

# ELLINGTON MIDDLE SCHOOL



## PARENT & STUDENT HANDBOOK 2021 - 2022

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## ELLINGTON MIDDLE SCHOOL TEACHERS AND TEAMS 2021-2022

<b>ADMINISTRATION</b> Main Office (860) 896-2339	
<a href="#">Michele Murray</a> - Co-Principal, Primary Administrator for 7th Grade <a href="#">Michael Nash</a> - Co-Principal, Primary Administrator for 8th Grade	
<b>7TH GRADE</b>	
<b>JAGUARS</b>	<b>PANTHERS</b>
<a href="#">Emma Czaplinski</a> – LA (x203) <a href="#">Scott Curtis</a> – Math (x205) <a href="#">Nicole Bolduc</a> – Science (x226) <a href="#">Rachel Dio-Rand</a> – Social Studies (x208) <a href="#">Kathleen Raphael</a> - Special Education (x217) <a href="#">Danielle Lemieux</a> - Special Education (x318)	<a href="#">Lindsay Smith</a> - LA (x206) <a href="#">Marissa Culver</a> – Math (x204) <a href="#">Elizabeth Tautkus</a> – Science (x201) <a href="#">Madison Lipman</a> – Social Studies (x207) <a href="#">Kim Sztaba</a> – Special Education (x224)
<b>8TH GRADE</b>	
<b>LIONS</b>	<b>TIGERS</b>
<a href="#">Jaime Shea</a> - LA (x213) <a href="#">Christina Knickerbocker</a> - Math (x216) <a href="#">Victoria Schilling</a> – Science (x222) <a href="#">Matthew Ferraro</a> – Social Studies (x215) <a href="#">Kathleen Raphael</a> - Special Education (x217) <a href="#">Danielle Lemieux</a> - Special Education (x318)	<a href="#">Christina Herrick</a> – LA (x218) <a href="#">Maria Enrique</a> - Math (x214) <a href="#">Andrea Sias</a> – Science (x211) <a href="#">Edie Vibert-Johnson</a> – Social Studies (x212) <a href="#">Adam Schumacher</a> – Special Education (x220)
<b>UNIFIED ARTS</b>	<b>WORLD LANGUAGES</b>
<a href="#">Kelley Griffin</a> - Art (x315) <a href="#">Steve Donovan</a> - Academic Literacy (x319) <a href="#">Mary Walsh</a> - Music and Chorus (x317) <a href="#">Stephanie Neeson</a> - Music and Band (x316) <a href="#">John Collins</a> - Tech Ed (x309) <a href="#">Karen Nigro</a> - Computers (x314) <a href="#">Emily Burg</a> - Health/PE (x323) <a href="#">Eric Senger</a> - Health/PE (x325)	<a href="#">Buffey Harris-Fogarty</a> - French (x210) <a href="#">Jordin Patten</a> - French Daniel Harrigan - Spanish (x209) <a href="#">Elizabeth McCann</a> - Spanish (x202)
<b>COUNSELING &amp; SUPPORT STAFF</b>	<b>SPECIALISTS</b>
<a href="#">Beth Shaw</a> - Grade 8 Counselor (x125) <a href="#">Scott Raiola</a> - Grade 7 Counselor (x126) <a href="#">Valerie Baigert</a> - School Psychologist (x124) <a href="#">Lindsay Meyer</a> - Speech & Language (x221) <a href="#">Danielle Aldrich</a> - Nurse (x111)	<a href="#">Jennifer Reynolds</a> - Literacy Specialist (x137) <a href="#">Shawn Trout</a> - Math Specialist (x130) TBD - Technology Integration Specialist (x223) <a href="#">Linda Robinson</a> - Library Media Specialist (x131)

# **Welcome to Ellington Middle School**

## **VISION/MISSION**

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 elementary school and it is different from 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.

## **DAILY SCHEDULES**

### **EMS MASTER SCHEDULE**

#### **Arrival**

**7:30** - Campus Opens for Student Drop Off, Building Doors Open

**7:30-7:50** Breakfast/Homeroom\*

*\*Students Not Present in Homeroom by 7:50 are marked absent*

#### **School Day**

**7:50-8:36** A Block

**8:38-9:24** B Block

**9:26-10:12** C Block

**10:14-11:00** D Block

**11:02-11:53** E Block

10:57-11:22 - Jaguars Lunch

11:23-11:48 - Panthers Lunch

**11:55-12:46** F Block

11:55-12:20 - Tigers Lunch

12:21-12:46 - Lions Lunch

**12:48-1:34** G Block

**1:36-2:22** H Block

#### **Dismissal**

**2:22** - 7th Grade Bus Students Dismissed

**2:24** - 8th Grade Bus Students Dismissed

**2:28** - Open Choice Bus/Walkers/Pickups/After School Activities Dismissed

[Early Release Schedule](#)

[Two Hour Delay Schedule](#)

[Three Hour Delay Schedule](#)

[Extended Homeroom Schedule](#)

## **ARRIVAL PROCEDURES**

Students should arrive at school between 7:30 am and 7:50 am. Students are not allowed on campus prior to 7:30am and are marked late if they arrive in their homeroom after 7:50am.

For the 21-22 school year students will utilize one of 4 assigned entrances to the building based on the following:

- Grade 8 Bus Students - Bus Entrance Door 2 (closest to the main office)
- Grade 7 Bus Students - Bus Entrance Door 1 (closest to the soccer field)
- ALL Walkers - Main entrance Door (via sidewalk from church)
- ALL Drop Offs - Gymnasium Entrance Door

At the beginning of the school year, each student is assigned to a homeroom and a homeroom teacher.

