

# ELLINGTON MIDDLE SCHOOL



STUDENT HANDBOOK 2018 - 2019

## **MISSION STATEMENT**

Ellington Middle School is dedicated to cultivating a community of learners in an environment that is safe, supportive, and nurturing and which promotes academic, social, and emotional growth for all. This environment fosters self-esteem, respect and appreciation for each other's differences.

## **WHAT IS A MIDDLE SCHOOL?**

As students settle into Ellington Middle School, they will see that the school is designed for students their age. It is different from the intermediate school and it is different from the high school which students will attend following 8th grade. This is a time to explore. Students will discover new skills and areas of success and develop new interests. The time to expand knowledge and venture into new areas is now, before specializing in high school and later on as an adult. A goal of our school is to teach students how to learn. The teachers will encourage thinking for oneself, learning the art of asking useful questions, seeking answers independently and collectively, and studying effectively.

## **TEAMING**

Ellington Middle School divides its students into smaller groups called "teams." Each team has its own group of teachers. Teaming provides a better opportunity for teachers and students to get to know each other. An important characteristic of a middle school is that when students are in the gym, working in an art room, learning a foreign language, or taking part in any other exploratory subject, the academic team teachers meet and plan together. During this team time, teachers, counselors and administrators monitor individual student progress and make adjustments when needed ("Hands Up"). In addition, teams will meet with students and/or parents to ensure overall success. Finally, curriculum teams meet during this period to plan instruction using student performance data in the decision making process.

## **ACCIDENT REPORTS**

All injuries incurred from the time you leave home to come to school until you return home in the afternoon should be reported to the office or the school nurse if the teacher in charge is not aware of the injury.

## **ANNOUNCEMENTS**

Morning announcements will be read from the office daily. They will contain information about our school's events and activities. Activity calendars are also posted in all halls to assist students in keeping informed on school activities.

## **ASBESTOS MANAGEMENT**

Federal AHERA regulations require that all parents, staff and employee organizations be notified of the availability of Asbestos Management Plans on an annual basis. Asbestos Management Plans containing the extent, location and condition of asbestos containing materials in each school are available for review in the office of any school building. Extensive removal projects undertaken in 1989 and later renovation projects have virtually eliminated all accessible asbestos. Older floor tiles are assumed to be asbestos and treated accordingly, i.e., inspected and removed if at all friable. If there are any questions about a plan or its contents, contact the Director of Business Services at 860-986-2300.

## ATTENDANCE

We believe that interactions between students, their peers, and teachers are an essential part of education. Classroom attendance is an integral part of a student's course of study and any time lost from class is irretrievable in terms of opportunity for class participation. We believe that daily attendance in school and class is essential to student success in school and beyond. Ellington Middle School supports good attendance.

### Student Responsibilities:

- ✓ Prepare for school the night before to avoid being tardy to school. \* *After 3 tardies in a trimester a student will receive an office detention for each subsequent tardy*
- ✓ Arrive at the bus stop at least 5 minutes before scheduled bus pick up time.
- ✓ Arrive at school prepared with all completed assignments and supplies.
- ✓ Actively seek missed work/assignments by asking all teachers before or upon return from an absence.
- ✓ Complete and submit missing work in a timely manner.
- ✓ Seek extra help from teachers (before school, after school, during X-Block) when needed to gain understanding of missed concepts or assignments.

### Parent/Guardian Responsibilities:

- ✓ Ensure that your student arrives to school on time (7:35 am). *After 3 tardies in a trimester a student will receive an office detention for each subsequent tardy*
- ✓ Report all absences to the attendance line by pressing 1.
- ✓ Contact the Nurse's Office (860-896-2344 or [daldrich@ellingtonschools.net](mailto:daldrich@ellingtonschools.net)) to report multi day medical absences.
- ✓ Request assignments for an extended absence (3 days or more) by contacting the Main Office (860-896-2339 or [cjones@ellingtonschools.net](mailto:cjones@ellingtonschools.net)) as early as possible.
- ✓ Actively support and monitor your child's work completion while they are out for an extended absence.
- ✓ Schedule appointments outside of the school day when possible.
- ✓ Schedule family vacations during school vacations.
- ✓ Actively assist students in arranging transportation/time for extra support opportunities before or after school.

### School/Teacher Responsibilities:

- ✓ Notify parents if a student is not in school.
- ✓ Actively monitor and record student attendance and tardiness.
- ✓ Consistently enforce State, Local, District, and School Policy\*\* with regard to attendance and tardiness. ✓ Respond to parent requests to provide advance work for anticipated long-term absences (3 days or more).
  - ✓ Provide reasonable time and support for students to make up work due to absence from school.
  - ✓ Provide additional time for support (before school, after school, during X-Block) to ensure understanding of missed concepts and assignments.

*Remember: A good attendance record is necessary to sound learning; however, you should not come to school with contagious colds, or coughs. Few reasons other than personal illness are acceptable for absence from school.*

*At no time do we encourage or have reason to legitimize absences for a vacation while school is in session. Teachers will not be required to provide advanced assignment for this purpose. It is the student's responsibility upon returning to school to make up all work missed. Any exceptions will have to be authorized by the Principal.*

*Note: Less than 4 hours is recorded as a half-day absence.*

See Appendix F for Board of Education Attendance Policy

## **BULLYING**

Bullying behavior by any student in the Ellington Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at school-sponsored activity, or on a school bus, which acts are repeated against the same student over time. Such overt acts, which occur off-campus (and not at a school sponsored activity), may also constitute bullying if it is determined that they have a direct and negative impact on a student's academic performance or safety in school.

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. Board policy and regulation # 4118.26, 4218.26 and 5131.8 set forth this prohibition and the related procedures in detail (see pages 18 - 21 for Ellington Public School board policy and reporting of incident form).

## **BUS CONDUCT**

Each student is responsible for his/her own behavior on the bus. Students are expected to be courteous, respectful and cooperative while being transported to and from school and/or a school-sponsored event. All school rules apply while students are on the bus or at the bus stop. Students are expected to follow all bus rules. Behavioral problems will be reported to school administration and dealt with immediately. It is important that all students arrive at the bus stop 5 minutes before the bus is scheduled to arrive. The Ellington Board of Education endorses the use of video cameras on the school buses

## **BUS PASSES**

Please see the new [Board of Education Transportation Policy for special transportation requests.](#)

## **BUS RULES**

While waiting for the school bus and boarding it:

A. On the way to school, pupils should:

- 1) Be at the stop at the designated time [Five (5) minutes before pick-up].
- 2) Wait for the bus on the shoulder of the highway (or on the sidewalk) or designated area and not on the

paved roadway.

3) Wait until the bus comes to a full stop before trying to get aboard.

4) Wait your turn. Do not push or crowd around the door.

B. Upon leaving school, students should:

1) Follow directions of the teacher(s).

2) Obey the directions of the bus driver.

3) Have a bag for books, papers, etc. so that boarding can be accomplished safely with one free hand to use the safety rail.

While riding on the bus pupils should:

A. Remain in their seat while the bus is in motion.

B. Not jeopardize the safety of others. The usual rules of good conduct must be observed.

1) Converse quietly. They should not shout at other pupils or the driver.

2) Not throw objects about in the bus.

3) Not destroy or deface seats or equipment. Parents and students will be held responsible for damage.

4) No smoking on the bus.

When leaving the bus:

A. At school pupils should:

1) Take their turn and not crowd.

2) Go directly to their room or the place previously designated.

B. At the home bus stop pupils should:

1) Watch their step getting off the bus.

2) If across the highway from home, stand on the shoulder of the road at least ten (10) feet in front of the bus until the driver signals that it is safe to cross; then cross in front of the bus.

3) If it is not necessary to cross the highway, stand aside on the shoulder of the road until the bus has moved on; then, when they can see traffic in both directions, walk on the shoulder of the road (or the sidewalk) to their home.

4) Walk on the left facing traffic if there is no sidewalk and it is necessary to walk on the roadway.

