This communication must be submitted to the principal's office of your child's school within ten (10) school days of receipt of this notice. A separate communication must be submitted annually for each student and is only valid for the current school year.

StudentsDirectory Information

The district may disclose “Directory Information” in appropriate situations, as determined by the Superintendent, without prior written consent, unless a parent/guardian submits a written communication denying the release of such information without prior written approval.

“Directory Information” means one or more of the following items: student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, grade levels, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous public or private school attended by the student, photograph and/or videotape not used in a disciplinary matter, and student work displayed at the discretion of the teacher with no grade displayed.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

Parents shall be notified of this policy annually and at the time of registration.

(cf.5125 – Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-221(b) Boards of Education to establish written uniform policy re treatment of recruiters.

Policy Adopted: 6/20/01  
Policy revised and approved – 1/5/11

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

## HUMAN GROWTH & DEVELOPMENT OPT OUT

June 2017

Dear Parent/Guardian:

Your child will be receiving lessons in Human Growth and Development instruction as part of our comprehensive health curriculum. This unit will be taught during their rotation of Health instruction.

The Human Growth and Development unit varies according to grade level. These lessons include class discussions, tests and/or quizzes, in class assignments, or homework assignments, depending on their grade level.

The curriculum for this unit includes the following number of days for each grade level:

- **5<sup>th</sup> Grade ~ 2 Lessons \*Split by Gender**
- **6<sup>th</sup> Grade ~ 4 Lessons \*Split by Gender for the Anatomy Lessons**
- **7<sup>th</sup> Grade ~ 9 Lessons \*Split by Gender**
- **8<sup>th</sup> Grade ~ 13 Lessons**

**(The Abstinence Pledge can be found on the WMS Health Page. This is a tool that can be used at home with your 7<sup>th</sup> or 8<sup>th</sup> grade child to foster discussions around abstinence.)**

A copy of the K-12 health curriculum and the Human Growth and Development grade level objectives are available in the main office for your review or on the school district's website at <http://www.brookfieldps.org>. A binder containing the lessons and materials from the Human Growth and Development unit is also available in the main office for your preview.

As per Connecticut General Statute 10-16e and Board of Education Policy 6564.12 and 61441.1, you have the right to opt your child out of instruction in this unit or part thereof. There are three options available to you.

- Option 1:** Your child may fully participate in all lessons.
- Option 2:** Your child may participate in only those lessons not asterisked on the course outline. (Please note student generated questions and discussions may overlap with asterisked lessons.)
- Option 3:** Exemption out of all instruction in this unit.

If you choose Option 2 or 3, please place in writing to me your desire to **exempt** your child from this instruction by **September 8, 2017**.

Sincerely,

Deane Renda  
Principal



InstructionTechnology and InstructionAcceptable Use of Electronic Communication Devices (ECD's) and the Internet

The Brookfield Board of Education recognizes the potential of digital technology to support learning and enhance instruction. The District recognizes that the principal purposes of such technology in it's schools are to enhance the curriculum and instructional program and to provide additional resources for authorized student activities. Resource sharing, communications and innovation capabilities for both students and teachers have been increased with access to a wide variety of Electronic Communication Devices (ECD's), telecommunications and to the Internet. It is imperative that members of the school community conduct themselves in a responsible, decent, ethical and polite manner while using the District ECD's and any network. They must also abide by all local, state and federal laws.

The District reserves the right to restrict or terminate network access at any time for any reason. The District further reserves the right to monitor network activity in any manner it sees fit in order to attempt to assure acceptable use and to maintain the integrity of the network. In order that an appropriate level of supervision and restriction may be exercised, students must use their assigned network login when using electronic resources.

Guidelines for Internet Use

It is important to recognize that with increased access to ECD's and the world-wide web also comes the availability of controversial material that may not be considered of educational value in the context of the school setting. Further, the school district recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or prescribed behavior, it does seek to assist in such judgment by providing the following guidelines.

1. All use of the Internet, electronic services or any telecommunications network must be in support of educational objectives or research.
2. Any electronic mail accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account.
3. All communications and information accessible via a network should not be assumed to be private.
4. Any use of the district's computing resources or networks for illegal or inappropriate purposes accessing materials that are objectionable in a public school environment, or supporting such activities, is prohibited. Language that is deemed to be vulgar is also prohibited. Illegal activities shall be defined as a violation of the law. Inappropriate use shall be defined as a violation of the intended use of the service or network. Objectionable is defined as materials that are identified as such by the rules and policies of the Board of Education that relate to curriculum materials and textbook adoption.
5. Any use of telecommunication opportunities for commercial purposes, financial gain, product advertisement, political lobbying, or to attempt to disrupt the use of the services by others, is prohibited.
6. The Board of Education has no control of the information on the Internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.
7. Violations of the provisions stated in this policy may result in suspension or revocation of access privileges to the Internet, electronic services, district networks and/or referral to the appropriate law enforcement authorities.

Guidelines for Electronic Communication Use

Electronic resources, just like lockers and other storage spaces are school property. As such, they are subject to periodic inspection. Students are warned that there should be no expectation of privacy in connection with their use of electronic resources and that they should not store or use information which they do not want to bring to the attention of school authorities. Searches of electronic resources aimed at uncovering wrong-doing on the part of specific students shall be conducted in compliance with Board Policy 5145.12 - *Search and Seizure* and relevant federal and state statutes.

***Any ECD's which are brought into, or connect to, the information networks of the District shall be subject to this policy and any related regulation.***

***Guidelines for Student Use***

***Student's use of electronic services is considered to be a privilege. Students in all grades who wish to use ECD's and networks that are available to them may do so provided they:***

- 1. Read and agree to the Acceptable Use Policy***
- 2. Check box and type in name on the "Acceptable Use of Electronic Communication Devices" and the "Internet Agreement" annually.***
- 3. Have one parent/guardian (if under the age of 18) check the box and type in his/her name on the "Parent Consent" form.***
- 4. Submit the completed forms on the school portal.***

***This Policy shall be included in all school handbooks, updated annually.***

Because technology is rapidly changing, the Superintendent shall review this policy annually and recommend necessary changes, additions or deletions.

Cf. - 5114                    - Suspension and Expulsion/Due Process  
      5131                    - Student Behavior  
      5145.12                - Search and Seizure

Policy  
Approved: 6/21/06  
Revised: 6/15/11

Brookfield Public Schools  
Brookfield, Connecticut

WMS

**Whisconier Middle School**

17 West Whisconier Road ~ Brookfield, CT 06804  
Phone 203-775-7710 ~ Fax 203-775-7615

[www.brookfieldps.org](http://www.brookfieldps.org)

August 2017

Dear Parents/Guardians:

Please take some time to read this handbook with your child. When you have thoroughly reviewed this handbook with your child, please log into the PowerSchool Digital Locker and sign the following with your digital signature:

1. Student Contact Information (this must be updated/reviewed yearly) for each child.
2. Handbook acknowledgement
3. Acceptable use of electronic communication devices and the internet
4. Acceptable use policy for student google apps account
5. Annual Health Update Form

Any student who will be participating in an **intramural or/or interscholastic sport** must complete the concussion education plan and consent form. This form must be completed by both the parent and the student and returned to the clinic. No child will be able to try-out or participate without a signed concussion education form on file.

We would appreciate if you complete these tasks by Friday, September 8, 2017.

Sincerely,

Deane Renda  
Principal

**Click on the link below:**

**[2017/2018 Brookfield Public School Calendar](#)**