Homeroom ends at 7:50 a.m and all students are expected to be present in homeroom by 7:50 a.m. All students are required to go to their homerooms upon entering the building or immediately after breakfast in the cafeteria. Students are not allowed to wander the building or congregate during homeroom. Daily attendance will be taken in A block at 7:50 am.

## **DISMISSAL PROCEDURES**

Students will be dismissed from school from their last period classroom. In order to reduce the number of students in the hallways at dismissal, students will be dismissed from their class using a staggered dismissal:

**2:22** - 7th Grade Bus Students Dismissed

**2:24** - 8th Grade Bus Students Dismissed

**2:28** - Open Choice Bus/Walkers/Pickups/After School Activities Dismissed

Parents picking up the child will use the gymnasium entrance to pick up students. Parents are encouraged to park in the lower lot to avoid forming a pickup line that may cause further traffic.

## **PARENT DROP OFF & PICK UP**

**We will use the gymnasium/lower parking lot for both AM drop off and PM pick up for all students.**

**AM Drop Off:** Parents will enter the EMS lower parking lot and stay straight to pull up as far as possible before **dropping off by the gymnasium entrance**. After drop offs parents will continue to loop around and follow signage to exit the parking lot. Please do not drop off your child prior to 7:30 am as we do not have anyone supervising students prior to 7:30. If a parent arrives before 7:30 am please park your car in the parking lot in order to help avoid a congested traffic flow from cars lining up. After the 7:30 am bell rings, students may enter the building.

**PM Pick Up:** **Parent pick up is in the lower lot.** Parents who arrive prior to dismissal time are encouraged to park in the lower lot to avoid forming a pick up line and creating a traffic jam. Students will be dismissed from the gymnasium entrance and can walk to find their parents' car. After 2:28 parents may drive up the gymnasium entrance to pick up their child by the gym doors.

If pick up is required before the end of the school day, parents may park in an upper lot visitor spot, enter the school building by the main office, and sign their child out in the attendance book.

## **PARENT COMMUNICATION**

### **FRIDAY MEMO**

In order to keep families informed with what is happening at school, the Co-Principals provide a weekly memo which is emailed to parents. This memo highlights important upcoming information and school announcements.

### **PARENT -TEACHER COMMUNICATION**

EMS believes that regular and proactive parent communication is important to student success. Teachers regularly post updates about units of study and assignments in their classes on their classroom websites or will email this information home. Additionally, teachers will call or email parents with updates about individualized progress on an as needed basis. If a parent wishes to have individualized updates on their child's progress, contact the team of teachers or the counseling office and a regular system of updates will be arranged.

Parents may request a team meeting with their child's teachers at any time. Team teachers share common blocks of time off for meetings throughout the school day. We will do our best to accommodate meeting requests for other times as well.

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## **Academics & Grading**

### **CURRICULUM**

Click below or use QR codes to view the EPS Curriculum Guides for both 7th and 8th grade:

[7th Grade Curriculum Guide](#)



[8th Grade Curriculum Guide](#)



**Geometry Elective:** In addition to taking grade 8 math, students may elect to take Geometry as a secondary math course in 8th grade. This ensures all students receive a full year of 8th grade math and then algebra at the high school level, rather than a partial year of both. Students who are successful in the Geometry course earn high school elective credit. This course requires students to be independent in their learning as there is outside preparation and practice to support the learning and coursework. Additionally, the course replaces the WIN block.

For More Information see the following two documents:

- [K-12 Mathematics Redesign InfoGraphic](#)
- [EMS Math Curriculum Updates \(20-21\)](#)



## Grading

Ellington Middle School's grading practices are aligned to mastery based learning and standards based grading. In alignment with mastery based learning we believe that:

- Feedback (grades) should be specific and actionable. A letter grade alone is typically neither specific nor actionable for students.
- Academic grades should be based off achievement measured against content area standards.
- Progress towards content area standards/skills should be measured and reported individually.
- Habits of Work (PRIDE) and Academic Progress should be reported separately.
- Students should be given multiple opportunities to show mastery of content/skills.
- Practice assignments (some homework, classwork, etc) where students are coming to learn content count for PRIDE and not towards an academic grade.

For these reasons, EMS utilizes a mastery based report card that separates 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 each student meeting specific skills and standards for course curriculum. The academic grade reflects student performance levels related to these academic skills and standards.

The second feedback/grade students receive is based on their overall effort and habits of work. Students will receive feedback on their level of effort as described in the PRIDE effort expectations. Students receiving an average of 3.0 PRIDE effort score on their report card will be awarded Student Society status.

### REPORT CARDS

Student progress is shared formally with parents and students 4 times during the school year via report cards. At the midpoint of the quarter, parents will be reminded to check the grade portal to check student progress. Midterm report cards will not be issued now that parents have access to the gradebook portal.

**Quarter Timelines** - Dates may be adjusted based on no school days if needed.

Quarter One (45 days)

Thursday, September 2nd - Monday, November 8th

Quarter Two (45 days)

Tuesday, November 9th - Monday, January 24th

Quarter Three (45 days)

Tuesday, January 25th - Thursday, March 31st

Quarter Four (45 days)

Friday, April 1st - Friday, June 10th

Report cards contain the following elements:

Standards Grade: Standards grades are designed to give students and parents a more detailed breakdown of academic progress. Each content area has several (3-5) major standards that students are working towards mastery of. Progress towards mastery of these standards is reported on the report card only. Students receive an N (not yet), AP (Approaching) M (mastery) or E (exemplary) for each standard. The benchmark needed to hit mastery increases each trimester, so work that is M (mastery) in trimester one might not meet the standard for mastery in trimester two.