5) Never cross behind the bus. Never touch the outside of the bus. Always stay at least ten (10) feet away except when entering or exiting the doorway.

C. At the destination of a trip away from school, pupils shall obey the instructions of the teacher and the driver.

Failure to comply with the above regulations will result in the following:

A. First Offense: Written notification by bus driver to building principal who will meet with the student and may notify parents. (See Bus Conduct Report.)

B. Second Offense: Bus driver prepares a "Bus Conduct Report" and sends it to building principal who will notify parents. Building principal or designee will review circumstances and, if verified, will assign

appropriate consequences.

C. Third Offense and Any Additional Offenses: "Bus Conduct Report" notification by bus driver to building principal or designee who will notify parents. Building principal or designee will administer appropriate consequences, including the possible suspension of student.

## **CELL PHONES**

Students are encouraged not to bring cell phones to school. However, if a parent feels it is absolutely necessary for their child to have a cell phone in school, there are conditions/restrictions. All cell phones must be turned off from the time the student gets on the bus in the morning until they get off the bus or after school activities at the end of the day. All cell phones must be kept in the student's locker at all times. Violations of these rules will result in the cell phone being confiscated and held until such time that a parent/guardian can pick it up. Appropriate school consequences, i.e., after school detention, will be administered for the misbehavior as well. The school does not accept responsibility for lost or stolen cell phones.

## **CHEATING**

Cheating is unacceptable at Ellington Middle School. Any student found cheating will receive a possible range of consequences including detentions, alternate assignments, restorative justice projects, reduced technology privileges, and/or loss of extracurricular activities. Parent/guardian will be notified of the incident and corresponding consequences. Subsequent violations may result in greater consequences including the possibility of suspension.

## **CODE OF STUDENT BEHAVIOR**

Ellington takes pride in the actions, honors, and appearance of Ellington Middle School students. The way our students act has much to do with the fine reputation the Middle School enjoys. Therefore, it is important to all students that every member of the school observe acceptable standards of behavior.

Pupils must comply with school rules and regulations and accept the directions of teachers, school officials, and others who have been assigned leadership responsibilities. Pupils must also conform to school rules on the way to and from school, on school grounds and school buses, in the lunchroom, during extra-curricular activities, or anytime while under the school's supervision. All pupils shall comply with those provisions of civil law that apply to the conduct of minors or juveniles.

Failure to comply with school rules and regulations may result in detentions and/or suspensions, depending upon the severity and frequency of the infraction. Students who choose to violate school rules may also be denied the privilege to participate in extra-curricular activities such as team sports, field trips, dances, assemblies and other special programs.

The following list of behavioral expectations should be used as a guideline and not a comprehensive list. At all times, we expect students to practice courtesy, respect, responsibility and good judgment.

Behavior Expectations:

1. At Ellington Middle School we expect our students to behave in a courteous and considerate manner. Ladies and gentlemen respect the rights, feelings and property of others whether in classrooms, hallways, on field trips, or traveling to and from school on the bus or walking. Hands and feet off other students at all times. No pushing, shoving, tripping, slapping, etc. Violation of this rule may result in suspension from school.
2. While allowed in school, the use of gum or candy is discouraged in order to keep our building clean and

to improve the learning environment throughout the school.

3. Use of skateboards, playing cards, games, etc., is not allowed at Ellington Middle School. We must remember there is a time and place for everything. The middle school is not the time or place for these.

4. During lunch, good manners, quiet talking and a minimum of movement will be expected in the cafeteria. Students are expected to remain in one's seat during lunch. Students are responsible for clearing away refuse and for picking up after themselves.

5. Everyone expects a classroom to be a place where teachers can help students learn and where students make a serious effort to learn. Teachers have the authority to set the rules and students are expected to cooperate and work within these teacher guidelines.

6. Students should move quickly from one class to the next without running, pushing, shoving, hitting, tapping or tripping or otherwise creating an unsafe condition. Students are also expected to use good judgment when opening and closing lockers both to avoid injury to others and to avoid damage to property.

7. Student safety is important. Students who possess, use or disseminate any dangerous materials or implements such as matches, lighters, explosives, firearms or knives clearly endanger themselves and others. Additionally, propelling objects of any type through the air also creates a dangerous and unacceptable hazard. The consequences for such actions are outlined in the district Suspension and Expulsion Policy which can be found in the supplement to this handbook.

8. Students should refrain from bringing non-essential items to school that may be distracting to the learning environment. These items may include laser pens, pocket video games, toys, spinners, etc.

9. As much as students are expected to treat each other with respect at all times, any behaviors which could be interpreted as hazing or bullying are not allowed and are explicitly forbidden by Board of Ed. policy.

10. Students are expected to be honest when dealing with teachers and staff. Dishonesty will be followed up with disciplinary measures.

11. Students may not write or speak false statements about other students, teachers or staff. Libel and/or slander will result in serious consequences for the student.

12. Card playing, coin pitching and any type of gambling or wagering are strictly prohibited.

## **COURTESY**

Courtesy to teachers, school employees, other students and visitors is a tradition at our school. Students are expected to respect and obey the judgment of teachers. Staff members are not only teachers and adults, but are considered the figures of authority during the school day. All other adult employees of the school should also be treated with courtesy, and requests or directions given by them should be followed. These include custodians, cafeteria workers, and office personnel. Rudeness will result in disciplinary action.

## **DETENTION**

Detention period is a time when the student is assigned to stay after school for infractions of school rules. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign a detention to a student who is not in any of his/her classes.

Teacher detentions will be assigned at the discretion of the teacher. Office detentions are scheduled on Tuesdays and Thursdays from 2:30 to 3:30 p.m.

It is the responsibility of the student to hand the detention referral to his/her parent/guardian for signature and to return the signed form to the teacher who assigned the detention or to the office if it was an office detention. Failure to do so may result in additional detentions or suspension.

School obligations, including detention, take precedence over extra curricular activities, i.e. sports, drama, music. All school obligations (lost book, lunch loans, chromebook damage) must be paid in full before money will be accepted for extracurricular activities (field trips dances, yearbooks).

Failure to report to an assigned detention will result in two detentions. Failure to report to either of these two detentions or to any detention in the future will result in suspension.

## **DISMISSAL**

1. Dismissal: Bus students 2:22 p.m.; walkers 2:28 p.m., approximately.
2. At dismissal students go directly to their bus.
3. Walkers go directly home once dismissed by the office.
4. Bus students are expected to use the transportation provided both morning and night.
5. Students must bring a note from home if for any reason they will be leaving school earlier than the regular dismissal time.

## **DRESS**

We believe appropriate dress sets the tone for a positive school environment. To support this belief, all EMS students should use the EMS dress code when deciding what to wear to school. The EMS dress code is comprised of these four main parts.

- 1) All slogans, graphics and other imagery on clothing must be positive and appropriate. Any clothing that contains references to violence, drugs or alcohol, or anything sexual in content will not be allowed at EMS.
- 2) Undergarments should be covered at all times by shorts or pants. Any clothing worn in a style that exposes student undergarments will not be allowed.
- 3) Shorts, skirts and or dresses should be worn to an appropriate length. A general rule to check to see if clothing is of an appropriate length would be to have the student put their arms down to their side and make a fist with their hand. The length of the clothing should come at least to the student's knuckles.
- 4) A Student's midriff should be covered at all times. If a student raises both hands in the air their shirt should continue to cover their stomach.

The dress code will be in effect during the school day. Please note there may be other dress code expectations for other school events and activities like field trips, concerts, and dances.

There may be times throughout the school day (Physical Education, Tech Ed, Art, etc) where other items of clothing may be required or restricted in order to ensure student safety in these settings.

Students are also invited to take part in a number of field trips during their middle school years. Many of these trips to concerts, museums, plays, etc. require students to pay more attention to how they dress for these special occasions.



## **EXTRA HELP**

Students may always seek extra help from teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussions. The student should arrange a conference with his/her teacher before or after school or at a time convenient to both during the day.

