

Schaghticoke Middle School



Strive

Unite

Respect

Grow

Encourage

2017-2018

Student/Parent Handbook & Planner



SCHAGHTICOKE MIDDLE SCHOOL
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Dr. Christopher Longo, Principal
Mrs. Kerri Adakonis, Assistant Principal
Mrs. Jennifer Delaney, Assistant Principal
Mrs. Barbara Nanassy, Assistant Principal

August 2017

Strive

Dear Parents/Guardians and Students:

Unite

Welcome to the 2017-2018 school year at Schaghticoke Middle School. We are eager to welcome back our seventh and eighth grade students and excited to greet our incoming sixth graders. I would also like to extend a warm welcome to all of the teachers and staff that will be joining the Schaghticoke community. This will be a year filled with excitement, opportunity, and change as we work together to create a positive school climate where students can benefit from meaningful learning experiences.

Respect

The middle school years are filled with many moments that shape students in the transition between elementary school and high school. It is our goal to ensure the best education is provided for our students. This includes the development of not only 21st century skills, but also the core values of **SURGE** (**S**trive, **U**nite, **R**espect, **G**row, & **E**ncourage). As a school, we need to “live” these traits both in and out of the classroom and in the community.

Grow

We hope to nurture an environment of inquiry, critical thinking, and creativity, where students are both challenged and supported. At SMS, we strive to develop positive relationships between all students, staff, and parents in order to do what is in the best interests of our students and their learning.

Encourage

On behalf of the faculty, staff, and administration, I extend our best wishes to students for a successful year. I look forward to our journey together at Schaghticoke Middle School.

Sincerely,

Christopher Longo, Ed.D.
Principal



NEW MILFORD PUBLIC SCHOOLS MISSION STATEMENT

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

SCHAGHTICOKE MIDDLE SCHOOL VISION STATEMENT

Schaghticoke Middle School is made up of a community of learners: students, parents, faculty, staff, administration and citizens of the greater New Milford area. The foundation of our vision lies upon the positive reinforcement of character: integrity, responsibility, respect, and fairness. Together we will work to create an environment in which all students can reach their potential academically, socially, and emotionally under the guidance and nurturing support of the Schaghticoke community members. We will collaborate to foster an atmosphere of trust and support in order to encourage teachers and students to explore new initiatives in curriculum and assessment to improve student achievement.



Join the SURGE!



Follow us on Twitter: @SMS_CT *School*

@DrChrisLongo Principal

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ADMINISTRATION

Dr. Christopher Longo, Principal
Mrs. Kerri Adakonis, Assistant Principal
Mrs. Jennifer Delaney, Assistant Principal
Mrs. Barbara Nanassy, Assistant Principal

SMS PTO

The Schaghticoke Middle School PTO welcomes you to another school year and we are excited to begin what is sure to be a great year!

Important PTO dates are listed on the school calendar available in first day packet for your convenience. Please join us at our monthly meetings. We encourage you to come to a meeting, get to know SMS PTO, and share your ideas! We know that your time is valuable so we greatly appreciate any time you can give volunteering at an SMS PTO event.

SMS PTO will run several fundraisers and events throughout the school year. We encourage participation to help fund the programs and activities that SMS PTO sponsors such as Battle of the Books, author visits, and field trips. We cannot fund these great programs without your support. Please let us know if you have any ideas!

Also in the first day folder, you will find a PTO membership form. The membership money raised helps support all of the activities of the New Milford PTO; primarily scholarships for graduating seniors, but also operating expenses and our new NMPTO website! When you become a member, you will be placed on our email list to find out all the latest regarding SMS PTO activities, volunteering, and other information. We will use this email list to contact you regarding SMS PTO activities, volunteering and information.

The PTO President for 2017-18 is Nan Pelletier. You can reach us regarding information at: Schaghticoke.pto@gmail.com. Please contact us to answer your questions, share your ideas, etc.

Remember to “like” us on Facebook for updates and information.

Sincerely,

The SMS PTO

ATTENDANCE

Connecticut State Law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until age six or seven. The parent or person having control of a child of age five or six shall exercise such option by personally appearing at the school district office and signing an option form. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen. Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Definitions of Excused and Unexcused Absences

Connecticut State Board of Education

Adopted June 27, 2012

The following definitions are for the use by Connecticut school districts and schools for the purpose of carrying out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading, and disciplinary action).

Excused Absences

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 2. student's observance of a religious holiday;
 3. death in the student's family or other emergency beyond the control of the student's family;
 4. mandated court appearances (additional documentation required);
 5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
 6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Unexcused Absences

Any absence that does not meet the criteria for an excused absence or if a disciplinary absence.

Excessive Absences

1. If a student continues to be a chronic absentee*, the principal (or designee) may contact the juvenile court.
2. Given reasonable cause to believe a student is truant* from school, the school administration may ask the school social worker to visit the student's home to verify the cause of the absence. Such home visits may be scheduled outside of regular school hours.
3. The administration reserves the right not to excuse students who are chronically absent and to require written verification of reason.

*Connecticut State Statute Sec. 10-198a – Truant: Any child between the ages of seven and sixteen who has had four (4) unexcused absences from school in any one month or ten (10) unexcused absences in any school year. Sec. 10-Habitual Truant: Any child having twenty (20) unexcused absences within a school year.

***For more information regarding truancy, please refer to Appendix A and/or BOE policies found on the district website.**

Chronic absenteeism or tardiness seriously impedes a student's academic progress. A doctor's note(s) will be required of any student who is repeatedly absent. Students who have been chronically tardy will be reported to the administration. Student and/or parent(s) may meet with the principal and/or assistant principal to discuss methods to improve attendance. If a student continues to be a chronic absentee, paperwork will be filed with the juvenile court. Given reasonable cause to believe a student is truant from school, the school administration may ask the school social worker to visit the student's home to verify the cause of the absence. Such home visits may be scheduled outside regular school hours. The administration reserves the right not to excuse students who are chronically absent and to require written verification of reason. If absences are unexcused, student may not make up missed work.

If a student is absent excused for three (3) days due to illness or injury, a parent/guardian should contact the team leader to ask teachers to prepare work to be done at home. Parents/guardians may pick the work up in the main office. This courtesy will not be extended for those students absent on a day-to-day basis or on leave for vacation, or out of school activities. We recommend that students use the Parent Portal or call classmates to check on missed work.

Reporting of Absences

Communication is an essential element in the total program. **Parents/guardian must notify the attendance office at 860-354-2204, x195 to report a student's absence. This line is available 24 hours a day.** If no call is received, an attempt to contact a parent/guardian will be made. If no contact is made on the day of the absence, or no valid reason (as stated above) for the absence to be excused is presented within 48 hours, either by phone or by written note, the absence will be considered unexcused. If a student is tardy to school after 7:35 a.m., a medical doctor's note must be given to the secretary in order for the tardy to be excused.

Any student who is tardy to school must report to the office for admission to school if entering after 7:35a.m. We solicit the cooperation of parents in helping their students to arrive at school on time.

Documentation of Absence

Documentation is written explanation of the nature of and reason for the absence as well as the length of absence. This includes a signed note from the student's parent or guardian, a signed note from a school official that spoke in person with the parent or guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional. All documentation of absences must be provided within 48 hours of the absence.

Family Vacations

Vacations disrupt the learning process. It is for that reason we ask that, except in highly unusual circumstances, parents schedule family vacations during the summertime or during school recesses, such as those in December and April. Please be mindful for those who might be planning a vacation in June, snow days are added to the calendar in June. If the principal has not been notified, the absences will be marked unexcused. If unexcused, students will not be able to make up missed work. If excused, the responsibility of completion of the missed work is the student's, not the teacher's. Teachers will give the student a general idea of what work will be missed, but lesson plans are altered by daily class experience. When the student returns from vacation, the student has five (5) days to complete all missed work. Any work not completed will be given a grade of zero. **The family vacation form can be found on our SMS website located under forms.**

After-school / Evening events

Students must be present in school to attend after-school or evening events. Students who are suspended in school, out of school, or absent the day of the event may not attend.

Extended Illness

If it appears that a student will be absent for at least three consecutive weeks due to illness or injury, parents should contact the school guidance counselors about home tutoring. They will provide the necessary forms and help with arrangements.

Notification to Parents

Whenever a student in grade K-8 is absent from school and no communication has been received by school personnel that the parent or guardian is aware of the student’s absence, the school shall notify the parent of the student’s absence. Notification shall be by telephone and by mail. The mailed notice will include the state mandated warning that two unexcused absences from school in a month or five unexcused absences in a year may result in a complaint filed with the Superior Court that the child’s family is a family with service needs.

CONDUCT AND SCHOOL DISCIPLINE

At all times, students are expected to conduct themselves in a manner that does not interfere with the ongoing operation of the school. Disruptive, discourteous, and unsafe behaviors or actions that violate the rights of others will result in disciplinary action. The use of profanity will not be tolerated at any time. Disciplinary actions may include removal from an activity, parent conference, re-teaching, in-school suspension, or out-of-school suspension.

If the usual interventions between a teacher and a student fail to resolve a concern, the parent/guardian can expect to be contacted by the classroom teacher. The following are a series of procedures that may be taken to resolve a classroom situation:

1. EBS (Effective Behavior Support);
2. Teacher/student conference;
3. Re-teaching;
4. Parent/teacher conference;
5. Guidance intervention;
6. Administration.

Note: This code is not meant to be all-inclusive or restrictive but rather to familiarize the students and parents with typical discipline related situations. Administration may use discretion in its implementation of this code as circumstances warrant.

STUDENT DISCIPLINARY PROCEDURES

OFFENSE	REFERRAL TO	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Arson	Administration	Conf. 1-10 days OSS. Police referral. Parent notification. Possible expulsion hearing.	Conf. 1-10 days OSS. Police referral. Parent notification. Possible expulsion hearing.	Conf. 10 days OSS. Police referral. Parent notification. Possible expulsion hearing.
Assault/ Battery	Administration Referral to Superintendent	Conf., report to police, 1-10 days OSS. Parent notification Referral to Superintendent.	Conf. Report to police, 5-10 days OSS. Parent notification. Police may be involved. Referral to Superintendent.	Conf. & 10 days OSS Parent notification Police may be involved. Referral to Superintendent.
Breach of Peace	Administration Possible referral to Superintendent	Conf. & 1-10 days ISS/OSS. Parent notification. Possible report to police.	Conf. & 5-10 days ISS/OSS. Parent notification. Possible report to police.	Conf. & 10 days ISS/OSS. Parent notification. Possible report to police.