- The gradebook will use a 4 pt system instead of a 100 point system. E converts to 4, M to 3, AP to 2, NY to 1
- A zero will be used when students fail to complete an assignment
- All grades are entered as a mastery code (E, M, AP, NY, 0).
- The final grade in a given standard is calculated by averaging all assignments in that standard, however, teachers may override this calculation with their own professional judgment if the grade should be higher. This is often done if the most recent work shows a higher level of mastery than work done earlier in the marking period.

*Academic Grade:* The letter grade (A, B, C, F) is calculated automatically based on an average of the performance across each standard. This cannot be overridden by teacher professional judgement. The letter grade is designed to be a snapshot of academic performance across all standards, while the standards grades give more detail about relative strengths and areas for growth in each specific area.

*P.R.I.D.E.:* Each content area assigns a P.R.I.D.E. score of 1, 2, 3, or 4. [P.R.I.D.E. is how EMS teaches and accounts for effort and habits of work](#). A score of 3 is meeting the standard, 1 is not achieving the standard, 2 is approaching the standard, and 4 is exceeding the standard.

## **HOMEWORK**

Ellington Public Schools define “homework” as independent practice and learning that happens outside of the classroom. Homework is an extension of classroom learning providing students opportunities to practice newly taught skills. It may also include work on long-term projects and readings to prepare for new learning. Families are encouraged to support students with homework by helping students identify a time and place to study.

Because homework is meant to practice skills or prepare for learning, it is not an effective way of assessing student learning. As a result, homework completion is reflected in the students’ Pride grade.

Homework and studying are an important part of each student’s educational success. In accordance to the Board of Education homework policy, middle school students are expected to read independently at home for 30 minutes each day or 150 minutes or more across a week. Other homework, including working on long term projects and studying should average to 15-20 minutes daily across courses. Because some assignments are long range in nature, students should plan their study time in order to eliminate the necessity of spending too much time in completing an assignment the day before it is due.

## **REDO & RETAKE**

In an effort to foster a growth mindset in students, Ellington Middle School provides a variety of opportunities for students to improve their work by redoing assignments, revising their writing, and retaking assessments to show mastery of the content and standards. On most assignments and assessments, students may be 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.
- Teachers may request a parent signature on the original assignment prior to a retake opportunity.
- 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 skills is the grade that counts. In most instances, this will be the grade on the redo or retake.
- Some assessments are considered summative in nature and will not be eligible for a retake.
- Assignments including retakes are expected to be completed in a timely manner.

## **P.R.I.D.E. & STUDENT SOCIETY**

P.R.I.D.E. is the EMS school wide system for effort/habits of work. We believe success in P.R.I.D.E. is equally important as academic success. Students receive a P.R.I.D.E. grade in each class (1, 2, 3, or 4). A cumulative average of 3.0 or higher in all classes earns students recognition as a member of the EMS Student Society.

### Persistent

- I try hard even when encountering obstacles
- I take advantage of opportunities to improve my work
- I keep trying until I produce my best work

### Reflective

- I build on past experiences and feedback to make improvements
- I transfer strategies and learning between situations
- I am aware of how my actions and words impact others

### Independent

- I follow classroom procedures without prompting
- I think for myself and look to solve problems on my own
- I ask for help when it is necessary

### Disciplined

- I come to class prepared to learn
- I meet deadlines by being focused and organized
- I am honest and respect my peers and adults

### Engaged

- I can regularly explain my purpose of learning
- I am a contributing member of my learning environment
- I have a “can do” attitude and I am attentive to the group
- I lead by example and like a good ally, help others

### Student Society

Student Society is Ellington Middle School’s recognition program. Through this program, EMS recognizes students for their effort. Achievement is recognized in many other ways. Students earning an overall PRIDE score of 3.0 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 students who have earned a place in Student Society

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## **Attendance**

Daily attendance is taken at the beginning of the school day at 7:50 am. Students should be in their homeroom period by 7:50 am and will be marked absent or tardy if they arrive after this time.

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.
- ✓ 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 (7:30-7:50 a.m.).
- ✓ Report all absences to the school.
- ✓ Request assignments for an extended absence of 3 days or more due to illness by contacting the Main Office at 860-896-2339 or emailing Mrs. Jones at [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 for 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.***

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

See Appendix F for Board of Education Attendance Policy

## **ABSENCES**

If a student needs to be absent for all or part of a school day, a parent/guardian must call the school attendance line and leave a message. For students absent without a parent phone call, our school nurse/attendance system will make one attempt to call a parent/guardian to confirm a reason for the absence. Any absence where a parent/guardian cannot be reached for verification will be considered unexcused.

If a student is going to be absent from school for any reason a parent/guardian must contact the school with a reason for the absence:

- ✓ 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 due to illness/excused absences (3 days or more) by contacting the Main Office (860-896-2339 or [cjones@ellingtonschools.net](mailto:cjones@ellingtonschools.net)) as early as possible.

Absences from school fall into two categories:

#### Excused Absences

An absence from school will be excused if it meets one of the following criteria ([see Board of Education Attendance Policy](#)): illness, death in the family, religious observance, court appearance or other legal obligations, school sponsored field trips, state or school required testing, medical appointments that cannot be scheduled at any other time, administrative office call, high school visits (3 maximum), homebound/tutorial situations.