A teacher may request a student to stay after school if it is apparent that the student is having difficulty with his/her work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help students make the progress of which they are capable.

## **EXTRA CURRICULAR ACTIVITIES**

A student must be passing in all subjects on the current midterm or report card to participate in extracurricular activities such as (but not limited to) inter-scholastics, intramurals, jazz band, drama, field trips, school dances, etc.

## **FIELD TRIP/STUDY ELIGIBILITY**

Field studies are an important extension of the program at Ellington Middle School. The purpose of a field trip is to create a field-based learning experience, which helps to make educational concepts real and tangible for the student. As such, all eligible students should be encouraged to attend.

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

1. Prior to the field trip, the team will review all eligible students.
2. The students who have demonstrated that they cannot be trusted, or who exhibit a lack of self-control and respect for others will be notified of their ineligibility by the teacher team. A list of students and a written summary of staff concerns will be submitted to the office.
3. Parents will be informed if their student is removed from the trip.

## **FIRE DRILLS**

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When a fire alarm sounds, students will immediately prepare to leave the room in an orderly fashion. No one is to pass another or break the line of march. Running is not permitted.

Students are not permitted to talk during a fire drill and are to report to their designated station at the side of the building, where attendance will be taken and all students and staff will be accounted for. No one will reenter the building until the principal or an authorized person instructs you to do so. Teachers will review exiting procedures and regular drills are held throughout the school year.

## **FORGERY**

Forgery is not acceptable at Ellington Middle School. Any student who forges, whether it be homework or a parent signature, etc., will be subject to detentions and/or suspensions, depending on the severity of the situation. Parents will be informed.

## **GRADING PRACTICES**

Using a standards-based report card, Ellington Middle School has completed a multiyear shift to mastery based learning and proficiency based grading practices. The EMS grading practices now reflect

these mastery based principles.

## **Separating Academic and Effort**

Ellington Middle School attempts to separate student effort from student academic skills by providing two different types of feedback and grades. The first is an academic grade. The academic grade is based on course specific skills outlined in the report card supplement document, Grade Level Expectations. The academic grade should only reflect student performance levels related to these academic skills.

The second feedback/grade students will receive will be based on their overall effort. Students will receive feedback on their level of effort as described in the PRIDE effort expectations. Students receiving an average of 2.5 PRIDE effort score on their report card will be awarded Student Society status.

## **Redo, Revise and Retake**

In an effort to foster a growth mindset in students, Ellington Middle School provides opportunities for students to submit late work, to redo assignments and assessments, revisit and revise their writing, and retake tests and quizzes. Students are provided multiple opportunities to demonstrate their understanding, however the following parameters apply:

- Teachers will request students provide evidence of new learning before providing redo/retake opportunities.
- Portions of the assessment that have already been completed in a satisfactory manner do not need to be done again.
- Grades are not averaged. The grade that best reflects student mastery of materials is the grade that counts. In most instances, this will be the grade on the redo or retake. The grade for late work should be based on the quality of work, not the date of submission.

## **Homework**

Homework is an extension of classroom learning providing students opportunities to practice newly taught skills. It is not an effective way of accurately assessing student learning. As a result, homework completion will be reflected in the students' Pride effort grade and not in the academic grade. Students who are chronically missing homework assignments (three or more per trimester) will be assigned to Three Strikes. Three strikes is different from an office detention and is a same day after school opportunity for students to complete a missing assignment.

Home study is a necessary part of each pupil's educational program. Each student is expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study. This eliminates the necessity of spending too much time in completing an assignment the day before it is due.

## **GUIDANCE**

The Middle School Guidance Office provides the services of two full-time counselors and a part-time school psychologist. The guidance department was established to help students adjust and become successful at the middle school level. We attempt to do this in many ways, providing such services as: group testing, individual testing, academic grouping, personal academic and vocational counseling, coordinating parent teacher conferences, career exploration, and school orientation programs. The guidance office may be reached by calling 896-2345 between the hours of 7:30 a.m. and 2:45 p.m. The guidance staff, as well as teachers and administrators, will take a personal interest in your program at Ellington Middle School.

## **HALLWAY PASSES**

Hallway passes are required during class time (including X block). Students who have earned student society status may use their student society bracelets in lieu of hallway passes. Failure to have a pass may result in disciplinary action.

## **HEALTH OFFICE**

The school nurse is available during school hours for students who become ill or injured. If the nurse is not in the health office, students should report to the main office. The nurse may be reached at 860-896-2344. Students are not allowed to walk home from school when excused for illness.

**Administering Medications** With seasonal problems including sore throats, flu, colds, bronchitis, asthma, allergies, etc., physicians may prescribe medications occasionally for your child. When medicine is prescribed two, three, or even four times daily, please ask your physician if it can be given before school, after school, supper time and/or bedtime to avoid having to bring it to school.

Connecticut law (CGS 10-212a) and regulations require a written order by an authorized prescriber (an MD, OD, APRN or PA) and written parent or guardian authorization for the school nurse or other authorized personnel to administer any medication. This includes over the counter medications. Medication must be delivered directly to the school nurse, or in the absence of the school nurse, the school principal, by a parent or responsible adult. Authorization forms are available at the physician's office or at each school. No exceptions are made to this law.

Medication must be delivered in and dispensed from the original container with a pharmacy label indicating the name and strength of the medication, name of patient, physician, the date of the original prescription, and directions. No more than a 45 day supply can be accepted. Medications that are not in properly labeled containers will not be accepted. All medication must be picked up by the end of the last day of school by a parent or responsible adult.

**Reporting Illness** Students with a medical condition that may expose others to contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Before a child may return to school after an absence due to such condition, a parent or guardian may be required to submit medical documentation that their child has recovered sufficiently to prevent exposing others. Additional information may be obtained from the school nurse. The following conditions must be met in order to attend school:

1. Chicken Pox—Rarely seen due to the vaccine. Excluded until pox are all scabbed over.
2. Conjunctivitis—Depends on the type (allergic, viral or bacterial) and severity of symptoms. Check with your school nurse.
3. Fifth Disease—Communicable only prior to rash. No exclusion required. Provide a note to the school nurse from health care provider if student was seen by provider.
4. Impetigo—Lesions must be dry.
5. Ringworm—Over-the-counter treatment may be used, and the area must be covered.
6. Scabies—Exclusion until eight hours after treatment with a note from health care provider.
7. Strep Throat—Exclusion until 24 hours of antibiotic therapy and fever free.

**Health Assessments** A physical examination by a qualified practitioner is required for all new students. This physical examination must have been conducted within one year of entry. State law and regulations require that each child be immunized against certain diseases is required prior to entering

entrance school. into seventh A physical grade. examination This state by mandated a qualified physical practitioner should that be includes completed up-to-date between immunizations

January 1st of the fifth grade year and before April vacation of the sixth grade year. The school health office will conduct postural screenings for female students in seventh grade and for male students in eighth grade.

A yearly sports physical is required to participate in athletics. Sports physicals are offered during the summer at the Ellington High School health office. This physical should be completed in the summer to prevent any interruption in participation that might occur when a sports physical expires during the school year.

## **HOMELESS STUDENTS**

Homeless students, as defined by federal and state legislation, will have all programs, services and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Kristy LaPorte, Director of Special Services, 860-896-2300.

## **HOMEROOM**

At the beginning of the school year, each student is assigned to a homeroom and a homeroom teacher. Teachers will be happy to help students in any way they can. Students should feel free to seek advice whenever needed.

Homerooms will be open at 7:35 a.m. Walkers should not arrive at school before this time. All students are required to go to their homerooms at the beginning of the school day.

Student will return to homeroom at the end of the day for dismissal.

