

# *Suffield Middle School*



*350 Mountain Road  
Suffield, Connecticut 06078  
<http://ms.suffield.org>*

**2014-2015**

**STUDENT/PARENT  
HANDBOOK**



# SUFFIELD MIDDLE SCHOOL

350 MOUNTAIN ROAD  
SUFFIELD, CONNECTICUT 06078

Phone (860) 668-3820

Fax (860) 668-3088

DAMON PEARCE, Principal

## FOREWORD

To the Student and Parent/Guardian:

This handbook has been written to help you better understand the school of which you are now a part. We welcome you to our community and hope your experience at Suffield Middle School will be a great one.

In order for our school to be a place where all of us have a chance to take full advantage of the many opportunities available, we all must accept certain responsibilities. The *Student/Parent Handbook* describes the rules that students are expected to follow and provides information that will be helpful to you.

We ask that you become familiar with the rules and expectations of the school and respect them. Please return the "Affidavit" located in the back of this handbook to your first period teacher by Friday, September 26, 2014.

Keep this book in a place where you can find it. It is also available online at [www.suffield.org](http://www.suffield.org). If you need help in understanding the middle school *Student/Parent Handbook*, contact us.

Looking forward to a successful year for all at Suffield Middle School.

Mr. Damon Pearce  
Principal  
[dpearce@suffield.org](mailto:dpearce@suffield.org)

August 2014

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## **PHILOSOPHY**

Middle school development revolves around the concepts of earlier maturation in today's youth and the role of youth in the peer group and society. With these concepts in mind, the middle school seeks to make education relevant to the needs and interests of the student, allow the individual to develop a realization of self, and to determine his/her own existence within the peer group and society. Therefore, the Suffield Middle School should...

1. Be an institution which has a program adapted to the needs of the pre- and early adolescent student.
2. Provide the widest possible range of intellectual, social, and physical experiences.
3. Provide opportunity for exploration and development of skills involved in areas of individual learning patterns. It should maintain an atmosphere of basic respect for individual differences.
4. Create a climate that enables students to develop abilities, to find facts, weigh evidence, draw conclusions, determine values, and keep their minds open to new facts.
5. Recognize and understand the student's needs, interests, backgrounds, motivations, goals, and even his/her stresses, strains, frustrations, and fears.
6. Provide a smooth educational transition between the intermediate school and the high school while recognizing the physical and emotional changes taking place during adolescence.
7. Provide an environment where the child, not the program, is most important and where the opportunity to succeed is insured for all students.
8. Offer guidance to the pupil in the development of mental processes and attitudes needed for citizenship, and the development of competencies needed for effective use of leisure.
9. Provide competent differentiated instructional personnel who will strive to understand the students whom they serve and develop professional competencies which are both unique and applicable to the middle school student.
10. Provide facilities and time which allow students and teachers an opportunity to achieve the goals of the program.

**Our Learning Community Values Respect  
and Responsibility for All.**



# SUFFIELD PUBLIC SCHOOLS

350 Mountain Road | Suffield, CT 06078 | 860-668-3800 | <http://www.suffield.org>

## 2014 - 2015 District Calendar

**First Day of School :**

September 2, 2014

**Tentative Last Day of School:**

June 16, 2015

### September 21 days

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |



First Day of School

### November 16 days

| S  | M  | T  | W    | T    | F    | S  |
|----|----|----|------|------|------|----|
|    |    |    |      |      |      | 1  |
| 2  | 3  | 4  | 5    | 6    | 7    | 8  |
| 9  | 10 | 11 | 12   | 13   | 14   | 15 |
| 16 | 17 | 18 | (19) | (20) | (21) | 22 |
| 23 | 24 | 25 | [26] | 27   | 28   | 29 |

(19-21) SMS/SHS Conferences

### January 19 days

| S  | M  | T   | W   | T   | F   | S  |
|----|----|-----|-----|-----|-----|----|
|    |    |     |     | 1   | 2   | 3  |
| 4  | 5  | 6   | 7   | 8   | 9   | 10 |
| 11 | 12 | 13  | 14  | 15  | 16  | 17 |
| 18 | 19 | 20* | 21* | 22* | 23* | 24 |
| 25 | 26 | 27  | 28  | 29  | 30  | 31 |

20\*-23\* SHS Mid-Term Exams

### March 22 days

| S  | M  | T  | W    | T    | F    | S  |
|----|----|----|------|------|------|----|
| 1  | 2  | 3  | 4    | 5    | 6    | 7  |
| 8  | 9  | 10 | 11   | 12   | [13] | 14 |
| 15 | 16 | 17 | {18} | {19} | {20} | 21 |
| 22 | 23 | 24 | 25   | 26   | 27   | 28 |
| 29 | 30 | 31 |      |      |      |    |

[13] Prof. Dev.-Early Release

{18-20} AWS/MIS Conferences

### May 20 days

| S  | M  | T    | W  | T  | F  | S  |
|----|----|------|----|----|----|----|
|    |    |      |    |    | 1  | 2  |
| 3  | 4  | 5    | 6  | 7  | 8  | 9  |
| 10 | 11 | [12] | 13 | 14 | 15 | 16 |
| 17 | 18 | 19   | 20 | 21 | 22 | 23 |
| 24 | 25 | 26   | 27 | 28 | 29 | 30 |
| 31 |    |      |    |    |    |    |

[12] Prof. Dev.-Early Release

### August

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

25 New Teacher Orientation  
26 First Day for Teachers  
27 Professional Development  
28 Professional Development  
29 Teacher Work Day

### October 22 days

| S  | M  | T    | W  | T  | F  | S  |
|----|----|------|----|----|----|----|
|    |    |      | 1  | 2  | 3  | 4  |
| 5  | 6  | 7    | 8  | 9  | 10 | 11 |
| 12 | 13 | 14   | 15 | 16 | 17 | 18 |
| 19 | 20 | 21   | 22 | 23 | 24 | 25 |
| 26 | 27 | [28] | 29 | 30 | 31 |    |

[28] Prof. Dev.-Early Release

### December 17 days

| S  | M  | T    | W   | T   | F   | S  |
|----|----|------|-----|-----|-----|----|
|    | 1  | 2    | {3} | {4} | {5} | 6  |
| 7  | 8  | 9    | 10  | 11  | 12  | 13 |
| 14 | 15 | 16   | 17  | 18  | 19  | 20 |
| 15 | 22 | [23] | 24  | 25  | 26  | 27 |
| 28 | 29 | 30   | 31  |     |     |    |

{3-5} AWS/MIS Conferences

### February 18 days

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

26 Kindergarten Registration

### April 16 days

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

### June 12 days

| S  | M   | T     | W   | T   | F   | S  |
|----|-----|-------|-----|-----|-----|----|
|    | 1   | 2     | 3   | 4   | 5   | 6  |
| 7  | 8   | 9     | 10* | 11* | 12* | 13 |
| 14 | 15* | [16]* | 17  | 18  | 19  | 20 |
| 21 | 22  | 23    | 24  | 25  | 26  | 27 |
| 28 | 29  | 30    |     |     |     |    |

10\*-16\* SHS Final Exams  
[16] Tentative Last Day

### No School

#### Vacations and Holidays

#### Teacher Professional Days

|       |           |                            |
|-------|-----------|----------------------------|
| Aug.  | 25        | New Teacher Orientation    |
| Aug.  | 26        | First Day for Teachers     |
| Aug.  | 27        | Professional Development   |
| Aug.  | 28        | Professional Development   |
| Aug.  | 29        | Teacher Work Day           |
| Sept. | 1         | Labor Day                  |
| Oct.  | 13        | Columbus Day               |
| Nov.  | 4         | Election Day               |
| Nov.  | 11        | Veterans' Day              |
| Nov.  | 27-28     | Thanksgiving Break         |
| Dec.  | 24-Jan. 2 | Winter Vacation            |
| Jan.  | 19        | Martin Luther King Jr. Day |
| Feb.  | 16-17     | February Vacation          |
| April | 3         | Good Friday                |
| April | 13-17     | Spring Vacation            |
| May   | 25        | Memorial Day               |
| Jun.  | 17        | Teacher Work Day           |

### Early Release

#### [ ] All Schools Grades PreK - 12

|      |    |                              |
|------|----|------------------------------|
| Oct. | 28 | Professional Development     |
| Nov. | 26 | Thanksgiving                 |
| Dec. | 23 | Winter Vacation              |
| Mar. | 13 | Professional Development     |
| May  | 12 | Professional Development     |
| June | 16 | Tentative Last Day Of School |

( ) Suffield High School (SHS) 12:00 p.m.

