



WOMMS

2018-2019

WILLIAM J. JOHNSTON MIDDLE SCHOOL

Student Handbook 2018-2019



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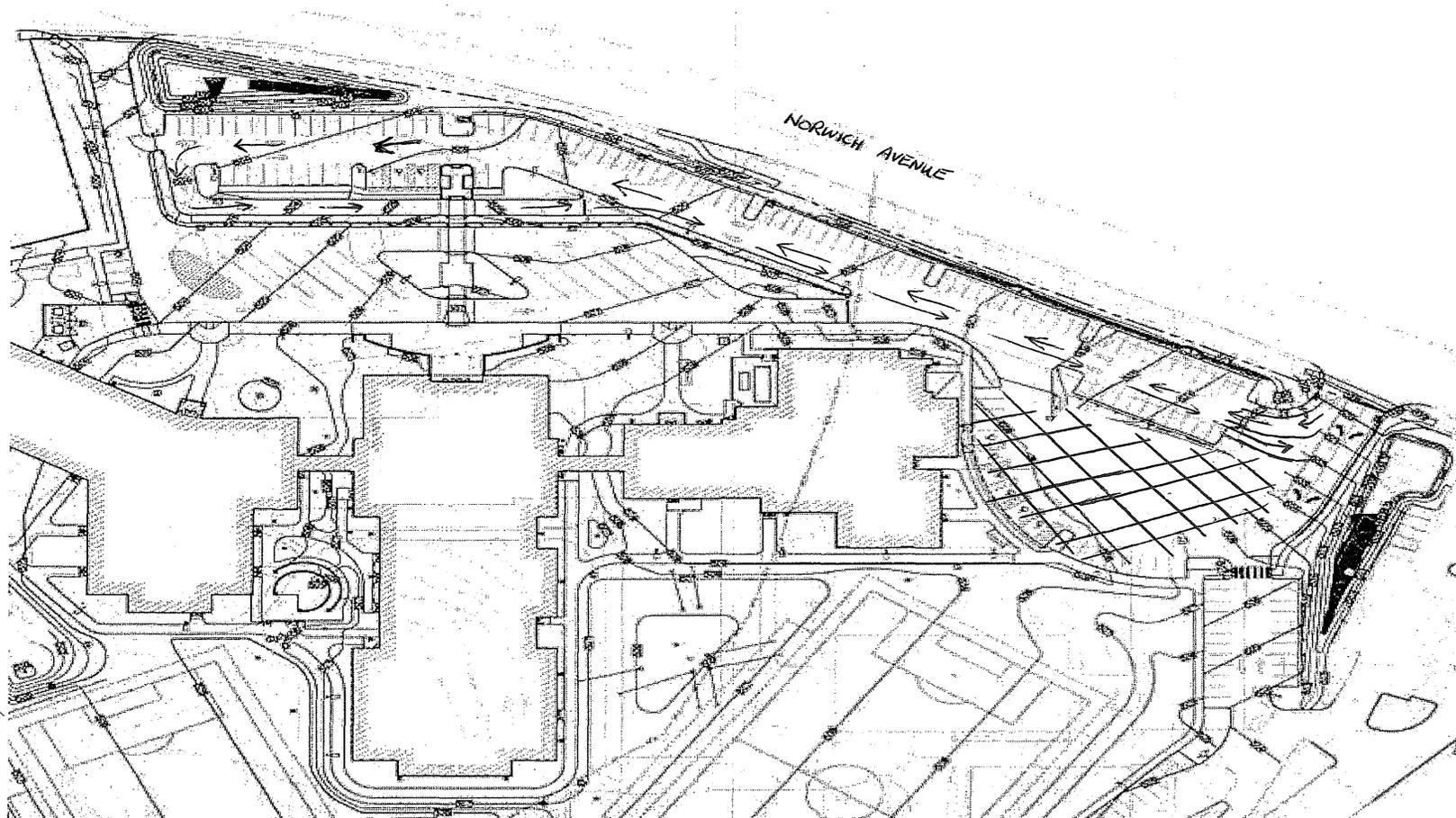
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Drop-Off Procedures

In order to ensure the safety of all students and to keep traffic moving on Norwich Avenue, the following procedures have been established. Upon entering school property, please turn right and proceed to the student drop-off area pulling your vehicle as far forward as possible along the sidewalk prior to discharging passengers. All students must exit their vehicles on the passenger side (right-side along the sidewalk), in order to separate/protect themselves from moving traffic.

Pick-Up Procedures

There is not adequate space for parents to pick up children at dismissal while our buses are in the parking lot. Parents are asked to make arrangements to pick up your child @ 2:11 p.m. on a regular school day after the buses have cleared the parking lot. For a shortened day, please pick up your child at 11:51 a.m. after the buses have cleared the parking lot. Your children will be supervised and then dismissed through our Bus Entrance doors. Under no circumstances should parents park/wait in front of our building or along the traffic island near our entrance, or on Norwich Avenue. These are "No Parking" areas and cars parked/waiting there put students at risk and are breaking the law.

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COLCHESTER SCHOOL DISTRICT MISSION STATEMENT

Colchester Public Schools are committed to establishing and maintaining strong parent-community-school partnerships to provide a safe, engaging, and effective learning environment to meet the unique needs of individual students. These partnerships are dedicated to promoting student well-being and the highest level of academic excellence measured by established performance standards and real-world applications. We commit to a comprehensive system of support to ensure the success of each and every student.

WILLIAM J. JOHNSTON MIDDLE SCHOOL MISSION STATEMENT

William J. Johnston Middle School is committed to embracing the spirit of the changing adolescent. In a community where respect for self and others is highly valued, each student is empowered to employ high standards in taking responsibility to make good personal and academic choices. The school recognizes the changing needs of Colchester's district and student culture. As the middle school student embarks upon a search for identity, WJMS strives to nurture the whole child. Balance and stability are provided within a safe environment allowing the student to learn effectively and take the risks necessary to realize her/his ultimate potential.

WILLIAM J. JOHNSTON MIDDLE SCHOOL

On May 19, 1990, Central Middle School was renamed the William J. Johnston Middle School in honor of Colchester's World War II Congressional Medal of Honor recipient, William J. Johnston. Mr. Johnston, a native of Colchester, received the nation's highest award for his conspicuous gallantry and intrepidity at risk of life, above and beyond the call of duty, in action against the enemy.

President Franklin D. Roosevelt presented the Medal of Honor to Private First Class Johnston on May 29, 1944. Following his discharge from the Army, Mr. Johnston built a career with the Veterans' Administration as a service officer. He was also a former Selectman of the Town of Colchester and an active member of the American Legion and the Veterans of Foreign Wars.

Mr. Johnston's message for the students of Colchester was to "respect each other" and to respect the right to disagree without being disagreeable, to be decent, and to be willing to accept other people's opinions.

Mr. Johnston died on May 29, 1990, forty-six years after he received his most prestigious honor.

IN THE MIDDLE!

Young people go through more rapid and dramatic changes during the years between ten and fifteen than at any other time in their lives. Early adolescence is a time of tremendous variability among students. They grow at different rates - intellectually, physically, socially, emotionally, and morally. With young adolescents, the achievement of academic success is highly dependent upon their other developmental needs being met. Education has responded on a national level to the needs of these young adolescents through the creation of an educational structure that responds to this unique developmental level.

Developmentally responsive middle schools provide:

- a curriculum that challenges, integrates, and explores a variety of options,
- teaching and learning methods that are varied,
- student assessment and evaluation processes that promote learning,
- organizational structures that are flexible,
- programs and policies that promote health, wellness, and safety, and
- guidance and support services that are comprehensive.

At the middle level, both students and teachers are grouped into teaching teams. Each team consists of 100 to 120 students with five core academic teachers. Within the team structure, the academic areas of mathematics, language arts, social studies, and science are taught.

Applied Academics are part of each student's total education. These areas include physical education, health, music, art, world language, design and engineering, family and consumer science, and informational technology.

Our school counselors follow the progress of each student closely and conduct activities designed to help each student learn more about how he/she learns. The school psychologist, social worker, reading and math specialists, special education teachers and instructional assistants all contribute to student learning and serve the needs of emerging adolescents.

School Mascot: The Puma

School Colors: Royal Blue and White

Motto: "Puma Pride!"

Ethos: "Embracing the Spirit of the Changing Adolescent!"



Positive Behavior Interventions and Support (PBIS)

Colchester Public Schools has an established partnership with the University of Connecticut for **Positive Behavior Interventions & Support**, or simply, **PBIS**. PBIS is a systems approach which focuses on proactive teaching, reinforcing positive behavior and decreasing the less desirable behaviors. Introducing, modeling, practicing and reinforcing positive, social behavior is an important part of a student's educational experience. Teaching behavioral expectations and recognizing students for following these expectations is a much more positive approach than waiting for misbehavior to happen before responding. The purpose of school-wide PBIS is to establish a positive climate in which appropriate behavior is the norm.