Cheating/ Academic dishonesty/ Plagiarism	Teacher/ Administration	Conf. &/or partial loss of credit. Parent notification.	Conf., complete loss of credit, parent notification.	Conf., 1-2 days ISS, complete loss of credit, possible loss of eligibility for school awards, noted in student records. Parent notification.
Computer violations	Teacher/ Administration	Conf. &/or extended detention. Parent notification. Loss of privilege.	Conf. &/or ISS. Parent notification. Loss of privilege.	Conf. 3-5 days ISS. Possible police referral. Parent notification. Possible expulsion hearing.
Cutting class/ leaving w/o permission/ tardy to class	Administration	Administrative conf. &/or 1 day ISS Parent notification.	Admin. conf. & 1 or more days ISS. Parent notification.	Admin. conf. 2 or more days ISS. Parent notification.
Deceiving a staff member	Teacher/ Administration	Teacher conf. & re-teaching and/or detention(s) or 1 day ISS. Parent notification.	Conf. & 2 or more days ISS. Parent notification.	Conf. & 3 or more days ISS. Parent notification.
Defacing property, vandalism, & theft. Tampering w/school property	Administration	Conf., Repair &/or restitution required; 1-10 days ISS/OSS. Police may be involved. Parent notification.	Conf. Repair &/or restitution required. 3-10 days ISS/OSS. Police may be involved. Parent notification.	Conf. Repair &/or restitution required, 10 days OSS. Police may be involved. Parent notification. Referral to Superintendent.
Disruption, inappropriate behavior, classroom infractions	Teacher/ Administration (3 rd offense)	Teacher re-teaching	Teacher conf. Teacher re-teaching or extended detention, community service. Parent notification.	Administrative conf. & 1-3 days ISS, Parent notification.
Failure to follow BYOD policy	Teacher/ Administration	Conf. & warning. Student's device will be confiscated & returned at end of day.	Conf. & confiscation. Parent must pick up device. May result in loss of privilege.	Conf. & confiscation. Parent must pick up device. Loss of privilege. Consequences up to & including suspension & expulsion.
Failure to follow Cafe rules	Administration	Conf. w/admin. re-teaching, extended detention, or 1 or more days ISS	Conf., 5-10 days re-teaching or ISS, loss of privilege Parent notification.	Conf. Possible loss of cafeteria privileges for year. 10 days ISS. Parent notification.
Failure to attend re-teaching sessions	Teacher/ Administrator	Conf. & extended detentions. Parent notification.	Administrative conf. & possible 1 or more days ISS, community service. Parent notification.	Administrative conf. & 2 or more days ISS. Parent notification.
Failure to follow safety protocol	Teacher/ Administrator	Conf. & detention. Parent notification.	Conf. and 1-5 days detention or ISS. Parent notification.	Conf. and 1-5 days ISS. Parent notification. Possible police notification.

Fighting	Administration	Conf. & 1-10 days ISS/OSS. Parent notification Police may be involved.	Conf. & 5-10 days ISS/OSS. Parent notification. Police may be involved.	Conf. & 10 days OSS. Parent notification. Police may be involved.
Forgery of signature	Administrator	Conf. 1 day ISS. Parent notification.	Conf. 2 days ISS. Parent notification.	Conf. 3 days ISS. Parent notification.
Harassment, bullying, teasing, taunting & threatening/ hazing.	Administration	Conf., warning &/or 1-5 days ISS or 1-10 days OSS. Parent notification. Possible Bullying/ Harassment letter.	Conf. & 1-10 days ISS/OSS. Parent notification. Bullying/ Harassment letter.	Conf. 1-10 days ISS/OSS Parent notification. Bullying/ Harassment letter. Possible police notification.
Inappropriate behavior	Administrator	Conf. &/or detention(s). Parent notification.	Conf. &/or detention(s) or 1 day ISS. Parent notification.	Conf. &/or detention(s) or 1-2 days ISS. Parent notification.
Inappropriate use of electronic device	Teacher/ Administrator	Conf. & warning. Student's device will be confiscated & returned at end of day.	Conf. & confiscation & detention(s). May result in loss of privilege.	Conf. & confiscation. Parent must pick up device. Loss of privilege. Consequences up to & including suspension & expulsion.
Inappropriate use of incendiary devices., e.g. matches & lighters	Administration	Conf. warning &/or 1-5 days ISS/OSS. Parent notification.	Conf. &/or 1-10 days ISS/OSS. Parent notification.	Conf. 1-10 days OSS Parent notification.
Instigating an incident	Administration	Conf. 1 or more days ISS. Parent notification.	Conf. 5-10 days ISS/OSS. Parent notification.	Conf. 10 days ISS/OSS. Parent notification.
Insubordination; refusal to obey reasonable request by staff.	Administration	Conf. &/or detention(s) or 1 or more days ISS. Parent notification.	Conf. & 2 or more days ISS/OSS. Parent notification.	Conf. & 3 or more days ISS/OSS. Parent notification.
Leaving ISS w/o permission or being disruptive while serving an ISS	Administration	Conf. &/or additional days of ISS. Parent notification.	Conf. & OSS or additional days of ISS. Parent notification.	Conf. & OSS or additional days of ISS time. Parent notification.
Loitering in an unauthorized area	Teacher/Admin	Conf. & warning.	Conf. extended detention. Parent notification.	Conf., 1 day ISS. Parent notification.
Misuse/failure to have a pass	Administration	Conf. & warning.	Conf., extended detention. Parent notification.	Conf. 1 days ISS. Parent notification.
Obscene, abusive, vulgar language/ gestures, racial slurs	Administration	Conf. &/or 1 or more days ISS. Parent notification.	Conf. & 1-3 or more days ISS/OSS. Parent notification.	Conf. & 5 or more days ISS/OSS. Parent notification.
Possession/ use of laser pointer	Administration	Conf. &/or possible extended detention. Confiscation.	Conf., confiscation & ISS, possible police notification.	Conf. 3 days OSS. Confiscation & police notification.

Pushing, shoving, horseplay	Teacher/ Administration	Conf. & detention(s) or 1 or more days ISS. Parent notification.	Conf. &/or 3 or more days ISS. Parent notification.	Conf. &/or 5 or more days ISS. Parent notification.
Sale, distribution, use or possession of drugs, alcohol, look-alike drugs, inhalant materials, & drug paraphernalia.	Administration	Conf. & 10 days OSS. Parent notification Report to police. Drug &/ or alcohol assessment. Referral to Superintendent. Possible expulsion hearing.	Conf. & 10-day OSS. Parent notification. Report to police. Possible expulsion hearing. Mandatory drug &/or alcohol assessment. Referral to Superintendent.	Conf. & 10 day OSS Parent notification Report to police Possible expulsion hearing. Mandatory drug &/or alcohol assessment. Referral to Superintendent.
Sale, use, or possession of weapons, firearms, or use of any item as a weapon or a look-alike.	Administration	Conf. & 10 days OSS. Parent notification. Report to police. Possible expulsion hearing.	Conf. & 10-day OSS. Parent notification. Report to police. Possible expulsion hearing.	Conf. & 10 day OSS. Parent notification. Report to police Possible expulsion hearing.
Sexual Harassment	Administration	Conf., warning & 1-10 days ISS/OSS. Sexual harassment letter. Parent notification of possible expulsion hearing.	Conf. 1-10 days ISS/OSS. Sexual and/or harassment letter. Parent notification of possible expulsion hearing.	Conf. 1-10 days ISS/OSS. Sexual harassment letter. Parent notification of possible expulsion hearing. Possible police notification.
Skateboards	Administration	Conf. w/student. Verbal warning. Parent notification/ retrieval.	Conf. 1 day ISS. Parent notification/ retrieval.	Conf. 2 or more days ISS. Parent notification/ retrieval.
Smoking, possession/or use of tobacco products/vapor pens/e-cigarettes	Administration	Conf. & 2 days ISS. Confiscation. Parent notification.	Conf. & 3 days ISS. Confiscation. Parent notification.	Conf. & 5 days ISS. Confiscation. Parent notification. Possible police notification.
Theft	Administration	Conf., 1-10 days ISS/OSS. Parent/ police notification. Restitution required.	Conf., 1-10 days ISS/OSS. Parent/ police notification. Restitution required.	Conf., 1-10 days ISS/OSS. Parent/ police notification. Restitution required.
Threatening the safety of a staff member, student or student body, i.e. bomb threat, fire, etc.	Administration	1-10 days OSS Report to police. Possible referral for expulsion. Parent conference.	5-10 days OSS Possible referral for expulsion. Report to police. Parent conference.	10 days OSS Possible referral for expulsion. Report to police. Parent conference.
Unauthorized leaving of school building/grounds	Administration	Conf., 1 day ISS. Parent notification.	Conf. & 1-3 days ISS. Parent notification.	Conf. & 3-5 days ISS. Parent notification.
Unauthorized use of cameras/ recording devices, and other electronic devices.	Administration	Confiscation or return of item to student. Conference. Warning.	Confiscation. Parent retrieval.	1-3 days ISS. Parent retrieval.

STUDENTS SHOULD ADHERE TO THE FOLLOWING

1. No items are to be sold on school grounds or on school transportation.
2. Fireworks, including sparklers, poppers, and **all** similar devices, are not permitted in school.
3. Birthday balloons/bouquets may not be sent or brought to SMS. The hallways, classrooms, and school buses cannot accommodate these articles in a safe manner.
4. Students must leave their skateboards at home; they may not transport them on school buses. They cause a hazard to others as well as to the rider, and they pose a disruption. Skateboards are not to be in school or on school grounds at any time. This includes the hours when school is not in session.

Suspension

Students may be suspended for any of the actions listed in the Administrative Referral Procedures, which occur not only during the regular day, but also on school buses, at bus stops, and during school-sponsored activities including dances, sporting events, and field trips.

In most cases a suspended student is given one day's notice prior to serving a suspension; however, administrators may deem it necessary for parents to come to the school immediately to discuss serious behavior concerns.

The parents of a suspended student will be notified by telephone, if possible, and by letter within twenty-four (24) to forty-eight (48) hours after the suspension is issued. The superintendent is also notified per the discipline procedure. No student will be suspended until that student has had an informal hearing with an administrator during which time the student will be informed of the charges and be given the opportunity to respond. Students may be suspended during the school day for short periods of time if warranted.

In-School Suspension (ISS)

In-school suspension allows students to attend school and complete their academic responsibilities. Any student who refuses to serve an "in-school" suspension may be given an "out-of-school" suspension that may be twice the amount of the "in-school" suspension days. Students may either bring a bag lunch or order a lunch from the school's cafeteria.

Expected Outcomes of ISS

1. To have students learn to take responsibility for their own behavior.
2. To have students learn not to repeat the behaviors that placed them in ISS.

Rules for ISS Room

1. Sit in assigned seat at all times;
2. No talking or disruptions will be allowed;
3. Use of device for instructional purposes only and based on teacher discretion and the BYOD policy;
4. Students are to remain alert and do assigned work;
5. Raise hand for a bathroom privilege (one in the morning and one in the afternoon);
6. School rules, as outlined in the handbook, must be obeyed at all times;
7. Students who are placed in ISS may not participate in any school activities—day or evening;
8. Students are expected to follow the directions of the ISS supervisor at all times.

Out-of-School Suspension (OSS)

During the period of "out-of-school" suspension, the student may not participate in any school activities and is not allowed on school grounds **AT ANY TIME (before, during or after school hours) on the day(s) that the suspension is in effect. A STUDENT VIOLATING THIS RULE WILL BE CONSIDERED TRESPASSING AND SUBJECT TO ARREST.** While on suspension, the student must get assignments from all of his/her teachers for the number of days under suspension. School work should be kept up-to-date.