## **INTERNET AND NETWORKED RESOURCES**

ELLINGTON PUBLIC SCHOOLS K-12

ADMINISTRATIVE REGULATIONS

For Policy 5131.9

## **STUDENT ACCEPTABLE USE OF TECHNOLOGY**

The mission of the Ellington Public Schools' technology initiative is to improve learning and teaching through access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods, and materials. The Ellington Public Schools support access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

The use of computers and related technology supports the curriculum and enhances communication. Users, students and staff will access a vast scope of information available in the school system, as well as connections to global resources via the Internet. Since neither the Ellington Public Schools nor any of its staff controls the content of the information available on the Internet, users must be aware that some of the information may be controversial or offensive. Users encountering such controversial or offensive information should exit the site and contact their teacher or school administration.

Students are responsible for good behavior on school computer networks just as they are in a classroom, and general school rules for behavior apply. Thus, all users are expected to act in a responsible, ethical and legal manner, in accordance with Board of Education policy. Students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the

privacy rights of others, including but not limited to unauthorized photos or recordings. Students shall not record audio or video without the explicit permission of authorized staff. Students shall not send, share, view, or possess pictures, text messages, e-mails or other digital material depicting sexually explicit or offensive content on a cell phone or other electronic device while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district. The definition and determination of offensive content is at the sole discretion of the administration. Failure to adhere to these guidelines will result in disciplinary action that may include loss of computer access, referral to legal authorities or other administrative action.

### **Ellington Public Schools (EPS) Accounts**

- EPS provides various student accounts to facilitate the use of technology in the classroom. These accounts include an EPS login to computers, Internet and the school portal. In addition, students grades 3-12 will have an EPS Google Account that provides access to the Google Apps for Education tools, such as Google docs, Gmail and other features. In addition, students in gr. 1-2 will have an EPS Google Account (without email access). Beginning in grade 6, students will have a Naviance account for college and career planning and to assist with the management of student success plans.
- Individual teachers may also use applications that require the creation of additional student accounts to support student learning and facilitate communication with students and parents. The specific applications used will be posted on the district website as Ellington Public Schools Approved Apps/Accounts and [may be accessed here](#).
- School accounts and associated files are not private and may be inspected at any time without prior notice by any administrator, teacher, or network administrator.
- No person may use another individual's account with or without his or her permission.

### **EPS Technology**

Vandalism to any EPS technology, including uploading viruses, is prohibited. Failure to comply with any part of this policy may result in disciplinary action as deemed appropriate by the district's administration including, but not limited to, financial compensation for damages caused by the student.

### **Network Access**

Ellington Public Schools provides content filtered Internet access for student use. Circumventing the content filter to access blocked websites is not permitted.

### **Bring Your Own Device (BYOD)**

- EPS allows students to bring their own technology into the classroom as a tool for learning. Use of student owned devices is permissible only when deemed appropriate by teachers or school administration.
- Each student is responsible for the proper care of his or her personal device and its security. EPS is not liable for theft or damage to personal devices.
- EPS reserves the right to inspect a student's personal device if there is a reason to believe that the student has violated Board policy, school rules, or has engaged in other misconduct while using a personal device at school.
- Personal devices may not be plugged into the wired network (EPS LAN). Access to the wireless network is allowed using a student's district computer account.
- At EMS, Windermere Intermediate and the elementary schools, cellular phones should be turned off and left in lockers or backpacks during the school day to ensure a quiet, attentive learning environment that is

free of disruptions.

All students in grades 7-8 will have a school issued Chrome book. Students in grades 7-8 will leave this device at school. As these devices travel around, there are many possible ways the devices may get damaged. As with any school owned property (textbooks, instruments, etc), families are responsible for any damage that requires repairs or replacement of the device. Families are never responsible for replacement costs that are attributed to age and normal wear and tear on the device. This includes battery replacements as a result of age, worn out motherboard/monitor cables, hinges that wear out or other issues that result from regular use. Ellington Public Schools has three options for parents to ensure devices are always in optimal condition for learning. The insurance form was distributed over the summer and must be submitted by Labor Day.

### **Ethical Use of Information**

Students shall comply with Ellington BOE Policy #5131.9 (Use of Electronic Devices) and shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others, including but not limited to unauthorized photos or recordings.

### **STUDENT PRIVACY AND SHARING AND PUBLISHING STUDENT WORK**

In Ellington, we believe publishing and sharing student work online makes learning authentic and relevant to students. Sharing examples of students engaged in high-quality learning experiences extends learning beyond the classroom walls, helps students create a positive digital footprint, and prepare students with 21st century skills. Also, the sharing of student work and accomplishments connects families, community members and other stakeholders to the learning process. We believe this is possible while respecting the safety and privacy of all students by adhering to the following guidelines.

Posting photos of students online (class website, social media, etc) Posting pictures of students doing great work is encouraged. Teachers are asked to make sure no identifiable student information is included with the picture (last name, e-mail, address, phone number, any account username) and that the student's parents haven't opted out of allowing student pictures to be posted.

Posting student work (writing, projects, videos) online Posting quality student work online is encouraged and can help paint a positive picture of daily teaching and learning in the Ellington Public Schools. Teachers are asked to refrain from posting students' full names and to check that the student's parents haven't opted out of allowing student work to be posted.

*If you do not want your child's picture or work published, [please complete the form on our district website under Departments, Information Technology](#). You may indicate if you would prefer not to have your child's picture or student work published, or if you would prefer that neither are published. A new form must be submitted each year.*

### **INTERSCHOLASTICS SPORTS**

Our school competes in soccer, cross country, basketball, baseball, softball, and track, with separate teams for boys and girls, as well as cheer. Tryouts are held prior to each in-season sport, and practices are held after school. **All students must have a current physical (within one year) before trying out for any sport.** Those students who exhibit the greatest effort and ability are selected to participate. Primary goals of athletic programs at this level are: enjoyment, sportsmanship, skill development and the teaching of fundamentals. Winning is secondary.

### Academic Requirements:

Our school follows the guidelines set forth by the Connecticut Association of Secondary Schools. The academic requirements for participation in the interscholastic sport program are:

1. Athletes should attend scheduled classes to participate in practice or games played on a particular day. Any athlete tardy to school after 10:25 a.m. will not compete in the contest or practice on that day. Extenuating circumstances must be approved by the building Principal prior to participation.
2. Students must be in good academic standing in order to participate in interscholastic sports.
3. All academic work such as redos and retakes that need to be completed after school take precedence over participation in sport practices and/or games.
4. School obligations such as detentions or 3 strikes, take precedence over participation in sport practices and/or games. Students who are serving a suspension (ISS or OSS) may not participate in or attend any after school activities, practices or athletic events during the period of suspension

### Medical Requirements:

1. If a student is injured while playing a school sport and requires a physician's attention, he/she may return to the sport after the school has received a full medical release in writing from the physician.
2. A student that is medically excused from Physical Education or other school activities requires a full medical release in writing from the physician in order to participate in a sport

### **Student - Athlete Conduct**

Our school follows the guidelines set forth by the Connecticut Interscholastic Athletic Conference. The sportsmanship requirements for participation in the interscholastic sport program are:

- Demonstrate respect for your opponents, their fans, coaches and the game officials before, during and after games. This includes interactions on and off the field -including social media
- Accept the responsibility and privilege the student-athlete has in representing your school in a positive manner on the field and in the community
- Work for the good of your team at all times
- Be gracious in victory and accept defeat with dignity
- Refrain from the use of illegal substances to gain an unfair advantage
- Abide by all the rules of the game
- Will congratulate opponents in a sincere manner following either victory or defeat.

