

North Haven Middle School

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MISSION STATEMENT

It is the mission of North Haven Middle School, together with the community, to provide a comprehensive, creative, and challenging educational experience that develops independence, social-emotional growth, and an understanding of a diverse society.

2018-2019

Student/Parent Handbook

Dear Students, Parents, and Guardians,

Welcome to North Haven Middle School! It is our special privilege to work with families to provide an outstanding educational experience for all of our students. We work collaboratively every day to insure students have the opportunity to excel in a safe, positive, learning environment!

The middle school years are some of the most exciting years we experience. Students change daily - in every way we can imagine – physically, socially, emotionally, and intellectually! Our middle school staff members specialize in knowing how to work with students to excel! Research and experience tells us that the more actively you, our students, are involved in classes, co-curricular activities, and special events – the more successful you will be. We invite you to get involved!

Parents and guardians, you are valuable partners for us and supporters of your children. The more actively and positively you are engaged – the more these years will be a memorable learning experience for your children. We are fortunate to have teachers with a great deal of experience with hundreds of early adolescent learners at our middle school. They have much to offer your children and you. We invite and encourage you to contact staff members with questions – and suggestions!

Our handbook is designed to help everyone learn more about our school and district. We hope this handbook helps students and parents understand the high expectations we hold for all students and staff members. Students, parents, and guardians are invited to ask staff members for more information on any subject if needed.

It is our pleasure to welcome you to the 2018-19school year! We look forward to a year that is highlighted with special achievements and great memories for every student!

Have a great year!

The NHMS Administration, Faculty, and Staff

Student Handbook of Rules & Policies
2018-2019 CONTRACT

We, _____ and _____
(Print student name) (Print parent(s) name(s))

We have read the guidelines set forth in the North Haven Middle Student Handbook which includes rules, policies, and internet usage agreement. We do agree to abide by them.

We also agree to support the staff at North Haven Middle School in the fair and consistent enforcement of its rules, regulations, standards, and consequences, in their efforts to create a safe and nurturing learning environment for all students.

Student: _____ Date _____ Team: _____

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____

Students and parents **must sign and submit** The Student Handbook of Rules and Policies 2018-19 Contract Form as well as other forms distributed during the beginning of school to his/her **homerom teacher/ team leader?** by **Friday, September ...**

North Haven Public Schools
North Haven, Connecticut
2018-2019 School Year

Please complete the following for our school records and return to your child's teacher no later than September ...

Student's Name _____ Grade _____

Team _____

Occasionally we videotape or photograph activities in the classroom, assemblies, or on a field trip for the following reasons:

- Broadcast of a performance or class activity on a cable network
- Program enhancement
- Use as a teaching tool
- Submission to the local newspaper
- For the school yearbook

I ___do/___ do not give permission for _____ (child's name) for the purposes listed above to be photographed and or videotaped.

_____ Date _____

Signature of Parent/Guardian

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BELL SCHEDULE 18-19

	A	B		7 TH	A	B		8 TH	A	B
Core A	7:33-8:18	7:33-8:18		Core A	7:33-8:18	7:33-8:18		Core A	7:33-8:18	7:33-8:18
Core B	8:20-9:04	8:20-9:04		Core B	8:20-9:04	8:20-9:04		UA	8:20-9:04	8:20-9:04
UA	9:06-9:51	9:06-9:51		Core C	9:06-9:51	9:06-9:51		Core B	9:06-9:51	9:06-9:51
Core C	9:53-10:36	9:53-10:36		UA	9:53-10:36	9:53-10:36		Core C	9:53-10:36	9:53-10:36
Lunch	10:38-11:08	10:38-11:08		Study	10:38-11:08	10:38-11:08		UA	10:38-11:23	10:38-11:23
Study	11:10-11:42	11:10-11:42		Core D	11:12-11:57	11:12-11:57		Lunch	11:25-11:55	11:25-11:55
Core D	11:44-12:29	11:44-12:29		Lunch	11:59-12:29	11:59-12:29		Study	11:57-12:29	11:57-12:29
Core E	12:31-1:14	12:31-1:14		UA	12:31-1:14	12:31-1:14		Core D	12:31-1:14	12:31-1:14
UA	1:16-2:00	1:16-2:00		Core E	1:16-2:00	1:16-2:00		Core E	1:16-2:00	1:16-2:00

PBIS

As part of a district-wide initiative, North Haven Middle School has adopted the Positive Behavioral Intervention and Supports system to improve school culture and climate, and to create a more effective learning environment by promoting positive behavior.

PBIS connects to the Connecticut Common Core by developing a common vision, experience, and language to maximize student success. At NHMS, we achieve this by promoting the “3 Bs”: Be responsible, Be respectful, and Be safe. Behavioral expectations (what it means to “be” these things) are taught in the same manner as core curriculum subjects, and all faculty members can reward students who are observed displaying these attributes.

Our expectations are aligned with those of the elementary and high schools to provide students with consistency and seamless transitions throughout their North Haven Public Schools experience.

Setting	→ Classroom	Hallway	Bathroom	Café
Expectation	↓			
Be respectful	<ul style="list-style-type: none"> • Listen when teachers or other students are talking. • Use appropriate language and volume. • Follow adult directions the first time given. • Treat everyone in a positive and polite manner. 	<ul style="list-style-type: none"> • Use appropriate language and volume • Be aware of classes in session. • Follow adult directions the first time given. • Be considerate of others’ personal space and property. 	<ul style="list-style-type: none"> • Use appropriate language and volume. • Allow others their privacy and personal space. 	<ul style="list-style-type: none"> • Use appropriate language and volume. • Follow adult directions the first time given. • Treat everyone in a positive and polite manner. • Touch and eat only your food.
Be responsible	<ul style="list-style-type: none"> • Be prepared with classroom materials and ready to learn. • Be on time. • Take responsibility for your actions. 	<ul style="list-style-type: none"> • Keep the hallways clean. • Lock your locker. • Report directly to where you need to be • Take responsibility for your actions. 	<ul style="list-style-type: none"> • Clean up after yourself. • Flush the toilet and wash your hands. • Use bathroom and return immediately. • Take responsibility for your actions. 	<ul style="list-style-type: none"> • Keep the cafeteria clean. • Pay for the food you eat. • Take responsibility for your actions.
Be safe	<ul style="list-style-type: none"> • Use furniture and materials appropriately. • Keep your hands, feet, and objects to yourself. • Follow all classroom rules and routines. 	<ul style="list-style-type: none"> • Walk in the hallway. • Keep your hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Keep your hands, feet, and objects to yourself. • Report any messes to your teacher. 	<ul style="list-style-type: none"> • Keep your hands, feet, and objects to yourself. • Follow all lunch room rules and routines.

ARRIVAL AT SCHOOL

If you arrive at school before 7:15AM, we ask that you wait in the front of the school and enter the building when directed to do so by the supervising teachers. Buses will unload in the back of the building at 7:15. Bikers, walkers, and students who are driven to school will assemble at the front of the school. For security reasons, entrance doors will remain locked until 7:15AM. Afternoon Pick –up will mirror morning arrival procedures.

Do not drop your child off before 7:15 AM.

All students are expected to go directly to their lockers and then to their first period class. The expectation is that instruction will begin at 7:33 so students must be in their classrooms by that time. Morning announcements will be done during the first period of the day.