Appeals

Disciplinary decisions may be appealed. **Either the student or parent must put the appeal request in writing within 24 hours of the disciplinary action.** He/she must first ask for reconsideration by the person issuing the consequence. He/she may then go to the next person in the administrative hierarchy: teacher, to assistant principal, and then to the principal.

EFFECTIVE BEHAVIOR SUPPORT (EBS)

Teaching behavioral expectations and rewarding students for following them is a much more positive approach to managing student behavior. The purpose of school-wide EBS is to establish a climate in which appropriate behavior is the norm. By reinforcing good behavior and character development, we will help our students increase their self-esteem, awareness of others, and pride in their school.

When a student appears to be getting agitated, losing his/her ability to speak calmly, or is unable to stop unruly behavior, the teacher may send the student to EBS, or the student may ask to be excused from the class. Teachers will call the main office, who will notify the staff member on duty to let them know a student is being sent down.

The student will be given the opportunity to speak with an adult about his/her behavior and the adult will respond with a *re-teaching* discussion. After a short time interval (10-15 minutes), the student may be sent back to the classroom. This affords all students the opportunity to “defuse” and to make better decisions about their conduct. This is not considered a disciplinary action. It is for helping students to recognize and change their behavior.

RE-TEACHING

Teachers may assign study hall, and/or before/after school re-teaching opportunities. **This re-teaching opportunity is a disciplinary consequence and has precedence over other school activities.** The student is expected to attend. It is a time when the student and the teacher can discuss strategies for clarifying inappropriate behavior. Re-teachings are not detentions. It is an opportunity for students to conference with an adult mentor. If students are absent on the assigned day, they may complete it at a later time at the teacher's discretion. Re-teaching opportunities requiring longer periods of time will be held after school. The teacher will send home a courtesy notice with the student. The student must return the note with the parent's signature. Transportation home after re-teaching will be the responsibility of the parent. We realize that working parents are inconvenienced when they have to pick up their child from an after school re-teaching session. We hope to encourage parent-child communication about school behavior and support of behavior improvement.

When re-teaching fails to improve student behavior, teachers will refer behavioral concerns to administration. Students who continually have difficulty following school rules will be placed on administrative support. The student and administrator will meet weekly and whenever a teacher referral is submitted.

FEDERAL, STATE, AND BOARD OF EDUCATION POLICIES

AIDS INSTRUCTION EXEMPTION

In accordance with state guidelines, the New Milford School System will offer instruction about Acquired Immune Deficiency Syndrome. Parents will be afforded opportunities to notify school authorities in writing in the event they wish their child to be excluded from the AIDS program. If a parent has notified the school authorities that they wish their child be excluded, that child will be given an alternative instruction program. No academic sanction would be levied against any student who is provided with this alternative.

BULLYING, HAZING, TEASING, TAUNTING, AND INITIATIONS

Everyone has a duty to behave responsibly and courteously toward others. Any activity that humiliates, degrades, abuses, or endangers a person's physical or emotional health will not be tolerated. This includes bullying, teasing, hazing, taunting, and initiations of any kind. Appropriate disciplinary action will be taken. **Students who are victims or witnesses to any type of bullying should immediately report the incident to any SMS staff member.** That person will alert the appropriate personnel. **Please see Board Policy 5131.911 for further information.**

Removal/Suspension/Expulsion

DEFINITIONS

- A. **“Bullying”** is defined as (A) the repeated use by one or more students of a written, oral or electronic communication directed at or referring to another student in the school district; or (B) a physical act or gesture by one or more students repeatedly directed at another student in the school district that (1) causes physical or emotional harm to such student or damage to the student's property; (2) places such student in reasonable fear of harm to himself/herself or of damage to his/her property; (3) creates a hostile environment at school for such student; (4) infringes on the rights of such student at school; or (5) substantially disrupts the educational process or the orderly operation of the school. Bullying shall include

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

- B. **“Cyberbullying”** is defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- C. **“Dangerous instrument”** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury. This includes a motor vehicle and a dog that has been commanded to attack.
- D. **“Deadly weapon”** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.

CHILDREN’S INTERNET PROTECTION ACT (CIPA)

Instruction

Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety

The School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student’s misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school’s teachers and other staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy (“policy”) of the school district. Upon reviewing, signing, and return this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign, and submit the policy to the school as directed, or if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student’s access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

A student who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

Acceptable Uses

1. *Educational Purposes Only.* The school district is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.

2. *Unacceptable Uses of Network.* Among the uses that are considered unacceptable and which constitutes a violation of this policy are the following:
 - A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password to some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb," or other harmful form of unauthorized form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
 - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
3. *Netiquette.* All users must abide by rules of network etiquette, which include the following:
 - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - B. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - C. Don't assume that a sender of an email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 - D. Be considerate when sending attachments with e-mail (where this is permitted.) Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

INTERNET SAFETY

1. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides of materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
2. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18.) Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student (himself/herself). Users should never give out private or

confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restrictive Measures.** The school district either by itself or in combination with the Internet Service Provider providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. The term “harmful to minors” is defined by the Communication Act of 1934 (47 USC Section 254 [h][7], as meaning any picture, image, graphic image file, or visual depiction that:
- taken as a whole and with respect to minors, appeals to prurient interest in nudity, sex or excretion;
 - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
 - taken as a whole, lacks serious literary, artistic, political, or scientific values to minors.

Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express to implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parents(s) or guardians(s) arising out of the user’s use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18 the parents(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Internet Service Provider that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user’s access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district’s network.

Updates

Users, and appropriate, the user’s parent/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others;
2. Take pride in communications. Check spelling and grammar;
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures;
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator;
5. Do not reveal your personal address or telephone number or those of other persons. No personally identifiable student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network;
6. Do not disguise the point of origin or transmission of electronic mail;
7. Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property;
8. Illegal activities are strictly prohibited;
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files;
10. No charges for services, products, or information are to be incurred without appropriate permission;
11. Do not use the network in such a way that you would disrupt the use of the network by other users;
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated;
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses;
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district’s computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User’s Name (print clearly): _____

Home Phone: _____

User’s Grade _____ User’s Team _____

User’s Signature: _____

Date: _____

Address _____

Status: 18 or older I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the school district’s Acceptable Use and Internet Safety Policy for the student’s access to the school district’s computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child’s or ward’s responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Internet Service Provider that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child’s or ward’s use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child’s or ward’s use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district’s computer network and the Internet.

Parent or Guardian (please print): _____

Home Phone: _____

Signature: _____

Date _____

Address: _____

This agreement above is valid for the **2016-2017** school year only.

Please Note:

The New Milford Board of Education policies that are replicated or referenced herein are policies that are currently in effect. On occasion, the Board adopts new policies, deletes existing policies, or otherwise revises its policies to conform with change in applicable federal and state law or in response to other factors. Consequently, it is possible that during the course of the school year, the Board policies contained herein may be supplemented, rescinded, or otherwise revised. Should any such amendments to these policies occur, the school will notify you of such changes. Students and their parents or guardians will be presumed to be familiar with any such changes in these Board policies.

Please Note:

The district is in the process of adopting a new Responsible Use Policy. Please refer to the Responsible Use Agreement included in the return to school packet 2017-18.

DRUGS, ALCOHOL, AND INHALANT MATERIALS

Each student referred to the administration or their designee for suspicion of and/or actual use, possession, or distribution of alcohol, medications, "look-alikes," controlled drugs and/or drug paraphernalia will be dealt with in compliance with Board of Education policy. Please refer to "Substance Abuse" in Board of Education Policies Appendix to this handbook.

ELECTRONIC DEVICES, STUDENTS

Use of Beepers - Paging Devices/Cellular Telephones and Laser Pointers

Students shall not use cellular telephones during the instructional day except as permitted by the school district's "Bring Your Own Device" ("B.Y.O.D.") guidelines.

Students shall not possess or use a laser pointer, unless under teacher supervision for instructional purposes, while on school property, on school transportation or while attending a school sponsored activity on or off school property.

The School Principal may grant written permission for possession and use of a remotely activated paging device by a student if the student or his parent or guardian establishes to the satisfaction of the Principal that a reasonable basis exists for the possession and use of the device. Nothing in this policy shall be interpreted to prohibit a student with a disability from possessing and using a page device or cellular telephone in a manner consistent with the student's Individualized Education Plan (IEP) or 504 Plan.

Bring Your Own Device (B.Y.O.D.)

Guidelines for the Use of Personal Technology on Campus

Technology has changed the way we approach education as we prepare our students for future opportunities. We understand the many positive educational benefits of using technology in the classroom and importance of the integration of technology in our curriculum. In an effort to encourage our students and continue to develop their technology skills, students in the New Milford Public Schools may use their own technology at school for educational purposes.

Definition of Personal Technology

For purposes of this policy, "personal technology" means a privately owned, wireless, and portable electronic hand-held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Use of Technology for Instructional Purposes

Use of technology in school is a privilege which comes with great responsibility. Students will only be allowed to use their laptops, tablets, cell phones or other electronic devices for educational purposes at school. Checking personal email, socializing via texts or instant messages, or otherwise engaging in personal pursuits is prohibited during the instructional day.

Internet Access on School Grounds

Only the Internet gateway provided by the school may be accessed while on campus. Personal technology, including cell phones and cell network adapters are not permitted to be used to access outside Internet sources at any time.

Compliance with other Board Policies

When participating in B.Y.O.D. students must adhere to the Student Code of Conduct, as well as all Board policies, particularly the New Milford School District's Acceptable Use Policy. This means that students who use their personal technology at school must abide by the established policies regarding acceptable use of the Internet, bullying, harassment, cheating, threats, student confidentiality and other misconduct that violates school rules or causes a disruption of educational activities.

Additional Guidelines

- Teachers have the discretion to determine when students may use personal technology in the classroom. Students must immediately comply with their teachers’ requests to shut down or put away personal technology;
- All personal technology must be in silent mode;
- Students may not use personal technology during any assessments or tests unless otherwise directed by school personnel;
- Student shall not transmit, post or otherwise publicly share photographs or videos that they have taken of any person on school grounds or in a school vehicle.

Security and Damages

Responsibility to keep a student’s personal technology secure rests with the individual owner. New Milford School District, including its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in a manner similar to other personal property. It is recommended that students personalize their devices for easy identification and utilize protective cases. The New Milford District Technology Department will not service any non-district owned technology, which includes troubleshooting, software or hardware issues. Students are responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable.

Failure to Follow B.Y.O.D. Guidelines

Misuse of personal technology in violation of these guidelines may result in the loss of access privileges, a prohibition on the use or possession of personal technology on school grounds, or other disciplinary consequences up to and including suspensions and expulsion.