### Athletic Equipment:

- Student-athletes will be issued team equipment and uniforms. Each student-athlete is responsible for the equipment and uniform issued to him/her. The student-athlete is required to wear the uniform in accordance with standards set by the coach.
- Student-athletes must return all issued equipment and uniforms to the coach at the conclusion of the season.
- Student-athletes who do not return issued equipment will pay for the cost of the missing equipment
- Uniform are not to be worn as a physical education uniform

### **Spectators:**

Our school follows the guidelines set forth by the Connecticut Interscholastic Athletic Conference. Students wishing to attend after school sporting events are required to follow these guidelines:

- Help develop a community reputation for good sportsmanship
- Show respect for all players, coaches, game officials, and visiting team spectators
- Cheer for your team and not against your opponent
- Respect the judgment and strategy of the coach
- Stay in the areas designated for spectators.
- Will adhere to the host school's acceptable dress code at all home and away contests commensurate with classroom behavior.
- Any signs displayed must be positive in nature, reference only the school supported by the sign maker, and must be pre-approved by the athletic director of the school referenced in the sign.
- During all sports, horns of any kind, whistles or noisemakers will not be used
- Spectators will not throw an objects of any kind on the field/court
- Spectators will show respect for the playing of the National Anthem
- All school rules of behavior apply to student attending athletic contests

## **LIBRARY MEDIA CENTER**

The middle school Library Media Center offers students access to a comprehensive collection of resources to support the curriculum, to promote an appreciation of reading, and to develop information literacy skills. In addition to more than 10,000 items in print, the library has 12 computers for student use. The EMS Virtual Library at <http://ellingtonschools.org/emslibrary> offers on line access to the card catalog, subscription databases, and other resources to support the curriculum.

The library is open during the school day with a staff member available to help students with material selection and to provide assistance to teachers. The library maintains a flexible schedule and students may visit the library during study halls, with classes or during otherwise unscheduled blocks. Library procedures and rules are explained each year to students during library orientation.

Students may borrow up to five items which circulate for two weeks. Items may be renewed for an additional two weeks. Students are responsible for any lost or damaged materials. In addition, materials may be procured for students from other libraries in Ellington.

At the end of each quarter, report cards and library privileges will be withheld until lost materials are paid for or returned.

## **HEALTH INSURANCE**

Low cost or free health insurance is available to families through the Connecticut HUSKY Plan (Healthcare for Uninsured Kids and Youth). The federal comprehensive health insurance program is available to children up to age 19 through the Connecticut Department of Social Services. Information is available at 1-800-877-CT HUSKY or at [www.huskeyhealth.com](http://www.huskeyhealth.com).

## **LOCKERS**

Lockers are the property of the Board of Education and are on loan to students for their use. As a result, lockers may be searched (see Board of Education policy 5145.12 for more details).

Each student will be assigned a locker with a combination lock. Periodic inspections will be made by the homeroom teacher and/or principal to see that they are kept neat and orderly. Use only the locker assigned to you. All personal items and books, when not in use, are to be kept in lockers. Do not tamper with another person's locker.



Any damages to a locker will be the responsibility of the student including charges for repairs or replacement.

## **LOST AND FOUND**

Articles found about the building and grounds should be turned in to the office where they may be claimed by the person who has lost them. At the end of each trimester, all items not claimed are turned over to a charitable organization. If money is involved, it will be kept in the office for one month and, if not claimed at the end of that time, it will be returned to the finder.

## **LUNCHROOM**

All students must eat in the school dining area. They may bring a lunch from home or purchase hot lunch or sandwiches from school. Milk will be available for all students during the lunch periods. No charges of school lunches are allowed.

Some lunch room rules for students to observe are:

1. Stand in line quietly and with no pushing.
2. Sit where there is a vacancy. Do not always expect to sit at the same table with the same people. Students are not to reserve seats.
3. Make sure that all waste paper is put in the waste containers. Recycle when appropriate.
4. Talk in conversational tones.
5. Throwing of items in the lunchroom is prohibited.
6. Use common courtesy and proper table manners.
7. Students unable to abide by these rules will lose the lunchroom privileges.
8. Students are expected to remain in the same seat throughout lunch. 9. Students may not borrow lunch money from other students.

## **MEDICAL CLAIMS**

Students will have the opportunity to enroll in an accident insurance plan. If a student receives medical treatment and is in the school insurance program, have your doctor or the hospital send your medical treatment bills directly to the insurance company, along with the pink insurance form, where all claims are processed. (These insurance forms may be obtained in the main office.) Students should be sure to report all accidents to the teacher, the coach or to the nurse as soon as possible.

## **NON-DISCRIMINATION NOTICE**

The Ellington Board of Education does not discriminate on the basis of race, color, religious creed, ancestry, marital status, gender identity or expression, genetic information, national/ethnic origin, age, sex, sexual orientation, or disability including, but not limited to, intellectual disability: past or present history of mental disorder, past or present history of physical disability, past or present history of learning disability in its programs, activities, and employment practices as set forth in compliance with Office of Civil Rights, Title VI, Title IX, and Section 504 of the Rehabilitation Act. Any person having inquiries concerning the Ellington Public Schools' compliance with the Title VI, Title IX and Section 504, should contact Dr. Kristy LaPorte, Director of Special Services at the Ellington Public Schools, P.O. Box 179, 47 Main St, Ellington, CT 06029 or 860-896-2300.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

For full board policy regarding Notification of Rights Under FERPA (Family Educational Rights and Privacy Act) please consult pages 27 and 28 of this handbook.

### **OBLIGATIONS**

During the course of the school year some students may have an outstanding obligation to the school. This could be from a lost textbook or an outstanding lunch loan. If your student has an outstanding obligation to the school we will hold their report card/midterm report until this debt has been paid.

### **PARENT NEWSLETTER**

In order to keep families informed with what is happening at school, the Principal provides a weekly newsletter to parents. This newsletter is posted on our school web site and is e-mailed to parents on Wednesdays. If you do not have Internet access, parents should contact the school office for a paper copy of the newsletter.

### **PESTICIDE APPLICATIONS**

Public ACT 99-165 is a law which requires schools to allow parents, guardians and staff to be placed on a registry to be notified each time the schools are going to apply pesticide. Ellington Public Schools has adopted the Integrated Pest Management (IM) Program to deliver safe and effective pest control. We hire a state-licensed company for any application to the schools. Safety is always our most important consideration.

*Parents, guardians and staff may register to receive notice each time pesticide is going to be applied. Parents who wish to be notified for the current school year should call the school and request to be put on the Act 99-165 registry. From time to time, emergency applications may be needed. Those registered will receive notification of emergency applications (i.e., bee or wasp spraying) as soon as possible.*

### **PHYSICAL EDUCATION**

*Attire:* Students will change into a T-shirt, shorts, socks, and sneakers for every class. Appropriate outerwear should be added during the fall and spring. PLEASE NOTE: For safety reasons, skate sneakers are not permitted in PE class.

*Classes Missed:* Students are expected to make up missed classes during X block.

*Medical excuses:* For a student to be medically excused from class they require a written note signed by a physician. After being excused he/she may return to participation after the school has received a full medical release in writing from the physician.

### **PLAGIARISM**

Plagiarism is defined as the copying of another's work and/or the failure to give credit to a source used in the research process. Ellington Middle School expects its students will demonstrate academic integrity in all areas and will not plagiarize. When a student has a question about plagiarism, he/she should ask a staff member for clarification. If a student plagiarizes, he/she will face serious consequences which may include a zero on the assignment, detention(s) and/or suspension.

## **RESPECT FOR INDIVIDUALS AND PERSONAL PROPERTY**

Respect for individuals and personal property is a necessary value. This respect must exist so that individuals may live and work together in society. In order to reinforce this value among our students, the following regulations have been enacted:

Theft and vandalism:

1. Parent will be informed of the infraction immediately.
2. Restitution must be made as soon as possible.
3. Second offenders will not be readmitted to school unless accompanied by a parent at a scheduled conference concerning the infraction. At this conference, steps will be taken to remedy the problem.

## **RESTRAINT AND SECLUSION LAWS IN CONNECTICUT**

The Ellington Board of Education mandates compliance with Restraint and Seclusion Laws at all times which can be found in Public Act 07-157, amending Connecticut General Statutes Section 46a – 150 through 46a-153, 10-76b and 10-76d. Please see pages 22 - 26 of this handbook for the Ellington Board of Education policy.