William J. Johnston Middle School has been recognized as a Model PBIS School for the state of Connecticut. During the first days of school, students will be taught the school's four core values: **Be Respectful, Be Responsible, Be Honest, Be Safe**. Students will receive instruction on our matrix focusing on these four school-wide expectations as they occur within the school day. Our matrix specifies the four core values in the classroom, cafeteria, hallway/courtyard, bathroom, on the bus, as well as when in the community, like the Youth Center, Cragin Library, or on field trips. On the following pages (p. 6 & 7), you will find a copy of our matrix which describes what our core values look like in these different school settings. Education and reinforcement on how to be respectful, responsible, honest and safe will continue throughout the year. To ensure a positive, safe learning environment, we use a school-wide, common language that establishes consistent daily expectations.

PBIS Matrix: What our core values look like in school

	<i>In the Classroom/ Library Media Center</i>	<i>In the Hallway/ Courtyard</i>	<i>In the Cafeteria</i>
Be Respectful 	<ul style="list-style-type: none"> * Be considerate of others' belongings * Listen when teachers or other students are talking * Enter the room quietly * Treat fellow students, teachers, and other staff/adults in a positive and polite manner * Take care of school property * Recognize personal space/boundaries of others * Use technology for specific purposes * Treat all others in a positive and polite manner * Work quietly and use quiet voices * Use LMC appropriately 	<ul style="list-style-type: none"> * Walk to your destination * Use a quiet voice * Take care of school property * Recognize personal space/boundaries of others 	<ul style="list-style-type: none"> * Be considerate of others' belongings * Use a quiet voice * Enter & exit in an orderly manner * Wait turn in serving line * Eat with good table manners * Treat fellow students, café staff and perversors in a positive and polite manner * Leave lunch area as you found it or better * Take care of school property * Recognize personal space/boundaries of others
Be Responsible 	<ul style="list-style-type: none"> * Use appropriate language * Respond to silent signal immediately * Be on time * Always do your best work * Take pride in your work * Follow all adult directions * Be prepared and ready to learn * Check out books/materials before leaving LMC * Take care of materials checked out * Materials lost or damaged while checked out, the student is required to replace or pay for the item * Locate resources independently 	<ul style="list-style-type: none"> * Use appropriate language * Keep area around locker clean and neat * Pick up dropped paper/books * Have a hallway pass at all times 	<ul style="list-style-type: none"> * Use appropriate language * Respond to silent signal immediately * Sit in only designated locations: 4 to a small table and 6 to a large table * Keep table and floor clean, place trash in barrels, and return trays to counter * Consume food and drink only in the cafeteria
Be Honest 	<ul style="list-style-type: none"> * Be truthful at all times * Report any unsafe or inappropriate behavior * Do your own work * Take responsibility for your actions 	<ul style="list-style-type: none"> * Be truthful at all times * Report any unsafe or inappropriate behavior * Report any acts of vandalism * Take responsibility for your actions 	<ul style="list-style-type: none"> * Be truthful at all times * Report any unsafe or inappropriate behavior * Take responsibility for your actions
Be Safe 	<ul style="list-style-type: none"> * Keep hands, feet, and objects to self * Follow all classroom rules and routines * Understand and follow all fire drill and lockdown procedures * Use furniture/ technology properly * Sign in/sign out of LMC 	<ul style="list-style-type: none"> * Keep hands, feet, and objects to self * Walk on right side of hallway * In courtyard, walk on paved areas * Keep locker locked at all times * During fire drills, exit and enter the building silently 	<ul style="list-style-type: none"> * Keep hands, feet, and objects to self * Stay in seat while you eat lunch except for necessary lunch needs * Always walk in a safe manner * Eat your food in a sanitary manner

	<i>In the Bathroom</i>	<i>On the Bus</i>	<i>Youth Center, Field Trips, Cragin Library</i>
<p>Be Respectful</p> 	<ul style="list-style-type: none"> * Allow others their privacy * Use a quiet voice * Wait your turn * Take care of school property * Recognize personal space/boundaries of others 	<ul style="list-style-type: none"> * Be considerate of others' belongings * Keep voice at appropriate level * Wait patiently to get on and off the bus * Treat fellow students and bus driver in a positive and polite manner * Take care of school property * Recognize personal space/boundaries of others 	<ul style="list-style-type: none"> * Be considerate of others' belongings * Keep voice at appropriate level * Eat and drink in appropriate areas * Enter & exit in an orderly manner * Be gentle with equipment, games, materials, and buildings * Treat fellow students and adults in a positive and polite manner * Recognize personal space/boundaries of others
<p>Be Responsible</p> 	<ul style="list-style-type: none"> * Use appropriate language * Always have a pass * Sign out and return to class with pass * Go directly to lav and return to class immediately * Keep area clean 	<ul style="list-style-type: none"> * Use appropriate language * Be role models to younger children * Respond immediately to quiet signal and bus driver's directions * Keep area clean 	<ul style="list-style-type: none"> * Use appropriate language * Pick up after yourself * Learn, understand, and follow specific rules and routines for each place * Give others a helping hand if needed * You represent WJMS when you are in the community
<p>Be Honest</p> 	<ul style="list-style-type: none"> * Be truthful at all times * Report any unsafe or inappropriate behavior * Only use the bathroom when necessary * Take responsibility for your actions 	<ul style="list-style-type: none"> * Be truthful at all times * Report any unsafe or inappropriate behavior * Report any acts of vandalism * Take responsibility for your actions 	<ul style="list-style-type: none"> * Be truthful at all times * Stay in order when asked to take turns * When working out a problem with an adult/peer, be truthful no matter what * Use only your things or those you have permission to use from the owner * Take responsibility for your actions
<p>Be Safe</p> 	<ul style="list-style-type: none"> * Keep hands, feet, and objects to self * Flush appropriately * Be sanitary: wash and dry hands 	<ul style="list-style-type: none"> * Keep hands, feet, and objects to self * Stay seated until the bus stops moving * Follow all bus safety procedures * Keep your belongings out of the aisle 	<ul style="list-style-type: none"> * Keep hands, feet, and objects to self * Walk at all times * Stay near supervisor or where the supervisor tells you to be at all times * Use equipment, furniture, and materials for specified purpose only

PBIS Expectations

To show **respect**, WJJMS students are reminded:

- If you have consent from your teacher, you may use your iPod/mp3 player in the classroom for education purposes. iPods and mp3 players must be turned off, removed, and put away before entering the school, and can be used at the end of the school day outside the building only.
- Cell phones must be turned off and secured in a student's locker, "Off and away during the day!" At no time during the school day, for any reason, should a student be checking his/her phone or turning it on. They can be used at the end of the day outside the building only. Students are welcome to leave such items in the office during the day for safer keeping. See page 15 for more specific information about electronic communication use.
- Gum chewing is not permitted during the school day or at any school-related activities.
- Students are expected to follow the WJJMS dress code, as guided by the BOE dress code policy. See page 17.
- The writing and passing of notes in school is strictly prohibited.

To be **responsible**, WJJMS students are reminded:

- **All calls home during the school day must be made in the presence of a staff member.**
- Lockers are to be used before homeroom and at designated team times.
- Passes should be carried at all times when in the hallway during class time.
- Parental notes granting permission for all students staying for an after school activity or not taking the bus and walking home must be turned into the office. Students will in turn receive a confirmation note to hand in to the teacher with whom they will be working that day.
- WJJMS is not responsible for any lost or damaged items stored in the lockers.

To be **honest**, WJJMS students are reminded:

- All work submitted must be your own original work with proper citations as required by your teacher.
- To be accountable for your location, you must sign out of the classroom and have a pass to use the bathroom at all times. In case of an emergency, use the bathroom in the nurse's office or main office.

To be **safe**, WJJMS students are reminded:

- Backpacks need to be left in your locker.
- Toys, toy guns, or weapon facsimiles and/or items that mimic or resemble a weapon are not permitted in school.
- Food and drinks must be consumed in the cafeteria and may not be consumed at lockers or between classes. Of Special Note: Energy drinks of any kind are not permitted in school.
- Aerosol spray cans, including spray deodorants and hair spray, are prohibited from school.

PBIS Consequences

When a student makes poor choices, we use a variety of strategies to redirect students and help them make more positive choices. Our team teachers, specials teachers, and guidance staff work together with students to help those who are having difficulty behaving in an appropriate manner in school. PBIS allows teachers to use different intervention strategies before handing out a consequence. Teachers will use eye contact, change student seat, conference with student, give verbal reminders, contact parent, allow a time out in another classroom, provide a high level of supervision, re-teach expectations, or other strategies appropriate for the student. In some cases, consequences need to be given to students based on their actions. As part of our PBIS system of managing student behavior, we have designated three levels of responses to student behavior:

Level 1 referrals will be emailed to parents as notification of minor behavior infractions. Although a Level 1 referral does not always come with a specific consequence, it may count against points regarding field trip participation.

Level 2 referrals and consequences are issued to students after repeated attempts to correct Level 1 behaviors or for more serious offenses. A detention might be a Level 2 consequence for repeated failure to follow behavior and/or academic expectations. Level 2 consequence notifications are emailed to parents.

Level 3 referrals and consequences are issued to students by an administrator after repeated attempts to correct Level 2 behaviors or for more serious offenses.

Once a student has accumulated multiple referrals (of any level) they will meet with a mentor to analyze their behavior choices. They will complete a personal inventory and meet with their mentor during a 2-week time period to look at their progress. During this time students will reflect on their choices and set goals in order to get back on a positive behavior track.