Attendance

Elementary and Middle School Attendance Policy

Philosophy

The North Haven Public Schools (Elementary and Middle School) community believes that school attendance is essential to academic success. Connecticut State Law requires parents to ensure their children attend school regularly during the hours and terms the public school is in session. In monitoring student attendance, the Elementary and Middle Schools adhere to these philosophical convictions:

- Time spent in class is academic opportunity.
- Research shows that time spent on task (learning) increases a student's academic progress.
- To succeed, students must be ready to learn and contribute in the classroom.
- In school, as in life, success depends largely on teamwork.

General Expectations

Students are expected to:

- Attend school regularly and on time.
- Come to school with materials and prepared to learn.
- Contribute to class.
- Obtain schoolwork following an absence.

Parents are expected to:

- Ensure students attendance in class (required by law in Connecticut General Statutes 10-220).
- Cooperate with the school to help students achieve academic success.

North Haven Public Schools are expected to:

- Maintain accurate student attendance records.
- Send monthly written notification to parents when a student has been absent 10% or more of the total number of school days up to that point (ex. By the end of September there will have been 20 school days; if your child misses 2 or more days, you will receive a letter from the school).
- Provide an attendance policy that supports the North Haven Public Schools mission statement.
- Provide notification annually to parents of their obligation under mandatory attendance laws.

Definitions

Length of School Day:

Middle School: The school day begins at 7:33 am and ends at 2:00 pm.

Truant: A student between the ages of 5-18 enrolled in a public or private school, who has accumulated *four unexcused absences from school in a month or ten unexcused absences in a school year, will be referred appropriately.*

Absent Student: A student who does not attend school.

Tardy Student: A student who arrives to school after 7:33 am.

Early Dismissal Student: A student who leaves school prior to 2:00 pm.

Attendance

Under certain circumstances and with appropriate documentation a principal *may* remove an absence from a student's record. The following is a list of some, but not all, of the causes for which absences *may be excused*:

- Major/chronic illness or injury documented by a doctor
- Death or critical illness in the family
- Major disruption in a family authenticated by an administrator
- Court appearances (verified by the court)
- Religious holidays
- Certain medical appointments with a physician's note.

The following absences are **not excused**:

- Occasional absence due to illness with or without an explanation/note from a parent/guardian
- Family vacations while school is in session
- Late arrival or early dismissal from school

Unexcused tardies/early dismissals will be recorded. Students accumulating **four unexcused tardies/early dismissals** will equal one (1) absence.

The principal/designee must conduct a meeting (within 10 school days) after the fourth (4) unexcused absence in one month or the tenth (10) unexcused absence in one year with the parent/guardian of the student and appropriate school personnel to review and evaluate the reasons for the student being absent/truant.

The principal/designee will, as deemed appropriate, coordinate services with referrals of students to community agencies providing child/family services.

Approved by BOE 4/2/09

The North Haven Middle School's Tardy Protocol reads:

The 5th tardy for the term – student meets with assistant principal or counselor, parent is contacted and an after school detention is assigned.

The 10th tardy for the term – parent conference with the administrator or counselor and Saturday detention/and or 2 after school detention is assigned.

The 15th tardy for the term – parent and student conference with building administrator and a day in In School Suspension is assigned.

At intervals of 5 (20, 25...)– same as above.

Our goal is to avoid these consequences. If circumstances exist of which the school is unaware, contact your child's the guidance counselor to discuss your situation. Please assist us in providing your child the opportunity for a consistent education. This starts with a prompt arrival to school.

TRUANCY

It is important for every child to attend school.

Connecticut law requires that public schools provide a notice to parents/guardians of their obligations under Connecticut General Statute 10-184. This law provides that each parent or other person having control of a child seven years of age and older and under 16 years of age is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction.

Truant

A truant is someone who has four (4) *unexcused* absences from school in one month or 10 *unexcused* absences in one school year.

Unexcused absences

A student's absence from school is considered unexcused unless it meets the criteria below. It is four (4) unexcused absences in a month, or 10 unexcused absences in a year that determine a student to be a truant.

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 10 school days of the student's return to school. The written documentation should be a signed note from the student's parent or guardian. It may also be a signed note from a school official who spoke with the parent or guardian regarding the absence, or a note from the school nurse or a licensed medical professional, as appropriate. This applies for up to nine days of absences.

For the 10th absence and all absences thereafter, a student's absence from school is considered excused for the following reasons:

- Student illness (note: verified by appropriately licensed medical professional);
- Student's observance of religious holiday;
- Death in student's family or other emergency;
- Mandated court appearances (additional documentation required);
- Lack of transportation that is normally provided by a district other than the one the student attends;
- Extraordinary educational opportunities pre-approved by district administrators in accordance with State Department of Education (SDE) guidance.

What will happen if a child is a truant?

The school is required to have a meeting with the parent/guardian, or another person who is taking care of the student, within 10 school days after a student becomes a truant. The reason for this meeting is to talk about why the student hasn't been coming to school and to help solve problems that keep the student from coming to school.

What if the parent/guardian doesn't go to the meeting at school?

If the parent/guardian doesn't go to the meeting, or if the school feels the parent/guardian is not helping the child to come to school, they can refer the case to court through the "Families with Service Needs" law. In some instances, a referral to the Department of Children and Families (DCF) may also be considered.

Truancy is a serious problem.

- Loss of instructional time.
- Less opportunity to socialize and learn behavioral norms with peers.
- Creates dangerous habits for not attending school.
- Can foster negative attitudes about school.
- Often leads to anxiety and/or depression.
- Indicator for school failure and/or dropout.

HOMEWORK and THE STUDENT AGENDA

An important part of your success as a student is dependent upon your ability to study independently. Homework helps to reinforce your understanding of what you have been taught in the classroom. This student handbook/agenda has been issued to every student at NHMS. Its purpose is to encourage the practice of good study habits. You are required to record your assignments on a daily basis. This gives you and your parents the information you need to successfully complete your homework assignments. Parents/guardians should check the daily assignments in this book. Students who lose their agenda must replace it through the school office for a \$6.00 fee.

Homework and home-study in the middle school will be meaningful and related to class work. The purpose of homework is to reinforce classroom learning and help diagnose student-learning problems. Classroom time should be provided to introduce homework assignments, write them in the assignment book, and confirm understanding of the assignment. Homework may comprise short daily written assignments, long-term assignments such as project work, home-study, or studying for an upcoming quiz or test. Teams should coordinate scheduling core subject major tests and projects. Allowing for individual student differences in accomplishing homework, the following is a guideline for parents/guardians.

6th Grade

A student may have homework/home-study in all subjects each night. There will be approximately 90 minutes of homework/home-study assigned from the core subjects. Homework and/or long-term assignments may be given over the weekend. Twenty to 30 minutes of nightly practice for the instrumental/vocal program is recommended and expected. In addition to these guidelines, homework assignments may also be given by the unified arts teachers.

7th Grade

A student may have homework/home-study in all subjects each night. There will be approximately 90 minutes of homework/home-study assigned from the core subjects. Homework and/or long-term assignments may be given over the weekend. Twenty to 30 minutes of nightly practice for the instrumental/vocal program is recommended and expected. In addition to these guidelines, homework assignments may also be given by the unified arts teachers.

8th Grade

A student in the average classes may have homework/home-study in all subject areas each night. It is expected that a student in the average classes will spend approximately two hours a night on homework/home-study. Students in the advanced classes will spend approximately two and a half hours on homework/home-study a night. Homework and/or long-term assignments may be given over the weekend. Twenty to 30 minutes of nightly practice for the instrumental/vocal program is recommended and expected. In addition to these guidelines, homework assignments may also be given by other the unified arts teachers.

Parents can assist their children by asking to see the homework, and checking the assignment book nightly for homework and for any notes that the teachers might have written to parents/guardians.