## **SCHOOL CLOSINGS, DELAYS, AND EARLY RELEASE**

There are times, due to inclement weather, that school is closed for that day, opens later than usual and/or closes earlier than usual. It is a good idea to discuss alternate plans for such days with family members. Such changes in the schedule are announced over area TV and radio stations. Notification will also be sent using the School Messenger System. Families who sign-up for the EPS messenger system will receive notification, via phone and/or e-mail. Please avoid calling the school on such days for this information as we need to keep the telephone lines open. To manage your school messenger account, please visit [www.ellingtonpublicschools.org](http://www.ellingtonpublicschools.org).

## **SCHOOL DANCES**

School dances provide students with an opportunity to learn new social skills, and spend an evening a few times each year with their classmates and friends. Dances are well organized and carefully supervised by the middle school staff and guests. Exemplary behavior is expected at all times.

The following are a few strictly enforced rules for our school dances:

1. Most middle school dances begin at 7:00 p.m. and end sharply at 9:30 p.m. Students must arrive by 7:30 p.m. Some dances may occur in the afternoon and will operate on a different schedule.
2. Students may not leave the building or school grounds until the dance ends unless they have the authorization of a chaperone.
3. At the conclusion of a dance, all students are to be picked up at the school by a parent or someone designated by a parent. If students are not picked up in a timely manner, they forfeit their right to attend the next dance.
4. Only students of Ellington Middle School will be permitted to attend our dances.
5. Students absent from school on the day of a dance will not be admitted.
6. Students may be denied the privilege of attending a dance at the discretion of the Principal .

7. Any student who needs to be disciplined during a dance may lose the privilege of attending the next dance.

8. Students are expected to dress appropriately for all school dances.

## **SEVERE FOOD ALLERGIES AND OTHER POTENTIALLY LIFE THREATENING ALLERGIES**

Ellington Middle School makes every effort to raise the awareness of faculty, staff and students about severe food allergies and other potentially life threatening allergies. Should you have any specific concerns about your child's severe food allergy or other potentially life threatening allergy, please contact the school health office. Parents can also call the school's main office and arrange for a computerized health alert form to be printed for them. Parents are encouraged to contact the school bus company and provide them with a copy of the health alert form. Parents are encouraged to call the school for an appointment to discuss their child's severe food allergy or other potentially life threatening allergy before the start of the new school year.

## **SPECIAL SERVICES – CHILD IDENTIFICATION PROCEDURES**

In accordance with federal regulations, state statutes and local board of education policy, Ellington Public Schools assume responsibility for the location, identification and referral of all children requiring special education and/or related services from birth through age 21. The district's child identification process is coordinated by the Ellington Special Services Department, which utilizes a variety of community resources and conducts many systematic activities in its effort to identify children requiring special services. A standard referral form is used to document all referrals. Please contact your school psychologist or guidance counselor for more information at EMS.

Additionally, for information and provisions of services to support students with disabilities and for information on the procedural rights of parents and students, please contact Kristy LaPorte at the Ellington Board of Education office at 860-896-2300 between the hours of 8:00 am and 4:00 pm.

## **STUDENT COUNCIL**

The Student Council is composed of a group of students dedicated to making the school program more enjoyable and beneficial for all concerned. One representative and an alternate are elected by every homeroom and a president, a vice-president, a secretary, and a treasurer are elected by the student body.

## **STUDENT SOCIETY**

Student Society is Ellington Middle School's recognition program. Through this program, EMS recognizes students for their effort rather than their achievement. Achievement is recognized in many other ways. Students earning an overall PRIDE score of 2.5 or higher on their trimester report card will be eligible for Student Society. Membership in Student Society includes access to the EMS Student Lounge, special hallway passing privileges, and occasional school event discounts. In addition, special events are often planned for those student who have earned a place in Student Society

## **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money to school. In addition, non-essential items such as cell phones, MP3 players, video game consoles, luxury headphones or cameras should not be brought to school, and student must keep track of personal items at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it at the office for safekeeping. Students should not leave valuables in their lockers. Students

are forbidden to sell or exchange personal items on school property.

Items forgotten at home: All forgotten items such as lunch, homework, signed papers, projects, etc., will be delivered to your child at 11:23am (beginning of lunch waves) or 2:22 pm (dismissal). These delivery times will ensure the least interruption to the learning environment.

## **SUSPENSION OR EXPULSION**

The following breaches of conduct on school property, school transportation, or at a school-sponsored activity may lead to consideration of suspension or expulsion. Willful disobedience of reasonable rules as reviewed annually by the Board of Education includes:

1. Leaving school building or grounds while school is in session without permission from the school administration.
2. Willful striking or assaulting a student or any member of the school staff.
3. Theft.
4. The use of obscene or profane language or gestures.
5. Deliberate refusal to obey a member of the school staff.
6. Blackmailing, threatening, or intimidating school staff or other students.
7. Possessing in the school or on school grounds any kind of weapon, such as a pistol, knife, blackjack, etc.
8. Possession, selling, or consumption in the school or on school grounds of drugs, narcotics, or alcoholic beverages.
9. Harassment.
10. Smoking in school or on school grounds. Carrying cigarettes, matches, lighters, firecrackers are prohibited.
11. The willful destruction of school property.
12. Use of another's academic work/plagiarism.
13. Carrying and/or distributing medications including Tylenol, Ibuprofen, Aspirin, etc.
14. Repeated violations of the dress code.
15. Hazing and bullying.
16. Lying to an administrator, teacher or other staff member.
17. Defamation of character – libel and/or slander.
18. Any student whose behavior creates a risk of harm towards themselves or others. Any student who has been suspended may not attend any school function or be on school grounds on the day(s) of the suspension without permission of the principal.

## **TARDINESS**

The tardy bell rings at 7:42 a.m. Any student arriving after this time is considered tardy and will need to be signed in at the main office by a parent/guardian. The student will receive a pass for admittance to class.

Excessive tardiness often has an adverse affect upon the educational progress. A tardy student is

sometimes disruptive to other classes and students' assignments and instruction are often missed.

Any student tardy more than three (3) times in any trimester will become subject to an office detention for each subsequent infraction and may be subject to loss of after school privileges, i.e., dances, athletics. Office detentions are served each Tuesday and Thursday from 2:30 p.m. to 3:30 p.m.

## **TELEPHONE CALLS**

Students are not to make or receive telephone calls or text messages during the school day. Only in cases of emergency will students be permitted to receive calls during school hours. These calls can only be from an authorized parent or guardian. Forgetting items at home, such as books, athletic equipment, etc., does not constitute an emergency.

Parents who are delivering forgotten items, i.e., gym clothes, lunch money, will be given to the students at their lunch break or at the end of the day. Any exceptions are reviewed and approved by the principal.

## **SCHOOL INSTRUCTIONAL ITEMS**

Items like textbooks, school musical instruments, and chrome books are furnished free of charge by the Board of Education. However, all lost, damaged or defaced school instructional items must be paid for by the pupil to whom they have been issued. Students are expected to use these items with respect and care at all times. Unmet obligations will result in mid-terms and/or report cards being held, as well as the possibility of not participating in extracurricular activities (i.e. field trips, dances).

## **TRANSFER OF RECORDS**

When a student enrolls in Ellington Middle School from another school district, we will notify the previous district of the enrollment and request the student's educational and medical records. The previous school district is required by law to transfer the records with or without written parent authorization. Similarly, when the Guidance Department receives notification of a student's enrollment in another district, we are required to transfer all records. We will notify the parent or guardian of the transfer at the time they are sent to a new school if no written parent authorization is on file.

## **TRUANCY**

A student absent without the consent of his parents is truant. This is an unexcused absence, and the student will not be readmitted to the school unless his parents accompany him/her. Work must be made up and the student will make up for lost time by serving five (5) detentions for each day he/she was truant. Repeated truancy may be cause for further disciplinary action, suspension, or legal action.

You are truant if you:

1. Leave school early without signing out in the office
2. Are absent from school without prior permission from your parent/guardian.
3. Are absent from class without permission.
4. Become ill and go home or stay in the restroom instead of reporting to the nurse's office.