( ) Suffield Middle School (SMS) 12:15 p.m.

Nov. 19-21 Conferences

{ } A. Ward Spaulding (AWS) 1:00 p.m.

{ } McAlister (MIS) 1:00 p.m.

Dec. 3-5 Conferences

March 18-20 Conferences

\*Suffield High School (SHS) 12:00 p.m.

Jan. 20-23 Mid-Term Exams

June 10-16 Final Exams

### Open Houses

|       |    |  |
|-------|----|--|
| Sept. | 9  | McAlister Intermediate School Parents Only |
| Sept. | 18 | Suffield Middle School                     |
| Sept. | 17 | A. Ward Spaulding School Parents Only      |
| Oct.  | 2  | Suffield High School                       |
| Nov.  | 5  | McAlister Intermediate School Show & Tell  |
| Nov.  | 6  | A. Ward Spaulding School Show & Tell       |

188 Teacher Days / 183 Student Days

School closing days added up to June 23 before consideration to reduce April vacation.

## **CHAIN OF COMMAND**

The following steps are presented for use by parents and town citizens seeking information, expressing concerns, or in solving problems with reference to our school district. If a matter cannot be mutually resolved at one level, then the individual or group should contact the next level of responsibility.

- I. Instructional - Student Affairs
  - A. Classroom Management
    - 1. Teacher
    - 2. Building Administration
    - 3. Assistant Superintendent of Schools
    - 4. Superintendent of Schools
    - 5. Board of Education
  - B. Curriculum Design - Implementation
    - 1. a) High School - Curriculum Chairs
    - b) All other schools - Coordinators
    - 2. Building Administration
    - 3. Assistant Superintendent of Schools
    - 4. Superintendent of Schools
    - 5. Board of Education
  - C. Special Education - Guidance
    - 1. Teacher, Counselor, or Specialist
    - 2. Building Administration
    - 3. Assistant Superintendent of Schools
    - 4. Superintendent of Schools
    - 5. Board of Education
  - D. Health
    - 1. School Nurse
    - 2. Building Administration
    - 3. Assistant Superintendent of Schools
    - 4. Superintendent of Schools
    - 5. Board of Education
  - E. Interscholastic - Athletics
    - 1. Teacher/Coach
    - 2. Athletic Director
    - 3. Building Administration
    - 4. Superintendent of Schools
    - 5. Board of Education



## **CHAIN OF COMMAND (Continued)**

### **II. Support Services**

- A. Transportation
  - 1. Bus Issues
    - a) Discipline - Assistant Principal or Principal
    - b) Bus Routes/Driver Performance -Business Administrator
  - 2. Superintendent of Schools
  - 3. Board of Education
- B. Use of School Facilities
  - 1. Principal
  - 2. Business Administrator
  - 3. Superintendent of Schools
  - 4. Board of Education
- C. Food Service
  - 1. Food Service Director of Aramark
  - 2. Business Administrator
  - 3. Superintendent of Schools
  - 4. Board of Education
- D. Custodial - Maintenance Operations
  - 1. Director of Facilities
  - 2. Principal
  - 3. Business Administrator
  - 4. Superintendent of Schools
  - 5. Board of Education
- E. Budget - Fiscal Management
  - 1. Principal
  - 2. Business Administrator
  - 3. Superintendent of Schools
  - 4. Budget Committee
  - 5. Board of Education

## **SCHOOL ADMINISTRATION/FACULTY/STAFF MEMBERS**

Suffield Middle School: 668-3820 - Office  
668-3823 - Guidance  
668-3241 - Nurse

The following is a list of names of those who work here at Suffield Middle School. We hope you will take the time to talk with each one and get to know them.

### **Administration:**

|              |                     |
|--------------|---------------------|
| Damon Pearce | Principal           |
| TBD          | Assistant Principal |

### **Curriculum Supervisors:**

|                |                       |
|----------------|-----------------------|
| Sophia Gintoff | English Language Arts |
| Kim Loveland   | Mathematics           |
| TBD            | Science               |

### **Guidance:**

|                 |                |
|-----------------|----------------|
| Thomas Kadamus  | All Grades N-Z |
| Tracy Scatolini | All Grades A-M |

### **Pupil Services:**

|                 |                                |
|-----------------|--------------------------------|
| Dr. Jim Collin  | Assistant Superintendent       |
| Dr. Marie Davis | 6-12 Supervisor-Pupil Services |
| Lori O'Neil     | Social Worker                  |
| Carol Sewall    | Speech/Language Pathologist    |
| Theresa Sweeney | School Psychologist            |

### **Community Family Liaison**

Jennifer LoVoi

### **Teachers:**

#### **Sixth Grade Team:**

|  |                       |
|--|-----------------------|
| Patricia Charette- <b>Blue Team Leader</b> | Mathematics           |
| Charles Hershon – Blue Team                | English Language Arts |
| Lorie Hunt-Stacy-White Team                | Social Studies        |
| Michelle Killam – White Team               | Science               |
| Angela Peterson – Blue Team                | Science               |
| Cynthia Pfaff – Blue Team                  | Social Studies        |
| Shannon Picard – White Team                | English Language Arts |
| Joy Tierney - White Team                   | English Language Arts |
| Erika Vella – <b>White Team Leader</b>     | Mathematics           |
| Kristen Zavisza – Blue Team                | English Language Arts |

## SCHOOL ADMINISTRATION/FACULTY/STAFF MEMBERS (Continued)

### Seventh Grade Team:

|   |                       |
|---|-----------------------|
| Michael Alexopoulos – White Team          | Mathematics           |
| Lisa DeFord – Blue Team                   | English Language Arts |
| Nicole DeGray – Blue Team                 | Science               |
| Matthew Dobi – <b>Blue Team Leader</b>    | World Cultures        |
| Alison Gardocki– <b>White Team Leader</b> | Science               |
| James Ketcham – Blue Team                 | Mathematics           |
| Whitney Packer – White Team               | World Cultures        |
| Emma Smith – Blue Team                    | English Language Arts |
| Stacy Troiano – White Team                | English Language Arts |
| Carol Zaczynski – White Team              | English Language Arts |

### Eighth Grade Team:

|   |                       |
|---|-----------------------|
| Cindy Davis – Blue Team                   | Science               |
| Diane Eggleston – White Team              | English Language Arts |
| Sandra Hull – Blue Team                   | Mathematics           |
| Samantha Schrager – Blue Team             | English Language Arts |
| Laura Magora – White Team                 | Mathematics           |
| Kimberly Marker – Blue Team               | English Language Arts |
| J. Brian McEvoy- <b>White Team Leader</b> | American History      |
| Rachael Organek – <b>Blue Team Leader</b> | American History      |
| Jennifer Plourde – White Team             | Science               |
| Tyler Wolfson – White Team                | English Language Arts |

### Unified Arts:

|                                   |                           |
|-----------------------------------|---------------------------|
| Heather Casinghino                | Physical Education/Health |
| Justin Drago                      | Physical Education/Health |
| Brenda Gardner                    | Art                       |
| Anne Kelly                        | Family Consumer Science   |
| Kevin Mattia                      | Technology Education      |
| Laura Noonan- <b>Team Leader</b>  | Music                     |
| Linda Seabury                     | Music                     |
| Mark Thomas                       | Music                     |
| Siu Ying (Josephine) Titterington | Physical Education/Health |

### Media Specialist/Librarian:

Angela Vincent

## **SCHOOL ADMINISTRATION/FACULTY/STAFF MEMBERS (Continued)**

### **Specialists:**

|                  |                 |
|------------------|-----------------|
| Heather Coxon    | Mathematics     |
| Phyllis Hameroff | Reading/Writing |

### **Special Education:**

|                                       |         |
|---------------------------------------|---------|
| Chad Allegro-White <b>Team Leader</b> | Grade 8 |
| Kelly Atkins – Blue Team              | Grade 8 |
| Linda Breen – White Team              | Grade 6 |
| Allison Daly – Blue Team              | Grade 6 |
| Carolyn Lockward – White Team         | Grade 7 |
| Sandra Vavalle – Blue Team            | Grade 7 |

### **World Languages:**

|                      |                |
|----------------------|----------------|
| Alexandra Casinghino | French         |
| Jacqueline Collins   | Spanish        |
| Corinne Khawaja      | French         |
| Marilyn Kopf         | Spanish        |
| Christine Messmer    | Spanish        |
| Patrick Nobou        | French/Spanish |