**If a student has been absent ten (10) or more times in a school year, a doctor's note will be required to excuse absences for illness or medical appointment.**

#### Unexcused Absences

Absences from school that are not condoned by a parent or do not meet the criteria under excused absence will be considered unexcused. This includes vacation during school calendar days. Four or more unexcused absences in a month or ten or more unexcused absences in a school year will result in a student being considered [truant](#).

**Covid Precautions:** Please err on the side of caution prior to sending your child to school. People with COVID-19 have had a wide range of symptoms reported and range from mild to severe. Symptoms may appear 2-14 days after exposure to the virus.

Daily home screening for Families and staff; checklist to decide prior to going to work or sending your child:

[Click here](#)

Decision Tree for Families and staff; guidance of symptoms to decide to go to work or send your child to school:

[Link to document](#)

Information on how to report illness and potential exposures including travel: [Click here](#)

If your child has any of the following symptoms **please** keep them home;

- Feeling feverish, chills, or a temperature 100.4 degrees Fahrenheit or higher
- Uncontrolled new cough, shortness of breath or difficulty breathing
- Diarrhea, vomiting, (**if not associated with a known medical condition**)
- New unexpected loss of taste or smell
- Headaches, Fatigue, (**if not associated with a known medical condition**)
- Sore throat, (**if not associated with a known medical condition**)

Should your child need to be picked up from school due to any of these symptoms, you will need to arrive within 30 minutes. Please ensure you have a second option should you be unable to pick up your child within 30 minutes. Each building will have an isolation room for students who are exhibiting a fever or more than one of these symptoms until parents arrive.

### **CHRONIC ABSENTEEISM**

A student is considered chronically absent if they have missed 10% or more of the total days they've been enrolled in a given school year. This includes both excused and unexcused absences as well as out of school suspension. Chronic absenteeism is different from truancy, it encompasses the total time out of school, not just unexcused absence from school.

EMS is proactive in addressing chronic absenteeism by holding regular attendance reviews each month throughout the school year. If a student is found to be chronically absent during an attendance review, EMS will use the following procedure\*:

- 1) Send a letter home to alert families about concerns related to chronic absenteeism.
- 2) If chronic absenteeism continues, a parent meeting will be scheduled and an attendance plan will be created. Attendance plans may include home visits from EMS staff or discipline/loss of privilege for absences if appropriate given the circumstances of the absenteeism.
- 3) If chronic absenteeism continues, the student may be referred for a Planning and Placement Team (PPT) meeting.
- 4) If chronic absenteeism continues, a referral to an outside agency such as the Ellington Truancy Board, Ellington Youth and Family Services or the Connecticut Department of Children and Families will be made for additional family supports to improve attendance.

*\*Exceptions to this procedure will be made for students chronically absent due to documented extended illnesses/injuries or other circumstances where intervention by the school to improve attendance is deemed unnecessary.*

## **TARDIES**

Any student arriving to school after 7:50 am 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 effect 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 five (5) times will receive a letter home alerting families to the school's concern about a developing pattern of tardiness to school. A second letter will be sent after ten (10) total tardies. If a pattern of tardiness continues, a parent meeting will be called and an attendance plan will be created. Attendance plans may include discipline (detention/loss of privilege) for continued tardiness to school.

## **TRUANCY**

A student is considered truant if they have four (4) or more unexcused absences in one month or if they have ten (10) or more unexcused absences in a school year.

If a student is found to be truant, EMS will use the following procedure:

- 1) A parent meeting will be scheduled and an attendance plan will be created. Attendance plans may include home visits from EMS staff or discipline/loss of privilege for absences if appropriate given the circumstances of the truancy.
- 2) If truancy continues, the student may be referred for a Planning and Placement Team (PPT) meeting. Additional supports and structures to improve attendance will be implemented at this meeting.
- 3) If truancy continues, a referral to an outside agency such as the Ellington Truancy Board, Ellington Youth and Family Services or the Connecticut Department of Children and Families will be made for additional family supports to improve attendance.

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## **Student Support**

### **COUNSELING OFFICE**

The Middle School Counseling Office provides the services of two full-time counselors and a full time school psychologist. The counseling 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 counseling office may be reached by calling (860) 896-2345 between the hours of 7:30 a.m. and 2:45 p.m. The counseling staff, as well as teachers and administrators, will take a personal interest in your program at Ellington Middle School.

## **MATH & LITERACY LAB**

EMS offers additional math and literacy classes to students who may need additional support. Eligibility for these supports are based on a pattern of assessment data including, but not limited to, SBAC, unit summative assessment and standardized screenings. Students are found eligible for these supports by the hands up team or at the discretion of the Co-Principals. Students enrolled in math or literacy lab may need to drop a class to fit a lab into their schedule.

## **WIN (What I Need) Block**

Most students at EMS have a daily "WIN" block opposite their lunch block. Students may use this block to complete assignments, get extra help from teachers, or retake assessments. Students may be placed into intervention support services during this block for extra help when needed. Additionally, instrumental lessons, groups, or other activities may be planned during this time.

## **Structured Study Hall**

Structured study hall is offered to students when data shows they may need additional support with executive skills or work completion. This structured study environment during the school day is where a student is given time to plan, organize and complete independent work in a small group environment under the supervision of a teacher.

## **HANDS UP**

Each week, the teams of teachers meet with school counselors and building administration for Hands Up. Hands up is a proactive system to intervene if students are struggling with academics, behavior or have social/emotional needs. Each student's name is read and if any member of the team has a concern it is discussed and an action step is developed. Common action steps include meeting with the student, reviewing student records, calling or meeting with the parent, developing a behavior or attendance plan or taking steps to get the student involved in clubs or activities. The following week action steps are reviewed to make sure that they happened and to report on any progress. The Hands Up team also reviews student data for decisions about intervention/support placements. The team also spends time recognizing students for success in many different areas including P.R.I.D.E., academics or growth/improvement.