B.Y.O.D. Agreement

In exchange for the privilege of using personal technology at school, we acknowledge and agree to each of the following:

1. The District’s policies on student conduct and Acceptable Use of the Internet apply to the use of personal technology. It is the student’s responsibility to abide by those policies when using personal technology on school grounds;
2. Only the Internet gateway provided by the school will be accessed on school grounds. The school’s network filters will be applied to the student’s connection and no attempts will be made to bypass the network restrictions by using personal access to the Internet;
3. There is no expectation of personal privacy in the use of personal technology at school. The District’s network administrators have the ability to identify users and monitor all B.Y.O.D. devices logged on to the network;
4. Personal technology may be searched by school personnel if there are reasonable grounds for suspecting that the search will turn up evidence that a student has violated or is violating either the law or the rules of the school;
5. The school district has the right to examine any device that is suspected of causing problems or was the source of an attack or virus infection;
6. **Misuse of personal technology may result in the loss of access privileges, a prohibition on the use or possession of personal technology on school grounds, or other disciplinary consequences up to and including suspension and expulsion.**

I/We understand and will abide by the above B.Y.O.D. guidelines. As the parent or guardian, I hereby consent to my child’s use of personal technology at school. I/We agree to hold the District harmless for any damages suffered by my child or me including those arising from unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material arising from the use of personal technology at school.

Name of Student (please print)

DATE: _____

Signature of Student

Name of Parent or Guardian (please print)

DATE: _____

Signature of Parent or Guardian

GAMBLING

No form of gambling is allowed. Card play is prohibited.

HEALTH TOPICS OPT-OUT PROVISION

The New Milford Public Schools 6th, 7th, and 8th grade Health Curriculum features different units of study. Two of these areas of study are Sexual Assault and Abuse Prevention and Awareness. State law allows parents the opportunity to notify school authorities in writing in the event you wish your child to be excluded from either or both of these programs. Once written notification has been received, your child will be given an alternative instruction program during this unit of study. No academic sanction will be levied against any student who is provided with this alternative. Parents have the opportunity to come to school and meet with our Health and P.E. staff to review what will be taught before making a decision to opt-out. For more details on units being taught or if you have any other questions, please do not hesitate to contact your child's health teacher via email.

METAL DETECTORS

The Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects. School officials or law enforcement officers may conduct metal detector checks of groups or individuals if the checks are done in a minimally intrusive, nondiscriminatory manner (e.g. on all students in a randomly selected class; on every third individual entering an athletic event.) Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects. A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action.

SEARCH OF PROPERTY AND STUDENTS

Students are subject to reasonable search and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is a reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, inappropriate photos, and other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search. Teachers have been directed to send students whose health is in question to the nurse.

SEXUAL HARASSMENT

Sexual harassment is unwanted and unwelcome behavior of a sexual nature which interferes with student's rights to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings. All such reported incidents shall be investigated. If it is found that sexual harassment has taken place, disciplinary action could include suspension, referral to the Board of Education, or referral to legal authorities. Please refer to "Sexual Harassment" in the [Board of Education Policies Appendix](#) to this handbook. Inappropriate photos would also fall under this policy.

Sexual harassment is not limited to prohibited behavior by a male toward a female, or by a supervisory employee toward a non-supervisory employee, or a teacher to a student. The victim does not have to be the opposite sex of the harasser. Harassment may be student to student, teacher to student, student to teacher or teacher to teacher. The gender of the complainant and/or the alleged harasser is irrelevant, even if they are of the same gender. Sexual harassment based on sexual orientation or gender identity is also prohibited under State Law.

What should I do if I believe I am being sexually harassed?

- Find out about your school or school district's policy and procedures for handling sexual harassment issues. Follow these procedures;
- Take action and get help when needed. Ignoring sexual harassment is not an effective way to stop it;
- Whenever possible, tell the harasser verbally or in writing what the specific behaviors are that you find offensive. Ask him or her to stop;
- Report the offensive behaviors to a teacher, counselor, Title IX coordinator, or school administrator.
- Keep a detailed record of the harassing behavior to share with school officials who investigate your complaint;
- If not satisfied with the resolution of your concerns, contact one of the appropriate organizations listed;

The victim does not have to be the person at whom the unwelcome sexual conduct is directed; the victim may be someone who is a witness to and is personally offended by such conduct although directed toward another. Sexual harassment is unwelcome conduct that is personally offensive, lowers morale, and interferes with educational performance. This unwelcome sexual behavior is defined from the perspective of the victim, not the harasser.

Where to get help

- State Title IX Coordinator: Dr. Adrian R. Wood, CT State Department of Education, 25 Industrial Park Rd. Middletown, CT 06457 (860-713-6795) – e-mail:adrian.wood@ct.gov
- Permanent Commission on the Status of Women (PCSW) 18-20 Trinity St., Hartford, CT 06106 (860-240-8300) – <http://www.cga.state.ct.us/PCSW/>
- Connecticut Women’s Education and Legal Fund (CWEALF) 135 Broad St., Hartford, CT 06105 (860-247-6090) <http://www.cwealf.org/>

NOTICE OF NON-DISCRIMINATION

The New Milford Board of Education provides public education for children in grades pre-K to 12 who are residents of the Town of New Milford. As part of its educational program, the New Milford Board of Education offers vocational education and training to eligible students. As with all of the school district’s programs and activities, all vocational opportunities are offered without regard to race, color, national origin, sex, disability or, any other basis prohibited by law. For questions or complaints regarding the district’s policy of non-discrimination, please contact the Title IX/Section 504 Coordinators:

Section 504 & Title IX Coordinator for Students

Ms. Alisha DiCorpo, Assistant Superintendent
New Milford Board of Education
50 East Street, New Milford, CT 06776
860-354-3235

Title IX Coordinator for Staff

Ms. Ellamae Baldelli, Director of H.R.
New Milford Board of Education
50 East Street, New Milford, CT 06776
860-210-2200

SMOKING

Board of Education policy prohibits smoking or chewing of tobacco and use of tobacco products in the school building or on school property. Any open display of smoking materials (whether lighted or not) in the building or on school grounds will be considered a violation of smoking rules. Smoking is also forbidden on school buses, during field trips, or at any school function where students are under the supervision of the school personnel. Students may not carry or place in lockers any tobacco products or lighters.

STATE TESTING

Students in grades 3-8 will participate in Connecticut standardized assessments. The Smarter Balanced Assessment for Mathematics and Language Arts will be administered in the spring to students in each grade level, along with the Science CMT to students in grade 8. These assessments ask students to demonstrate their understanding of important concepts not only to evaluate educational goals, but also to measure student performance. All assessment information will adhere to all federal and state privacy laws and that the use of any student specific data is limited to use by the Connecticut State Department of Education and the New Milford Public Schools. Assessment data is used by teachers and administrators to inform classroom instruction that ties directly to curricular standards. Data is utilized to inform placement decisions in areas such as World Language, Math, the Talented and Gifted program, and Intervention classes to name a few.

STUDENT NUTRITION AND PHYSICAL ACTIVITY (STUDENT WELLNESS)

The New Milford Board of Education shall use a coordinated school health model in order to make wellness a cornerstone of our educational program. This well-rounded approach to school health connects the various components of health education, physical education, nutrition services, health promotion activities for staff, school health services, counseling and psychological support services, a safe and healthy school environment, and parent and community involvement. The teamwork that is inherent in this comprehensive model is intended to build momentum toward a program that supports positive dietary and lifestyle practices that are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence the student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

Guiding Principles:

- The Board of Education delegates the responsibility for developing, implementing, monitoring, reviewing and revising the school district's wellness policy guidelines (administrative regulations) to a Wellness Advisory Council comprised of the following members: parents, students, school food service personnel, members of the board of education, administrators, the public, school nurse, physical education teacher, health education teacher and any other person that the team wishes to invite to help achieve its goals;
- The Wellness Advisory Council will create a wellness plan that addresses nutrition education, physical education and physical activity, school meals, beverages and other food, communication and promotion and measurement and evaluation of the plan;
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a daily basis;
- Curriculum:
 - The physical education program shall be a standards-based, sequential physical education curriculum taught in grades K-12 by qualified physical education teachers. A key component of this program is to teach students how to achieve and maintain a healthy level of personal fitness;
 - Nutrition education shall be offered in grades K-12 as part of a planned, sequential, standards-based comprehensive health education program taught by highly qualified teachers;
- Foods and beverages sold or served under school auspices during the instructional school day will meet or exceed the nutrition recommendations of the *USDA Dietary Guidelines for Americans*;
- The District shall provide meals that follow the USDA requirements for Federal School Meal Programs under 7CFR Part 210 and 220;
- Highly qualified nutrition professionals will administer the school meal programs, and will provide affordable, nutrient-dense foods. Guidelines for age-appropriate portion size and maximum amount of fat, sodium, sugar and other additives in foods served and sold will be established and reviewed according to current scientific and medical research;
- Meals will be served in a relaxed, enjoyable climate, with adequate clean, safe space for eating.
- School menus shall be planned in order to meet or exceed state and national nutritional standards. Nutritious and healthy foods, such as fresh or dried fruits, vegetables, low-fat dairy foods, whole grains, and 100% natural fruit and vegetable juices and water, shall be made available wherever food is sold in the District;
- Healthy foods and beverages shall be encouraged at school sponsored activities, such as fundraisers, parties and sporting events. In addition, the District will only permit those foods and beverages that are permitted under state law (in particular, Connecticut General Statutes §§ 10-221p and 10-221q and the guidelines established by the State Department of Education) to be sold to students;
- The district highly values the health and well-being of every staff member and shall plan and implement activities and policies that support personal efforts by staff members to maintain a healthy lifestyle and that encourage staff members to serve as role models;
- Measurement and evaluation:
 - Establish a baseline of school wellness in each school by conducting a self-assessment using standard instruments;
 - Assign school-based leadership and responsibility in each site to monitor compliance to achieve policy goals;
 - The Superintendent and/or his/her designee will ensure compliance with the policy and its regulations.

*Birthday and other celebratory events should not be part of the school day; we encourage parents to celebrate students' birthdays outside of school.

USE OF DOGS TO SEARCH SCHOOL PROPERTY

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

WEAPONS

In accordance with a directive from the Superintendent of Schools, no student, staff member or other individual is permitted to bring any firearm (registered or unregistered), or facsimiles onto school property at any time with the sole exception of duly authorized law enforcement officers.

In those cases in which a student is reported to have brought, possessed, exchanged, or used a weapon or dangerous instrument in school, on or awaiting a school bus, or at school-sponsored activities on or off school property, that student will be immediately referred to the principal or his/her designee. Action will be taken as outlined in the Board of Education policy and regulation document. This action may include a recommendation to the superintendent to expel the student(s).

Note: A student who finds a firearm, weapon, or dangerous instrument and immediately advises a teacher or other adult, shall not be considered in possession of such device. Students who find firearms, weapons, or dangerous instruments are advised to seek adult assistance immediately and are advised not to touch the weapon.

Students are encouraged to notify either a teacher, staff member, or the administration of any activity they believe to be suspicious. It is against school policy for any student to be in possession of an implement that can be used as a weapon. The following is a partial list of items that are not permitted on school property: chains, knives, razor blades, pepper spray, pipes, batons, bats, BB guns, toy guns and water guns. Any item used to deliberately inflict injury will be considered a weapon, e.g. pens, pencils, paper clips, elastic bands, etc.