### **Resource Officer – System-wide:**

Officer Terrence Antrum

### **Permanent Substitute:**

TBD

## **SCHOOL ADMINISTRATION/FACULTY/STAFF MEMBERS (Continued)**

### **Staff:**

|                      |                                      |
|----------------------|--------------------------------------|
| Patricia Blevins     | Secretary to the Administrators      |
| Gail Myers           | School Secretary                     |
| Pamela Sheridan      | Guidance Secretary/Special Education |
| Robin Bliven         | Technology Assistant                 |
| Deborah Marinone     | Media Center Para-Professional       |
| Kathleen Matchett    | Para-Professional                    |
| Patrice Heuschkel    | School Nurse                         |
| Maryfrances Drakeley | Para-Professional                    |
| Lori Foss            | Para-Professional                    |
| Karen Giordano       | Para-Professional                    |
| Wanda Martin         | Para-Professional                    |
| Michael Rubba        | Para-Professional                    |
| Helen Thresher       | Para-Professional                    |
| Denise White         | Para-Professional                    |
| Charlene Flagg       | Academic Support                     |
| Lynn Joyal           | Academic Support                     |
| Laura Smith          | Academic Support                     |
| Robert Bissonnette   | Head Custodian                       |
| Linda Geerken        | Food Service Manager                 |

### **REGULAR TIME SCHEDULE**

|                |           |              |           |
|----------------|-----------|--------------|-----------|
| Building Opens | 7:15 a.m. |              |           |
| School Starts  | 7:35 a.m. | First Period | 7:45 a.m. |

#### **Lunch – A, B, C days**

|         |                     |
|---------|---------------------|
| Grade 6 | 10:24 to 10:53 a.m. |
| Grade 8 | 11:17 to 11:46 a.m. |
| Grade 7 | 12:10 to 12:39 p.m. |

### **FLEX TIME SCHEDULE – Tuesday’s and Thursdays**

#### **Lunch – A, B, C days**

|         |                     |
|---------|---------------------|
| Grade 6 | 10:52 to 11:17 a.m. |
| Grade 8 | 11:39 to 12:04 p.m. |
| Grade 7 | 12:26 to 12:51 p.m. |

School Ends 2:25 p.m.

### **SHORT DAY TIME SCHEDULE**

|                |           |              |           |
|----------------|-----------|--------------|-----------|
| Building Opens | 7:15 a.m. |              |           |
| School Starts  | 7:35 a.m. | First Period | 7:45 a.m. |

#### **Lunch – A, B, C days**

|         |                     |
|---------|---------------------|
| Grade 6 | 10:09 to 10:34 a.m. |
| Grade 8 | 10:45 to 11:10 a.m. |
| Grade 7 | 11:23 to 11:38 a.m. |

### **FLEX TIME SCHEDULE – Tuesday’s and Thursdays**

#### **Lunch – A, B, C days**

|         |                     |
|---------|---------------------|
| Grade 6 | 9:48 to 10:13 a.m.  |
| Grade 8 | 10:18 to 10:43 a.m. |
| Grade 7 | 10:49 to 11:14 a.m. |

School Ends 12:15 p.m.

## **A.M./DAILY ROUTINE**

### **Before School**

**Students should not arrive at school prior to 7:15 a.m., since there is no planned supervision for them. Unfortunately, students arriving before 7:15 a.m. WILL NOT be allowed to enter the school building until 7:15 a.m.** Parents retain responsibility for their children up until 7:15 a.m. if the children are brought to school early via means other than school buses. At 7:15 a.m., they must go directly to the auditorium and remain there until 7:35 a.m. Parents should drop children off behind the gymnasium, near the tennis courts. **No food/drinks will be allowed in the auditorium in the morning.**

### Upon Arrival to School

Students are to move from the bus area directly to the auditorium.

All students will remain in the auditorium until they have been dismissed by the attending teachers.

### 7:35 a.m. Tone Sounds

This is a warning tone. Students have nine minutes to prepare for classes and get to first period. Attendance will be taken during first period class.

### First Period

Opening exercises and morning announcements will be at 7:40 a.m. Students should start the day (after being dismissed from the auditorium) by going directly to their lockers, collecting their belongings, and going to their assigned first period class. Students **MUST NOT** loiter in the corridors and should talk quietly. Students should be silent for opening exercises and announcements and should not leave the room without permission from the teacher. Students who arrive early should go to the auditorium and not wander around the school. **(NO students should arrive prior to 7:15 a.m.)** Students arriving after 7:30 a.m. should be dropped in front of the school in the circle.

### **Lunchtime Routine**

Lunchtime is scheduled during fourth and fifth Periods. The lunch period to which a student is assigned is the only one during which he/she may eat. To help keep the cafeteria clean, students are asked to:

1. Clean up any trash from the table and floor.
2. Dispose of papers and cartons in the appropriate containers.

Students will not be dismissed until tables and floor are clean.

## **A.M./DAILY ROUTINE (Continued)**

### **Lunchtime Routine (Continued)**

#### Before Lunch

Upon entering the cafeteria, all students will find a table (**twelve students to each table**) and be seated prior to entering a line to purchase their lunch. Student cooperation is expected at this time. Consistent problems with this procedure may require assigned seating.

#### Cafeteria Conduct

Students must not be released early for lunch. All eating is to be done in the cafeteria. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

Students are expected to behave in a manner acceptable for a group dining. Misbehavior in the lines, at the lunch tables, and in the halls will not be tolerated.

- a. **Students will sit no more than twelve (12) people at a table.**
- b. Students are responsible for cleaning the table and floor around the table.
- c. Throwing of food or trash is prohibited.
- d. Pushing or shoving in line will result in disciplinary action.
- e. Running in the cafeteria is unsafe and unacceptable.
- f. Dismissal for food lines and at the end of lunch will be by the teachers on duty.
- g. Talking must be controlled in volume; loud talking is not permitted.

### **Lunch Program**

Each meal comes with an entrée and a choice of up to three sides including fresh fruit, fresh vegetables and milk. At all levels, a fresh fruit and vegetable bar featuring as many as six choices per day is standard. All parents are to encourage their children to take the maximum amount of healthy side dishes each day. Per USDA regulations, children must select a fruit or a vegetable with their lunch every day. Without a vegetable or fruit, students will be charged the a la carte price instead of the meal price.

**Prices:** (\$2.75 and \$3.00 for premium)

Menu is available monthly on our website: [www.suffield.org](http://www.suffield.org).

Prices are determined by Aramark.

If there are any questions or problems with the school lunch program, please contact Aramark (Sharon Strzegowski) at (860) 668-3810 extension 3115 or email her at [sstrzegowski@suffield.org](mailto:sstrzegowski@suffield.org).



## **A.M./DAILY ROUTINE (Continued)**

### **Lunch Program (Continued)**

Students should consider their lunch period as a time not only to eat, but also to relax and socialize, as long as it does not become disruptive. **Students should refrain from actions which require the attention of cafeteria monitors or which interfere with other students who are using the cafeteria properly.** Disrespectful behavior in lunch lines and disruptive behavior will result in disciplinary action at the discretion of the adult monitors.

Students who eat lunch with any teacher must have a pass from that teacher to leave the cafeteria with their lunch. No purchased food may be taken or eaten outside of the cafeteria unless permission is granted by the attending teacher.

After eating and properly disposing of papers, etc., students may socialize with friends in an orderly manner until dismissal. **Students may have visitors at lunch in a location approved in advanced by Administration.**

### **Policy Regarding Food Substitutions Due to Medical Problems**

The federal regulations regarding food substitutions in the School Lunch Program allow substitutions to be made for children with a documented medical problem. The regulations state: "Substitutions may be made in (the school lunch pattern) if individual participating children are unable, because of medical or other special dietary needs, to consume such foods. Such substitutions shall be made only when supported by a statement from a recognized medical authority which includes recommended alternate foods." A letter from the child's physician must be on file with the school nurse, before any substitutions can be made. The school nurse should provide the cafeteria staff with a list of children eligible for substitutions. Most frequently, the need for a substitution arises when a child is unable to consume milk. In this case, the child may substitute one juice for the milk in a school lunch. The lunch price remains the same, regardless of the substitution made.

### **After School Activities**

Students who are not staying after school for activities, extra help, detention, or for other legitimate reasons should depart on their assigned bus. Students are not allowed to remain in the building **without a specific purpose and adult supervision.**

## **ADMISSION/PLACEMENT**

A student seeking enrollment in the Suffield Public Schools for the first time should contact Central Office. A student who is transferring from non-public schools or outside the district will be placed at the current grade level pending evaluation and observation of the student. After such assessment, the principal will determine the final placement of the child.