## **AFTER SCHOOL 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. Students are encouraged to email teachers if they would like extra help.

Many teachers post their schedules so students can see when they are available for meeting times beyond the school day. Other teachers ask students to make appointments with them. Teachers are available before and/or after the school day virtually depending on their schedules. 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 desired progress.

## **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 Dr. Kristy LaPorte at the Ellington Board of Education office at 860-896-2300 between the hours of 8:00 am and 4:00 pm.

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## **Student Life**

### **ATHLETICS**

**Co-EMS Athletic Directors:** Mr. Ferraro ([mferraro@ellingtonschools.net](mailto:mferraro@ellingtonschools.net)) and Ms. Enrique ([menrique@ellingtonschools.net](mailto:menrique@ellingtonschools.net))

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, extra help sessions or P.R.I.D.E. Boost, 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 on the same day(s) 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 game officials before, during and after the game. 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 uniforms 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
- Uniforms 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 object 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

### THE ZONE - Afterschool Clubs and Activities

The Zone is the EMS afterschool clubs and activities program. During each Zone session a variety of student or teacher created clubs/activities are offered. The sessions vary in length, cost and meeting times depending on what is being offered. Signups are sent out to parents via email and parent newsletter, as well as to students via email.

For information and questions related to the ZONE, please contact ZONE coordinator Rachel Dio-Rand (rdio@ellingtonschools.net).

### FIELD TRIPS

Field trips occur often at EMS, with several standing traditional trips as well as trips that change each school year. There may be additional costs required for participation in a field trip. Parent permission via a permission slip is also a requirement for any field trip that occurs at EMS.

Washington DC: The 8th grade Washington DC field trip is a proud 50+ year tradition at EMS. The trip typically takes place in late May/early June and lasts for 3 nights. Fundraising opportunities for the trip occur in both 7th and 8th grade. Students must be in good standing academically and meet behavioral expectations to be eligible for the trip. Eligibility for the trip is determined by the Co-Principals.

Lake Compounce/Sun Valley: It has become tradition at EMS to have a fun end of year celebration field trip on one of the last full days of school. Seventh grade students are offered an opportunity to visit Lake Compounce Amusement Park and eighth grade students visit Sun Valley for swimming and outdoor activities. Students must be in good academic standing and meet behavioral expectations to be eligible to attend. Eligibility for both trips is determined by the Co-Principals.

## **SCHOOL DANCES-**

School dances provide students with an opportunity to socialize 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 expectations 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 Co-Principals.
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.

## **ANNOUNCEMENTS**

Morning announcements will be read from the office daily. They will contain information about our school's events and activities. Video announcements are also played each day during homeroom or the WIN block. These announcements are more detailed and include any information related to upcoming events and activities. It is important that students pay close attention to both morning and D Block announcements to stay updated on what is happening at EMS.

EMS Staff will also regularly send specific announcements and updates to students via email. Students should check their school email accounts at least once weekly during the school year in order to stay up to date.

## **FOOD SERVICES**

Ellington Middle School provides breakfast and lunch to students daily through collaboration with Whitsons School Nutrition. The cafe offers several healthy food choices each day and publishes menus by school on the district website. Both lunch and breakfast meals are free to all EPS students for the 21-22 school year. In addition to the daily lunch, students may purchase a la carte items. Parents are strongly encouraged to add money to student accounts online via [payschoolscentral.com](https://payschoolscentral.com) or send in checks to the main office to eliminate cash handling. For more information please see the [Food Services Information](#) on the Ellington Public School website.

## **BREAKFAST AND LUNCH**

### **Breakfast**

It is important that all students have a healthy breakfast prior to starting their day. Students may eat breakfast in the cafe, and then report to their homeroom. Grab & Go breakfast options will be available.

### **Lunch**

All students will eat lunch in the cafe and may choose to eat a school lunch or bring their own items. Hot and cold options will be available daily; the menu will be available to view at [www.ellingtonpublicschools.org/parents/food](http://www.ellingtonpublicschools.org/parents/food)

The middle school will rotate on four lunch waves based on team assignments:

- 10:57-11:22 - Jaguars Lunch
- 11:23-11:48 - Panthers Lunch
- 11:50-12:15 - Tigers Lunch
- 12:16-12:41 - Lions Lunch

The EMS Code of Conduct is in effect while in the designated lunch areas. At lunch, students are expected to:

- Follow the EMS Student Code of Conduct
- Remain seated at all times unless given adult permission to leave your seat (Respect for Safety)
- Maintain a clean lunch area as much as possible (Respect for Others)
- Leave the lunch room clean - wiping down surfaces, sweep and/or pickup all garbage before leaving (Respect for Others)
- Follow all directions of lunch monitors (Respect for Safety)
- Never throw food or other objects while at lunch (Respect for Others, Respect for Safety)
- Never pile food on trays or use food as toys or for games (Respect for Others)
- Eat only food that belongs to you (Respect for Others)

## **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 also has 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 trimester, library privileges will be withheld until lost materials are paid for or returned.

## **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.

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## **Student Expectations**

At Ellington Middle School we believe in a positive and inclusive school culture where all students and staff feel respected, safe and excited to learn. Our EMS Code of Conduct outlines student expectations so that this belief is realized for all members of our community.