GENERAL INFORMATION

AED PLACEMENT & USE

Our school is equipped with automated external defibrillators (AED) around the building. There are 2 AEDs located on the second floor and there are 2 AEDs located on the first floor.

AEROSOLS, PERFUMES, AND FRAGRANCES

Due to the increase in the number of people suffering from asthma and other breathing difficulties, we ask students and staff not to use heavy perfumes, colognes, after shave lotions, and scented spray deodorants. Unfortunately, the ingredients in these fragrances are known to trigger asthmatic attacks in others.

BELL SCHEDULE
Schaghticoke Middle School operates on a 6-day cycle.

Daily Schedule

7:25 Students report to lockers

7:30 Warning bell

7:35 – 7:40 Homeroom: attendance and announcements

7:40 – 8:30 A period

8:33 – 9:18 B period

9:21 – 10:06 C period

Lunch 1 10:09 – 10:34

Lunch 2 10:34 – 10:59

Lunch 3 10:59 – 11:24

Lunch 4 11:24 – 11:49

Lunch 5 11:49 – 12:14

Lunch 6 12:14 – 12:39

D/E period 10:09 – 10:59

F/G period 10:59 – 11:49

H/I period 11:49 – 12:39

12:42 – 1:27 J period

1:30 – 2:15 K period and dismissal

Early Dismissal

7:25	Report to lockers	
7:30	Warning bell	
7:35 – 7:40	HR - attendance and announcements	
7:40 – 8:04	A period	
8:06 – 8:25	B period	
8:27 – 8:46	C period	
8:48 – 9:07	J period	
9:09 – 9:28	K period	
		D/E period 9:30 – 10:20
9:30 – 9:55	Lunch 1	
9:55 – 10:20	Lunch 2	
		F/G period 10:20 – 11:10
10:20 – 10:45	Lunch 3	
10:45 – 11:10	Lunch 4	
		H/I period 11:10 – 12:00
11:10 – 11:35	Lunch 5	
11:35 – 12:00	Lunch 6	
12:00 dismissal		

2 hour Delayed Opening

9:25	Report to lockers	
9:30	Warning bell	
9:35 – 9:40	HR – attendance and announcements	
9:40 – 10:06	A period	
10:09 – 10:30	B period	
10:33 – 10:54	C period	
		D/E period 10:57 – 11:47
10:57 – 11:22	Lunch 1	
11:22 – 11:47	Lunch 2	
		F/G period 11:47 – 12:37
11:47 – 12:12	Lunch 3	
12:12 – 12:37	Lunch 4	
		H/I period 12:37 – 1:27
12:37 – 1:02	Lunch 5	
1:02 – 1:27	Lunch 6	
1:30 – 1:51	J period	
1:54 – 2:15	K period and dismissal	

Accelerated Early Dismissal

7:25 Report to lockers
7:30 Warning bell
7:35 – 7:40 HR - attendance and announcements
7:40 – 8:04 A period
8:06 – 8:31 B period (1st Alternate) / J period (2nd Alternate)
8:33 – 8:58 C period (1st Alternate) / K period (2nd Alternate)

		D/E period 9:00 – 9:40
9:00 – 9:20	Lunch 1	
9:20 – 9:40	Lunch 2	
		F/G period 9:40 – 10:20
9:40 – 10:00	Lunch 3	
10:00 – 10:20	Lunch 4	
		H/I period 10:20 – 11:00
10:20 – 10:40	Lunch 5	
10:40 – 11:00	Lunch 6	

11:00 dismissal

DELAYED OPENING OR SCHOOL CLOSING

School closings and delayed openings are announced beginning around 5:30 a.m. and early dismissals are announced around 11:00 a.m. on the following stations: NBC 30-TV (Channel 6), WTNH-TV (Channel 8), and WFSB-TV (Channel 3). Parents are also encouraged to sign up for email notification through www.ctweather.com and select “e-Notifications.” There is a link on the school district’s website at www.newmilfordps.org.

The district will also notify parents of school closings and early dismissals through the **School Messenger Service**. This service will allow a voicemail message to be sent to all parents within minutes. The ability to deliver a message is only as successful as the contact information that we have for your child. Please make certain that we have the most up-to-date phone numbers.

DISMISSALS

In order to be dismissed from school early, the student must present a note signed by the parent/guardian to the homeroom teacher. This note will include the date, time of dismissal, and the location of the student at time of dismissal (teacher and room #). The student should get homework assignments from teachers or classmates if he/she has been granted an excused dismissal. **Parent/guardian directives regarding student pick up, day care, bus change, walkers, etc., must be updated in writing at the beginning of each school year. (Last year’s notes will no longer in effect.) Legal documents in students’ files are still legal and binding according to context and longevity.** If a student becomes ill during the school day, he/she must report to the nurse. She will notify the parent/guardian if dismissal is warranted. Students are not to use their personal phones to call home for parents/guardians to pick them up during the school day. Parent pick up form can be found on the SMS website under forms.

BOOK BAGS, BACKPACKS, SIDE PACKS

Book bags, side bags, backpacks and mini-bags are to be used as a means for transporting school related items to and from home. These should be of a size that will fit in a student’s hall locker. **Students will not be allowed to bring any of these from class to class. Within the school day, students are allowed to use string bags only. Minimal items should be kept in the string bag, as students have opportunities to obtain items from their locker.**

CAFETERIA

1. Neither food nor water is to be taken out of the cafeteria;
2. Water machines are available during lunches;
3. Students must remain seated in the cafeteria while eating;
4. Boisterous or disorderly conduct is not allowed in the cafeteria;
5. It is each student's responsibility to keep the cafeteria clean;
6. Only eight (8) students at the round tables. All students sitting at a cafeteria table are responsible for the condition/cleanliness of the table and will be reminded of this responsibility.

CARE OF PROPERTY

All public property issued to or used by students is to be treated with care. Loss, damage or wear and tear beyond normal use due to misuse, neglect, or carelessness will result in a replacement charge. This applies to books, athletic equipment, laboratory equipment, and locks. Schoolbooks are to be covered.

CLASSROOM VISITATIONS

A minimum of twenty-four (24) hours advance notice is requested for visitation to a classroom. Arrangements must be made through an administrator via the classroom teacher. For safety reasons and educational reasons, students from other schools are not allowed to visit friends at SMS.

EMERGENCY PROCEDURES

FIRE PROCEDURES

Evacuation regulations are explained to their period classes the first day of school. **The regulations are posted** by teachers in all rooms with directions for the individual room circled in red. A floor plan is adjacent to these regulations with direction arrows in RED showing exit route(s).

The chief danger of an evacuation to school pupils is panic. A quiet, calm, and orderly evacuation of a school building is more desirable than a hurried evacuation. Silence is to be maintained during the entire drill.

FIRE DRILLS

1. There will be one or more fire drills per month;
2. It is expected that students will not talk, run, or misbehave during these times. Misbehavior will be treated as a threat to the safety and well-being of others;
3. Upon sounding the alarm or announcement to evacuate, all regular activities are to cease and teachers will immediately give directions to their students;
4. Students not in class when the evacuation begins are to report to the nearest teacher for directions;
5. Updated evacuation directions are posted near the exit of each room. Building exits are indicated by red exit lights.

LOCKDOWN PROCEDURES

Remember- a "Lockdown Drill" is a *common occurrence*, it is not an active alert. Rather, it is a drill for students, similar to a fire drill, to teach them how to react to an emergency.

- Remain calm.
- **No one** is to enter or leave the classroom; all students answer to a roll call.
- Shut off **all lights** in classroom; turn off all computers, TV's, etc.
- Students are to move out of their seats and onto the floor in the safest part of the room **away from doors and windows**.
- No use of any electronic devices.
- Ignore all bells until further notice.
- Wait for the **ALL CLEAR** command.
- Students who are outside of the building when a **LOCKDOWN** is initiated will remain outside until they are informed that is safe to return.

SECURE IN PLACE PROCEDURES

- Doors locked. Curtains down unless otherwise notified.
- Students seated in their desks.
- Window shades drawn.
- No use of any electronic devices.
- Teacher will call down to office for an escort for the student to leave the room.
- Minimize the noise – low voices, no phones, no loud music, etc.
- Teachers should continue with their lesson plans for the day.

Our job is to remain calm and do our best to help students stay calm. Information regarding the reason for the lockdown should be kept to a minimum. Students are not allowed to watch news reports and should not share disturbing information with other students.

EXTREME WEATHER PROCEDURES

- Office will announce as soon as weather advisory is received;
- Remain calm;
- Move students away from windows and into the nearest hallway;
- Ignore all bells until further notice;
- All students must move to an outside hallway.

DRESS AND GROOMING

We at SMS believe students and adults dressed in accordance with the BOE standards are apt to be more serious about learning.

1. In order to promote a positive learning environment the Board of Education supports these standards for safe and appropriate student dress; nothing in this policy shall be intended to infringe upon students' freedom of expression.
 - a. Headwear: All headwear shall be removed prior to entering school and must be placed in the students' locker or where outer garments are stowed for the entire school day;
 - b. Blouses/Shirts: Blouses/shirts should be constructed so that the tops of the shoulders are covered. Blouses/shirts will not allow exposure of any portion of the waist, hips, midriff or exposure of the chest;
 - c. Shirts/Shorts/Dresses/Pants: Skirts, shorts and dresses should have hemlines that are mid-thigh. With safety as our primary concern, pants should be worn to stay close to the waist; undergarments shall be completely covered;
 - d. Outdoor Garments: All outdoor garments will be placed in the students' locker immediately upon entering the school and will remain there for the entire school day;
 - e. Shoes: Safe footwear must be worn at all times;
 - f. Attire: Attire that displays indecent language, pictures or symbols that contain sexual references, or that advertise or encourage the use of drugs, tobacco products, alcoholic beverages are prohibited. Messages of violence or gang allegiance are prohibited. Pajamas, slippers and other lounging attire are not allowed;
 - g. Accessories: Students may not wear accessories that could cause injury to others or that are substantially or materially disruptive of the education process.
2. The school administration and faculty are responsible for the implementation of this policy. Exceptions to the above dress standards will be considered for medical reasons, special events, and cultural beliefs or to promote school spirit as determined by the school principal or his/her designee.
3. When the above stated standards have not been met, any or all of the following will occur:
 - a. individual counseling;
 - b. sending the student home to change and return to school;
 - c. parental conferences;
 - d. suspension for insubordination (refusal to change and/or follow the directions of the faculty or administration/designee;)Students will be asked to contact a parent to bring appropriate clothing so the student may attend classes.

ENTERING AND LEAVING THE BUILDING

Students may not enter the building before 7:00 a.m. Students arriving for a before school sponsored activity will be met at the door by their advisor or teacher. Students who, of necessity, arrive before 7:25 a.m. are to report directly to the entrance lobby area and wait until they are dismissed to the cafe at 7:15. To ensure building safety

and security, the front doors of the building will remain locked until 7:00 a.m. and then from 7:35 a.m. until the end of the school day.

All visitors must be buzzed into the office and present their license for identification. A badge will be printed for them and this badge must be visible during their stay.