## **ASSEMBLIES**

There are times when grades, classes, teams or the entire school may get together for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standard as in the classroom.

## **ATHLETICS**

Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

Any student athlete who has not reported to school by 11:00 a.m. will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the principal or designee. Students must maintain a good academic standing to participate.

## **ATTENDANCE**

In order to comply with state regulations regarding attendance parent/guardian should have the student regularly attend school. Regular attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to absence. Persistent attendance issues and/or excessive school tardies may require home school conferences.

### **Absence**

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school (Guidance Office) between 7:15 a.m. and 8:15 a.m. on the day of the absence by telephoning the school at (860) 668-3823. A state law requires school officials to call parents/guardians daily to check on unreported absence. Reporting that a child will be absent for the day (or longer) will save numerous calls for school personnel and will prevent home interruptions for each absence.

### **Appointments, Change of Bus and Early Dismissals**

If it is necessary to be dismissed early for some reason, a note MUST be presented to the office stating time and reason for dismissal. To avoid classroom interruptions, students should come to the office after 7:30 a.m. but before first period bell to receive a pass for the time of the dismissal and present it to the teacher when it is time to be dismissed. No student will be dismissed except to a legally authorized guardian.

## **ATTENDANCE (Continued)**

### **Appointments, Change of Bus and Early Dismissals (Continued)**

ALL bus change forms or note from parents requesting a change of bus for the day need to be in the office by 10:30 a.m. Students will receive them back during their lunchtime in the cafeteria.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued quarterly. Parents are also expected to contact the teachers, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

### **Leaving School Grounds**

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parent or guardian. Approval from school administration is also necessary. Unauthorized leaving of school grounds will warrant parent and police notification.

### **Tardiness**

Students who cannot get to their first period class by 7:45 a.m. are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will be considered tardy. A student who is repeatedly tardy may be considered truant. Students may receive school consequences if administration determines that there has been excessive tardiness to school.

Students are late to school if they are not inside the classroom door at the bell signaling the start of the first period class. If students arrive late, they must report to the office and sign in.

Students who arrive after 11:00 a.m. will be counted as absent for the day. Students who leave school before 11:00 a.m. and do not return are absent for the day.

Students late to school MUST GET A PASS FROM THE OFFICE.

### **Truancy**

Students absent without an excused absence will be considered truant. (Tests and academic work done in class that day will be recorded as a zero grade.) All truanies are reported to the School Attendance Committee.

## **ASBESTOS MANAGEMENT**

Anyone wishing to know about the materials that have been removed or the materials that remain in Suffield Middle School may ask to see the *Asbestos Management Plan* which is on file in the Central Administration Offices. 14

### **AWARDS - COMMENDATION**

Since we feel that special recognition should be given to Suffield Middle School students who do outstanding jobs in different aspects of their school lives, special commendations are awarded to these students at the end of the school year in assemblies, and during the course of the year.

### **CHILD CUSTODY**

The school assumes that all parents who are separated or divorced hold joint custody of their child and can jointly participate in their child's education. In circumstances in which there is sole custody or court decreed restrictions on either parent, a court order or divorce decree must be presented by the custodial parent and on file at the school.

### **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as band, choir, and athletic groups may establish rules of conduct and participation that may require more than those of students in general. All school rules apply for all school sponsored events, this includes maintaining a good academic standing.

### **COMMUNICABLE/INFECTIOUS DISEASES**

Students with any medical condition which within the school setting may expose others to disease contagious or infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Some examples of such conditions include, but are not limited to: head lice, conjunctivitis, chicken pox, impetigo, ringworm, etc.

Parents and students may be required to submit medical evidence upon return that their child has recovered sufficiently to prevent exposing others.

### **DISCIPLINE AND STUDENT CONDUCT**

The ABC's of Good Manners...

Always Be Courteous

Every student has the obligation to be polite and considerate in his/her dealings with other students, teachers and staff members. Everyone benefits from a "thank you," "excuse me," or from someone holding the door for another. Good manners help to contribute to a good school. The best discipline is self-discipline!

Students are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity. The District has authority and control over a student during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, and any school-related misconduct, regardless of time or location.

## **DISCIPLINE AND STUDENT CONDUCT (Continued)**

### **Discipline**

Discipline in the school is extremely important to the overall program. Without good discipline, the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline, students cannot realize their greatest opportunities for growth. Student behavior that disrupts learning shall not be tolerated. In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the building administration, the superintendent, and the Suffield Board of Education.

The Suffield Public Schools are mandated to follow discipline, suspension, expulsion and hearing procedures as described in Section 10-233 a-g of the Connecticut Statutes.

Student discipline is a result of a cooperative effort of the educational staff, parents, and the students of the school. It is developed on the basis of the individual's dignity and worth. It is from this basic respect that all forms of behavior must evolve.

Students are expected to be polite, courteous, thoughtful, and considerate. Running, pushing, shouting, whistling, and boisterous conduct which disturbs others is unreasonable in school and, therefore, not acceptable.

The teacher has the responsibility of educating the students in the school. It is the responsibility of the students to follow the teacher's directions and not interfere with the orderly teaching process and not to interrupt the education of other students. Disruptive behavior consists of actions which disturb students and teachers in the process of learning. It is further interpreted to mean the disturbance of orderly procedure within the school.

The maintenance of discipline is the responsibility of the entire educational staff. Discipline and the resolution of conflict are the responsibility of the classroom teacher. In the event that conflict between teacher and student cannot be resolved at the classroom level, the situation should be referred to guidance and/or the administration. When a student is sent to the main office, a referral sheet explaining the circumstances must be submitted with the student or as soon as possible.

Behavior on field trips, at assemblies, activities, evening programs, and athletic events is expected to conform to the standards of acceptable social behavior and any other school policies. Students planning to attend evening programs planned for parents (concerts, art expo, gym show, etc.) must be accompanied by a guardian or responsible adult.

## **DISCIPLINE AND STUDENT CONDUCT (Continued)**

### **Conduct**

#### **Bus Conduct**

- a. Enter or exit the bus only when the door is fully open.
- b. Take your turn and avoid pushing others when entering or exiting the bus.
- c. Be seated promptly and remain seated until leaving the bus at the authorized stop. Middle School students are to sit mid-way to front of the bus.
- d. Face forward with feet on the floor in front of the seat.
- e. Keep hands off other students and their possessions.
- f. Speak in a normal tone of voice and avoid making noises that may distract the bus operator.
- g. Language used **MUST NOT** be foul or rude in nature, whether addressing fellow students or the bus operator.
- h. Passengers must not tamper with the emergency door.
- i. Keep books, lunch boxes, and other possessions out of the aisle.
- j. Never throw any object, either inside the bus or out of the bus window.
- k. Keep all parts of your body or materials in your possession inside the bus and away from windows.
- l. Refrain from pushing or hitting other pupils and other rough behavior while on the bus.
- m. Smoking, drinking or use of drugs is prohibited.
- n. Marking on or destroying bus property will not be tolerated
- o. No pets are permitted on buses.
- p. Implements or objects of a dangerous nature that could be used to harm students, the bus operator, or the bus are not allowed on buses or on school property.
- q. Toys or games may be carried aboard the bus only if requested in writing to the bus operator by a teacher or administrator.
- r. Conscientiously observe all rules and respond promptly to the bus operator's instructions.
- s. Skis and/or golf clubs are allowed on the bus with permission from bus driver.
- t. Neither eating food nor drinking is allowed.

#### **ALL STUDENTS SHALL COMPLY WITH THE ABOVE RULES AT ALL TIMES!**

Students found by the bus operator not in compliance with these rules may be denied the privilege of riding the bus for a period usually of not more than ten (10) school days for each offense. Parents of suspended students shall be notified in advance of such action by the school administration who will both forward a copy of the suspension form stating the reason for the removal and follow up with a telephone call.

## **DISCIPLINE AND STUDENT CONDUCT (Continued)**

### Late Bus

Student(s) participating in school activities after 2:25 p.m. will be allowed to ride the late bus home. Student(s) must have a late bus pass to board a late bus. Late bus passes can be obtained from the teacher in charge of the activity that the student is participating in. Late buses (A, B, and C) will depart from Suffield Middle School at 4:00 p.m. Late buses operate Monday, Wednesday and Thursday beginning September 15, 2014 until June 4, 2015. All bus conduct rules apply.

### Gum

Students are not permitted to chew gum in the school building without administrative approval.