## **VIDEO SURVEILLANCE**

Video/audio equipment will be used to monitor student behavior on campus. Students will not be told when the equipment is being used. The principal and his/her designee will review the tapes routinely and document students' misconduct. Discipline will be in accordance with the District's discipline policy. Videotapes shall be treated as protected student records under the Family Educational Rights and

Privacy Act (FERPA).

## **VISITORS**

In order to maintain an atmosphere conducive to learning, students from other schools are not allowed to accompany you to school. If you have any questions on this matter, your homeroom teacher or the principal can answer them.

### **Appendix A - Bullying Policy**

4118.26 4218.26 5131.8 1 of 3

#### **Students Conduct Bullying**

In accordance with state law, it is the policy of the Ellington Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is expressly forbidden.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations in furtherance of this policy. As provided by statute, such regulations shall: (1) enable students to anonymously report acts of bullying to teachers and school administrators, and require students to be notified annually of the process by which they make such reports, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing, (4) require school administrators to investigate any written reports filed pursuant to subdivision number two above, and to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report, (5) include a prevention and intervention strategy for school staff to deal with bullying, (6) provide for the inclusion of language in student codes of conduct and in all student handbooks concerning bullying, (7) require school administrators to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and invite them to attend at least one meeting, (8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection and to report such number annually in a manner prescribed by the Commissioner of Education to the Department of Education, (9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and (10) require the identification of appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint.

The notifications required pursuant to subdivision (7) shall include a description of the response of school staff to such acts any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act (FERPA) and the district's Confidentiality and Access to Student Information policy and regulations.

4118.26 4218.26 5131.8 2 of 3

For purposes of this policy, "Bullying" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year. Bullying outside the school setting may be addressed if it has a direct and negative impact on a student's academic performance or safety in school.

For purpose of this policy, "School-Sponsored Activity" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Ellington Board of Education.

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

#### Prevention and Intervention Strategy

The district shall implement, as required by C.G.S. 10-222d as amended, a prevention and intervention strategy which may include, but it is not limited to:

1. Implementation of a positive behavioral intervention and supports process or another evidenced-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
2. A school survey to determine the prevalence of bullying.
3. Establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy.
4. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
5. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur.
6. Inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school.
7. Individual interventions with the bully, parents, and school staff, and interventions with the



bullied child, parents and the school staff.

8. School wide training related to safe school climate.

9. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

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See Also: Policy #5114 Suspension and Expulsion

Policy #5131.81 Hazing Policy #5145.4 Nondiscrimination Policy #5145.8 Sexual Harassment

Legal References: [Public Act No. 02-119]

Connecticut General Statutes 10-15b Access of parent or guardian to student's records.

Inspection and subpoena of school or student records 10-222d Policy on bullying behavior as amended by PA 08-160 Connecticut General Statutes Sections 10-233a through 10-233f PA

06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal

Guardians Adopted by Ellington Board of Education the Board: January 10, 2001 ELLINGTON

PUBLIC SCHOOLS Amended: January 22, 2003 Ellington, Connecticut Amended: December

13, 2006 Amended: October 29, 2008

**Appendix B - Bullying Incident Report**

SUSPECTED BULLYING INCIDENT REPORT Use as part of the Administrative Regulations for Bullying Policy 4118.26, 4218.26, 5131.8

Name of person \*filing/making report \_\_\_\_\_ Date of this Report \_\_\_\_\_

Teacher  Student  Parent  Other Staff Member \_\_\_\_\_

Type of Complaint

Formal  Informal from student  Anonymous  Faculty witnessing suspected bullying event

Staff Responsibilities

Informal from student - staff files written complaint and forwarded to principal  Faculty witnessing event - files written incident report and forwarded to principal  Informal complaint by student - received by other school staff verbal report to principal no later than next school day  Anonymous complaint - staff arranges with student to meet with principal to review the request

Detailed Written Report of Incident:

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Principal or designee notified and this incident report forwarded \* If filing, attach written report.

\_\_\_\_\_ (Reporter's signature) (date)

## **Page 1 of 5 APPENDIX C**

### **FOR PARENTS**

#### **RESTRAINT AND SECLUSION LAWS IN CONNECTICUT**

The following sets forth Connecticut law related to the physical restraint and seclusion of persons at risk, which can be found in Public Act 07-157, amending Connecticut General Statutes Sections 46a-150 through 46a-153, 10-76b, and 10-76d. The Ellington Board of Education mandates compliance with these laws at all times.

I. The following definitions apply to these procedures:

- **Provider:** A person who provides direct care, education or supervision of a person at risk.
- **Assistant Provider or Assistant:** A person assigned to provide, or who may be called upon in an emergency to provide, assistance or security to a provider.
- **Person at Risk:** A child who meets the eligibility criteria for special education services under the IDEA and who is receiving special education from the Board of Education, or a child who is being evaluated for eligibility for special education pursuant to statute and awaiting a determination.
- **Life Threatening Physical Restraint:** Any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means.
- **Physical Restraint:** Any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. The term does not include: (A) Briefly holding a person in order to calm or comfort the person; (B) restraint involving the minimum contact necessary to safely escort a person from one area to another; (C) medical devices, including, but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; (D) helmets or other protective gear used to protect a person from injuries due to a fall; or (E) helmets, mitts and similar devices used to prevent self injury when the device is part of an Individualized Education Program ("IEP").
- **Seclusion:** The confinement of a person in a room, whether alone or with supervision by a provider or assistant, in a manner that prevents the person from leaving that room.

## II. Procedures for Physical Restraint of Persons at Risk

No provider or assistant shall under any circumstance use a life-threatening physical restraint on a person at risk.

No provider or assistant shall use involuntary physical restraint on a person at risk EXCEPT as an emergency intervention to prevent immediate or imminent injury to the person at risk or to others.

Physical restraint of a person at risk shall never be used as a disciplinary measure or as a convenience.

Providers and assistants must explore all less restrictive alternatives prior to using physical restraint for a person at risk.

Providers and assistants must comply with all regulations promulgated by the Connecticut State Board of Education in their use of physical restraint with a person at risk.

### Monitoring

A provider or an assistant must continually monitor any person at risk who is physically restrained. The monitoring must be conducted by direct observation of the person at risk.

A provider or an assistant must regularly evaluate the person being restrained for signs of physical distress. The provider or assistant must record each evaluation in the educational record of the person being restrained.

### Documentation and Communication

A provider must notify the parent or guardian of a person at risk of each incident that the person at risk is physically restrained.

The Director of Special Services must be notified of the following:

- a. each use of physical restraint on a person at risk;
- b. the nature of the emergency that necessitated its use; AND

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c. if the physical restraint resulted in physical injury to the person at risk.

After a physical restraint occurs, the following information must be documented in the educational file of the person at risk who was physically restrained:

2. in the case of an emergency use, the nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise;
- b. a detailed description of the nature of the restraint;
- c. the duration of the restraint; AND
- d. the effect of the restraint on the person's established behavioral support or educational plan.

### III. Procedures for Seclusion of Persons at Risk

No provider or assistant shall use involuntary seclusion on a person at risk EXCEPT as follows:

3. as an emergency intervention to prevent immediate or imminent injury to the person at risk or to others; OR
4. as specifically provided for in the IEP of the person at risk.

Seclusion of a person at risk shall never be used as a disciplinary measure or as a convenience.

Providers and assistants must explore all less restrictive alternatives prior to using seclusion for a person at risk. If an Individualized Education Program Team ("IEP Team") incorporates the use of seclusion into a child's IEP, the IEP Team shall consider the use of less restrictive alternatives to determine whether seclusion is a necessary part of a child's IEP.

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Providers and assistants must comply with all regulations promulgated by the Connecticut State Board of Education in their use of seclusion for a person at risk.

#### Monitoring

A provider or an assistant must frequently monitor any person at risk who is placed in seclusion. The monitoring must be conducted by direct observation of the person at risk.

A provider or an assistant must regularly evaluate the person in seclusion for signs of physical distress. The provider or assistant must record each evaluation in the educational record of the person who is in seclusion.