REPORTING OF STUDENT PROGRESS

Students and parents will be kept informed by one or more of the following methods:

1. Teachers will contact parents throughout the school year when necessary.
2. Report cards will be available on PowerSchool at the close of each marking period and the final report card will be mailed home at the close of the school year.
3. Parents will be able to view their child's grades and attendance via PowerSchool, our internet-based grading system. Parents are issued a secured district generated password.
4. A student, parent, or school personnel may request conferences with teachers, counselors, and/or administrators as the need arises. Students and parents are encouraged to consult frequently with teachers, guidance counselors, and administrators regarding academic progress and adjustments to school life.
5. Parents should expect teachers to update their PowerSchool at least every two weeks. If there is an issue, parents should contact the middle school administration.

HONOR ROLL

The honor roll is calculated at the end of each term. All grades are included in the calculation. The mean average of all grades must be equal to or greater than 90.0 to qualify for the honor roll and 95.0 or higher to achieve high honors.

EXTRA-CURRICULAR ACTIVITIES & AFTER-SCHOOL EXTRA HELP

We offer many activities after regular school hours. These include a variety of academic, cultural, and community-based activities. When the activity is over, all students must be picked up from the front entrance of the building. Students who stay after school for extra help must make an appointment with their teacher prior to staying after. Transportation home must also be arranged in advanced. **No students will be allowed in the school building after dismissal unless they have made arrangements with a faculty member in advance or are involved in an after-school activity.**

PROMOTION/RETENTION POLICY

The core courses for grade 6 include mathematics, science, social studies, and language arts. Core courses for grades 7 and 8 include mathematics, science, social studies, language arts, and world language. Students must pass their core courses to be promoted to the next grade. If a student has failed any core course in any of the three grades (6-8), he or she may be retained in that grade and/or be scheduled to retake those courses a second time. If a student fails any core course, the student may choose one of the following options in order to be promoted to the next grade:

1. Successful completion of a comparable course, if available, in North Haven's summer school. It is understood that the summer school program is tuition based, and courses are available if there is sufficient enrollment to support them. Student enrolled in the North Haven summer school must pass the course, including a final exam administered by the summer school instructor.
2. Successful completion of a comparable course at an alternate summer school program, when approved in advance of enrollment by the middle school principal. Students enrolled in an alternate summer school must pass a final exam administered by North Haven personnel. Credit will be restored after successful completion.
3. A minimum of 30 contact hours per course of tutorial instruction by an appropriately certified teacher, as approved in advance by the middle school principal. It is understood that private tutors are employed and compensated by the student's parent or guardian. The tutor begins after the close of school and ends before the start of the next school year. The tutor must submit a statement in writing indicating that the subject(s) were successfully completed and course expectations fulfilled. Students who meet tutorial requirements must pass a final exam administered by North Haven personnel. Credit will be restored after successful completion.

An 8th grade student who fails a CORE COURSE for the year will not be allowed to participate in the promotion ceremony at the end of the year. Before this decision is made, the student and his/her parents will be notified in advance if this is a possibility, beginning in January. All measures will be taken to help the student pass. Parents will be part of this process. Final decisions will be made and communicated to the student and the family a week prior to the last day of school.

End of year activities for all students are earned by passing grades and maintaining good behavior. Administration has the right to remove a student from these activities if either of these requirements is not met.

BEHAVIOR CODE

Early adolescence is arguably a most challenging period of human development. Rapid and uneven growth spurts are evident in these years of social, emotional, and intellectual development. Behaviors attendant to this age are accordingly uneven and predictably unpredictable from child to child. There is, however, a normal range of expected behavior associated with early adolescence and our behavior code is designed to address those behaviors in the context of our middle school mission. It should be noted that all school rules apply to students during school hours, at all school sponsored functions, as well as when being transported by school funded transportation.

The primary function of our code is to change behaviors, following a progressive discipline model. This model allows opportunity for students to willfully change their behavior. Consequences for continued unacceptable behavior will be fair, firm and consistent. Accordingly, we acknowledge that behaviors that threaten the health, safety, and welfare of our students, staff, and/or our building need responses appropriate to the seriousness of the offense. In all instances, the student's right to due process shall not be violated.

Our goals are for each student to exhibit self-discipline and to fulfill the expectations of our middle school philosophy. For those students who will not or who cannot meet these expectations, communication with parents will be an essential part of our behavior code and its enforcement. In that regard, student behavior is the responsibility of both home and school. As partners working together, we will successfully achieve our goals relating to the social, emotional, physiological, and intellectual needs of our early adolescent population

ABSENCE FROM SCHOOL

Parents are required to call the main office (203-239-1683) to report their child absence for the day. A doctor's note is requested if your child is absent due to illness for three or more consecutive days.

ACADEMIC DISHONESTY Board Policy 5121.3 (a)

It is the responsibility of students and staff members to help maintain scholastic integrity in North Haven schools by refusing to participate in or tolerate academic dishonesty. It is the expectation that students will understand and subscribe to academic integrity and that they will be willing to bear individual responsibility for their work. Any act of academic dishonesty attempted by a North Haven student is unacceptable and will be subject to the sanctions by grade level as outlined in the Board of Education Policy. These sanctions include loss of credit on the assignment, a detention or suspension, and parental notification. Most common examples of academic dishonesty include cheating, plagiarism, multiple submissions, or facilitating an act of academic dishonesty.

Sanctions depending on the severity of the offense include:

First Offense – the student will receive a zero for the assignment; parent/guardian will be notified; and a referral will be made to the administration.

Second Offense – the student will receive a zero for the assignment; parent conference will be initiated; and formal disciplinary action will occur.

Additional Offenses may result in suspension, expulsion or legal action, depending on the severity of the incident.

ACADEMIC ELIGIBILITY

All students wishing to participate in North Haven Middle School sports are expected to follow the rules, regulations, and guidelines, as outlined by the interscholastic program. In addition, academic eligibility requires student-athletes to maintain at least a C- overall average and must demonstrate good effort and appropriate social behavior in all classes. Student-athletes who fail any subject are ineligible to participate in any sport. A probationary period may be assigned for an opportunity to monitor academic progress. Following a conference with the coach, the athletic director, and the administration, the decision for permanent suspension from a team will be made by the administration.

ATTENDANCE AT AFTER SCHOOL ACTIVITIES

Students absent from school during the day **cannot return to the campus** to attend after school activities or evening activities.

CELL PHONES, ELECTRONIC DEVICES, ELECTRONIC READERS

Cell phones, headsets, games, CD players, MP3 players, cameras, and other electronic devices must be turned off during the school day, unless a teacher is using it for instructional purposes within the classroom. **If a cell phone goes off during class, and causes a disruption to the educational process, the teachers will confiscate the phone and bring it to the office. An administrator will address the situation with the student.** Electronic readers such as Kindle or Nook can be brought to school by students at their own risk. The school is not liable for lost, stolen, or damaged items. If the e-reader interrupts the learning process, or it is not used for instructional purposes, it will be taken by a staff person and given to the administrator. Parents then must pick up the e-reader from school.

Cell phones may be used only BEFORE and AFTER school hours unless otherwise specified by a teacher. At no time during the school day should a student use his/her cell phone to make calls or text. Phone calls should be made from the phone in the main office. Headsets, games, CD players, MP3 players, cameras and other electronic devices are not permitted to be used in school. Confiscated electronic devices will be returned at the discretion of the Administration. **Anytime an electronic device is confiscated a parent or guardian must retrieve it from the administrator.** Any knowledge of cell phone use within the building during the school day will result in disciplinary action.