### Loitering

Students are to leave the school immediately upon the close of school, unless they are taking part in an authorized after school activity, are receiving help from a counselor or teacher, or are being disciplined. Any student loitering outside of school will have parents notified and receive appropriate school consequences.

### Book Bags/Satchels

Students will **NOT** be allowed to carry book bags or satchels during the school day. Students should deposit all book bags in their lockers at the beginning of the day. Students are not allowed to bring their coats and book bags to their last class unless authorized from administration.

### Coats/Jackets/Windbreakers

When indoor temperatures exceed 65°F, students must leave coats, jackets, windbreakers, etc. in their lockers.

### Personal Electronics

Cell phones, handheld games and iPods may be used before 7:35 a.m./dismissal to first period. If there is inappropriate activity and or disturbances (too loud) among students before 7:35 a.m. teacher(s) on duty will intervene to maintain order and keep all safe. This intervention could range from asking students to turn volume down to confiscating device and referring student to office to retrieve device. All cell phones must be turned off from 7:40 a.m. to 2:25 p.m. Teacher exceptions can be made for the educational use of smartphone devices. Student's repeated infraction regarding their cell phone will require that parents pick up the device from the school. **NO** picture(s) with any device is to be taken without adult approval.

## **DISCIPLINE AND STUDENT CONDUCT (Continued)**

### Pagers/Walkie-Talkies/Laser Pointers

These items require administrative authorization prior to being brought into the school.

### Hats

Students may only wear hats during the school day if it is a school sponsored activity. Otherwise, hats will be confiscated and will be returned at a time determined by administration.

### Appropriate Dress/Appearance

Students are to dress appropriately for the business of school. Appropriate dress helps set the tone for appropriate behavior and reflects positively on our students, which also then encourages support from our school community. Please note that the following items are **NOT** allowed: bare midriffs and shoulders; camisole tops; spaghetti straps; visible undergarments; tank tops (unless a sweater or shirt are worn over); strapless tops and dresses; low neckline and backline tops; shorts, skirts and dresses shorter than mid-thigh (i.e. finger-tip length when student is standing); baggy or loose fitting clothing exhibiting any part of the individual's undergarments (i.e. pants should not droop to expose undergarments/boxer shorts); hood covering heads; any clothing marked with obscene, suggestive language or inappropriate graphics or pictures; any clothing advertising/promoting alcohol, tobacco or drugs.

This list is not exhaustive. Administration will ultimately decide whether or not a student's attire is safe, respectful and appropriate for our school environment. When a student's attire is determined to be unacceptable the student must change into appropriate clothing or parent/guardian will be contacted to bring appropriate clothing or to take the student home. If you question whether or not clothing is appropriate, we suggest that you do not wear it to school.

### Gambling/Selling

Any form of gambling is prohibited in school. Students are **NOT** permitted to sell any items or solicit contributions for a cause in school unless granted permission by the administration.

### Parents Liability/Damaged Property

Connecticut law (Sec. 52-572) states "that parent or parents or guardians of any minor, which minors willfully of maliciously cause damage to any property or injury to any person, shall be jointly and severally liable with such minor or minors for such damage or injury to an amount not exceeding \$3,000, if such minor or minors would have been liable for such damage or injury if they had been adults."



## **DISCIPLINE AND STUDENT CONDUCT (Continued)**

### Parents Liability/Damaged Property (Continued)

Students MUST be careful not to damage either the building or its equipment in any way. We each have a responsibility to see that the building is used and not abused. If accidental damage occurs, a report should be made promptly to the office so that it can be repaired.

Students who deliberately inflict damage to the building or its equipment by writing on walls or such things will be expected to pay for the damage and will be subject to disciplinary action.

### The School and The Law

Any unlawful act taking place on school grounds or buses not only makes the student subject to penalties which the courts may prescribe but also will result in suspension from school and required to attend an expulsion hearing. This school will NOT tolerate the use of controlled substances by any of its students. Any student apprehended using or in possession of controlled substances will be suspended, referred to the Suffield Middle School Student Assistance Model (SAM), and to the Suffield Police Department.

No person may use, possess, sell or distribute alcohol or other substances, nor use or possess paraphernalia for the purpose of illicit/inappropriate drug use on school grounds or at school-sponsored events. The term "alcohol, drugs, and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to: alcohol, all forms of tobacco, inhalable substances (including gases, solvents, butane, propane, adhesives), marijuana, cocaine/crack, LSD, PCP, amphetamines, heroin, methadone, scheduled narcotics, steroids, herbal stimulants, herbal euphorants, look-a-likes and any substance commonly referred to as "designer drugs." The inappropriate and/or illegal use of prescription and over-the-counter drugs shall also be prohibited. Prescription medication for personal use shall be allowed only under the supervision of school medical personnel, with written orders from a physician. State and local ordinances apply to students and employees alike.

### Harassment

It is the policy of the Suffield Board of Education that any form of sex discrimination or sexual harassment is prohibited. The district wants all students to learn in an environment free from all forms of sexual harassment. This is defined as unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact, whether verbal or physical.

## ***DISCIPLINE AND STUDENT CONDUCT (Continued)***

### **Harassment** (Continued)

Any student who believes that he/she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, Social Worker, Guidance Counselor, Administrator, School Nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint. Sexual harassment is against state and federal laws. Any student or staff member, who engages harassing behavior, shall be subject to disciplinary action.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent informally to a staff member or in a conference with the Principal or designee. If this complaint cannot be resolved at that level the District Title IX Coordinator may be contacted to investigate and resolve the concern.

General Harassment is defined as unwanted comments or the stalking of another for the sole purpose of intimidation. This will not be tolerated and will be subject to disciplinary action.

### **Threats**

Threats will not be tolerated in the Suffield Public School District. A threat is any conduct of a verbal, written, or physical nature that intimidates, frightens, terrorizes, or harms in any way any individual.

This policy applies to all students, employees, parents, vendors and other visitors who are on district grounds or property or on property within the jurisdiction of the district: on buses operated by or for the district; while attending or engaged in district activities; and while away from district grounds if the misconduct directly affects the good order, efficient management and welfare of the district.

Employees, students and others are expected to adhere to a standard of conduct that is respectful, courteous and insures the safety of all.

School employees will report all threats immediately to school administration. Furthermore, students, parents, and others are expected to report all threats immediately to school administration.

Threats will be thoroughly investigated and acted on in conjunction with police authorities.

## **DISCIPLINE AND STUDENT CONDUCT (Continued)**

### **Bullying**

Bullying behavior by any student in the Suffield Public schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Bullying means any overt acts by a student or group of students directed against another student while on school grounds, at school-sponsored activity, or on a school bus, which acts are repeated against the same student over time. Such overt acts, which occur off-campus (and not at a school sponsored activity), may also constitute bullying if it is determined that they have a direct and negative impact on a student's academic performance or safety in school.

Students may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. In addition, parents may also file written complaints concerning suspected bullying behavior. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board Policy Number 5144 (Student Discipline) set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

**Informal/Verbal Complaints of Bullying by Students:** Students may make complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee such as a Guidance Counselor, School Psychologist, Nurse, Social Worker or School Therapist. Student complaints of bullying should specify the actions giving rise to the suspicion of bullying, including the time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witness. A teacher, other professional employee, or administrator receiving a student complaint shall promptly reduce the complaint to writing, including the information provided by the student. The written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the building Principal (or other responsible program administrator) for review and action.

**Formal/Written Complaints of Bullying:** Students and/or their parents/guardians may also file formal written complaints of conduct that they consider to be bullying. Such written reports should specify the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. 22

## **DISCIPLINE AND STUDENT CONDUCT (Continued)**

### **Bullying** (Continued)

Mailboxes will be available for anonymous reporting of incidents of bullying/"being mean" in the cafeteria, gymnasium and Guidance Office.

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. Verbal or written 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. Cyber bullying

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

Students who engage in any act of bullying, while at school, **on the school bus, school grounds or on the Internet**, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action. This may include up to and including suspension, expulsion and/or referral to law enforcement officials.

### **Detentions/Suspensions**

A discipline system is designed to encourage and enforce a positive learning environment. The system consists of parent phone calls, detentions, internal and external suspensions, and expulsions and appeals.

1. Detentions will have a 24 hour notice and take preference over other commitments except in extenuating circumstances as approved by the administration or the teacher issuing the detention. Detentions will last for one (1) hour after the end of the normal school day.
2. Any student who does not report for detention will automatically be assigned double detentions. Failure to report for these detentions will result in a suspension. Students who fail to report to administrative detentions will be suspended.
3. Suspensions may be immediate and may be a one (1) or more day internal suspension (**7:45 a.m. - 2:25 p.m.**) or a one (1) or more day home suspension.