FUNDRAISING

Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a fundraising activity must have prior approval from the school principal. Students are not allowed to sell candy, gum, soda, magazines, etc. in the school, on school grounds, or at the bus stop.

GUM

This is a health risk to all. Due to excessive discarded amounts of chewed gum found in water fountains, hallways, underneath furniture (chairs, desks), and computer areas, **NO** gum chewing is allowed.

LOCKS AND LOCKERS

A locker, in good operating condition, will be issued to each student during the first few days of school.

- Students are not to share lockers or give out their combinations;
- Each student is required to pay a \$5 (five dollar) deposit on a master key-controlled combination lock issued for the duration of his/her stay at SMS. **\$5.00 will be charged for each new lock issued if necessary.** Eighth grade students who have lost their original lock will **NOT** be reimbursed the \$5.00;
- All lockers are to be kept locked;
- Locks not in use will be confiscated;
- Report all malfunctioning lockers to your homeroom teacher;
- All students must use school-issued locks.

The lockers are school property and are on loan to the student. The administration will open locked lockers only when it has reason to believe the locker may contain items which are a threat to the safety and wellbeing of the school community. The contents of the locker are the responsibility of the person to whom the locker is issued. Locker clean outs are held periodically throughout the school year.

LOST AND FOUND

Students are advised not to bring expensive watches, jewelry, electronics, and other personal items to school. The items brought to school are a student's personal responsibility. When students do not have them in their personal possession, the items should be locked in their regular or gym locker. A lost and found box will be located with the mail room and the cafeteria for everything except books which will be sent to the issuing teachers. The school is not be responsible for money or articles lost anywhere in the school. Allegations of theft will be handled by the administration.

PARENT MESSAGES TO STUDENTS

Students will not be called out of class for parent messages or forgotten items such as lunches, lunch money, homework, instruments, etc. Students who need to call home for forgotten homework, lunch, lunch money, instruments, etc. may ask the classroom teacher for permission to use the office phone at the conclusion of class. **Please do not text your students during the school day. It encourages them to break their promise to follow the B.Y.O.D policy.** At SMS we make every effort not to disturb the integrity of the instructional time. In the spirit of personal responsibility, before the student leaves home in the morning, please remind your child to bring the materials needed for school each day. Students will be notified of parent messages via SMS Wave Runners. These students have a study hall and have volunteered to become Wave Runners for messages during this time period only. They return to their respective next period class when the bell rings.

Parents/guardians who are transporting students home from school must send a note in the morning and sign the student out from the office before leaving. Bus passes for students to ride a different bus will be issued for emergency reasons only, and a note from the parent is required 24 hours in advance with a phone number where the parent can be contacted. Parents **MUST include the bus number on which the student will be riding**

and the correct address. Bus passes will be posted in the Message Board window—it is the student’s responsibility to take the pass.

PASSES

Students are required to have their handbooks signed any time they are in the corridor after 7:35 a.m. except when passing between classes. Students must report to their normally scheduled class before using a pass to any other place in the building. Students who are out of class or study on a pass to the library or guidance are to return to that class or study before the end of the period. **Students who abuse pass privileges may be placed on a RESTRICTED PASS by administration. Students issued a “restricted pass” may not travel the building without specific permission from a teacher. The specific restrictions and the duration will be established by the administration.**

PHYSICAL EDUCATION

Proper footwear and athletic attire are required for students in the physical education classes and sports programs. Students will change out of school clothes and into proper athletic attire. To provide a safe learning environment, each student is required to have proper footwear and all jewelry including earrings be removed. In addition, **no gum or candy** is allowed during physical education class. Due to the physical nature of class, jewelry of any kind is not allowed during class participation.

Locks will be issued for use in the locker rooms. Each student is provided with an individual locker for gymnasium sneakers and clothing as well as a large clothes storage locker for use during physical education classes. Students are to keep baskets and lockers locked for protection of personal property during classes. The school cannot be held responsible for items lost or stolen. Students will be charged \$5 for lost gym locks.

Physical Education Excuse Notes

Physical Education is mandated by Connecticut State Law. It is a subject in which the grade is based on in-class participation. When a child cannot participate in a day’s activity, he/she is missing valuable class time. A statement from a certified physician is required for exemption from physical education classes. After a reasonable number of written excuses (2) from the nurse or from home, a child is required to make up the class time missed for that marking period. For every class beyond three that is not made up, the student’s grade for that marking period will be reduced by five (5) points. Participating in structured after school classes will meet the make-up requirement.

RELIGIOUS HOLIDAYS

If a student will be absent from school due to observance of a religious holiday, we ask that the student follow the guidelines listed below.

- Inform teachers of their intended absence at least one week in advance and request make-up work.
- Complete all make-up work in accordance with the schedule set up with the teacher.

SCHOOL LUNCH PROGRAM

New Milford’s Food and Nutrition Services Department provides parents with a convenient, easy, and secure online prepayment service to deposit money into their children’s school meal accounts at any time. This service also provides you with the ability to view the account balances through a web site called www.myschoolbucks.com. In addition, you can print out a copy of your children’s eating history reports. The history report lists dates and times of all food purchased within the past thirty days.

When parents choose not to take advantage of the online pre-payment service, advance payments via cash or check are made to the cafeteria. Checks are payable to the School Lunch Activity Fund and should include your child’s full name and PIN.

If your child qualifies for free or reduced priced meals, this information is noted in the system and the meal is processed just as it is for all other students without any special indication to the student. Applications for free or reduced priced meals will be sent home with students in the fall and are also available in the school office.

If you are concerned about your child’s food allergy, please notify the cafeteria with this information. If indicated, a warning will appear on the cashier’s screen for a review of the items on your child’s tray.

When purchasing a meal, students enter their person six-digit personal identification number (PIN). A practice keypad can be found on the district homepage. Please feel free to contact the Food Services office at 860-354-3712 if you have any questions.

The school lunch policy for using the computerized cash register system is outlined below.

1. Students may put money in their account anytime except when lunch is being served;
2. If students wish to purchase á la carte items with money in their account, they should see the hot lunch cashier in the morning before lunch is being served; Parents may place restrictions on accounts to limit the purchase of a la carte items.
3. Students should not enter the food serving area if they are not purchasing food items;
4. Monies placed in a student's lunch account may only be used to purchase food items;
5. Make checks payable to School Lunch Activity Fund, or you can charge your student's lunch with your credit card on the school website, <http://sms.newmilfordps.org/>, click on Food and Nutrition Services, then click on Payment Information and then click on <http://www.myschoolbucks.com>.
Lunch menus are posted in the school cafeteria and also on our website.
At SMS, students are responsible for keeping the cafe clean.

STUDENT USE OF PHONE

The office phone is for emergencies only. Students must sign the book at the office counter, ask permission, and give the reason for their call before using the main office phone. **Students are not to use their personal phones to call home for parent pick up during the school day.** Phones are to be kept in students' lockers. Per the BOE BYOD policy: *students will only be allowed to use their laptops, tablets, cell phones or other electronic devices for **educational** purposes at school. Checking personal email, socializing via texts or instant messages, or otherwise engaging in personal pursuits is prohibited during the instructional day.*

TEAMING

Schaghticoke Middle School divides its student body into smaller groups called "teams" (Red, White, & Blue). An important characteristic of teaming is frequent team meetings. While students are in specials, the team teachers are meeting together. Teachers discuss their students at these meetings, and by doing so can often prevent any small problem from becoming a big one. This time is also used by teachers to plan their classroom programs or special team units and to hold parent conferences when necessary.

TEXTBOOK CARE & OBLIGATIONS

Each student is responsible for maintaining and returning each textbook issued to him/her. To increase the life of the book, books should be covered. The teachers will stress the covering of textbooks. Damage to or loss of books is the student's financial responsibility. Certain student privileges may be withheld from students who fail to satisfy outstanding obligations.

VIDEO RECORDING

There are two types of video security in the school district: on buses and in the public areas of the school building. This video recording is for the purposes of safety and security. The archives are erased approximately every thirty (30) days, unless a clip needs to be kept as evidence in an active case. Due to privacy laws, videos will not be shared with students or parent/guardians.

VOLUNTEERS

Volunteers are a valuable asset to the school community. Please read the following letter regarding procedures and volunteer opportunities.

NEW MILFORD PUBLIC SCHOOLS
Department of Human Resources
50 East Street
New Milford, Connecticut 06776
(860) 210-2200 FAX (860) 210-2643



Ellamae Baldelli
Director of Human Resources

School Year 2017 2018
July 1, 2017

Dear School Volunteer,

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a volunteer program that encourages community residents to take an active role to become school volunteers subject to suitable regulations and safeguards.

The New Milford Public Schools recognizes that just about any volunteer situation may result in direct contact with students. Our obligation to take appropriate measures to keep our children safe is one of our primary concerns. We require criminal history checks, at no cost to you, of all adults who wish to act as volunteers in our schools or chaperones on our field trips.

In order to volunteer, whether in the classroom, school, or on a field trip, it is necessary for you to be fingerprinted. However, if you have already been fingerprinted and have actively volunteered each year, you may not need to be re-fingerprinted. You should check with the secretary to the principal in your child's school.

Fingerprinting dates will be set over the summer and posted on the district website, as well as, be made available through the school office once school begins. When your child returns to school next year, you will need to sign up with your child's teacher before you can be fingerprinted.

If you are planning to volunteer at any time during the school year, please sign up with your child's teacher and plan to be fingerprinted earlier, rather than later. More information will be given to you from the school.

We look forward to having you join us as a school volunteer.

Sincerely,

Ellamae Baldelli

Ellamae Baldelli
Director of Human Resources

Reference: School Volunteers (Board of Education Policy 1212)

GRADING PROCEDURES

ACADEMIC AWARDS RECIPIENT REQUIREMENTS FOR GRADES 6, 7, and 8

Sixth, seventh, and eighth graders must achieve highest and/or high honor roll status for the first three marking periods of the school year. (Above 90% average in all major subjects.)

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

The purpose of this award is to recognize academic success in the classroom. In order to be considered for this award, a student in grade 8 must first receive the required academic average of 90 (high or highest honors based on the four quarters of 7th grade and first two quarters of eighth grade). To be eligible for the President's Award for Education Excellence, students must meet these requirements:

- Students are to earn a grade point average of 90 on a 100 point scale. When computing grade point averages at the respective award level, only the years at that level are to be included through the fall semester of the exiting grade;
- Each school establishes standards for the award that reflect a 90 percent level or higher on the traditional grading scale. The primary indicators of excellence must be based on academic achievement. School personnel may also consider, as part of the criteria, activities in which a student demonstrates high motivation, initiative, integrity, intellectual depth, leadership qualities and/or exceptional judgement. They may also require student essays and outstanding attendance, but these activities must bear some relationship to the academic performance of a student;
- Teacher recommendations. This judgement is to be supported by tangible evidence that is comprised of either results on teacher-made tests, portfolio assessment, or special projects.

ACADEMIC ASSISTANCE

Success in academics is very important and we at Schaghticoke are committed to helping each student achieve his/her best. If necessary, the student will be requested to attend the Academic Fitness Club that meets after school from 2:20 until 3:30 p.m.