Suspensions can only be assigned by an administrator after a complete investigation of the incident. In some serious cases, the local law enforcement agency may be notified. The student/students are given "due process" (listening to your side), the

reason for the suspension is fully explained to the student and the parents, and communication for assignments is arranged. The length of a suspension is one to ten days.

Expulsions may be requested by the principal when the student's conduct endangers persons or property, is seriously disruptive of the educational process, or is in violation of Board Policy.

The following is just an excerpt of the Board of Education policy on discipline #5144. It highlights specific conduct related to school suspensions/expulsions.

II. Scope of the Student Discipline Policy

A. Conduct on School Grounds or at a School-Sponsored Activity:

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

B. Conduct off School Grounds:

*Students may be disciplined for conduct off school grounds if such conduct is **seriously disruptive of the educational process and violative of a publicized policy of the Board.** In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) **whether the incident occurred within close proximity of a school;** (2) **whether other students from the school were involved or whether there was any gang involvement;** (3) **whether the conduct involved violence, threats of violence, or the unlawful use of a weapon,** as defined in section Conn. Gen. Stat. §29-38, and **whether any injuries occurred;** and (4) **whether the conduct involved the use of alcohol.***

*In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider **whether such off-campus conduct involved the illegal use of drugs.***

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. *Striking or assaulting a student, members of the school staff or other persons.*
2. *Theft.*
3. *The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.*
4. *Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.*
5. *Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.*
6. *Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, ancestry, gender identity or expression or any other characteristic protected by law.*
7. *Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.*
8. *Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.*
9. *A walk-out from or sit-in within a classroom or school building or school grounds.*
10. *Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).*
11. *Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.*
12. *Possession of any ammunition for any weapon described above in paragraph 11.*
13. *Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.*
14. *Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.*
15. *Unlawful possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), vapor products, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this*

Paragraph 15, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device. For the purposes of this Paragraph 15, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, that is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

16. *Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.*
17. *Unlawful possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.*
18. *The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.*
19. *Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.*
20. *Trespassing on school grounds while on out-of-school suspension or expulsion.*
21. *Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.*
22. *Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.*
23. *Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.*
24. *Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.*
25. *Leaving school grounds, school transportation or a school-sponsored activity without authorization.*
26. *Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.*
27. *Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie-talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.*
28. *Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.*
29. *Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.*
30. *Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.*
31. *Hazing.*
32. *Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:
 - a) *causes physical or emotional harm to such student or damage to such student's property;*
 - b) *places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;*
 - c) *creates a hostile environment at school for such student;*
 - d) *infringes on the rights of such student at school; or*
 - e) *substantially disrupts the education process or the orderly operation of a school.**

Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status,

- physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.*
33. *Cyberbullying, defined as any act of bullying through the use of internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.*
 34. *Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.*
 35. *Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.*
 36. *Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.*
 37. *Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.*
 38. *Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.*
 39. *Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing, and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.*
 40. *Any action prohibited by any Federal or State law.*
 41. *Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.*

Important and helpful information for WJJMS Students

Activities

Students are encouraged to take part in the various activities that are held at the William J. Johnston Middle School throughout the school year. Information on available activities is announced shortly after school starts in September. Some activities are not scheduled to take place until late in the school year and are announced at that time. If you have an interest in an activity not offered, contact the assistant principal. There are extracurricular activities open to all students including band, chorus, yearbook, ski club, sports teams, etc. The daily bulletin will remind students and staff of meeting dates and times.

Assemblies

Assemblies are a scheduled part of the curriculum and are designed to be instructional as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Assemblies are extensions of the classroom, in which expectations for student behavior continues through our four core values, as well as:

- Enter quietly and safely as directed by teachers and staff.
- Wherever you sit, keep your body safe by keeping hands and feet to yourself.
- Respond to the silent signal when the speaker needs your attention.
- Be a good audience by listening without conversation. Show your appreciation by clapping when appropriate.

Attendance

Regular and punctual attendance is essential to the proper and meaningful instruction of our students, to the training of our students in their responsibilities, and for the proper use of our educational resources, personnel and programs. Time lost from school is intrinsically irretrievable, particularly in terms of direct instruction and opportunities for interaction and the exchange of ideas among staff and students.

The Connecticut State Board of Education policy states:

“A student is considered to be ‘in attendance’ if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of school suspension or expulsion should always be considered absent.” On early dismissal days and days shortened due to inclement weather, the regular school day is considered to be the amount of time offered to students on that day. A half-day on a regular school day constitutes a student being in attendance for 3 hours and 20 minutes. A half day on a shortened day a student would need to be in attendance for 2 hours and 10 minutes.

A student must be present in school for at least half of the regular school day to participate in after-school activities, including, but not limited to, clubs, athletics and dances.

The State of Connecticut has new guidelines for excused and unexcused absences. These new guidelines align with the state’s definition of “truancy.” The State of Connecticut created these guidelines while working closely with the national organization www.attendanceworks.org, whose primary focus is to reduce chronic absenteeism to improve student success. A complete copy of these guidelines can be found on the State Department of Education website, http://www.sde.ct.gov/sde/lib/sde/pdf/publications/guidelines_excused_and_unexcused_absences.pdf

These guidelines contain several pieces, including the definition of an “absence,” the two-tier approach to excused absences and documentation, and absenteeism prevention and intervention strategies. The table below breaks down the new policy on excused versus unexcused absences very clearly:

Level	Total # of days absent*	Acceptable reasons for a Student Absence to be Considered Excused	Documentation Required within 10 Days
1	One through nine	Any reason that the student’s parent or guardian approves	Parent or guardian written note only
2	10 and above	<ul style="list-style-type: none"> • Student illness (<i>Note: to be deemed excused an appropriately licensed medical professional must verify all student illness absences, regardless of the absence’s length</i>). • Student’s observance of a religious holiday. • Death in the student’s family or other emergency beyond the control of the student’s family. • Mandated court appearances (additional documentation required). • The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason). • Extraordinary educational opportunities pre-approved by district administrators (Opportunities must meet certain criteria). 	Parent or guardian note and in some cases additional documentation (see details of specific reason)

**Note: the total # of days absent includes both excused and unexcused absences.*

The determination of the validity of absence, tardiness or dismissal from school is the responsibility of administration.

- **Parents are requested to call 537-2313 to notify the school of their child's absence.**
- **If your child is absent from school and you have not called the school to inform them of the absence by 8:25 AM, you will receive a call from our automated *SchoolMessenger* notification system.**
- The State of Connecticut requires all schools to track absences. A note should also be sent in with the child to the homeroom teacher stating the student's name, reason for absence and date(s) upon returning to school. Please print the student’s full name on the note.
- See page 19 for information about make-up work and grading in regard to absences.
- When students need to be released from school during the day, the student should bring a note signed by a parent or guardian to the office during homeroom.
- As stated in Board of Education policy, a student who is absent **twenty days** or more from school regardless of reason may not receive satisfactory credit for the school year. A student may appeal the decision and apply for an administrative waiver of this restriction, which may be granted to a student whose situation warrants such consideration.
- **In accordance with state law a student is considered truant when there are four unexcused absences in one month or ten in a school year. A "habitual truant" is a student who has twenty unexcused absences within a school year. Also in accordance with state law, truant students will be reported to the proper authorities.**
- Parents taking students on vacation during the school year should notify the school prior to the start of the vacation. Students should obtain long-term assignments prior to leaving and arrange make-up work upon their return to school. Tests and exams must be made up within three days of return. Extensions may be granted at the discretion of the teacher.
- Tardiness – students are to be in homeroom by 7:20 a.m. and will be considered tardy if they arrive after 7:20 a.m. Students will be issued a lunch detention for each time they accumulate 3 tardies in one quarter.

Awards

Students are rewarded for academic achievement, outstanding performance and for "being caught doing something good!" Some awards offered at WJJMS are the following:

- | | | |
|------------------------------------|--------------------------------|--|
| High Achievement Award | Student of the Month | Lisa Carbonneau Award |
| Sustained Effort Award | Superintendent's Award | Puma Paws |
| George Petkaitis Band Award | CABE Awards | William J. Johnston Citizenship Award |
| Helen B. Gay Memorial Gift | Presidential Excellence | Gary Hart Jazz Award |

Bicycle and Skateboarding Safety

Riding a bike or skateboard is a fun way to get to school and a great form of exercise; however, certain safety precautions must be followed. Students may not ride their bikes or skateboards on school property anytime. This includes before and after school and weekends. When students reach school property they must walk their bike/skateboard across the parking lot and secure it to the bike rack. According to Connecticut General Statutes, **NO CHILD 15 OR UNDER** shall operate a bike unless such child is wearing protective headgear (helmet). Students who do not comply with this helmet law will be prohibited from riding their bike to school.

Book Bags and Backpacks

All book bags and backpacks should be left in the student's locker or in their classroom before homeroom and may not be carried around during the school day.

Bullying Prevention and Intervention (Excerpts from Board of Education Policy 5131 911P)

The Colchester Board of Education is committed to creating and maintaining safe and positive school climates that are free from bullying, harassment and discrimination. To that end, Colchester school employees are expected to model positive, respectful, and supportive behavior toward students, parents, guardians/caregivers, and staff and help to create a collaborative school atmosphere that promotes appropriate social behavior by students in support of others.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or school staff.