1 st violation	-parent/guardian must retrieve it/and or a warning given by the administration
2 nd violation	-parent/guardian must retrieve it and an after school detention will be given
3 rd violation	-parent/guardian must retrieve it and a 4 hour Saturday detention will be given or in school suspension will be given
4 th /subsequent violations	-parent/guardian must retrieve it and out of school suspension will be given

EXCEPTION: Electronic devices are permitted to be used for educational purposes under the supervision of the teacher. In those situations, students are permitted to use their devices but upon the conclusion of the lesson, they must be shut off.

DRESS AND APPEARANCE AT SCHOOL

At the North Haven Middle School we expect that all students will dress in a fashion that reflects good taste and a style appropriate for a school day. Students will not be permitted to attend classes if dressed inappropriately. Parents will be immediately notified and be asked to bring a change of clothes if a student violates the dress code. Students who fail to follow the dress code will be issued some form of consequence. Our dress code will be enforced during all school functions that occur during the school day.

DRESS AND APPEARANCE GUIDELINES

Below are some guidelines to follow:

- Clothing displaying vulgar writing or suggestive symbols, or clothes with violent, sexual, or drug/alcohol related reference will not be allowed.
- Clothing that is excessively revealing such as short skirts, short-shorts, skorts, loosely fitting or

low cut halter tops, mesh shirts, or shirts which show midriff will not be allowed.

- Skirts and shorts must fall below the fingertips when arms are relaxed and at one's side. The skirt/short/skort must be of legal length even when wore with tights or leggings
- Students are expected to wear their pants, jeans, shorts at waist level.
- Headbands may only be worn if they serve to hold the hair back from the face.

The following items are **not permitted**:

1. **Tank tops**, spaghetti straps, bustiers
2. Hats, caps
3. Flip-flops, slippers or slide-style sandals, **including UGG slippers**
(Sandals with strap on the back will be allowed. However, on days of science labs and cooking classes, all safety protocols must be followed as indicated in the science and consumer science contracts for safety)
4. Sunglasses
5. Pajama bottoms/lounging pants, flannel pants of any type
6. Blue jeans or pants that are ripped or **frayed** above the knees, exposing skin
7. Overcoats or outerwear
8. Mini-skirts without leggings (mini-skirts must follow guidelines stated above)
9. Bandanas (worn or displayed)
10. The wearing or possession of a chain which exceeds six (6) inches in length
11. Any other apparel or face painting which the administration determines to be interfering with the educational process or which negatively impacts the safety and health of others will not be allowed

Spirit Day dress code will be decided by the principal.

DRESS CODE FOR PHYSICAL EDUCATION

All students are required to wear a PE uniform for class. Failure to wear a uniform three times in one term will result in a referral for a Saturday detention. A uniform must consist of the following:

1. Maroon short sleeve t-shirt (no sleeveless shirts or tank tops). The length of the t-shirt must reach past the waist band of the pants or shorts.
2. Gray or black athletic shorts that reach at least to the mid-thigh. The shorts must be appropriate for all kinds of physical activity.
3. Athletic sneakers.

Students are expected to change into their uniform prior to the start of class and change back into their school clothes at the end of class. Each student will be provided with a locker in the PE locker rooms. Students must be **PREPARED** for each class with their uniform, sneakers, socks, and inhalers as necessary

EARLY DISMISSAL PROCEDURE

We ask that all appointments (dental, medical, etc.) be scheduled outside of the school day. If a student must be removed from school, written parental notification of the date and time must be received by the Main Office, the morning of the dismissal. The procedure is as follows:

1. The student must bring permission slip to the Main Office before 9:00am.
2. The student must present the note from their parent/guardian and pick up an "Early Dismissal Pass".

3. The student will give the “Early Dismissal Pass” to the teacher at the time of dismissal.
4. The teacher will sign the pass and send the student to the Main Office.
5. **The parent/authorized person must sign the student out in the Main Office.**
6. The student is expected to make up all missed work due to early dismissal
7. Students are expected to remain in school the entire day in order to attend evening events. Exceptions will be reviewed by the school administration.
8. No student will be dismissed after 1:50PM to allow for the safe and orderly dismissal of the building. Walkers and riders will exit the front of the building

EMERGENCY MEDICAL FORMS

It is very important to have your child's emergency form completed on both sides, signed, and returned promptly. If there are any changes during the year such as address, telephone number, or change of medical status, please notify the school in writing as soon as possible.

FAILING GRADES

The following is a procedure developed by the North Haven Board of Education:

Protocol When a Student is Failing

Improving student achievement is the responsibility of everyone: administrators, teachers, parents and students themselves. Student failure is a serious matter that requires immediate intervention to address concerns as soon as possible. Before a student, attending the North Haven Public Schools receive a failing grade, the following steps must be taken:

When a middle school student is in danger of failing, it is the responsibility of the classroom teacher to inform the principal, the program coordinator in their subject area, the team leader, the student's guidance counselor, and the student's parents.

Step 1 – The teacher will complete and submit to the principal a referral to the Scientific Research-Based Interventions (SRBI) Team to discuss specific areas of weakness, design an improvement plan, and set a follow-up date to meet to review progress. Typically, this follow-up should be after two weeks.

Step 2 – The teacher will inform the parents of the outcome of the SRBI meeting.

Step 3 – The follow-up meeting will be held where the teacher presents evidence of improvement or lack of progress to the SRBI Team. In collaboration with the teacher, the SRBI Team decides if it is necessary to move to Tier II interventions, make minor changes to the existing plan to strengthen its efficacy, or continue with things exactly as they are.

Step 4 – Following this meeting, the teacher once again contacts the student's parents to provide an update.

FIELD TRIPS

Every student at the North Haven Middle School is expected to go on school-sponsored field trips and we would like everyone to be able to go. However, any student who has demonstrated a continual disregard for school rules and would likely do so on a field trip may be required to remain in school the day of the field trip.

FINANCIAL OBLIGATIONS

Students are responsible for the payment of lost or damaged texts and materials. All debts and fines must be paid through the Main Office. No money is to be paid directly to the teacher. All obligations must be met before a student receives a final report or prior to promotion.

GUIDANCE

The outstanding feature of our guidance program is an individual counseling system. This makes certain each student has someone to go to for assistance, with in-school and out-of-school questions or problems. The counselors will not only confer with students, individually, but also provide group guidance, in areas such as; study habits, school adjustment, vocations, educational planning and test interpretation.

Requests for an appointment with a counselor can be made through the guidance secretary. The middle school also has a social worker and a psychologist who can be of assistance to students and/or parents/guardian who may need such services.

HEALTH ROOM POLICIES

Please call the Main Office whenever your child will be absent from school and state the reason. If your child is ill with a fever or vomiting, he/she should not return to school until at least 24 hours after the symptoms have subsided. Please let the office know if your child has a communicable disease such as strep, conjunctivitis ("pink eye"), bronchitis, pneumonia, flu, mononucleosis, impetigo, chicken pox, or scarlet fever. This is because certain communicable illnesses must be reported to the State Department of Public Health. If your child has conjunctivitis, he/she should remain out of school until at least 24 hours after the start of antibiotic eye drops.

If your child needs to be excluded from physical education for any reason, a written note from a parent is acceptable for up to one week. If the exclusion should last any longer, a physician's note is necessary for both exclusion from, and return to, gym participation.

If your child requires prescription medication during school hours, a Medication Authorization form must be completely filled out and signed by the practitioner and parent. These forms are available in all school nurses' offices, as well as most area Pediatricians. An adult is responsible for bringing the medication to school in its original container, and for picking up any unused medication within one week of the last day of school. The only medications that students may carry and self-administer, with the properly documented medical authorization, are inhalers and Epipens. Students who fail to comply with this policy will be subject to disciplinary action.