Working with middle school aged children, we also understand that students will make mistakes and it is important that our school help students learn from mistakes as they become adults. We believe the best way to ensure students learn and grow from their mistakes is with a combination of “traditional” school disciplinary consequences in addition to restorative actions that allow students to build empathy and understanding. It is when these two philosophies balance that we see the most powerful learning experiences for our students.

In support of these beliefs, violations of the EMS Code of Conduct are categorized into minor or major infractions, with appropriate disciplinary consequences and restorative actions assigned per the violation as described below.

### **Minor Infractions**

A minor infraction is assigned when a student violates the EMS Code of Conduct but the violation does not cause a serious disruption to the school/learning environment or harm to a member of the EMS community.

Examples of a minor infraction include but are not limited to: violation of cell phone policy, talking in class, excessive tardiness, horseplay, teasing/name calling, running in the hallway, not following directions (insubordination) that does not cause a safety risk or disruption, misuse of hall pass, leaving an area without permission, etc.

Disciplinary consequences for a minor infraction include but are not limited to: formal warning, parent phone call, lunch detention, after school detention and loss of privileges.

When a minor infraction includes a conflict/disrespect between the violator and a member of the EMS community, restorative actions may also be required. Restorative actions may include a formal apology or mediation session.

### Major Infractions

A major infraction is assigned when a student violates the EMS Code of Conduct in a way that causes a significant disruption to the school/learning environment or causes harm to a member of the EMS community. A major infraction may also be assigned for repeated minor infractions of the same variety.

Examples of a major infraction include but are not limited to: threats/threatening language, fighting, excessive physical contact, harassment/bullying, use of slurs/hate speech, stealing, insubordination that causes a safety risk or disruption to learning, possession or use of drugs/controlled substances, possession of weapons, etc.

Disciplinary consequences for a major infraction include but are not limited to: multiple after school detentions, in school suspension up to 10 days, and out of school suspension up to 10 days. For serious offenses, expulsion (out of school suspension for more than 10 days) may also be recommended to the Superintendent.

When a major infraction includes a conflict/disrespect between the violator and a member of the EMS community, restorative actions may also be required. Restorative actions may include a formal apology, mediation session, or educational experience such as a project to learn more about why the violation impacted a member of the community.

### **THE EMS CODE (of Conduct)**

At Ellington Middle School our goal is for all students to feel valued, be excited to learn and be safe. To accomplish this goal, our student Code for expectations and conduct focuses on respect for others, respect for the learning environment, and respect for safety.

- 1) **Respect for Others:** All members of our community deserve to feel valued and included. To ensure an environment which is respectful of all, students are expected to:
  - Use kind language with teachers and friends both in person and across social media. Students must refrain from teasing, name calling, using profane or inappropriate language, or slurs of any kind.
  - Give others appropriate physical space - no pushing, hitting, slapping, tapping or wrestling, even if reciprocal or playful.
  - Only touch or use the items of a peer with permission.
  - Always be truthful and honest.
  - Refrain from posting pictures of others on social media without their consent.
  
- 2) **Respect for the Learning Environment:** All members of our community deserve to feel excited about their learning. In order for this to occur, students are expected to:

- Follow the rules and procedures of classroom teachers and staff.
- Refrain from excessive talking or disruptive actions during class time.
- Use technology appropriately. Follow the cell phone policy.
- Arrive on time to class and minimize time out of the classroom.
- Use school supplies and school spaces appropriately. Students must refrain from intentional damage to school property or vandalism of school property/spaces.
- Cheating, plagiarism or other misrepresentations of your best work are forbidden.

3) **Respect for Safety:** All members of our community deserve to feel safe. To ensure safety, students are expected to:

- Proceed in an orderly fashion while entering/exiting the building or moving throughout the building. Students must refrain from running, pushing, shouting or horseplay at all times.
- Promote positive and safe peer interactions. Students should never use threatening or aggressive language towards peers or staff for any reason.
- Never use excessive physical contact (hitting, pushing, slapping, etc) or engage in an action that might cause another student to get hurt.
- Fighting is strictly prohibited. Any students involved in a fight will be disciplined.
- Get adult permission before leaving any area of the school or classroom.
- Always have a hall pass when traveling in the hallways during class time.
- Follow adult directions; If needed, ask for an explanation, at an appropriate time afterwards.

### **DETENTION, SUSPENSION & LOSS OF PRIVILEGE**

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 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.

**Failure to follow school rules, especially rules and procedures related to the health and safety protocols in place will result in loss of privileges or removal from class. Students who fail to comply with health and safety protocols may be asked to participate in remote/distance learning in a separate location, either at school or for repeat offenders, at home.**

Detention - Office detentions are assigned by EMS staff. Office detentions are most often assigned as a consequence for violating school rules or as a result of an office referral for behavior in the classroom, bus, cafeteria or hallways. Office detentions are held on Tuesday and Thursday from 2:30 p.m. - 3:30 p.m. and are served with an assigned staff member who has coverage duty for that day. During office detention students will complete a reflection form which encourages reflective thinking about the reason for their detention. Students may then read or complete school work independently. However, there are no electronic devices allowed during detention. Students are expected to remain quiet during detention and follow the directions of the detention supervisor. Failure to follow rules during detention may result in additional consequences. 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. School obligations, including detention, take precedence over extra curricular activities, i.e. sports, drama, music. A student may participate in any school activities if time remains after their assigned detention is complete.

Lunch Detention - Lunch detentions are assigned by EMS staff for minor infractions. Students assigned to a lunch detention will eat in the lunch detention room or the office. They are not allowed to use their phone or other electronic device or talk with peers during this detention.