In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device.

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

In accordance with the Board's policies on student discipline, and consistent with state and federal law, students who engage in bullying behavior shall be subject to school discipline and/or other appropriate interventions, up to and including suspension and/or expulsion.

Definitions of Bullying and Cyberbullying

For purposes of this policy, "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same school district that:

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

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, sex, color, religion, ancestry, age, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

School Employee Responsibilities: School employees who witness suspected acts of bullying or receive reports of bullying are required to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report.

In addition to prevention and intervention strategies, administrators, teachers and other professional employees should utilize opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees

should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

The Colchester Board of Education approved the Safe School Climate Plan developed pursuant to this policy and submitted such plan to the Department of Education. The Board has made such plan available on the Board's and each individual school in the school district's web site and will ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

At WJJMS, students and parents are encouraged to report acts of bullying to either school counselors or administration. Students may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. In addition, parents may also file written complaints concerning suspected bullying behavior. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

Buses

All students are eligible to ride a school bus. Students are expected to follow the four core values when riding the bus as outlined in the matrix on page 7. The following are some additional reminders for students when using bus transportation to and from school or while on a school-sponsored trip:

1. Leave home early enough to arrive at your bus stop on time and before the bus arrives.
2. Wait for the bus in a safe place that is well off the roadway.
3. Be sure to wait for the bus to come to a complete stop before walking toward the bus.
4. Enter your bus in an orderly manner and be seated in an orderly manner.
5. Follow the instructions of your school bus driver.
6. Remain in your seat while your bus is in motion.
7. Keep your head and arms inside the bus at all times.
8. Remain quiet, orderly, and keep aisles clear.
9. Be courteous to your school bus driver and fellow passengers.
10. No food or drink may be consumed on the bus.
11. Be alert to traffic when leaving the bus.
12. Be Respectful, Be Responsible, Be Honest, and Be Safe!

Students who behave inappropriately on the bus will be referred to administration. Consequences range from a warning to suspension of transportation privileges. Schools are required by the state of Connecticut to include any bus suspensions as a part of a student's discipline record through high school. In case of situations that create a safety concern, additional penalties consistent with appropriate state statutes will be implemented.

Students are responsible for their own transportation when asked to serve a detention or when participating in an after school activity. **There are no late buses.**

District Transportation Policy # 3541.3 -- Routes, Stops and Services

The Board of Education is legally responsible for providing transportation accommodations to resident children.

Transportation shall be furnished without charge in accordance with state laws.

Students shall be provided with safe transportation to and from their assigned pick-up/drop-off points and their schools.

The Superintendent or his/her designee is responsible for planning and approving bus routes, bus stops, and schedules, including all changes throughout the year, and for arranging special education transportation for students as required.

Bus routes shall be published annually a minimum of two weeks prior to the first day of school. Parents/guardians shall be notified in writing at least one week in advance of changes to their bus route that may occur throughout the school year, except in cases of emergencies involving student safety. School bus rated seating capacity shall not be exceeded.

Buses shall stop only at stops designated within the published bus route or at changes approved by the Superintendent or his/her designee.

Bus drivers shall refuse transportation to any student that is not assigned to his/her bus as a regular passenger unless presented with a bus pass from the school office.

Transportation will not be provided to out-of-town schools except as required by statutes.

Transportation to and/or from other than a pupil's home address

*Bus transportation shall be provided to and from the assigned bus stop. All students who are transported shall ride to and from school on buses to which they are assigned. **Transportation is not provided for recreational, social, or non-***

school sponsored after-school activities. Exceptions may be made by school administration only for consistent daycare needs or student employment provided that:

- *The child is picked up from the same location every day, Monday through Friday and is dropped off at the same location every day, Monday through Friday. The two locations do not have to be the same.*
- *A waiver will allow two consistent bus stops solely for daycare due to parent/guardians' employment or continuing education. Students will not be assigned to more than a total of two buses. Verification of employment or course enrollment will be required with initial application. Waivers will be valid for one school year providing that all requirements are continuously met. Waivers will be granted on an individual basis by the school administration. Parents will receive written notification of waiver decision no later than two weeks after application has been received.*

FOR EXAMPLE: *A student may take the bus from home in the mornings on Monday, Wednesday, and Friday and go to his/her daycare provider those afternoons. On Tuesday and Thursday mornings that same student may be picked up from the same daycare provider and take the bus home those afternoons. This schedule shall be adhered to throughout the school year.*

- *The parent/guardian submits a "Day Care Transportation Form" or a "Student Employment Transportation Form" to the school administration annually.*
- *The parent/guardian notifies the school administration of permanent changes in the consistent daycare or student employment, at least twenty-four hours in advance of the change.*

Transportation issues resulting from unanticipated family emergencies shall be handled by the school administration on a case-by-case basis.

Special Needs Transportation

In the event that a student's physician identifies a special transportation need, the following guidelines must be met:

Parent/guardian must obtain a written request from the child's physician indicating that special needs transportation is required and the duration of the special transportation.

This request for special needs transportation will be forwarded to the Department of Pupil Services & Special Education for approval and implementation.

Cafeteria

Lunchtime is an ideal time to relax and talk with your friends. Conversation between students should be such that others can enjoy their meals and their own conversations. Adults supervising the cafeteria are entitled to respectful, appropriate conversations as well. Students are expected to follow the four core values when in the cafeteria as outlined in the matrix on page 6. School lunch costs \$3.00, milk costs \$ 0.65 and breakfast is \$1.80. Students, who qualify, based on federal income guidelines, for reduced lunch pay \$.40 and for reduced breakfast pay \$.30. Any students who want to go to breakfast need to check in with their homeroom teacher to receive a pass to breakfast. It is expected that students will arrive to breakfast by 7:20 am, the same time that homeroom starts. Students who are late or arrive without a pass may be asked to return to homeroom. Students may add money to their lunch account at any time to use their code to purchase lunch or breakfast. Snacks may not be charged to student accounts. The new school year prices are subject to an increase over the summer.

Cell Phones and Portable Electronic Communication Devices (5000P)

Use of Private Technology by Students Policy

Students may possess privately owned technological devices on school property and/or during school sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

Definitions

Board Technology Resources

For the purposes of this policy, "Board Technology Resources" refers to the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources owned and/or used by the school district and accessible by students.

Privately Owned Technological Devices

For the purposes of the this policy, "Privately Owned Technological Devices" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, iPads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, iPhones, Androids and other electronic signaling devices.

Use of Privately Owned Technological Devices

Privately owned technology devices may be used during the school day, except when prohibited by staff.

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyber bullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic or audio) of another individual without the permission of the individual or a school staff member;
- or
- Taking any action prohibited by any Federal or State law.

Search of Privately Owned Technological Devices

A student's privately owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Responsibility for Privately Owned Technological Devices

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technology device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately owned technological devices with other students.

Disciplinary Action

Misuse of the Board's technology resources and/or the use of privately owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

Access to Board Technology Resources

It is the policy of the Colchester Board of Education to permit students, using their privately owned technology devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these resources while using privately owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technology users.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technology resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. **Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately owned technological devices while they are logged on to the network.** Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so despite the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and that any privately owned technological devices access same.

Harm to Board Technology Resources

Any act by a student using a privately owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

Closed Forum

This policy shall not be construed to establish a public forum or a limited open forum.

Chromebooks

We are a 1:1 school and will provide each student with a Chromebook for use at school and at home (with parent permission). Please see Chromebook Handbook.

Dress Code - Attire and Hygiene

General guidelines:

A student's appearance is the responsibility of the individual and his/her parents/guardians. However, the matter of enforcing a positive and safe learning environment is the business of the school. The William J. Johnston Middle School encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community. To promote a positive learning environment, clean and proper attire is necessary and expected. Restrictions in freedom of dress will be enforced whenever the style of dress is not modest, not appropriate to the school situation, disrupts the educational process, or constitutes a safety or health hazard to the student or others in the building. Individual departments such as science or physical education reserve the right to require specific clothing, footwear, and safety equipment for the protection of students in those courses. Additionally, special events may have alternate dress codes (dances, field trips, etc). All students must change for PE class.

General:

The following is a list of items that are **NOT** permissible to wear in school:

- Clothing that contains profanity or makes references to drugs, alcohol, tobacco, sexual behavior, firearms or other weapons
- Clothing that contains racist, sexist, violent, or defamatory words or images
- Pajamas, flannel pants, or sleepwear
- See-through clothing
- Clothing that is immodest because of its fit
- Clothing that has holes that are revealing
- Spiked clothing, spiked accessories, or chains
- Sunglasses

Head and face:

- Must be uncovered, except pursuant to established religious customs.

Tops:

- No clothing showing cleavage, abdomen, or the area below the armpit.
- No visible undergarments (bras).
- No visible spaghetti straps.
- No strapless garments.
- No jackets or coats normally worn as outerwear.

Bottoms:

- Skirts must be at least mid-thigh when standing, sitting, or reaching.
- Shorts must be modest.
- No visible undergarments.