CHEATING

Cheating violates the philosophy and goals of Schaghticoke Middle School. Please refer to Administrative Procedures for consequences. The following are some examples of cheating:

- Copying answers from others;
- Dishonestly obtaining answers or other information during tests and quizzes;
- Dishonestly receiving information about tests or quizzes before they are given;
- Stealing tests or quizzes;
- Submitting another's work or ideas as your own (plagiarism);
- Turning in the same work for more than one class without permission;
- Obtaining essays, reports, or term papers from the Internet and turning them in as your own work;
- Using either human or electronic translation to translate assignments in World Language class;
- Giving another student your work to copy and submit as his/her own;
- Accepting money to do the work for another student;
- Taking pictures of tests or other student assessments;
- Texting test information or answers to others;

HONOR ROLL FOR GRADES 6, 7, & 8

Highest Honors	All grades 90 or better in all major subjects and no grade below 70 in minor subjects.
High Honors	An overall average of 90 or better in all major subjects and no grade below 70 in minor subjects.
Honors	An overall average of 85 or better in all major subjects and no grade below 70 in minor subjects.

Major subjects are Language Arts, social studies, science, mathematics and world language. All other subjects are considered minor subjects.

It is the student's responsibility to contact the teacher and make up any incomplete grade within 10 days after the marking period has ended unless the administration or the teacher has granted a longer make-up period. The computerized grade will become a zero if not made up within the allotted time. Teacher will not accept any late papers, etc. after the date grades close. Unusual circumstances may be seen as exceptional.

DEPARTMENT TESTING PROCEDURES

Each department is managed by a head teacher. In order to ensure continuity of assessments, departments have created testing to be used by all teachers. At SMS, our policy is to retain copies of student tests for review and remediation during the school year, in addition to storing in a portfolio. Any parent who wishes to examine a student's test can make an appointment with the teacher to do so or ask the teacher to make a copy to be sent home.

MID-YEAR AND FINAL EXAMINATIONS

Mid-year and final exams may be given in grades 7 and 8 at the discretion of the subject area teacher. This exam may be in the form of a test, project, or some other performance assessment. Grade 6 does not hold formal mid-year and final examinations.

PARENT PORTAL

The New Milford Public School District is continuing its efforts to communicate with parents and guardians of students. Rediker, our student information system, allows secure access to parents through the Parent Portal. Parent Portal will allow parents and guardians to create a single parent account that will give access to all their children in the district. Rediker is an easy-to-use, web-based system that will allow you to stay informed of your child's grades and attendance via the Internet. Find out what is going on at your child's school anytime, anywhere! With the parent portal, you can see your child's class assignments, email teachers, view grades, and access school bulletins.

Two new apps are now available in the Apple iTunes® App Store and the Android App Store; Parent Plus and Student Plus. These new apps will allow parents and students to access all the same information they would normally access from a browser, but with the ease and convenience of an app installed on their Apple mobile device. The apps are FREE and available for download, the link for the mobile apps is www.rediker.com/parentplus-studentplus.

PARENT-TEACHER CONFERENCES

Parents are encouraged to communicate either by phone, email, with their child's team teachers, or team leaders to share concerns. Parents may schedule conferences with the academic team and/or counselor. Formal fall conferences are scheduled for November 27th and 29th as well as December 4th and 6th. Formal spring conferences are scheduled for April 4th, 5th, 11th, 12th. **If a delay or a cancellation of school occurs on a conference day, your conference will be rescheduled.**

Spring conferences will focus on the subject areas in which the student is having difficulty. Parents may conference with individual teachers.

REPORT CARD SCHEDULES

Report cards—grades close: November 6 January 24 April 2 June TBD

***Dates will be advanced to adjust for school cancellations.**

PROGRAM OF STUDIES

GRADE 6 REQUIREMENTS

English Language Arts (ELA)-Reading and Writing
Mathematics
Social Studies
Science
Art – 2 days per 6 day cycle/full year
General Music – 1 day per 6 day cycle/full year
Exploratory Music-1 day per 6 day cycle/full year for non-band, chorus, orchestra students
Physical Education (PE) – 2 days per 6 day cycle/full year
Health-1 day per 6 day cycle/full year
Technology-1 day per 6 day cycle/full year
Developmental Guidance-push in lessons by school counselors

GRADE 7 REQUIREMENTS

English Language Arts (ELA)
Mathematics
Social Studies
Science
Reading Comprehension or World Language (French or Spanish)
Art—2 days per 6 day cycle/half year
General Music—2 days/half year for non-band, chorus, orchestra students
Practical Arts & Project Lead the Way (PLTW)—1 day per 6 day cycle/half year for each course
Physical Education (PE)—2 days per 6 day cycle/full year
Health- 1 day per 6 day cycle/full year
Technology—2 days per 6 day cycle/full year
Developmental Guidance-push in lessons by school counselors

GRADE 8 REQUIREMENTS

English Language Arts (ELA)
Mathematics
Social Studies
Science
Reading Comprehension or World Language (French or Spanish)
Art-2 days per 6 day cycle/half year
Practical Arts **or** Project Lead the Way (PLTW)—2 days per 6 day cycle/full year
Physical Education—2 days per 6 day cycle/full year
Health-1 day per 6 day cycle/full year
Technology—1 day per 6 day cycle/full year
Developmental Guidance-push in lessons by school counselors

MUSICAL OPPORTUNITIES

Chorus – 2 days per 6 day cycle and one sectional/full year
Band – 2 days per 6 day cycle and one sectional/full year
Orchestra-2 days per 6 day cycle and one sectional/full year
Jazz Band – before school *
Voices – before school *
*By audition

RECOMMENDATIONS FOR GRADE 7

Criteria for Algebra: In order to ensure students are capable of handling the demands of the grade 7 Algebra course, the following is a list of criteria:

1. NWEA historical average/trend line percentile of 80th or above;
2. B+ or better in Grade 6 Math;
3. Solid work habits; works independently, shows all work, good attendance;
4. Teacher consultation; including analysis of summative data and performance tasks;
5. Consistently exceeding grade level standards.

Criteria for Pre-Algebra: In order to ensure students are capable of handling the demands of the Grade 7 Pre-Algebra course, the following is a list of criteria:

1. NWEA historical average/trend line percentile of 65th or above;
2. B+ average or better in Grade 6 Math;
3. Solid work habits; works independently, shows all work, good attendance;
4. Teacher consultation; including analysis of summative data and performance tasks;
5. Consistently meeting and/or exceeding grade level standards.

RECOMMENDATIONS FOR GRADE 8

Criteria for Algebra: In order to ensure students are capable of handling the demands of the Grade 8 Algebra course, the following is a list of criteria:

1. Successfully completed pre-algebra course;
2. Solid work habits; works independently, shows all work, good attendance;
3. Teacher consultation; including analysis of summative data and performance tasks;
4. Consistently meeting and/or exceeding grade level standards.

RECOMMENDATIONS FOR GRADE 9

Eighth graders who hope to be recommended for placement into honors level courses at New Milford High School need to work very hard from the beginning of eighth grade. The following are the various levels of courses offered at New Milford High School:

Level

Focus

College Prep

Academic courses present an in depth study of subject matter and content. Students in this level are expected to demonstrate strong basic skills in the individual subject matter. Academic courses meet the academic requirements for applying to college.

Honors

Honors courses are for students who display extremely strong academic skills, high motivation, and an ability to work with abstract concepts independently. Honors courses prepare students for highly selective colleges.

Advanced Placement

The placement of students into a particular level of a course depends on many factors. The following procedures are used by SMS teachers when recommending students for ninth grade classes:

1. The teacher of the student recommends placement into a particular level of achievement. Requirements for research and homework vary according to the level of instruction after considering:
 - a. the student's achievement;
 - b. standardized test results;
 - c. record of having completed homework in a timely and thorough manner;
2. The student's school counselor then reviews teacher recommendations. The entire scheduling process is a cooperative effort between parent, student, teacher, and counselor. Parents/guardians are encouraged to work closely with the student and the counselor to ensure placement in the most appropriate level of instruction.

SERVICES AND FACILITIES

ALLERGIES

If your child has allergies to any substance, please alert the nurse.

HEALTH SERVICES

The school nurses are on duty from 7:25 a.m. to 2:25 p.m. Any student who becomes ill in school, or is injured on school grounds, or in a school bus should report to the teacher in charge and request permission to see the nurse. The nurse will handle first aid for accidents; further treatment is the responsibility of the parent or guardian.

Non-emergency visits to the nurse will be in accordance with the posted clinic hours. BEFORE reporting to the nurse, a student must obtain a pass from his/her teacher. The nurse will call the parent if the student needs to be dismissed for illness. Students should NOT contact a parent directly to be dismissed for medical reasons. Dismissals must go through the nurse's office.

IMMUNIZATIONS

Grade 5-6 immunization requirements:

- DTaP/Td/Tdap—at least 4 doses. The last dose must be given on or after 4th birthday. Students who start the series at age 7 or older only need a total of 3 doses.
- Polio—at least 3 doses. The last dose must be given on or after 4th birthday.
- MMR—2 doses separated by at least 28 days, 1 dose on or after the 1st birthday.
- HepB—3 doses, last dose on or after 24 weeks of age.
- Varicella—1st dose on or after the 1st birthday; or verification of disease the 1st birthday.
- HepB—3 doses, last dose on or after 24 weeks of age.
- Varicella—1st dose on or after the 1st birthday; or verification of disease.

Grade 7 immunization requirements:

- Tdap/Td—1 dose for students who have completed their primary DTaP series. Students who start the series at age 7 or older only need a total of 3 doses of tetanus-diphtheria containing vaccine, one of which must be Tdap
- Polio—At least 3 doses. The last dose must be given on or after 4th birthday
- MMR—2 doses separated by at least 28 days, 1st dose on or after the 1st birthday
- Meningococcal—1 dose
- HepB—3 doses, last dose on or after 24 weeks of age
- Varicella—2 doses separated by at least 3 months—1st dose on or after the 1st birthday; or verification of disease.

MEDICATIONS

The Connecticut State Laws and Regulations require a physician's written order and parent/guardian's written authorization for a nurse to administer medicinal preparations in school.

Medications should not be given during school hours; if it is at all possible, arrange to give all doses at home. The New Milford Board of Education Policy on administration of medication is by school nurse and teachers during school hours as follows:

1. The school must receive the **written consent of the parent/guardian to administer** the medication and a **written order of the prescribing doctor**;
2. The **bottle must be labeled with the name of the student, name of the doctor, name of the medication, the date** it is ordered, and **the directions**;
3. The medication must be brought to school by a parent or responsible adult and taken home by a parent or responsible adult. The nurse will dispose of any remaining medication NOT brought home, after one week.

The proper consent and order forms are available in the nurse's office or a physician's office. If parents/guardians take their child(ren) to their doctor, take the doctor's form and have it filled out. Cooperation in this program will be a great help in ensuring that children receive the medical assistance they need during the school hours.

Bloodborne Pathogens

Good health practices are teaching us that in our current society it is unwise to touch body fluids such as blood, mucous, saliva, etc. Should contact occur, immediately consult a staff member or the nurse for reference to the school exposure control plan.