## **DISCIPLINE AND STUDENT CONDUCT (Continued)**

### **Detentions/Suspensions (Continued)**

4. The following offenses will result in detentions in most instances:
  - Late to class
  - Unexcused tardiness to school
  - Foul language
  - Unprepared for study hall
  - Gum chewing
  - Running in halls
  - Dangerous horseplay
  - Minor bus offenses
  - Disrespect toward staff member
  - Eating outside cafeteria/No water bottles or drinks unless given permission by Administration
  - Excessive loud talking/screaming in halls
  - Sent to office by substitute teacher
  - Public displays of affection
  - Unprepared for class (pencil, pen, books, homework)
  - Disruption of class
  - In halls without a pass
  - Forgery of parent signature (teacher to call home in addition to detention(s))
  - Kicking of doors
  - Wearing hats once school day begins
  - Improper behavior in the Cafeteria (Suspension from lunch may also occur)
  - Selling of gum or candy (money and goods will be confiscated)
  - Harassment of a general nature
5. The following offenses will result in suspensions in most instances:
  - Smoking on school grounds
  - Possession of smoking materials
  - Insubordination
  - Fighting or assault
  - Leaving school grounds without permission
  - Truancy
  - Habitually tardy to school
  - Vandalism (damage to school property) graffiti
  - Bringing to school or use of a water pistol
  - Stealing
  - Profanity/obscenity/harassment of school employee
  - Harassment of individuals (sexual/racial)
  - Major disruption of class
  - Major bus violations

## **DISCIPLINE AND STUDENT CONDUCT (Continued)**

### **Detentions/Suspensions (Continued)**

5. The following offenses will result in suspensions in most instances:  
(Continued)

- Threatening
- Possession of prohibited materials (including cigarettes)
- Possession of drugs or drug paraphernalia
- Possession of any type of knife or other weapon
- Unauthorized use of drugs, alcohol, or other intoxicating substances

Any student suspended may not participate in school activities on the day(s) of suspension.

6. Any student found in possession of a weapon will be suspended from school pending an expulsion hearing with the Board of Education.

## **STUDENT SUSPENSION/EXPULSION: EDUCATIONAL POLICY/SUFFIELD BOARD OF EDUCATION**

### **Section I – Definitions**

- A. “Exclusion” is defined as any denial of public school privileges to a student for disciplinary purposes.
- B. “Removal” is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes).
- C. “Suspension” is defined as an exclusion from school privileges or from transportation services only for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- D. “In-school suspension” is referred as an exclusion from regular classroom activity for not more than five (5) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed.
- E. “Expulsion” is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one hundred eighty (180) consecutive school days. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.

**STUDENT SUSPENSION/EXPULSION: (Continued)**  
**EDUCATIONAL POLICY/SUFFIELD BOARD OF EDUCATION**  
**Section I – Definitions (Continued)**

- F. “Emergency” is defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- G. “Days” is defined as days when school is in session.
- H. “School sponsored activity” is defined as any activity sponsored, recognized or authorized by a Board of Education and includes activities conducted on or off school property.

**Section II - Removal From Class**

- A. Each teacher shall have the authority to remove a student from class when such student causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than six (6) times in any year, nor more than twice in one week unless such student is referred to the principal, or his/her designee, and granted an informal hearing.
- B. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefore.

**Section III - Standards Governing Suspension And Expulsion**

One or more of the following infractions, if occurring on school property, school transportation vehicles, or at any school sponsored activity, shall be considered as cause for suspension or expulsion. In addition, certain conduct occurring off of school property specifically indicated below may form the basis for suspension and/or expulsion.

- A. Conduct which endangers persons or property or is seriously disruptive of the educational process. Included within such prohibited conduct are the following acts:
  - 1. Conduct causing a threat of physical damage to the student’s physical well-being or of other people;
  - 2. Use of undue, unnecessary, or unreasonable physical force against another person;

**STUDENT SUSPENSION/EXPULSION: (Continued)**  
**EDUCATIONAL POLICY/SUFFIELD BOARD OF EDUCATION**  
**Section III - Standards Governing Suspension And Expulsion (Continued)**

3. Taking, or attempting to take personal property or money from another student, or from his/her presence, by means of force or fear;
4. Willfully causing, or attempting to cause, damage to school property;
5. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
6. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
7. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; possession off of school property of a controlled substance as defined in subdivision (9) of C.G.S. S21a-240 with intent to sell or transfer, sale or transfer of such substance off of school property;
8. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
9. Possession or transmission of any firearm, knife, explosive or other dangerous object or instrument of no reasonable use to the student at school;
10. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
11. Possessing or consuming tobacco products if other than a high school student, or consuming such products in an unauthorized area if a high school student;
12. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property; and



**STUDENT SUSPENSION/EXPULSION: (Continued)**  
**EDUCATIONAL POLICY/SUFFIELD BOARD OF EDUCATION**  
**Section III - Standards Governing Suspension And Expulsion (Continued)**

13. Violation of any other board policy dealing with student conduct, including that dealing with conduct on school buses
- B. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse.
- C. Intentional and successful incitement of truancy by other students.

**Section IV - Suspension Procedure**

- A. The administration of each school shall have the authority to invoke suspension for a period of up to ten (10) days or to invoke in-school suspension for a period of up to five (5) days, of any student for one or more of the reasons stated in Section III above, in accordance with the procedure outlined in Paragraph C of this Section. The administration shall also have the authority to suspend a student from transportation services whose conduct while awaiting or receiving transportation violates the standards set forth in Section III above. The administration shall have the authority to immediately suspend from school any student when there is an emergency as defined in Section I above.

If an emergency situation exists, the hearing outlined in Paragraph C of this Section shall be held as soon as possible after the suspension.

- B. In the case of external suspension, the administration shall notify the superintendent of schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason for suspension. Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.
- C. Except in the case of an emergency as defined in Section I above, a student shall be afforded the opportunity to meet with the administration and to deny the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension or expulsion.

**STUDENT SUSPENSION/EXPULSION: (Continued)**  
**EDUCATIONAL POLICY/SUFFIELD BOARD OF EDUCATION**  
**Section IV - Suspension Procedure (Continued)**

- D. No student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing is first granted.
- E. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing is first granted.

**CHANGING OF CLASSES**

1. Students are dismissed by the teacher, NOT by the bell or clock.
2. Students should pass along the **right hand side** of the corridors and on the stairs at all times.
3. Students should go directly to their next class unless there is need to go to the locker.
4. There should be no shouting, running, pushing, or playing in the corridors or on the stairs.
5. Teachers assist in the supervision of hallway behavior.

**EDUCATIONAL POLICY/SUFFIELD BOARD OF EDUCATION**  
**COMPUTER USE**

**Series 6000 – Instruction 6141.322**

**1. Elementary and Secondary**

**D. Curriculum**

**(1) Curriculum Design/Development/Revision**

**(c) Computer Literacy**

**(ii) Bring Your Own Technology**

**Policy Statement**

It is the policy of the Suffield Board of Education to permit access by students and employees using privately-owned electronic devices to the District's computers, District issued personal data devices (including Smartphones, Blackberries, PDAs, other mobile or handheld devices) and instructional technologies; communications and data management systems; informational technologies and the Internet; and a variety of other technology resources (collectively the "District technology resources") in order to promote educational excellence. While the District intends to permit such broad access, the District's technology resources have not been established as a public access service or as a public forum. Additionally, it is the expectation of the Board of Education that students and employees who access these resources while using personal electronic devices will act at all times in responsible and ethical ways which are fully in accordance with the District's Responsible Use Policies (6141.321, 4118.5, or 4118.5) and with all local, state, and federal laws. 29

## **EDUCATIONAL POLICY/SUFFIELD BOARD OF EDUCATION COMPUTER USE (Continued)**

### **Policy Statement** (Continued)

Through the publication and dissemination of this policy statement, as well as other instructional means, the District educates students and employees about the District's expectations for technology users outlined in its Responsible Use Policies. The District will also provide professional development to employees regarding their responsibilities and duties while using personal electronic devices to access District technology resources. Other members of the school community will be informed as appropriate.