Shoes:

- Must be closed toed and attached at the heel.
- Must have a rubber or hard sole.
- No Heelies/rollers

Administration will have final determination as to appropriate attire and/or hygiene. Students in violation of this policy/regulation will be offered a clean change of clothing (when possible, e.g. a WJMS t-shirt). If a child refuses to change or an appropriate alternative is not available (e.g., shoes), parents will be called. At the discretion of administration, students will remain in the office until they are in compliance. Those who refuse to comply may be sent home.

Board of Education Attire and Hygiene Policy

The attire and hygiene of each student in the school system are the responsibility of the student and his/her parent(s)/guardian(s).

Each student is expected to dress and groom him/herself for the business of school in a manner that does not distract other students or teachers, or disrupt the educational process.

If the attire or hygiene of a student is distracting, disruptive to the educational process, unhygienic, a threat to the health or safety of any individual, or considered to be profane, obscene, discriminatory, violent, or promoting the use of drugs, tobacco, alcohol, or firearms, the student will be referred to the school administration or nurse. The student and/or his/her parents/guardian will be required to take appropriate action to rectify the situation before the student is allowed to return to the classroom.

Students who represent the school/district will be required to conform to attire and hygiene standards as approved by the school administration and may be denied the opportunity to participate if those standards are not met.

Appeal Process

A dress code decision may be appealed by the student or his/her parent(s)/guardian(s) as follows:

- 1. discuss the decision with the person(s) who made it. If not satisfied with the response, then*
- 2. provide a written appeal to the principal demonstrating that a policy and/or regulation was unfairly applied. The appeal will be reviewed by the principal with a written response provided within three working days. If not satisfied with this response, then*
- 3. present a written appeal to the Superintendent who will review and provide a final decision within five working days.*

Field Trips

Students will have different opportunities to participate in class, team, or grade level field trips during the school year. These activities are extensions of academic learning that has occurred in school. In order for students to participate in such off-campus events, students must submit parent permission forms by given deadlines with any payments needed for the trip (Parents are encouraged to notify teachers or administration if they have a concern regarding payment). Please note that all students have equal opportunity to participate; however, it is up to the student to respond to specific student field trip responsibilities and expectations (Teams will communicate to parents any behavioral expectations that need to be met in order for students to participate in certain field trips). Teams will communicate with parents if a student is in jeopardy of being removed from a field trip because of behavioral concerns.

Health Office Information

Illness/Injury:

A nurse is available in the Health Office to administer immediate medical attention and/or first aid to students who are ill or become injured in school. An illness or injury that occurs at the home should be taken care of at home by a parent. Students should obtain a pass from their teacher if they need to see the nurse. The school nurse will dismiss a sick or injured student from school only after contacting a parent or the person designated on the registration card to be called in an emergency. Reasons for dismissal may include a fever above 100 degrees, vomiting or diarrhea, or an injury requiring additional medical evaluation. Additionally, if a student has symptoms of a suspected communicable disease such as strep throat, chicken pox, or conjunctivitis, they will be dismissed from school and referred to a physician.

Medication (series 5000)

Connecticut State law requires a written medication order from a physician for any medication to be administered in school. This includes all prescription as well as over-the-counter medication such as Advil, Tylenol, etc. All medication to be administered (including self-administration) at school must be brought to school by a responsible adult, accompanied by the written authorization of the person prescribing the medication (MS, NP, PA) and written consent from the parent or guardian. This order is valid for one school year only. Medication must be in its original container. **Students are only allowed to bring medication to school after appropriate paperwork has been submitted and an approved plan has been developed.** Unused medication must be picked up at the end of the school year by a parent or guardian, or the medication will be disposed. Please contact the school nurse if you have any questions regarding medication for your child in school.

Health/Immunization Records:

Connecticut State law requires all sixth grade students to have a complete physical examination and updated immunizations prior to 7th grade entry. Parents of 6th grade students will be notified by letter of any outstanding physical and/or immunization updates needed for their child. All eighth grade students must have completed the 3-dose Hepatitis B vaccine series. You may

contact the school nurse at any time to determine if your child's health record is up to date. **Students who have not complied with the required state health laws will be excluded from school until documentation has been provided to the school.**

Sports Physicals:

Any student participating in an interscholastic sport is required to have a current physical on file. A physical for sports clearance is valid for 13 months only and must be renewed each year for continued participation in interscholastic sports.

Health Screenings

To comply with state laws, postural screenings are conducted yearly, vision screenings are conducted in sixth grade, and hearing screenings are conducted in eighth grade.

PE Excuse

A student may be excused from physical education class for one day only with a note from a parent. An excuse for more than one day must be by written request from a physician. Additionally, students are excluded from physical education for any of the following: Casts, crutches, splints, slings or stitches.

Homework: Board of Education Policy #6154 and Regulation #6154(a)

The responsibility of the school district to educate students is carried out by teachers through classroom instruction and the careful delegation of independent study. It is important for students to be taught concepts and how to study in school before being given work to do at home. There is, therefore, an increase in the amount of homework expected of students from elementary grades through high school.

Worthwhile homework benefits students by allowing for practice, exploration of ideas, and an opportunity to extend learning. Homework will be clearly understood by students, well-planned, and meaningful; it will be evaluated by the teacher as a predictor of future learning and returned to students to aid them in self-evaluation and goal-setting.

Homework (including extended learning projects) must not depend on essential resources other than those readily provided to students by the school.

Guidelines for time required for each level (elementary, middle, high school) will take into consideration the needs of students.

Teachers shall assign homework according to administrative regulations.

The purpose of homework may be to:

- 1. Build habits, instill responsibility and develop a work ethic.*
- 2. Acquaint parents with the work students do in school.*
- 3. Provide an opportunity for practice and strengthening of basic skills.*
- 4. Reinforce new learning.*
- 5. Apply concepts and elaborate.*
- 6. Prepare students for future classes.*

Homework assignments shall be planned, assigned and evaluated according to the following principles:

- 1. The purpose of the homework and relation to what has been learned in the classroom must be clearly understood by the student.*
- 2. Homework should emanate from classroom activities, projects, and skills.*
- 3. A student's age, need for play time, and out-of-school responsibilities must be considered when deciding upon an assignment. Students bear the responsibility for managing their time so that homework can be completed and submitted on time.*
- 4. Assignments should make use of a variety of skills.*
- 5. Every homework assignment must be corrected or evaluated in keeping with the purpose of the assignment. Corrections/evaluations shall be shared with the student in a timely fashion.*

Average minutes of homework shall not exceed:

Grades 6-8: 20 minutes of homework per night per class

Large projects requiring additional time may also be assigned. All students are encouraged to engage in independent reading nightly.

Weighting Grades

Departments at the secondary level (grades 6-12) will clearly define the homework policy and assign a consistent percentage of weight, to be established per department/grade and per like course at Bacon Academy, not to exceed 20% of the quarter grade.

Homework Non-Completion

Because completion of homework impacts a student's ability to complete class work the following day, parents will be notified of homework non-completion.

For secondary students, failure to complete homework will be reflected in the quarter grade, and may also result in other consequences.

Make Up Work

Assignments missed during an absence shall be completed in accordance with the Attendance/Excuses/Dismissal Policy #5113. (See page 19.)

Guidelines for teachers

Teachers will:

1. Explain the purpose of any given assignment.
2. Give clear directions on the method and means of accomplishing the assignment.
3. Ensure the availability of all necessary resources to carry out the assignment.
4. Post assignments in the classroom and on the student database in a timely manner, for grade 3 and beyond.
5. Acknowledge receipt of homework and provide students with specific and timely feedback.
6. Explain the method of evaluation of homework and its potential impact on the student's grade.
7. Suggest a reasonable time allotment on a daily assignment.
8. Give assignments as far in advance as is practical.
9. Provide students with opportunities for choice in extended learning projects.
10. Differentiate homework as needed.
11. Communicate with parents and students who consistently fail to complete homework assignments or whose grade is being adversely affected by poor homework performance.

Guidelines for students

Students will:

1. Understand the purpose and means of evaluation of an assignment, and ask for clarification when needed.
2. Record directions, time allotment, and requirements of assignments, beginning in grade 3.
3. Assume responsibility for completion of assignments.
4. Self-monitor grades and progress on the student database beginning in grade 6.
5. Consult with the teacher about work to be completed after an absence.
6. Assume responsibility for completing make up work.
7. All students are encouraged to engage in independent reading nightly

Guidelines for parents/guardians

Parents/guardians will:

1. Understand and support the district policy regarding homework located in the Student Handbook and on the website www.colchesterct.org.
2. Ensure assignments are obtained for a student's extended absence.
3. Encourage students to complete homework to the best of the child's ability.
4. Contact the teacher in the event of questions or concerns regarding assignments.
5. Parents are encouraged to enroll on the student database for notification of grades and assignments.

Guidelines for administrators

Administrators will:

1. Publish the homework policy.
2. Ensure teachers and/or academic departments establish homework guidelines for their classes and/or subject areas.
3. Review homework regulations with staff annually.
4. Ensure teachers follow the homework policy and regulations.
5. Encourage parents to take an interest in their child's homework through meetings and newsletters.