ONLY THE NURSE OF ADMINISTRATOR WILL BE AUTHORIZED TO DISMISS A STUDENT FROM SCHOOL. Any knowledge of cell phone use during the school day and within the school building will result on disciplinary action.

HOMEWORK ASSIGNMENTS DUE TO ILLNESS OR EXTENDED ABSENCE

Parents do not need to contact our Guidance Secretary for assignments until your child is or will be absent for **THREE** or more consecutive days. We will make every effort to gather the materials necessary for each student as expediently as possible. The homework must be picked up in the Guidance Office by 3:00 p.m.

HOMEWORK IN GENERAL

Daily homework-should be completed on time. No late work will be accepted unless otherwise specified by the teacher

INCOMPLETES

A student may receive an incomplete on his/her report card due to extended period of illness.

Incompletes will be issued providing the absenteeism fall into one of the following two cases:

1. An extended absence, because of illness, of five or more consecutive days, which occurs anytime from the middle to the end of marking term and one in which time does not permit the make-up of all work in all subjects prior to the closing date of the marking period.
2. An absence of three to five days, which occurs at the end of a marking period and which causes a student to miss an activity, test, etc., which counts heavily toward the term grade.

Incompletes will not be given for any other reasons unless the teacher has consulted with guidance, the appropriate program coordinator, and/or administrator. The missed work must be made up as soon as possible within a time limitation; this time limitation will depend upon the amount of work to be made up and the specific teacher. An "F" may be assigned to any work not made up within a reasonable time frame.

LIBRARY

The library provides books, magazines, CD-ROM, on-line services, and Internet access to support the classroom curriculum and to encourage leisure reading. Students use the library during school for research and book selection. In addition, the library is open after school until 3:20 on Tuesday, Wednesday, and Thursday for library related schoolwork. All students must have a parent/guardian signed *Acceptable Use Policy* on file in the library in order to use the Internet.

LOCKERS AND LOCKS

All students will be assigned a locker and a combination lock. Students are expected to keep their lockers clean, orderly, and securely locked. School owned combination locks will be distributed during homeroom on the first day of school and collected during the last week of the school year. Students are responsible for their locks. Students will be charged \$10.00 for missing locks/replacement locks.

The student is responsible for his/her own combination. It should not be shared! All money and/or valuables left in the corridor and gym lockers are the responsibility of that student. Do not bring valuable items to school!

Student spaces, including but not limited to lockers and desks, are school property, are loaned to the student, and may be searched at any time. In accordance with the law, armed services will have access a student's contact information (name, address, date of birth, etc.) unless families notify their grade principal in writing that they wish this information not to be provided. Students are financially responsible for any damages to school or personal property stemming from vandalism or malicious or careless behavior.

LOST AND FOUND

All lost and found articles may be claimed at the main office.

PASSES

In order to protect instructional time, students are to be in their assigned classes at all times unless they have obtained a standard pass by their teacher. All passes must be filled out completely and signed or initialed by the teacher. This pass must be in the student's possession at all times and must be shown upon request. The student is to go to the place noted on the pass without delay. Any violation of these rules may result in administrative penalties, including loss of pass privileges for a period of time.

PHYSICAL EXAMINATIONS and IMMUNIZATIONS

Physical examinations and certain required immunizations are necessary for entry into 7th grade. Students newly enrolled must also meet the appropriate requirements for the grade they are entering. Health screenings are done by the school nurse and/or trained volunteers, according to the following schedule:

Vision (distance)-	Kindergarten through Grade 6, and again in Grade 9
Hearing-	Kindergarten through Grade 3, Grade 5, and Grade 8
Postural (scoliosis)-	Grades 5 through 9. This may be waived during Grade 6 if it was already done that year by the physician and noted on the blue physical form that is required for entering 7 th grade.

If further consultation is recommended following any of the screenings, written notification will be sent requesting further evaluation from your child's own healthcare provider.

RECREATIONAL TYPES OF EQUIPMENT

Skateboards, shoes with wheels, and in-line skates are not allowed in school.

- First offense; office confiscates equipment for the day.
- Second offense; office confiscates equipment until the end of the school year. The school is not responsible for lost items.

STUDENT VISITORS

Students from out of town who are scheduled to attend NHMS may ask for special permission to attend school for one day only. A request must be made to the guidance department and permission must be granted by the administration at least 24 hours prior to the requested visitation date. Students who attend another school and have a vacation schedule different from ours will not be permitted to attend with a friend while our school is in session. Unauthorized visitors will be sent home immediately. Visitors are not permitted at grade level dances.

TELEPHONE USE

Students may not use the office phone except during their lunch period or in the case of an emergency. **Forgetting a lunch, a homework assignment, project, or calling to ask if a friend can come home after school, etc. does not qualify as an emergency.** We must adhere to this to keep our phone lines opened for emergency purposes. Telephone calls to students during the day will be taken in the office and relayed to students only if the caller is a parent/guardian. These types of calls should be limited to extenuating circumstances, as it is a disruption to the learning process when class is interrupted for such things.

Cell phones are to be turned OFF during the school day. **Any knowledge of cell phone use within the building during the school day will result in disciplinary action.**

TRANSPORTATION

Please ride the bus you have been assigned and use the assigned bus stop. Proper and respectful conduct is expected on the bus at all times. You must remain seated at all times while the bus is in operation. Violations of bus rules or misconduct on the school bus will be reported by the bus driver to the administration for disciplinary action. Consequences for bus misconduct or violation of bus rules are as follows:

- a. The first report results in a warning and parent/guardian will be contacted.
- b. The second infraction will result in suspension of riding privileges for up to three (3) consecutive school days.
- c. The third infraction will result in suspension of riding privileges for up to five (5) consecutive school days.
- d. The fourth report will result in indefinite suspension of bus service.

There is no activity bus provided for those students staying for after school activities. Students are expected to make arrangements for transportation BEFORE the school day begins. Please be prompt when picking your student up from after school activities.

If students need to take a bus other than their assigned bus home, they must present a written note from a parent or guardian to the office in the morning for approval. The note will be stamped by the office personnel and will later be given to the bus driver. **Notes brought in after 1:30 PM may not be honored.**

TRUANCY

It is important for every child to attend school.

Connecticut law requires that public schools provide a notice to parents/guardians of their obligations under Connecticut General Statute 10-184. This law provides that each parent or other person having control of a child seven years of age and older and under 16 years of age is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction.

Truant

A truant is someone who has four (4) *unexcused* absences from school in one month or 10 *unexcused* absences in one school year.

Unexcused absences

A student's absence from school is considered unexcused unless it meets the criteria below. It is four (4) unexcused absences in a month, or 10 unexcused absences in a year that determine a student to be a truant.

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 10 school days of the student's return to school. The written documentation should be a signed note from the student's parent or guardian. It may also be a signed note from a school official who spoke with the parent or guardian regarding the absence, or a note from the school nurse or a licensed medical professional, as appropriate. This applies for up to nine days of absences.

For the 10th absence and all absences thereafter, a student's absence from school is considered excused for the following reasons:

- Student illness (note: verified by appropriately licensed medical professional);
- Student’s observance of religious holiday;
- Death in student’s family or other emergency;
- Mandated court appearances (additional documentation required);
- Lack of transportation that is normally provided by a district other than the one the student attends;
- Extraordinary educational opportunities pre-approved by district administrators in accordance with State Department of Education (SDE) guidance.

What will happen if a child is a truant?