The District will work together with the parents or guardians of Suffield students to educate students about the District's expectation that all students will act responsibly and ethically when accessing and using District technology resources, including times when access is achieved through the use of personal technology. With students able to access the District's technology resources not only from District computers, but also from privately-owned electronic devices, it is important for each student to have the opportunity to learn about his/her rights, responsibilities, and duties when using personal electronic devices to access District technology resources. Through the dissemination of the District website and student handbooks, the explanation and signing of the Responsible Use Policy (6141.321) and its regulations and protocols, and through presentations by teachers and/or administrators at the beginning of each school year, the District will inform students of the applicable expectations regarding access to the District's technology resources when using personal electronic devices on or near school property, at home, in school vehicles and busses, or at school-sponsored activities.

The District's technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The District considers access to its technology resources to be a privilege and not a right. Employees and students are expected to make responsible and ethical decisions at all times when using the District's technology resources. Failure to do so will result in the consequences fully outlined in the Responsible Use Policy for Students (6141.321), in the Responsible Use Policy for Employees (4118.5 and 4218.5), and in other related technology policies and regulations.

### **Definitions**

#### **District Technology Resources:**

For the purposes of the District's BYOT policy, "District Technology Resources" refers to District's computers, District issued personal data devices (including Smartphones, Blackberries, PDAs, other mobile or handheld devices) and instructional technologies; communications and data management systems; informational technologies and the Internet; and a variety of other technology resources in order to promote educational excellence.

## **EDUCATIONAL POLICY/SUFFIELD BOARD OF EDUCATION COMPUTER USE (Continued)**

### **Employee:**

For the purposes the District's BYOT policy, the term "employee" shall be deemed to include contractors, volunteers, Board of Education members, third parties and other non- student members of the school community.

### **Personal Technology:**

For the purposes of the District's BYOT policy, "personal technology" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, and other electronic signaling devices.

### **Personal Technology Security**

Responsibility for keeping personal technology secure rests with the individual owner. If personal technology is stolen, lost, or damaged, it will be handled through the administrative office similar to how other stolen, lost, or damaged personal artifacts are handled. Employees, students, and parents should be aware that the District is not liable for any personal technology that is stolen, lost, or damaged. Students should not share their personal technology with other students at any time.

### **District Technology Resources/Damages**

Virtual or physical vandalism shall not be tolerated. Any intentional act by a user of the District's technology resources that damages, or interferes with the performance of District hardware, software, operating systems, or communication and data management systems will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

### **Protocols for Using Personal Technology**

Students and employees must abide by all specific protocols outlined in this BYOT policy and all policy and applicable regulations outlined in the Responsible Use Policy for Student Use of Technology Resources (6141.321) and in the Responsible Use Policy for Employee Use of Technology Resources (4118.5 and 4218.5). Students and employees will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. Students and employees are advised that the District's network administrators have the capability to identify users and to monitor all BYOT devices while they are logged on to the network. Users must understand that the District has reserved the right to conduct monitoring of District technology resources and can do so despite the assignment to individual users of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

## **EDUCATIONAL POLICY/SUFFIELD BOARD OF EDUCATION COMPUTER USE (Continued)**

### **Protocols for Using Personal Technology (Continued)**

The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, users must be aware that they should not have any expectation of personal privacy in the use of personal technology to access District technology resources. This provision applies to any and all uses of the District's technology resources and District or personal electronic devices that access same.

### **Disciplinary Action**

Misuse of the District's technology resources and/or the use of personal technology to access or utilize the District's technology resources in an inappropriate manner will not be tolerated and will result in disciplinary action.

For employees, such misuse may result in disciplinary action up to and including termination of employment. As no two situations are identical, the Board reserves the right to determine the appropriate discipline for any particular set of circumstances.

For students, misuse may result in loss of access privileges, a prohibition on the use and/or possession of personal technology on school property, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

For other members of the school community, misuse may result in loss of access privileges, a prohibition on the use and/or possession of personal technology on school property, referral to the local police, or other appropriate consequences as befit the specific situation.

|                    |  |
|--------------------|--|
| (cf. 4118.5/4218.5 | Employees Responsible Use Policy for Use of District Technology Resources) |
| (cf. 6141.321      | Student Responsible Use Policy for Use of District Technology Resources)   |
| (cf. 5131.81       | Use of Electronic Devices)   |
| (cf. 4118.51       | Staff Use of Social Networking)  |
| (cf. 5131.911      | Bullying Behavior in Schools)  |
| (cf. 5131.913      | Cyberbullying and the Use of Technology to Harm Others)                    |
| (cf. 5145.5        | Sexual and Other Unlawful Harassment) (Students)                           |
| (cf. 4118.112      | Sexual and Other Unlawful Harassment) (Staff)                              |
| (cf. 5131.82       | Sexting)   |

## **EDUCATIONAL POLICY/SUFFIELD BOARD OF EDUCATION COMPUTER USE (Continued)**

### **Legal References:**

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

Policy adopted: August 21, 2012 SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut

### **Series 6000 – Instruction**

**6141.323**

#### **1. Elementary and Secondary**

##### **D. Curriculum**

##### **(1) Curriculum Design/Development/Revision**

##### **(c) Computer Literacy**

#### **(iii) Internet Acceptable Use: Filtering Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication. The Superintendent or his/her designee shall develop an administrative regulation containing an implementation plan for this policy. The implementation plan shall include, but not be limited to, integration of the Internet in the curriculum, staff training, software filters and safety issues.

The District is not responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. In addition, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### **Curriculum**

The use of the District's electronic networks shall be consistent with the curriculum adopted by the Board of Education as well as the varied instructional needs, learning styles, abilities and developmental levels of the students, and comply with the selection criteria for instructional materials and library-media center materials.

Staff members may, consistent with the Superintendent's regulations and implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

## **EDUCATIONAL POLICY/SUFFIELD BOARD OF EDUCATION COMPUTER USE (Continued)**

### **Acceptable Use**

All use of the District's electronic network must be in support of education and/or research and be in furtherance of the Board of Education's goals, or for a legitimate school business purpose.

Computer use is a privilege. Electronic communication, downloaded material (including files deleted from a user's account), and material that is stored, transmitted or received via the District's electronic network or computer may be monitored and/or read by school officials.

### **Internet Safety**

Each district computer with Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall enforce the use of such filtering devices.

An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or his/her designee.

The Superintendent or his/her designee shall include measures in this policy's implementation plan and administrative regulation to address the following:

1. Limiting user access to inappropriate matter as well as restricting access to harmful materials;
2. Safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use and dissemination of personal identification information.

### **Authorization for Electronic Network Access**

Each student and his/her parent or guardian and each staff member must sign the District's authorization form prior to being granted use of the network.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is placed onto the network.

## **EDUCATIONAL POLICY/SUFFIELD BOARD OF EDUCATION COMPUTER USE (Continued)**

### **Authorization for Electronic Network Access (Continued)**

The failure of any student or staff member to follow the terms of the authorization form, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### **Legal Reference:**

Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Public Law 106-554 Fiscal 2001 Appropriations Law containing the "Children's Internet Protection Act"

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq. Reno v. ACLU, 521 U.S. 844 (1997)

Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)

Board of Education v. Pica, 457 U.S. 868 (1988)

Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)

Policy adopted: March 3, 2009

SUFFIELD PUBLIC SCHOOLS

Suffield, Connecticut

## **DANCES AND SOCIAL EVENTS**

### **Social Functions**

Events such as concerts are generally held during the evening. While students are encouraged to attend, they are reminded that their conduct is expected to be the same as is acceptable during school hours and they are to be accompanied by a parent or guardian.



## **DANCES AND SOCIAL EVENTS (Continued)**

### **Social Functions (Continued)**

Appropriate dress is required for students who attend school dances. The use of alcoholic beverages, tobacco, and drugs while attending any school activity is strictly prohibited.

Students who leave the building during a school function, without permission, will not be readmitted to the function without approval of the administration and may be subject to disciplinary action.

### **Eighth Grade Class Night**

Class night is an end of the year activity designed for the enjoyment and participation of ALL eighth grade students.

- Eighth grade class night is a supervised extra-curricular event
- Formal wear is not required.
- Eighth Grade Class Night should not escalate to a costly event that creates tension in family units or diminishes the likelihood that all can attend comfortably
- Use of limousine services is prohibited.
- It is designed for the interaction of Eighth Grade students.

## **DISTRIBUTION OF MATERIALS**

Materials may be distributed to parents as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations; will be referred to the Office of the Superintendent to determine whether the request complies with school policy. Use of electronic transmissions will be used.

To provide the most effective use of this technique, the superintendent or his/her designee may approve such distribution providing:

1. The material is related to the school, community, local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any political party, candidate or position.

## **EXPULSION**

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy.

Expulsion from school will result in loss of extra curricular and social privileges during the period of expulsion.