Make-up Work and Homework Sent Home

For excused absences of 1 or 2 days, upon the student's return to school, the student must request any homework/makeup work he/she missed during his/her absence. Make up work for any valid or authorized absence of 1 or 2 days shall be completed within 2 days of their return to school. Extensions may be granted at the discretion of the teacher. Students who wish to complete assignments during their absence need to contact fellow students for assignments.

For excused absences of 3 or more days, the parent will contact the school 24 hours in advance of the time when homework is to be picked up. Upon the student's return to school the student must request any homework/makeup work he/she missed during his/her absence. Homework/makeup work shall be completed within five (5) days of the student's return to school, per Board Policy.

For planned extended authorized absences of five (5) days or more the procedure will be as follows:

- The parent shall notify the school in writing five (5) days in advance.
- The teacher will provide, when possible, homework in advance based upon the appropriateness of the

assignment.

➤ The student, upon his/her return to school, must request any homework/makeup work he/she missed during his/her absence. Homework/makeup work shall be completed within five (5) days of the student's return to school, per Board Policy. (5113(a))

For absences due to religious purposes (e.g., observing a holiday), students will be given 5 days to make up work missed. In addition, teachers shall not give a test or introduce new instruction on the day of a religious holiday. It is the responsibility of the student to make their teachers aware of such an absence.

For absences due to a field trip, it is the responsibility of the student to follow through with their teacher(s) if a school-sponsored field trip interrupts their regular school day. Homework due on the day of the trip may still be expected to be turned in.

In the case of unexcused, invalid, or unauthorized absence, tardiness or dismissal from school, class work, homework, tests, quizzes, examinations or other assignments may be graded as zero.

Consequences for Incomplete Homework

1. Homework is part of the course grade in all academic subjects. Therefore, the major consequence for a student who consistently does not hand in homework will be a lowered grade.
2. Teachers may issue detentions for students who are not completing homework assignments.
3. If a student continues to fail to complete homework, he/she will be referred to his/her guidance counselor and a teacher, parent, student meeting will be held. If further intervention is needed, the student may be referred to the STAT Team.

Homework Communication

Our school uses the parent and student portal of **PowerSchool** accessing student homework assignments and grades. Parents and students can access this website at <http://pschool.colchesterct.org:8080/public/home.html>. User names and passwords will be given to students new to WJJMS at the beginning of the school year. Returning families should continue to use user names and passwords issued last year. This tool is an essential part of the school-to-home communication, as it allows students and parents to access student academic progress regularly.

Honesty

Truthfulness is essential in relations between students and faculty. All work presented as part of a course or activity including, but not limited to, homework, quizzes, papers, projects, creative writing, articles, etc., must be the original work of the student.

- **PLAGIARISM** – when an individual uses another person’s ideas, expressions, or writing as if they were his/her own.
1. Copying verbatim – this is the most common form, which happens when an individual copies words, expressions, or ideas directly from another source (e.g., book, article, internet, translation software, lab).
 2. Paraphrasing – when an individual borrows written ideas from a source and rewrites them in his or her own words, but does not give credit to the original author.
 3. Use of an idea – when an individual adapts an idea from another source without giving proper credit (e.g., borrowing an idea from a video, TV program, article, classmate, etc.).
- **CHEATING** –
1. Sharing ideas during test situations- (e.g., sharing answers on a take-home exam, asking/telling other students what is on a test/quiz).
 2. Cheating on exams, tests and quizzes- (e.g., bringing answers into the test room, copying from another student, and using unauthorized notes or technology).
 3. Copying homework or other assignments from another student.
 4. Taking credit for work that you didn’t do - (e.g., not acknowledging the help of a parent or friend, using translation software or online services to translate in World Language classes).

Consequences for plagiarism or cheating (for all parties involved: both the one who cheats and the one who allows or participates in the cheating) may include a zero for the assignment and/or a disciplinary consequence.

Honor Roll

Students in grades 6, 7, and 8 must receive a B- or better in all their subjects to receive Honor Roll recognition. Grades will not be averaged. Students receiving an A- or better in all subjects will be recognized with High Honors. Students will be honored and recognized each quarter for both Honor Roll and High Honors.

Internet/Network/Wi-Fi Access (6141.321)

Students agree:

- to use the Internet/Wi-Fi in support of education and research consistent with the educational objectives of the Colchester Public Schools.
- to use the Internet/Wi-Fi only with the permission of the responsible class teacher.

- to be considerate of other users on the network and use appropriate language for school situations as indicated by the school codes of conduct.
- to not knowingly degrade or disrupt Internet/Wi-Fi services or equipment, as such activity is considered a crime under state and federal law; this includes, but is not limited to, tampering with computer hardware or software, vandalizing data, involving computer viruses, attempting to gain access to restricted or unauthorized network services, and violating copyright laws.
- to immediately report any problems or breeches of these responsibilities to the responsible teacher.
- that any conduct that is in conflict with these responsibilities is unethical and will result in termination of network access and/or possible disciplinary action.
- to access educational databases, bulletin boards, and to exchange messages with others for education-purposes utilizing the district's Google Apps for Education suite.

Access to personal email accounts is prohibited, unless directed to do so by a staff member for school-related purposes.

Parents/Guardians:

- understand that Internet/Wi-Fi access is designed for educational purposes.
- understand that any conduct that is in conflict with these responsibilities is unethical and such behavior may result in the termination of access and possible disciplinary action.
- please review these responsibilities with your child.

Library/Media Center

Learning to use the media center appropriately is an important part of your middle school education. The knowledge you acquire is essential for success not only now, but also for high school, college and career. Do not hesitate to ask the media specialist or library paraprofessional if you have any questions about the media center services and resources. Take time to learn all you can about your media center and ENJOY!

The media center will be open for your use from 7:15 a.m. to 2:00 p.m. daily. The media center is not a place to meet with friends and socialize, but rather a research center where students can access information through use of reference materials in print or digitally through smart Internet searches. It is a place where people and ideas come together through use of inquiry, research skills, and expert help. We are proud of our media center and of the people who work there. Every effort is made to make the atmosphere comfortable and unrestrictive for the student. The student is expected to follow the school's four core values while visiting the media center and using resources there.

Circulation Policy

1. Books are checked out for two weeks at a time. If a class is working on a project, some books may only be allowed out one night at a time.
2. All materials students borrow must be checked out at the circulation desk.
3. Students are responsible for all materials checked out in their names.
4. Students are required to pay for any materials that are lost or damaged.
5. Students are expected to respond promptly to overdue notices from the media center.

Library Media Center Usage

1. Students may come to the LMC to check out books or other materials, read, or to use resources to research.
2. Students may use the computers in the LMC to research or to work on assigned projects or papers.

Our library is stocked with materials aimed at all interests and reading levels for our 6th, 7th, and 8th graders. All students are instructed upon orientation to the school and media center the different genres available as well as how to select age appropriate materials. We encourage students to share their selections with their parents. With this in mind, our teen genre may contain mature topics and language. Please guide your child towards books that you feel are age appropriate.

Lockers

Having a locker is a privilege and students are responsible for keeping their lockers clean and organized. Jamming the lock in the open position could result in damage to the lock mechanism. If the lock is damaged, students will be charged for the repairs or replacement, as well as losing the privilege of using a locker. Students who find their locker does not remain locked need to inform a teacher or the office so that the problem can be resolved.

Lost and Found

There is a "Lost and Found" in the Main Office. If you've lost a valuable item, report it at once to the office and the secretary will have you fill out a lost item form. The school suggests that you not bring valuables or large sums of money to school. The school cannot be responsible for lost items. It is very helpful if you write your name in jackets, coats, and other types of

outerwear so that your clothing is identifiable. "Lost and Found" items will be donated to a local charity several times a year, so please check it often, or as soon as you notice a missing item.

Lost, Broken and Stolen Property

Students are responsible for returning all textbooks and learning tools in good condition. If items are damaged, lost, or stolen, students will be charged for repairs or replacement. In the event of theft, every effort will be made to identify the person responsible. Legal recourse is an option open to the school administration.

No Touch Rule

WJMS has a "NO TOUCH" rule to help maintain a safe and orderly educational environment. Students must refrain from touching others in school, on the bus or any school sponsored activity, unless clearly directed to do so by school personnel as part of a school activity. Disciplinary action may be taken if students aren't being safe in school.

Physical Education Classes

Appropriate and approved uniforms of shorts/athletic pants, sneakers, socks and appropriate tops (standard t-shirts and sweatshirts) are required for participation in Physical Education classes. No tank tops, spaghetti strap shirts, or scoop-neck/v-neck shirts will be allowed. Due to the nature of our PE activities, shorts must fall no higher than 2 inches above the top of the knee. Showers are available for use after activities. However, please be aware showers are not required and it's extremely rare for students to use them. *Additionally, you must provide your own towel, if needed.*

A student may be excused from physical education class for one day only with a note from a parent. An excuse for more than one day must be by written request from a physician. Additionally, students are excluded from physical education for any of the following: casts, crutches, splints, slings or stitches. All medical notes must be brought to the school nurse at the start of the school day.

If you have a chronic problem, such as asthma, bronchitis, or arthritis, let the school nurse know. A note from a physician is needed stating that you need limited physical education at the time these problems are active. If there are any further questions, please call the school nurse at 537-2313.