The school is required to have a meeting with the parent/guardian, or another person who is taking care of the student, within 10 school days after a student becomes a truant. The reason for this meeting is to talk about why the student hasn’t been coming to school and to help solve problems that keep the student from coming to school.

What if the parent/guardian doesn’t go to the meeting at school?

If the parent/guardian doesn’t go to the meeting, or if the school feels the parent/guardian is not helping the child to come to school, they can refer the case to court through the “Families with Service Needs” law. In some instances, a referral to the Department of Children and Families (DCF) may also be considered.

Truancy is a serious problem.

- Loss of instructional time.
- Less opportunity to socialize and learn behavioral norms with peers.
- Creates dangerous habits for not attending school.
- Can foster negative attitudes about school.
- Often leads to anxiety and/or depression.
- Indicator for school failure and/or dropout.

WATER BOTTLES

Students are allowed to carry clear plastic water bottles containing water only. Products such as Red Bull and Monster are not allowed in school. No fluids are allowed in any computer labs or in the library/media center.

NHMS CODE OF CONDUCT

BUILDING, CLASSROOM, AND CAFETERIA BEHAVIOR

Students should behave appropriately in the halls and in the classrooms. We expect students to:

- Treat everyone with respect
- Follow directions of all staff members the first time given
- Respect school property and the property of others
- No food except in the cafeteria or during special events
- Use appropriate language at all times
- Walk at all times in the building - stay on the right side of the hallways
- Running in halls at any time creates a dangerous situation.
- Have a pass signed by your teacher if you need to leave your classroom
- Follow all cafeteria rules. Before leaving the cafeteria, all milk cartons, cans, bags, paper, etc.,

must be picked up from the tables and floor and put in the trash cans.

- Dispose of garbage appropriately

SCHOOL DISCIPLINE SYSTEM

There is a progressive student discipline system in place. It should be noted that whenever a student is referred to the office, a notation will be made in the student's discipline record.

1. **CLASSROOM DISCIPLINE:** Consequences for offenses of classroom rules must be administered by the classroom teacher or team of teachers. Office referrals will not be accepted for routine offenses unless the teacher/team has exhausted all avenues that are available to them. These will include a conference with the student, conference with the parent in school, telephone conference with parent, discussion with guidance or social worker, and after school detention (2:05-3:30).
2. **TEACHER DETENTION:** Teacher detentions are assigned by the individual teachers and are held on Mondays through Thursdays. The student should report directly to the teacher at the dismissal bell. A twenty-four hour notice will be given when assigned detentions
3. **OFFICE DETENTION (2:05-3:30):** After school detentions are assigned by the administration and are usually held on Mondays through Thursdays. They may be given by a teacher or by the administration. The student should report directly to the detention room at the bell. The detention period ends at 3:30pm. A twenty-four hour notice will be given when assigning detentions.

Teacher, office detentions, and Saturday detentions take precedence over athletics, practice and other extra-curricular activities.

4. **SATURDAY DETENTION:** Saturday detentions are assigned to students in 2 hour increments. They may be 2 hours in length of 4 hours. Students are expected to bring work with them or read for the duration of the detention. A twenty-four hour notice will be given when assigned. Most often, the high school is the location of the detention with middle school staff supervising middle school students.
5. **IN SCHOOL SUSPENSION:** The purpose of the in-school suspension (ISS) program is to hold a student accountable for his/her behavior and school assignments while remaining in school after violating school rules or code of conduct. The student remains in the ISS room throughout the day with the expectation all school work will be completed. The student eats lunch in the ISS room as well.
6. **SUSPENSION FROM SCHOOL:** Suspension from school is for the most serious of offenses such as, but not limited to, fighting that causes injury or serious disruption, insubordination defined as continual, willful disobedience of known school rules, use of profanity/obscenity toward staff, and any other instance which causes serious disruption (or creates safety issues) to the educational process. During the length of the outside suspension a student is not permitted on school grounds or allowed to attend school sponsored after hour events.

The administration has the authority to deem a student ineligible to participate in any school activity including end-of-year activities due to any disciplinary infractions.

ACTIONS LEADING TO SUSPENSION OR EXPULSION

The following breaches of conduct may lead to suspension and/or a recommendation for expulsion. The consequences will be based on the student's previous record, the gravity of the situation, Board of Education Policy, and/or State Statutes.

Students may be suspended or expelled for conduct that endangers persons or property, or whose conduct, on or off school grounds, is seriously disruptive of the educational process, or is in violation of a publicized policy of the Board. Conduct that may lead to suspension or a recommendation for expulsion includes, but is not limited to, the following:

1. Fighting, physical assault or attempted physical assault.
2. Making threatening statements to or about any student or staff member.
3. Continued and/or willful disobedience of the school and/or district rules.
4. Defiance of the authority of a teacher, administrator or any other persons of authority over the students.
5. Taking or attempting to take property or other possessions from another person by means of force, threat, fear, theft, or intimidation.
6. Destruction, vandalism, or theft of school property.
7. Smoking in or on school property or buildings.
8. Leaving a school building or school grounds without authorization.
9. School or class truancy.
10. Incitement of the truancy of other students.
11. Possessing or using any type of firearm, firearm facsimile, explosive, weapon, deadly weapon, or knife, or any other dangerous object. – (including laser pointers, lighters)
12. A student who on school grounds, during a school session, or anywhere at a school-sponsored activity uses, sells, dispenses, transfers, possesses, gives away, is under the influence of or aids in the procurement of alcohol, drugs, narcotics, controlled substances or any substance purported to be a controlled substance or drug or who improperly uses any over-the-counter drug, shall be subject to discipline pursuant to the provisions and procedures outlined in the Board of Education Substance Abuse Policy. Law enforcement may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol. The student is subject to discipline up to and including expulsion.
13. Student found in an unauthorized part of any school building or other property owned and controlled by the North Haven Board of Education.
14. The use of abusive, obscene, and/or profane language or gestures or social or ethnic epithets.
15. Turning in a false fire alarm or bomb threat.
16. Violation of any local, state or federal law.
17. In addition, students may be suspended for unacceptable behaviors which include but are not limited to:
 - a. Failure of a student to identify himself/herself by first and last name to any North Haven Middle School staff or faculty member upon request.
 - b. Falsifying school passes and/or notes from parent/guardian.
 - c. Bullying and harassment as outlined by school and board policy.
18. Attempting or planning a fight or physical assault
19. Gambling
20. Videotaping, photographing, or audio recording except as authorized by a teacher or administrator for school-related purposes.

21. Participating in a false alarm or bomb threat
22. Conduct of any pupil while waiting or receiving transportation to and from school which endangers person or property or violates of a publicized policy of the Board of Education
23. Public intimacy
24. Violation of others' personal property
25. Attempting to or succeeding in "hacking" into or gaining unauthorized access to school or personal computer network, data, email, or individual computers
26. Failure to report to the school office when instructed/directed
27. Possession or use of cigarettes, smoking paraphernalia, e-cigarettes, chewing tobacco, other tobacco
28. Entering any unauthorized area without explicit permission of a staff member

BULLYING (Policy 5131.911 (a-h))

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

Definitions

"Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying 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, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

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

"Teen dating violence" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

"Mobile electronic device" means any hand-held or other portable electronic equipment capable of

providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

“School employee” means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender based verbal put-downs
3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or

3. substantially disrupts the education process or the orderly operation of a school,

are subject to appropriate disciplinary action including detention, community service, suspension, expulsion, referral to law enforcement officials or other appropriate consequences as determined by the administrator.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

The District's program: (Also outlined in the section pertaining to the "Safe School Climate Plan.")