#### Documentation and Communication

A provider must notify the parent or guardian of a person at risk of each incident that the person at risk is placed in seclusion.

The Director of Special Services must be notified of the following:

- a. each use of seclusion on a person at risk;
- b. the nature of the emergency that necessitated its use; AND
- c. if the seclusion resulted in physical injury to the person at risk.

After seclusion occurs, the following information must be documented in the educational file of the person at risk who was placed in seclusion:

- a. in the case of an emergency use, the nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise;
- b. a detailed description of the nature of the seclusion;

- c. the duration of the seclusion; AND
- d. the effect of the seclusion on the person's established behavioral support or educational plan.

### III. Responsibilities of the Director of Special Services

The Director of Special Services, or his or her designee, must compile annually the instances of physical restraint and seclusion within the District and the nature of each instance of physical restraint and seclusion.

The Director of Special Services, or his or her designee, may report to the Connecticut State Department of Education any instance of physical restraint or seclusion that resulted in physical injury to the person at risk.

The Director of Special Services, or his or her designee, must, at each initial IEP Team meeting for a child, inform the child's parent, guardian, or surrogate parent, or the pupil if such pupil is an emancipated minor or eighteen years of age or older, of the laws relating to physical restraint and seclusion as expressed through this regulation, and of the laws and regulations adopted by the Connecticut State Board of Education relating to physical restraint and seclusion.

### IV. Responsibilities of the Connecticut State Board of Education

The State Board of Education may review the annual compilation of each local and regional board of education that provides special education for children and may produce an annual summary report identifying the frequency of use of physical restraint or seclusion on such children.

The State Board of Education and the commissioner receiving a report of serious injury or death resulting from a physical restraint or seclusion shall report the incident to the director of the Office of Protection and Advocacy for Persons with Disabilities and, if appropriate, the Child Advocate of the Office of the Child Advocate.

The State Board of Education may regulate the use of physical restraint and seclusion of special education students in the public schools.

The State Board of Education shall adopt regulations concerning the use of physical restraint and seclusion in public schools.

## **Notification of Rights Under FERPA for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (i.e., students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal or the director of special services a written request that identifies the record(s) they wish to inspect. The principal or the director of special services will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students may ask the District to amend an education record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal or the director of special services, clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing



his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, and the most recent previous school(s) attended. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

## **Appendix D - Nondiscrimination**

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Personnel/Students

Nondiscrimination

### A. Personnel

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability or genetic information, except in the case of a bona fide occupational qualification.

For the purposes of this policy, “genetic information” means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member.

### B. Students

The Board of Education will comply 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, creed, color, national origin, sex, sexual orientation, marital status, age, or disability, subject to the conditions and limitations established by law. Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq. Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e, et seq. Title IX of the Education Amendments of 1972, 20 USCS § 1681, et seq. Age Discrimination in Employment Act, 29 U.S.C. 621, et seq. Americans with Disabilities Act, 42 U.S.C. 12101, et seq. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, et seq. Connecticut Fair Employment Practices Act, Connecticut General Statutes

Section 46a-60 Connecticut General Statutes Section 10-153. Discrimination on basis of marital

status Connecticut General Statutes Sections 10-15c and 46a-81a. Discrimination on basis of sexual orientation

Adopted by Ellington Board of Education the Board: October 28, 1992 ELLINGTON PUBLIC SCHOOLS Amended: April 7, 1999 Ellington, Connecticut Amended: March 10, 2004

## **APPENDIX E**

ELLINGTON PUBLIC SCHOOLS 47 MAIN STREET ELLINGTON, CT 06029

### **NOTICE OF PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as “Section 504”) is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination on the basis of disability and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

The term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment. “Major life activities” include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA), but entitlement to services under the IDEA or other statutes is not required to receive services under Section 504.

The following is a description of the rights and options granted by federal law to students with disabilities under Section 504. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the Ellington School District’s education programs without discrimination based on his/her disability.
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified with respect to the Section 504 identification, evaluation, and educational placement of your child;
5. To have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;

6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education. This includes the right to receive reasonable accommodations and services to allow your child an equal opportunity to participate in school and school-related activities;
7. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
8. To have your child educated in facilities and receive services comparable to those provided to nondisabled students;
9. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
10. To obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. To request changes in the educational program of your child;
12. To an impartial hearing if you disagree with the school district's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
13. To file a court action if you are dissatisfied with the impartial hearing officer's decision or to request attorney's fees related to securing your child's rights under Section 504.
14. To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of your child.
15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504 Coordinator for this district is:

Name: Kristy LaPorte Address: P.O. Box 179

47 Main Street Ellington, CT 06029 Telephone: (860) 896-2300

For additional assistance regarding your rights under Section 504, you may contact:

Boston Regional Office Office for Civil Rights U.S. Department of Education 33 Arch Street,  
Suite 900 Boston, MA 02110-1491 Telephone: (617) 289-0111

U.S. Department of Education Office for Civil Rights 550 12th Street, SW Washington, DC  
20202-1100 Telephone: 1-800-421-3481

Connecticut State Department of Education Bureau of Special Education and Pupil Services  
P.O. Box 2219 Hartford, CT 06145 Telephone: (860) 807-2030

## **Appendix F- Ellington Board of Education Attendance Policy**

The Ellington Board of Education believes that formal education is imperative to a person's total development. As a result, the Board directs the administration and staff of the Ellington Public Schools to strive to create meaningful learning experiences for their students. Classroom interaction between students, and students and teachers is considered an essential part of the educational structure. It therefore follows that classroom attendance is an integral part of a student's course of study and time lost from class is irretrievable in terms of opportunity for class participation.

Acknowledging that daily attendance in school and class is essential to education, the Ellington Board of Education directs the Superintendent of Schools to establish appropriate attendance regulations that will emphasize the importance of daily and consistent school attendance.

1. **SCHOOL ATTENDANCE LAW** – Connecticut Statutes (sec. 10-184) requires that each parent or other person having primary physical care of a child seven years of age and over and under sixteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school is in session...

2. **RESPONSIBILITY Parents:** Responsibility is placed upon the parents (CSG-10-184) to see to the regular attendance of each child. Parents shall limit vacations to the scheduled school vacations and shall notify the school in writing when there is an excused absence.

**School:** Responsibility is placed upon the school to keep accurate records of attendance for each child and to notify parents whenever problems arise regarding a child's attendance in school or class.

**Teachers:** Responsibility is placed upon the teacher (s) to keep an accurate record of attendance for each child in their class on a daily basis and to report absences immediately to the office.

3. **DEFINITION OF TERMS** - Absences from school fall under two categories.

**Excused** – An excused absence is one which results from absenteeism for any of the following reasons:

1. illness
2. death in the family
3. religious observance
4. court appearance or other legal obligations
5. school sponsored field trip
6. state or school required testing
7. medical appointments that cannot be scheduled at any other time
8. response to an ambulance call (high school)
9. administrative office call

10. college visits (3 maximum)

11. homebound/tutorial situations

Attendance regulations and procedures must recognize that students may occasionally miss school for entirely legitimate reasons such as those previously mentioned. These reasons, when verified in writing by a parent or guardian, are considered “excused.”

Whenever a student, absent for legitimate reason and granted an “excused” absence, returns to class, he/she shall be given the opportunity to make up missed work and tests.

Unexcused: An unexcused absence is one in which the student is absent for reasons other than those listed as legitimate. The school shall recognize a student’s absences from school although the parents or guardians may condone it. Family vacations, trips, etc., are examples of unexcused absences which, while condoned by parents or guardians, may not be recognized as special activity and may be considered unexcused absences. The amount of and kind of assistance provided to a student who has an unexcused absence is at the discretion of the student’s teacher(s).

Truancy – The typical unexcused absence is truancy, that is, where the parents are unaware that the student is not in school. Truancy is considered any enrolled student who has four unexcused absences from school in any one month or ten unexcused absences from school any school year.

Habitual Truancy: Is any enrolled student who has twenty absences within a school year.