Promotion/Retention/Acceleration

To be **promoted**, a student may not fail more than one major subject course. A major subject is defined as a course that meets daily for the full year. **To be promoted a student must pass English/Language Arts and Mathematics.** In the area of applied academics, two semester courses, three trimester courses or four quarterly courses are the equivalent of one major subject. Please note: a student who fails a major subject course that meets for the full year cannot fail any additional course, including a single applied academic course no matter the length, in order to be promoted.

Any student who fails to meet these criteria will be **retained** unless they successfully complete a thirty-hour summer school program or tutoring program previously approved by the school administration.

Acceleration of students may be provided. Decisions to accelerate a student's program will be based on, but not limited to, the following:

1. Teacher input
2. Parent input
3. Student progress / needs
4. Test scores and other applicable data

Each case will be judged on its own merit and programs will be designed to meet the individual needs of the student.

School Cancellation, Late Openings, and Unexpected Early Closings

In the event of weather conditions, which delay or prevent the opening of school, the Hartford and Norwich radio stations will broadcast the information between 6:00 a.m. and 8:00 a.m.

Please do not call the office to see if school is canceled - we need to keep the lines open for emergency calls.

For your convenience the following radio stations will broadcast late, delayed opening or school closings: WDRC - AM 1360, FM 102.9; WTIC - AM 1080, FM 96.7; WICH - AM 1310, FM 97.7; and WNLC - AM 1510, FM 100.9.

School Make-up Days

Inclement weather days will be made up at the end of the school year. Should extraordinary events cause the district to not be able to meet mandated instructional time, the Board of Education may alter vacation periods.

School Hours

The instructional day begins at 7:20 a.m. and ends at 2:00 p.m. Students should not arrive at school prior to 6:45 a.m., as they will be unsupervised. The main office is open from 6:45 a.m. to 4:00 p.m.

On a shortened day, the day begins at the usual time but ends at 11:40 a.m. If there is a delayed opening, school begins at 9:20 a.m. and ends at 2:00 p.m. The main office hours may change in the event of an unexpected school delay or closing.

Search & Seizure – Connecticut General Statutes

Students' lockers and/or desks are the property of the school and may be examined at any time by an authorized school administrator:

- If he/she has reason to believe that drugs and accessories will be found there;
- If evidence suggests that the welfare of students and other personnel may be threatened;
- For regular cleaning and maintenance inspection.

In addition, students' person or other possessions may be searched by authorized school officials, if such action is deemed necessary. If sufficient cause exists, law enforcement officers and narcotics canines may assist in the inspection and/or search and seizure.

Discovery of illegal or dangerous materials shall be reported to the office of the superintendent of schools.

Surveillance on School Property (5131.11P)

The Board of Education recognizes the value of electronic surveillance systems in monitoring and recording activity in school buildings and in vehicles used for school purposes in order to promote the health, welfare and safety of its students and staff.

Website

There is a wealth of information about WJMS on our district website: www.colchesterct.org
In the upper left hand corner of the page is a tab titled: **OUR SCHOOLS**. Choose **William J. Johnston** to launch our school website. From this page you can access newsletters, team information, the staff directory, permission slips, athletic team information and much, much more. Check it out!

In addition to school specific information, parents can also access district information from the homepage, including curriculum guides, latest news from the superintendent's office, school closing information, employment opportunities, parent feedback forms, and more. Parents can also access community information from the homepage, including Parks & Recreation and Youth Services.

Workshop Period

Workshop is a quiet work period for students. The first fifteen minutes will be SSR (Sustained Silent Reading). Come prepared to read a pleasure reading book. All students shall arrive at workshop with all needed materials for the entire period. Students may work on completing class assignments, projects and homework. Workshop time is also an opportunity for students to receive extra help from teachers and to make up missed work and tests due to absences.

Rehearsals for musical organizations including students from all grade levels also take place during workshop. Those students not involved in a rehearsal on any day should be gainfully involved in an alternate learning activity. This learning activity may take place with the team or with other special area teachers. Students should abide by the following:

1. Students going to a rehearsal should go to their lockers before reporting directly to their music classes. Attendance will be taken there.
2. Workshop and special area teachers are to take attendance in the beginning of the workshop period.
3. Students may leave their workshop room after attendance to go to another teacher (off team) provided they have a pass from that teacher. Passes should be obtained during class or before workshop.
4. Students may use the library to select a book or to do research when given a pass by their team teacher.
5. Students are to obtain all materials and books needed before workshop begins and come to class prepared to work.
6. Students may also receive a pass from their team teacher to go to their counselor or the nurse.
7. Students must sign out and have a pass to the lavatory.
8. Workshop time should be used productively and noise kept to a minimum.

One final comment

This student handbook continues to be a working document. Each year we review and revise its contents. The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In case of a conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail. (In some cases this may be the provisions in the handbook. The Board will immediately update the Board Policy as needed in these circumstances.) If policy changes are enacted during the school year, the administration will communicate the changes immediately to students, staff, and parents/guardians.

If at any time during the school year you have a question or comments regarding our handbook or a concern with how something is being handled, please feel free to contact administration. We welcome your comments and conversations around improving our school.

Have a PAW-some school year!



For WJJMS Parents/Caregivers

Visitors and Volunteers to William J. Johnston Middle School

Parents and community members play an integral role in our school. Please note that for the safety of our students and staff, we have in place procedures for visiting and volunteering during the school year.

When visiting WJJMS:

- Enter through the main entrance, (the name of the school is over the doors), which is the only entrance into the school during the school day. Visitors need to use the buzzer to the right of the doors to alert the office staff. The left door will then be unlocked for entrance to the office area.
- Enter the main office to obtain a visitor's pass to be worn at all times when you are in the school.
- When leaving the building, please sign out and exit through the main office.
- Student visitors are welcome in the building during after school hours and only when directly supervised by a WJJMS teacher.

Parents interested in volunteering at WJJMS or participating in a field trip need to first fill out an *AREA OF INTEREST* and *AN APPLICATION FORM* available in the school or Board of Ed office. Parents can contact team teachers to learn what volunteer opportunities are available to them as opportunities may differ from team to team and grade to grade.

When volunteering or chaperoning:

- Enter the school, sign in, and obtain a visitor's pass.
- Office staff will direct you to your destination within the school.
- Model school core values and help guide students to make good choices.

Our school has a Parent Teacher Organization (PTO) that is always looking for volunteers and parent involvement. To obtain more information about our PTO, please inquire in the WJJMS office.

Admission (Board of Education Policy: 5111(a))

District schools shall be open to all children five years of age and over who reach age five on or before the first day of January of any school year. Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, national origin or sexual orientation. The Board will not act upon applications of individual students who are seeking admission and do not meet the minimum age requirements as defined by state law.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

According to Connecticut General Statute 10-76d(b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and require immunizations. If the parents or guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall on the recommendation of the Boards, be paid by the town. Proof of domicile may also be requested by the Building Principal.

Any child entering or returning to the district from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the education records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The parent or person having control of a child seventeen years of age may consent to a child's withdrawal from school. The parent or person shall personally appear at the school district office and sign a withdrawal form. The withdrawal form (Regulation 5111(dd)) shall include an attestation from a guidance counselor or school administrator of the school that the school district has provided the parent or person with information on the education options available in the school system and in the community.

If a child seventeen years of age or older voluntarily terminates enrollment in a school district and subsequently seeks readmission, the local or regional board of education for the school district may deny school accommodations to the child for up to ninety school days from the date of such termination, unless the child seeks readmission to the school district not

later than ten school days after the termination in which case the board shall provide school accommodations to the child not later than three school days after the child seeks readmission.

Children who apply for initial admission to the district's schools by transfer from nonpublic schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

Asbestos Management Plans

The Colchester Public Schools, in compliance with federal law, has developed an asbestos management plan concerning the presence or suspected presence of asbestos-type materials within the district's school buildings, and the required inspections and related preventive measures. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos management plans of the Colchester Public Schools. The district shall grant access to the management plan within a reasonable period of time after a request for access is received. Copies of all or part of the Asbestos Management Plan will be provided upon request at fifty cents (50¢) per page.

In April 2016 the Colchester Public Schools had all the schools in the school district re-inspected for asbestos in accordance with the federal AHERA Regulation in CFR 40 Part 763. The next tri-annual asbestos re-inspection will be performed in the spring of 2019. A copy of the re-inspection report for each school has been placed on file with the required Asbestos Management Plan which is on file in each school's administrative office. Annually parents, guardians and staff will be notified of the location and availability of the aforementioned documents for the schools and school facilities listed below. The annual notification will be included in each school's Student Handbook and be posted on the District's Website.

The Asbestos Management Plans include the following: All asbestos inspection reports, response actions (scheduled maintenance work and operation and maintenance activities), periodic surveillance, and re-inspection activities.