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying and teen dating violence in its schools and requires at the beginning of each school year that students and their parents/guardians be notified of the process by which students may make such reports;
2. Permits anonymous reports of bullying or teen dating violence by students to school employees and written reports of suspected bullying or teen dating violence by parents or guardians and requires at the beginning of each school year that students and their parents/guardians be notified of the process by which students may make such reports;
3. Requires school employees who witness acts of bullying or teen dating violence or receive reports of bullying or teen dating violence to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying and to file a written report not later than two school days after making such an oral report;
4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying or teen dating violence and ensure that such investigation is completed promptly after receipt of any written report, and that the parents or guardians of the student alleged to have committed an act or acts of bullying or teen dating violence and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying or teen dating violence, including language about bullying and teen dating violence in student codes of conduct and in all student handbooks;
7. Provides for the inclusion of language in student codes of conduct concerning bullying and teen dating violence;
8. Requires each school to notify parents or guardians of all students involved in a verified act of bullying or teen dating violence not later than forty-eight hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the

student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying or school dating violence;

9. Requires each school to invite the parents/guardians of a student against whom such act was directed to a meeting to communicate to such parents/guardians the measures being taken by the school to ensure the safety of the students against whom such act of bullying was directed and the policies and procedures in place to prevent further acts of bullying and teen dating violence;
10. Requires each school to invite the parents or guardians of a student who commits any verified act of bullying or teen dating violence to a meeting, separate and distinct from the meeting of the parents/guardians of the student against whom the act of bullying or teen dating violence was directed, to discuss specific interventions undertaken by the school to prevent further acts of bullying and teen dating violence;
11. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying and teen dating violence in such school and make such list publicly available; and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
12. Requires the development of case-by-case interventions for addressing reported incidents of bullying or teen dating violence against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
13. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence;
14. Requires the development of student safety support plans for students against whom an act of bullying or teen dating violence was directed that addresses safety measures the school will take to protect such students against further acts of bullying or teen dating violence;
15. Requires the principal of a school or the principal's designee, to notify the appropriate local law enforcement agency when such principal or the principal's designee believes that any acts of bullying or teen dating violence constitute criminal conduct;
16. Prohibits bullying and teen dating violence (A) on school grounds, at a school sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying or teen dating violence (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying or teen dating violence was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
17. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan;

18. Requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;

Note: Certified employees are required to complete annual training on the prevention and identification of bullying and response to bullying and the prevention and response to youth suicide. The State Department of Education, within available appropriations, is required to provide annual training to non-certified school employees.

19. Requires students and the parents/guardians of students to be notified at the beginning of the school year of the process by which they may make reports of bullying or teen dating violence;

20. As required, the Board of Education shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, cooperative assistance and approval not later than July 1, 2014; and to be reviewed and approved annually; and

21. Requires that not later than thirty calendar days after approval by the State Department of Education, the safe school climate plan shall be made available on the Board's and each individual school in the District's Internet website and such plan is to be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

The Board expects prompt and reasonable investigations of alleged acts of bullying and teen dating violence. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying and teen dating violence. The safe climate specialist shall investigate or supervise the investigation of all reports of bullying and teen dating violence promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying and teen dating violence. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Prevention and Intervention Strategy

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

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence identified by the Department of Education.
2. School rules prohibiting bullying, teen dating violence, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying or teen dating violence is likely to occur.
4. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school.

5. Individual interventions with the bully or student who commits teen dating violence, parents and school employees and interventions with the students against whom the acts of bullying and teen dating violence are directed, parents, and school employees.
6. School wide training related to safe school climate.
7. Student peer training, education and support.
8. Promotion of parent involvement in bullying and teen dating violence prevention through individual or team participation in meetings, trainings, and individual interventions.
9. Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.

Safe School Climate Assessment

As part of this policy, the Board of Education shall develop and implement a Safe School Climate Plan to address the existence of bullying and teen dating violence in its schools. Such plan shall establish deadlines for reporting investigating, and notifying parents and guardians about bullying and teen dating violence incidents; prohibit retaliation against those who report bullying and/or teen dating violence; and require school officials to notify law enforcement officials when it is believed that bullying or teen dating violence conduct constitutes a crime.

Biennially, the Board requires each school in the District complete an assessment using school climate assessment instruments, including uniform surveys that collect information about students' perspectives and opinions about school climate at the school and allow students to complete and submit such surveys anonymously, approved and disseminated by the Department of Education pursuant to C.G.S. 10-222h, as amended by PA 11-232. The Board will collect the school climate assessments of each District school and submit them to the Department of Education.

A bullying prevention program shall be implemented which strives to develop a school and home environment:

- * characterized by warmth, positive interest and involvement by adults;
- * firm limits to unacceptable behavior;
- * where non-hostile, non-physical negative consequences are consistently applied in cases of violations of rules and other unacceptable behaviors;
- * where adults act as authorities and positive role models; and
- * where students are included in efforts to improve school climate.

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each school and by ensuring inclusion of such information in student and parent handbooks.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

(cf. 0521 – Nondiscrimination) (cf. 4131 – Staff Development) (cf. 5114 – Suspension and Expulsion/Due Process) (cf. 5131 – Conduct) (cf. 5131.21 – Violent and Aggressive Behavior) (cf. 5131.8 – Out-of-School Misconduct) (cf. 5131.912

– Aggressive Behavior) (cf. 5131.913 – Cyberbullying) (cf. 5131.91 – Hazing) (cf. 5144 – Discipline/Punishment) (cf. 5145.4 – Nondiscrimination) (cf. 5145.5 – Sexual Harassment) (cf. 5145.51 – Peer Sexual Harassment) (cf. 6121 – Nondiscrimination) (cf. 6121.1 – Equal Educational Opportunity)

Legal Reference: Connecticut General Statutes 10-15b Access of parent or guardian to student’s records. Inspection and subpoena of school or student records. 10-222d Policy on bullying behavior as amended by PA 08-160 and P.A. 11-232 and P.A. 14-172. P.A. 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians. P.A. 11-232 An Act Concerning the Strengthening of School Bullying Laws. P.A. 13-3 An Act Concerning Gun Violence Protection and Safety P.A. 14-172 An Act Concerning Improving Employment Opportunities through Education and Ensuring Safe School Climates. P.A. 14-234 An Act Concerning Domestic Violence and Sexual Assault.

Policy adopted: June 29, 2015 NORTH HAVEN PUBLIC SCHOOLS North Haven, Connecticut

RIGHTS UNDER SECTION 504

NOTICE OF PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973 Updated December 2012

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as “Section 504”) is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination on the basis of disability. Under Section 504, the school district also has specific responsibilities to identify, evaluate and provide an educational placement for students who are determined to have a physical or mental impairment that substantially limits a major life activity. The school district’s obligation includes providing such eligible students access to free appropriate public education (“FAPE”). Section 504 defines FAPE as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on nondisabled students/parents).

A student is covered under Section 504 if it is determined that he/she suffers from a mental or physical disability that substantially limits a major life activity such as (but not limited to) caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity may also include the operation of a major bodily function, such as an individual’s immune, digestive, respiratory or circulatory systems.

A student can be disabled and be covered by Section 504 even if he/she does not qualify for, or receive, special education services under the IDEA.