INSURANCE

Accident insurance is available for purchase by each student. Parents/guardians are encouraged to enroll their child in this program if they do not have medical or accident insurance, since most accidents during the school day are not covered by Board of Education school insurance.

LIBRARY MEDIA CENTER

The library media center is open from 7:45 a.m. to 2:55 p.m. for student use. A student must have a pass to be admitted to the library media center. In order to provide a quiet atmosphere for study, unnecessary talking is discouraged.

Students who show a lack of self-control will lose their center privileges.

Passes given for a student to complete a class assignment are to be given by the classroom teacher assigning the work.

The pass will entitle the student to remain in the library media center for the entire period.

SCHOOL COUNSELING SERVICES

The school and counseling services are structured to assist students in understanding themselves and to help them make the best use of the school's educational resources. Counselors are not licensed to offer therapeutic counseling. The school counselors are available to students through referrals made by the student, parent, teacher, or administration.

There is a school counselor for each team at the middle school. Parents/guardians may schedule a conference during or after the school day.

SUPPORT SERVICES

SMS is serviced by school psychologists and social workers. These staff members are responsible for psychoeducational evaluations, consulting with staff and parents concerning a student's academic and emotional needs, counseling students, and facilitating the implementation of the student's educational program. They will also help parents procure the necessary outside resources they may need.

STUDENT ACTIVITIES

Schaghticoke Middle School offers a range of extra-curricular activities covering varied interests. It is desirable that every student partake in at least one club, activity, intramural, participate in a sport, or participate in the band or chorus. A list of activities offered at SMS will be available on our website. SMS has a Student Council and a Leo Club for 6th, 7th, and 8th grade.

CLUBS / SPORTS

Many clubs, intramurals, and interscholastic sports are organized after the opening of school. These activities reflect student interest. Students must be present in school to participate in an after school club or sport. See our school website for a complete list of all activities/sports offered and the dates and times these meet. Those absent, dismissed early, or suspended may not attend that day.

EIGHTH GRADE DINNER DANCE

1. The 8th Grade Dinner Dance may be attended only by students enrolled at SMS;
2. The 8th Grade Dinner Dance is intended to be a dressy occasion in celebration of the ending of the middle school years for our students. Limousines, tuxedos, and expensive prom gowns and strapless dresses are not appropriate for middle school students. Shorts, jeans or sneakers are not acceptable wear. Since students are so peer conscious, we do not wish them to feel pressured into "matching" the extravagances of one another. Students have just as much fun in jackets and ties or party dresses that would be appropriate for a special family occasion or dinner;
3. The dinner dance will begin at **6:30 p.m. and end at 8:30 p.m.**. Students will remain at the dance until its conclusion at 8:30 p.m. Parents are expected to be at SMS for pick up promptly at 8:30 p.m. as well. Students will be permitted to leave early only if a parent signs them out;
4. The dance will be held in the cafeteria, unless otherwise approved by the principal. Students should arrive no sooner than 10 minutes before the scheduled start of the dance and will remain in the designated area during the dance, except to use the lavatories;
5. As with all other school activities, students who are suspended in school, or out-of-school, or are absent on the day of a dance may not attend the activity. Students must remain in school until 12:30 to be eligible to attend the dinner and have a signed early dismissal note from a parent;
6. Students are expected to behave with courtesy and respect towards others present at the dance, and to follow the directions of the chaperones;
7. No packages of any kind will be allowed into the dance without first being subject to inspection by the chaperones;
8. Students must bring in a signed note from their parent giving permission for another parent to pick them up after the dinner dance.

EVENING EVENTS

Students **MUST** be accompanied by an adult when attending **any** evening event at Schaghticoke Middle School including plays and concerts. Students not with a parent will be asked to wait in the office until a parent arrives to pick him/her up or to accompany the student to the event.

FIELD TRIPS

Field trips held during school time compliment the school's curriculum. They are available to all students except those who pose a safety risk to themselves and/or others or whose behavior is not in concert with SMS behavior expectations. Students who are unable to take direction from adults and supervisors jeopardize the safety and wellbeing of others. The students in danger of not attending a proposed field trip and their parents will be notified. These students have the opportunity to improve their behavior to earn back the privilege of going on the trip. Only those students who have qualified for free or reduced lunches may also apply for field trip financial assistance.

SUPPORT SERVICES

ACADEMIC HELP AFTER SCHOOL

The purpose of academic help is to provide individual attention for those students who are experiencing academic difficulty. Teachers or pupils may make requests for extra help after school. Dates and time for the Academic Fitness Club will be posted on our website.

Written Parent Permission for students to remain after school is required. This includes extra help sessions, re-teachings, and other activities supervised by a teacher. Permission must be in written form. Signed faxes will be accepted. Written permission must be given for a student to walk home from school and from after school activities.

CHILD'S HEALTH AND SAFETY

In the event a student becomes seriously ill or suffers an injury while riding the bus and the bus is not disabled or in a reportable accident, we will follow this procedure:

- If the bus is more than halfway to the student's home, the driver will radio the bus dispatcher. The dispatcher will call the student's home to notify the family of the illness or injury and the student will be brought home as soon as possible;
- If the bus is less than halfway home and the school offices are still open, the dispatcher will notify the school and the authorities. Every effort will be made to **contact** the home and parents. If the driver deems it necessary to transport a student directly to medical care, the dispatcher will notify school authorities who will in turn contact the home.

HOMEWORK – GENERAL GUIDELINES

Homework assists with the development of a responsible, independent learner. For 6th grade, the type of homework and the length of the assignment will be reflective of the child's age and attention span. As students' progress to eighth grade, the amount and type of work will vary. Most students in grade 7 can expect regular daily assignments that may take up to 80 minutes to complete. The homework time for students in grade 8 may increase to 90 minutes per night. Some students may spend more time than others on given assignments. If a student spends more than 30 minutes on any assignment, the parent should notify the teacher of this concern.

STUDY HALL CLASS

1. Students will study quietly unless given permission by the teacher to study with another student;
2. Students may leave study hall classes only with permission of the teacher who will give them a signed pass and have them sign out on a sign-out sheet;
3. Students will bring all necessary study materials to the study hall class.

TRANSPORTATION CODE OF DISCIPLINE

The following sanctions apply to misbehavior on or around school buses during regular daily bus runs, as well as on field trips and co-curricular bus trips, unless otherwise noted:.

Disciplinary actions are defined at three levels given below:

LEVEL I

- eating food, chewing gum or drinking beverages
- littering the bus
- refusing to use an assigned seat
- refusing to follow reasonable directions of the driver
- use of profane or obscene language
- leaving one's seat while bus is moving
- placing hands, feet or head out of window
- pushing or shoving others

After an initial warning, the administrator may suspend the student from riding privileges for 1 – 7 days, and 30 days on subsequent infractions, or give an in-school consequence.

LEVEL II

- fighting/assault/battery
- entering/exiting through rear door
- interfering with driver controls
- smoking
- throwing articles at other students/bus driver
- vandalism

First offense will receive 10 days suspension from riding. Subsequent offenses will be 30 days and 60 days. In all cases involving vandalism, the student and/or parents will be assessed for all costs.

LEVEL III

- using/possessing a dangerous weapon
- carrying flammable materials

Student will be reported to the Superintendent for possible expulsion for up to one year.

A STUDENT MUST NOT:

1. enter or exit the bus at other than the designated bus stop;
2. ride **any** bus after receiving a bus suspension;
3. light matches, cigarettes or any other flammable material, or smoke on the bus;
4. transport live animals, reptiles or insects on the bus;
5. use aerosol cans on the bus;
6. transport fireworks, weapons or controlled substances, or look-alike substances on the bus;
7. bring balloon bouquets on the bus at any time.

ALL school rules also apply at the bus stop. The administration will follow the school's discipline procedures set forth in the handbook.

TRANSPORTATION: BUS CONDUCT

Students are not to leave the building before dismissal time unless permission is granted by the office to leave early. Unless prior permission is obtained from the office, a student may leave the building only in a school bus or his/her parent's car. Students not taking a bus are to remain in their last period classes until 2:15 unless prior permission has been granted to leave before that time. **Parents/guardians who are transporting students home from school must send a note in the morning and sign the student out from the office before leaving. Bus passes for students to ride a different bus will be issued for emergency reasons only, and a note from the parent is required 24 hours in advance with a phone number where the parent can be contacted. A Bus Pass/Dismissal note can be found on our website under forms. Buses are crowded, and we cannot make exceptions. Even emergency requests cannot be guaranteed. Requests for riding a different bus to visit a friend or to work on a school project are not considered emergencies. These notes should be brought to the office, or can be submitted directly from the SMS website.**

The New Milford Board of Education is concerned with the safety of students in school and on the bus. The lives of many children are in the hands of the drivers on a daily basis. Following the rules listed above is essential for each child's safety. Violation of the rules is considered a serious offense since it distracts the driver and interferes with the safe operation of the bus. Such offenses will be dealt with in accordance with the Board of Education's policy on bus discipline that may include suspension of the privilege of bus transportation. We ask that you review the rules below with your child as follow-up to instructions that will be provided by teachers and bus drivers. The Board of Education wishes to thank the parents for their cooperation. Students are to be aware that a video security system may be in use on all buses. This will function as an electronic rear-view mirror and we hope that it will help to prevent inappropriate student behaviors.

TRANSPORTATION ISSUES

Please be advised of the following procedures for making requests or filing complaints concerning school transportation.

- I. Immediate Safety Concerns, Clarification of Existing Routes/Schedules and Complaints Regarding Existing Transportation Services:
 - These requests should be made via telephone to All-Star Transportation Dispatch Office at: 860-350-2880.
- II. Requests for extensions and alterations of service during the school year:
 - These requests can be made in writing to the New Milford Public Schools, Director of Fiscal Services, 50 East Street, New Milford CT 06776.
 - **Upon receipt of your request, you will be contacted within ten (10) business days regarding the disposition of the matter. Typically, these requests are not of an immediate or time-sensitive matter.**
 - During the summer, these requests will be handled within ten (10) days prior to the opening of school.
- III. Student Discipline Issues:
 - All student discipline issues should be addressed with the school's administrators.

YOUTH AGENCY AFTER SCHOOL PROGRAM AT SMS

Throughout the school year, The New Milford Youth Agency will be offering three after school programs for students at Schaghticoke Middle School.

- Student Enrichment Program: Students can register for various activities such as culinary classes, adventure based events and community service opportunities. Schedules TBD on a bi-monthly basis.
- Student Full-Time After School Program: Students can register for the Youth Agency's After School Program Monday-Friday from dismissal until 6:30pm. Students in this program will engage in games, activities, sports and receive homework help. Hours of operation also include selected holidays, snow days, early dismissals and school recesses.

- Students With Transportation Issues: Students who register with the Youth Agency that participate in clubs, intramurals and interscholastic sports can re-join the Youth Agency at the conclusion of their activity.

The New Milford Youth Agency looks forward to continuing a positive relationship with the community at Schaghticoke Middle School. For more information, call 860-210-2030 or visit online at www.youthagency.org.