- Bacon Academy, 611 Norwich Avenue
- William J. Johnston Middle School, 360 Norwich Avenue
- Jack Jackter Intermediate School, 215 Halls Hill Road
- Colchester Elementary School, 315 Halls Hill Road
- Old Bacon Academy, 84 Main Street
- Colchester Public Schools Maintenance Facility, 367 Halls Hill Road

For any particular school please refer to Section 8 of the school's Asbestos Management Plan for a complete description of confirmed or suspected asbestos material. The Colchester Public Schools custodial employees and the Town maintenance employees are aware of the existence of these materials and are trained in their proper care and maintenance.

If you have any questions regarding the Asbestos Management Plan, or the Board of Education's implementation thereof, please do not hesitate to contact the Director of Educational Operations, Kendall Jackson.

Cleaning

The State of Connecticut in accordance with CT Public Act 09-81 requires that each local and regional board of education implement a Green Cleaning Program for all school buildings and facilities in its district.

The Colchester Public Schools is committed to the implementation of this law by annually providing parents, guardians and staff with a written statement of the school district's Green Cleaning Program. The annual notification will be included in each school's Student Handbook and be posted on the District's Website.

1. Green Cleaning Program means the procurement and proper use of environmentally preferable cleaning products as defined by the State Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one or two third party organizations; *Green Seal* or *Eco Logo*.
2. By July 1, 2011, and thereafter, no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in the legislation include: general purpose, bathroom, and glass cleaners; hand cleaners and soaps; and floor strippers and finishes. The representative green cleaning products used by the school district are listed on "Attachment A". The products used may vary depending on the bidding results for the fiscal year 2017-2018, but will be in compliance with the legislation. The attached listing will be updated prior to the start of the school year.
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by the CT Public Act 09-81.

The following statement will be part of this school district's program as stated in the legislation:

"NO PARENT, GUARDIAN, TEACHER OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODORIZE, SANITIZE OR DISINFECT."

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and the facilities staff.

If you have any questions regarding the Green Cleaning legislation or the Board of Education's implementation thereof, please do not hesitate to contact the Director of Educational Operations, Kendall Jackson.

Emergency and Student Information

Prior to the end of the school year parents/guardians should have received a form where emergency and student information is recorded. Parents were requested to update information regarding their child. Parents will be given a new form if the information was not completed and returned prior to the beginning of school. It is extremely important that home, work, and emergency telephone numbers on the student information/emergency form are legible and current. If changes occur during the school year please contact the office.

Students and student information will only be released to those listed on the emergency cards. In those rare instances where your child will be dismissed to someone other than those listed on the emergency card, please contact the school.

Messages and "other stuff"

Every effort will be made to get messages and items (lunches, money, etc.) dropped off to students during the school day; however, we will not interrupt classrooms unless it is an **extreme** emergency. Please encourage students to check the office for items they may have forgotten. This will help reduce the amount of messages we will need to deliver. An announcement will be made two times a day, right before lunch and near the end of the day, for all undelivered messages and student items.

Newsletters/Digital Backpack

Our school newsletter, Puma News, is published monthly and Digital Backpack is published weekly with announcements, student and team celebrations, and other important forms and information for students and parents. Students will no longer be given a paper copy of the newsletter or Digital Backpack unless parents request a paper copy. To make this request, please contact the office staff. Otherwise, parents and students can access this information on the district website at www.colchesterct.org by clicking on the OUR SCHOOLS tab on the upper left corner and choosing William J. Johnston. On the left navigation bar, choose Digital Backpack or for Puma News, choose the first tab About Us and you will see a tab on the left navigation bar titled "Puma News." All newsletters for the school year will remain on the website for your access.

Nondiscrimination (0521P and 5145.4)

The District shall promote nondiscrimination and an environment free of harassment based on an individual's race, religious creed, ancestry, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age, disability, or veteran's status.

In keeping with requirements of federal and state law, the District strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered to students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board encourages staff to improve human relationships within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The Superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1974, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the District will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religious creed, ancestry, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age, or disability.

Pesticide Application

Legislation was implemented by the Connecticut State Legislature with the intent of reducing to the greatest extent possible the amount of pesticides and herbicides used in and around public schools. The Colchester Board of Education approved a policy regarding the implementation and administration of a district wide integrated pest management program (IPM program) in October 2000. Legislation was later passed that restricts the use of herbicides on school grounds in grades K through 8.

A summary of the legislation follows:

Note: The term "pesticides" used throughout includes "herbicides" as well.

- Annually parents, guardians and staff will be notified that the BOE has an established IPM policy, be provided with a summary of the policy, and be advised that upon request they will be notified in advance of any pesticide application (except in an emergency situation). The annual notification will be included in each school's Student Handbook and be posted on the District's Website.

- **IF YOU WOULD LIKE TO BE NOTIFIED IN ADVANCE OF YOUR SCHOOL'S PESTICIDE APPLICATIONS PLEASE SEND A LETTER TO YOUR APPLICABLE SCHOOL PRINCIPAL REQUESTING THE NOTIFICATION. INCLUDE IN THE LETTER A DAYTIME TELEPHONE NUMBER THAT YOU CAN BE CONTACTED AT. YOU WILL SUBSEQUENTLY BE NOTIFIED BY TELEPHONE AT LEAST TWENTY-FOUR (24) HOURS IN ADVANCE OF THE APPLICATION.**
- Pesticides in schools and on school grounds can only be applied by a State certified pest control applicator. No pesticides applications can be done while school is in session or during after school activities (except in an emergency situation as defined by CT General Statutes).
- There is mandatory long-term record keeping requirements for all pesticide applications.
- Pesticides are to be utilized on an as needed basis only, rather than the traditional periodic treatment approach. Glue strips are utilized to monitor pest activity in key locations (kitchens, food storage areas, teacher lounges, family and consumer science classrooms, etc.). The glue strips are checked monthly by the contracted pest control applicator and if no pest infestation is noted no pesticides are applied. If a problem is noted an application is subsequently scheduled around school activity and parents and staff on the established notification list are notified.

To promote a successful IPM Program the following will be addressed:

- The staff, including teachers, custodians and cafeteria workers will be trained regarding the program.
- At each school the building envelope will be maintained to prevent pest infestations (cracks are sealed, weather stripping is maintained, vents and air intakes are screened, etc.).
- Proper food storage procedures will be implemented and monitored.
- Food usage, to the greatest extent possible, will be limited to certain areas of the school.

A complete listing of the pesticides and herbicides to be used in our schools if required is on file with the Director of Educational Operations. If you have any questions regarding the Integrated Pest Management Program, or the Board of Education's implementation thereof, please do not hesitate to contact the Director of Educational Operations, Kendall Jackson.

Relations with Non-custodial Parents

The Board of Education, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of the court order, to the Superintendent, which curtails these specific rights.

Unless there are specific court-imposed restrictions, such as a final divorce decree which includes specific denial of visitation rights or a restraining order denying such rights, the non-custodial parent, upon written request may view the student's educational, medical or similar records maintained in such student's cumulative record, receive school progress reports, attend public school events, visit the child briefly at school and have an opportunity to conference with the student's teacher(s).

The Board of Education presumes that the person who enrolls a student in school is the student's custodial parent. Further, the parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.

While both parents can visit the student at school, only the custodial parent has the right to remove the student from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate possible student abduction, law enforcement personnel are to be notified immediately.

The custodial parent has the responsibility to keep the school office informed as to the address of residence, in a manner determined by the school, and how he/she may be contacted at all times. Any legal documents which restrict the rights of the non-custodial parent must be provided by the custodial parent.

Reporting to Parents (5124a)

The Board of Education encourages good communication between parents and teachers and shall promote frequent and varied reporting of student progress. All forms and methods of communication, such as parent-teacher conferences, mail, telephone, email, on-line parent portal and school visitation by parents will be utilized.

The school district will provide an opportunity for parents/guardians to have one personal conference each fall with teachers and other school personnel. Opportunities also exist for a spring conference, as requested by the teacher and/or the parents/guardians.

On-line Parent Portal

The district maintains a secure parent portal integrated with its student information system. The parent portal tool provides parents password-protected access to the following information:

Grades 6-12:

- *Attendance*
- *Assignments*
- *Grades on assignments*
- *Quiz and test grades*

- *Project grades*
- *In all subject areas a minimum of one graded assignment will be posted every two weeks.*

Report Card

Written reports on student progress will be issued to parents every marking period. The reporting dates will be determined annually and placed on the school calendar. Parents will be advised no later than March 1st of a student's potential failure and the possibility of having to repeat a grade or a course.

Report cards should reflect the educational growth of the student in relationship to each student's conduct/citizenship, effort, and achievement, in relationship to standards for his/her age and grade.

Teachers also will report on student progress at regularly-scheduled parent conferences.

Student Grievance Procedures Title IX and Section 504 of the Rehabilitation Act of 1973

Student Grievance Procedure

This grievance procedure shall be available to each student at WJMS by indicating the grievance to be a complaint in violation of applicable sections of Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. A grievance shall mean a complaint which has been filed by a student in his/her behalf or by a student's parent in their behalf dealing specifically with Title IX and section 504 of the Rehabilitation Act of 1973 and shall state the applicable section of the act in violation. Any such student claiming that he or she has been discriminated against in violation of applicable sections of Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 shall have the right to file a grievance in accordance with the procedures listed in the Board of Education Administrative Regulations. You may reference the Board of Education Administrative Regulations on our website at www.colchesterct.org.