Loss of Privilege - Eligibility for extracurricular activities, field trips, dances or any other special program is at the discretion

of school administration. In some cases, eligibility may be revoked for failure to follow school rules or policy. In the event a student has lost eligibility to participate in an activity, event or field trip, the student and parent will be notified of the loss of privilege prior to the scheduled event.

**Suspension** - Suspension, either in or out of school, is used as a consequence for more severe or repeated violations of school rules.

Reasons for suspension may include, but are not limited to:

- Leaving school building or grounds while school is in session without permission
- Willful striking or assaulting a student or any member of the school staff
- Use of obscene or profane language, gestures or slurs
- Deliberate refusal to obey a member of the school staff
- Blackmailing, threatening, or intimidating school staff or other students
- Possessing in the school or on school grounds any kind of weapon
- Possession, selling, or consumption in the school or on school grounds of drugs, narcotics, or alcoholic beverages
- Theft of school property or the property of another student
- Bullying/harassment
- Willful destruction of school property
- Use of another's academic work/plagiarism
- Defamation of character – libel and/or slander
- Behavior that creates a risk of harm towards themselves or others

Any student who has been suspended either in or out of school may not attend any school function, participate in extracurricular activities or be on school grounds as a spectator to activities on the day(s) of their suspension.

## **DRESS CODE**

In accordance with the EPS Board of Education policy, we believe appropriate dress helps promote a positive learning environment for students. All EMS students should use the EMS dress code guidelines when deciding what to wear to school and should ensure that their dress does not disrupt the educational environment.

- 1) All slogans, graphics and other imagery on clothing must be positive and appropriate.
- 2) Any clothing that contains references to violence, drugs or alcohol, or anything sexual in content will not be allowed at EMS.
- 3) Any clothing that promotes discrimination against a class of individuals (ie wearing the Confederate flag, swastikas) or an offensive message is not allowed.
- 4) Wearing of hats and hoods are not allowed at EMS except for religious head coverings. If you are unsure what counts as a hat or a hood, a general rule to follow is that if you could hide under it (brim of a hat over your face, hood pulled over face and ears) then it is not allowed.

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.

Students whose dress is disruptive in nature to the classroom environment or does not conform to the dress code policy will be referred to the building principal and may be requested to change their clothing. If a student intentionally continues to not follow the dress code, disciplinary consequences may be assigned for repeated dress code violations or failure to follow adult directions.

## **CELL PHONES**

Students are not allowed to use their cell phones during the school day and are expected to keep cell phones off and put away in their backpack or lockers, with the exception of the following two designated times: homeroom (7:30-7:50 am) and their lunch period.

Parents are encouraged to call the EMS main office if a message needs to be delivered to your child. During lunch, students may use their cell phones and respond to parent texts.

Students who use their cell phones outside of designated times without permission will have their phone confiscated by their teacher for the remainder of the class period. If repeated violations of the cell phone policy occur, the student will be referred to the office and their cell phone will be confiscated and held in the main office until the end of the school day.

Multiple office referrals for violation of the cell phone policy may result in a student losing the privilege to bring their cell phone to school or require storage of the cell phone in the office during the school day.

Ellington Middle School is not responsible for lost, stolen or damaged cell phones.

Smart watches that allow for text messages/phone calls and use of other apps like games may be worn during school but students must refrain from using the watch for any other purpose other than telling time. Students may be asked to remove a watch and store it in the office if it is deemed to be a distraction to learning.

## **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 through this link: <https://goo.gl/Vmvfrz>
- 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.

### Ethical Use of Information

Students shall comply with Ellington BOE Policy #5131.81 (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.

### Bring Your Own Device (BYOD)

- EPS allows students to bring their own technology into the classroom as a tool for learning for grades 5-12. 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 policies, 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.

## **1 TO 1 DEVICES & INSURANCE OPTIONS**

Ellington Public Schools will continue our one-to-one chromebook initiative for all students in grades 1-12. All students in grades 1-12 will be assigned a school issued Chromebook. Students in grades 1-8 will leave this device at school. For EMS students, it is important that school owned devices are returned to carts during the end of the day homeroom. Students should never take school devices home with them.

As with any school owned property (textbooks, instruments, etc), families are responsible for any damage that requires a repair 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. For grades 1-4, a chromebook is assigned to each student and remains in the students classroom at all times. For grades 5-12, Ellington Public Schools has three options for parents to ensure the student has a device that is in optimal condition for learning.



- **Option 1:** Student will receive a school issued chromebook and insurance will be purchased that will cover accidental damage (payment of \$25 cash or check made out to *the school Activity Fund*). Fee will be waived if student is eligible for Free/Reduced lunch.
- **Option 2:** Student will receive issued chromebook without insurance, and agree to pay for any possible repairs.
- **Option 3:** Student will bring his/her own device (Chromebook/laptop) to school.

An information form was sent to each family before the start of the school year and is available on the Ellington Public School website at <https://www.ellingtonpublicschools.org/technology>. Parents should return the form before the start of the school year.

## **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.

## **CHEATING & PLAGIARISM**

Cheating, plagiarism or any attempt to misrepresent achievement are 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.

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.

## **PHYSICAL EDUCATION**

Attire: Students must have appropriate sneakers/athletic shoes for PE class. They are not required to change clothing for PE class but must be appropriately dressed for the class. Appropriate outerwear should be added during the fall and spring. PLEASE NOTE: For safety reasons, skate sneakers are not permitted in PE class.

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.

## **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.

Students will be allowed access to lockers during homeroom, during lunch/WIN block

## **VALUABLES & BELONGINGS**

### **Student Belongings**

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 students 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 during WIN blocks, lunch periods, or at 2:22 pm (dismissal). These delivery times will ensure the least interruption to the learning environment.