The purpose of this notice is to provide parents/guardians and students with information regarding their rights under Section 504. Under Section 504, you have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the North Haven School District’s education programs without discrimination based on his/her disability.
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified of decisions and the basis for decisions regarding the identification, evaluation, and educational placement of your child under Section 504;

5. If you suspect your child may have a disability, to request an evaluation, and eligibility decision by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education (FAPE). This includes the right to receive regular or special education and related services that are designed to meet the individual needs of your child as adequately as the needs of students without disabilities are met.
7. If your child is eligible for services under Section 504, for your child to receive reasonable accommodations and services to allow your child an equal opportunity to participate in school and school-related activities;
8. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
9. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
10. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
11. To examine or obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. To request changes in the educational program of your child;
13. To an impartial hearing if you disagree with the school district's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
14. To file a local grievance or complaint with the district's designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of your child.
15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504 Coordinator for this district is:

Director of Student Services

5 Linsley St.

North Haven, CT 06473

Telephone: 203-239-2581

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

Boston Regional Office

Office for Civil Rights

U.S. Department of Education

8th Floor

5 Post Office Square, Suite 900

Boston, MA 02109-3921

Telephone: (617) 289-0111

Connecticut State Department of Education

Bureau of Special Education

P.O. Box 2219

Hartford, CT 06145

Telephone: (860) 807-2030

USE OF TECHNOLOGY

Student Conduct – use of technology

Students are permitted to use the district's computer system for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but not limited to the following:

- Cyber bullying; Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer system or computer networks; to deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or any other means. These actions are illegal.
- Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- Using another person's password under any circumstance;
- Trespassing in or tampering with any other person's folder, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- Posting personal information or photographs or other people. Personal information includes home address, telephone, or other identifying information as determined by the district;
- Sending any copyrighted material over the system;
- Using computer systems for any non-educational purpose, or in a manner that interferes with the district's educational programs;
- Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors;
- Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes;
- To engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of a person, etc.;
- Accessing or attempting to access social networks sites (e.g. Facebook, Twitter, My Space, InstaGram, etc.) without a legitimate purpose.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board of Education policy, or by school rules and regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Misuse of the computer systems, or violation of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and / or expulsion on a specific conduct.

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board of Education and the Administration urge any student who receives any harassing, threatening, intimidating or other improper message through the computer system to report immediately. It is

the Board of Education's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. **PLEASE REPORT THESE EVENTS!!!!**

North Haven Public Schools

NONDISCRIMINATION STATEMENT

It is the policy of the North Haven Board of Education that no staff, student, or parent on the basis of race, color, gender, age, national origin, religious creed, marital status, disability, relation or sexual orientation be excluded from participation, be denied benefits of, or be subjected to discrimination under any education program or activity sponsored by its public schools.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

The North Haven Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dana Corriveau
Director of Student Services
Title IX Coordinator, Section 504 Coordinator
5 Linsley St.
North Haven, CT 06473
203-239-2581 Corriveau.dana@north-haven.k12.ct.us

HARRASSMENT (Policy 5145.2a-d)

The North Haven Public Schools is committed to providing all students, teachers, employees and staff with a safe and supportive school environment in which all members of the school community are treated with respect.

It is hereby the policy of the Board of Education to prohibit harassment based on real or perceived race, color, religion (creed) national origin, marital status, gender, sexual orientation, gender identity and expression, disability, or on the basis of association with others identified by these categories. This policy is intended to comply with Connecticut statutes as well as federal requirements. The District shall act to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Director of Special Services as the District's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure annually to students, parents, employees, independent contractors, vendors and the public. The publication shall include the position, office address and telephone number of the District's Compliance Officer.

The Board directs that complaints of harassment shall be investigated promptly and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained consistent with the District's legal and investigative obligations.

Policy adopted: June 29, 2015 NORTH HAVEN PUBLIC SCHOOLS North Haven, Connecticut

Harassment Complaint Procedure

If an individual believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.

Any student who makes an informal oral complaint of harassment to his or her site administrator, counselor, teacher, the Assistant Superintendent (or Superintendent's designee in the absence of an Assistant Superintendent) or Compliance Officer will be provided a copy of these regulations and will be encouraged to pursue the formal procedure should the informal investigation and intervention, if required, prove unsuccessful in eliminating the objectionable behavior. **HOWEVER, IT IS NOT NECESSARY FOR THE PERSON BEING HARASSED TO WAIT UNTIL THE OFFENSIVE BEHAVIOR IS REPEATED BEFORE FILING A COMPLAINT. OFFENSIVE BEHAVIOR OF AN EGREGIOUS NATURE WOULD WARRANT AN IMMEDIATE AND FORMAL COMPLAINT BE FILED.**

If, following requests to cease objectionable, harassing behavior, said behavior continues, and if the informal procedure has also proven unsatisfactory, or unacceptable, the student may pursue the formal complaint procedure which involves submitting a written complaint to his or her site administrator, counselor, teacher, the Assistant Superintendent (or Superintendent's designee in the absence of an Assistant Superintendent) or Compliance Officer. The complaint should list the name of the complainant, the date of the complaint, the date of the alleged harassment, the name(s) of the harasser(s), where such harassment occurred, and a detailed statement of the circumstances constituting the alleged harassment.

If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed. (See Policy #5141.4, Child Abuse by School Employees)

All formal complaints and informal complaints involving staff are to be forwarded immediately to the Assistant Superintendent (or the Superintendent's designee in the absence of an Assistant Superintendent) unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent.

Upon receiving a formal complaint, the building level administrator in concert with the Assistant Superintendent (or the Superintendent's designee in the absence of an Assistant Superintendent), or Compliance Officer, will, as soon as possible, commence an effective, thorough, objective and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the complainant and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist.

The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld. The investigator shall make a written report summarizing the results of the investigation and proposed

disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to all others directly concerned.

If the complainant is dissatisfied with the result of the investigation, he or she may file a written appeal to the Superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the Superintendent shall respond to the complainant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that harassment has occurred, the District shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to situations of harassment may include reprimand, reassignment, transfer, suspension, expulsion, disciplinary action, or discharge from employment.

The harasser and any other involved individuals, if appropriate, will be informed that appropriate action shall be taken if further acts of harassment or retaliation occur. If further acts of harassment or retaliation do occur, appropriate action shall be taken.

All employees, and supervisors shall be provided copies of the Board of Education policy concerning harassment and the policy will be reproduced in all employee and student handbooks.

Dating Violence

For students in grades 6 (7) through 12, physical education, family life and sex education, and health curriculum programs will include the topic of dating violence. (or: The District shall incorporate age-appropriate education about teen dating violence into new or existing programs for students in grades 7 through 12.) "Dating violence" means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

Dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

The dating violence education shall include information on the definition of dating violence, recognizing dating violence warning signs, and the characteristics of healthy relationships.

Upon written request to the school Principal, a parent/guardian of a student less than 18 years of age shall be permitted within a reasonable period of time after the request is made, to examine the dating violence program instruction materials developed by the school district.

The purpose of the dating violence information is to help prevent dating situations from becoming unsafe and to help educate young people on constructive ways to resolve conflicts in personal relationships.

To be consistent with policy, procedures and curriculum will address the following information: 1. Dating violence will not be tolerated 2. Dating violence reporting procedures; 3. Guidelines for responding to at-school incidents of dating violence; 4. Discipline procedures specific to at-school incidents of dating violence; 5. Warning signs of dating violence; and 6. Information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

Any student who believes that he/she has experienced prohibited conduct or believe another student has experienced prohibited conduct should report the alleged acts to a teacher, counselor, principal (or district's Title IX Coordinator)

Any employee who has knowledge of incidents of teen dating violence that took place on District property, at a District-sponsored activity or in a District vehicle or vehicle used for transporting students to a District activity, shall immediately report the incident to the administration.

Regulation approved: June 29, 2015 NORTH HAVEN PUBLIC SCHOOLS North Haven, Connecticut