### **School Property**

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).

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## **Transportation**

### **BUS PASSES -**

If a student wishes to change or modify their typical drop off location to visit a friend or participate in an activity, the student will need to obtain a bus pass. To obtain a bus pass, parents must place a request online one school day prior to the needed change. To obtain a bus pass, please see the [Board of Education Transportation Policy for special transportation requests](#). Students without a bus pass will not be allowed on a different bus and will be routed home to their typical drop off location.

### **BUS CONDUCT**

The EMS Code of Conduct is in effect while at the bus stop, riding the bus to or from school, as well as before and after school while waiting for doors to open or for pickup after school. While riding the bus, students are expected to:

- Follow the EMS Student Code of Conduct
- [Wear a mask and sit in their assigned seat \(Respect for Safety\)](#)

- Follow directions of the bus driver (Respect for Safety)
- Keep the aisles clear so the bus driver can see (Respect for Safety)
- Talk at a conversational volume, no yelling or other loud noises are allowed (Respect for Safety)
- Keep hands, feet and belongings to yourself (Respect for Others, Respect for Safety)
- Never reach out the window (Respect for Safety)
- Never throw anything (Respect for Safety)

Failure to comply with the above bus conduct regulations may result in a bus referral. Bus referrals are handled by EMS administration and may result in disciplinary action, including possible suspension from the school bus.

## **LATE BUS -**

EMS will offer a late bus afterschool Monday through Thursday starting with the second week of school. Students must sign up for the late bus during their homeroom period in order to ensure there is room on the bus for them. Students who fail to sign up for the late bus will not be allowed to take the late bus home. The late bus picks students up outside the gymnasium entrance starting at 3:45 pm and leaves school at 4 pm.

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## **Health & Wellness**

### **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.

### **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 90 day (or three months) 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— Exclusion depends on nursing judgement and in conjunction with symptoms. Also dependent on the type (allergic vs. viral or bacterial) and severity of symptoms. Check with your school nurse.
3. Fifths 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 and covered.
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 a 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 prior to entering school. A physical examination is required prior to 7th grade.

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. 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.

### **Immunizations**

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella and Hemophilus Influenza Type B. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

If a parent or legal guardian objects on religious grounds to:

1. the state-mandated health assessment, a signed statement to that effect must be submitted to the school nurse.
2. Immunization, a signed copy of the Immunization Exemptions and Exclusions-From School form must be already on file or submitted to the school nurse along with the complete HAR-3 form.

If a mandated immunization is contraindicated for medical reasons, a written statement for the health care provider, including the reason for the deferment, must be submitted to the school nurse along with completed HAR-3 form.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact the school nurse.

### **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.

### **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).

## **SEVERE 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.

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## **Safety & Security**

### **EMS SAFETY & SECURITY COMMITTEE**

The EMS safety and security committee meets bi-monthly throughout the school year to plan drills and discuss any topics related to the safety and security of the school. The committee is comprised of EMS teachers, administration, staff, local emergency management personnel, first responders and district administration.

### **EVACUATION DRILLS**

EMS evacuation drills are to prepare for a situation where there is suspicion of a safety hazard in the building that would necessitate moving all staff and students to a different location. These drills are held on a semi-annual basis. During an evacuation drill students are required to remain quiet and follow the lead and direction of adults.

### **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 existing procedures and regular drills are held throughout the school year.

### **LOCK DOWN DRILLS**

EMS holds multiple lock down drills each school year. Lock down drills are designed to practice for a situation where an emergency might necessitate access to the building to be restricted and for students and staff to hide in place. Lock down drills are carefully planned and coordinated in conjunction with Ellington emergency personnel and first responders. During lock down drills it is expected that students remain silent during the duration of the drill.

## **VISITATION DURING SCHOOL HOURS**

The school building will remain locked during school hours. Visitors must use the main entrance only; entrance to the school will not be granted during school hours at any other door. All visitors must use the intercom at the entrance to request access to the school and will be asked their name and purpose for visit before being admitted. Once admitted, visitors must report directly to the main office and show proper identification. If a visitor's purpose requires them to access the school beyond the main office they must sign into the visitor log and wear a visitor badge during the duration of their stay at EMS.

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## **Ellington Public Schools Policies and Forms**

### **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.

### **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 is 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.

## **BULLYING POLICY**

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.

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.

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

## **BULLYING REPORTING FORM**



If a parent or student wishes to make a report of suspected bullying, they may do so by calling EMS Administration or school counselors to give a report. In addition, parents may [complete and submit a Bullying Incident Report](#) to EMS Administration.

## **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 Dr. Kristy LaPorte, Director of Special Services, 860-896-2300.

## **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**

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.

## **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

## **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.

### **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
- 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.

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.

## **SAFE SCHOOL CLIMATE PLAN**

EMS has a Safe School Climate Committee made up of teachers, administrators, parents and local first responders to develop a [Safe School Climate Plan](#) to ensure a positive school climate. Please see the full plan [here](#).

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

Ellington Public Schools is committed to providing a safe and secure learning environment for students, in both physical and virtual settings. The use of digital platforms, including online services or mobile applications for general district operations and curricular has and will continue to grow in a 21st century district. With student information used in many of these platforms, the risk that this information could be distributed, lawfully or otherwise, also grows. The Board has implemented this policy to protect student interests while promoting the innovative use of such platforms to provide students with a 21st century education. Student data privacy information is available on the Ellington Public School website at <https://www.ellingtonpublicschools.org/technology>

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.*

## **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.*

## **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).