**FEES**

Materials that are part of the basic educational program are provided without charge to students. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. Club fees and field trips.
2. Security deposits.
3. The materials for a class project that the student will keep.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, etc.
6. Student accident insurance and insurance for school-owned instruments.
7. Instrument rental and uniform maintenance.
8. Fees for damaged library books and school-owned equipment.

All payments must be made by check or money order and made payable to Suffield Middle School. No cash payments will be accepted by the school.

**FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the Principal/Assistant Principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress are the same as school standards. Parental permission may be required.

**FINANCIAL ASSISTANCE**

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for materials, fees, transportation costs, admission prices, or any other related expenses. Any student or parent/guardian who needs financial assistance for school activities should contact a Guidance Counselor to request confidential help.

**FIRE AND SAFETY DRILLS**

Fire and safety drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. All students are expected to exit the building in an orderly fashion with no talking, and remain in silent lines within their designated area until dismissed by their teacher.

The signal for a drill is a constant blast on a special horn. When the alarm sounds students are to precede along the exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

## **EQUAL EDUCATION OPPORTUNITY**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. The District has a designated compliance officer, who coordinates compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

If there is an issue related to equal opportunity that cannot be resolved through discussion with building level administration, the District Title IX Coordinator may be contacted to investigate and resolve the concern.

## **GRADING SYSTEM**

### **Change of Courses**

Removal from any course (academic or exploratory) must be approved by Administration.

### **Progress Report**

School performance is recorded during the year, not only with quarterly report card grades, but also with progress reports. Progress reports will be distributed electronically through the Parent Portal.

### **Parent Notification of Significant Grade Change**

Parents will receive notification from the classroom teacher when a child's performance drops below a C- level at any time during the grade reporting period. A record of all notifications will be kept.

### **Report Cards**

Report cards are given to all students four (4) times a year in all subject areas. The report cards are to be kept by parents.

### **Marking Periods**

#### ***Term I***

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| <i>Begins:</i> September 2, 2014  | <i>Grades Close:</i> November 7, 2014 |
| Interim Progress Grades end:      | October 3, 2014                       |
| Distribution of Progress Reports: | October 9, 2014                       |
| Distribution of Report Cards:     | November 13, 2014                     |

### **Marking Periods (Continued)**

#### ***Term II***

*Begins:* November 9, 2014      *Grades Close:* January 26, 2015  
*Interim Progress Grades end:* December 12, 2014  
*Distribution of Progress Reports:* December 19, 2014  
*Distribution of Report Cards:* January 30, 2015

#### ***Term III***

*Begins:* January 27, 2015      *Grades Close:* April 2, 2015  
*Interim Progress Grades end:* March 5, 2015  
*Distribution of Progress Reports:* March 12, 2015  
*Distribution of Report Cards:* April 9, 2015

#### ***Term IV***

*Begins:* April 3, 2015      *Grades Close:* June 16, 2015  
*Interim Progress Grades end:* May 14, 2015  
*Distribution of Progress Reports:* May 21, 2015  
*Distribution of Report Cards:* Before July 1, 2014

\*Subject to change if student school days change.

### **Honor Roll**

All grades have influence in the determination of placement on the Honor Roll. Students must have a minimum of all “B” grades in all courses taken to be eligible for Honor Roll distinction. Students with all “A” grades are eligible for “High Honors” distinction.

### **GUIDANCE AND COUNSELING**

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the (specialists) and guidance counselors include assisting the student to function more successfully within the school environment.

Counseling is an opportunity to talk with someone about things that are important to students. The opportunities to talk may be personal, social, educational or vocational. Counselors will listen, be open and honest with students. Appointments are arranged by stopping by the Guidance Office before school, between classes or after school.

Educational and career planning guidance is available along with information to develop a plan for the student’s future.

For students in need of Special Education programs, a Planning and Placement Team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs.

## **GUIDANCE AND COUNSELING (Continued)**

The School Psychologist performs assessments as determined by the Planning and Placement Team (PPT), therapy for individuals and small groups, in addition to support for parents concerning adjustment issues.

## **HEALTH SERVICES**

The clinic is designed to provide care to students who become ill or are injured while in school. Any student injured or impaired in some way outside of school needs to see the School Nurse before going to classes with a doctor's note. The Nurse will determine limitations and inform all of the student's teachers.

### **School Nurse**

The School Nurse is available during the school day. In case of accidents or illness, the nurse administers first aid and arranges transportation if necessary. While immediate first aid may be provided for accidents, the school cannot assume responsibility for children who arrive at school ill or who become ill while in school. This must, of necessity, be the responsibility of parents/guardians. Only temporary comfort and care may be provided at school until the parent/guardian can arrange transportation to a doctor's office or home. In case of an emergency, parents/guardians have been requested to sign the following statement:

“In a serious emergency, when a parent or guardian cannot be reached, I hereby authorize the school nurse or school personnel to send my child to a physician, dentist or emergency room if such treatment is necessary.”

Additionally, the duties of the School Nurse include State mandated screenings, maintenance of written health and accident records and medication administered by physician written order. A sixth grade health assessment is a physical completed as of January 1, 2014, and before the last scheduled day of school in June 2015 (an eighteen (18) month window).

### **Testing Schedule**

|                         |                                       |
|-------------------------|---------------------------------------|
| Eye Tests               | Grade six, others upon request        |
| Scoliosis               | All grades                            |
| Hearing Tests           | Grade eight, others upon request      |
| Physical Exams          | Grade six                             |
| Sports Physicals        | All grades for interscholastic sports |
| (Thirteen month window) |                                       |

### **Clinic Usage**

1. The only student who may go to the clinic before 7:40 a.m. is any student who is sent by a teacher or who must be there because of an emergency or if approved by the school nurse.

## **HEALTH SERVICES (Continued)**

### **Clinic Usage (Continued)**

2. No student may keep personal items in the clinic other than medical items approved by the school nurse.
3. Only students with passes from teachers will be admitted to the clinic, unless there is an emergency situation.
4. No student will be allowed to remain in the clinic when the nurse is not there.
5. Students will not use the phone in the nurse's office for reasons other than medical.

### **Administration of Medicine**

All medications must be brought in and picked up by a legally responsible adult. Parents of students requiring medication during school should contact the school nurse. All medications, prescription and over the counter, require a physician's written order. Special forms are required to permit the administration of medicine in school. They are available from the School Nurse. A pharmacy label is not a written physician's order to dispense medication in school. The school nurse can not store more than a forty-five (45) day supply of medication for a student. All medication that is not picked up within one week following the termination of the medication order, or one week beyond the close of the school year will be destroyed.

Emergency medications may be ordered by a physician for self administration. Contact the school nurse to discuss this request.

### **Illness and Dismissal**

Students who feel ill in school should ask the teacher for permission to see the School Nurse. She will see students and call home if dismissal from school is necessary. PUPILS MUST NOT LEAVE THE SCHOOL DURING THE DAY FOR ANY REASON, unless sent by the school nurse, the Principal, or Assistant Principal. Before a student leaves the school because of illness or a special dismissal, AN AUTHORIZED ADULT MUST SIGN him/her OUT IN THE MAIN OFFICE.

## **HEALTH SERVICES (Continued)**

### **Head Lice (Pediculosis)**

The district is committed to maximizing students' academic performance and physical well-being in a healthy and safe environment. The district recognizes that head lice infestations do not pose a health hazard, are not a sign of uncleanness, and are not responsible for the spread of any disease. Misinformation about head lice causes anxiety for parents/guardians and school staff. The goals of providing a healthy and safe environment for students with head lice are to (1) maximize academic performance; and (2) minimize absences due to unnecessary exclusion from school of students with head lice. The School Nurse can be contacted for treatment guidelines.

## **HOMEWORK**

The purpose of homework is to help students become self-directed, independent learners and is related to the education progress of the student and serves to help each student reach their instructional goals. No homework and or projects will be assigned during vacations.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school daily. Time for homework is limited to the following:

|         |            |
|---------|------------|
| Grade 6 | 75 minutes |
| Grade 7 | 90 minutes |
| Grade 8 | 90 minutes |

**The responsibility for obtaining missed assignments and class work rests with the student.** Work assignments can be obtained by:

1. Consulting with the classroom teacher.
2. Getting the assignment from a classmate.
3. Checking class page or through PowerSchool.

Students should plan to complete their missed assignments during their study periods or at home. This work should not be done during regular class sessions. Teachers will notify students of due dates for missed assignments

There may be opportunities for individual help during a teacher's preparation/team meeting time or after school. The student should talk with his/her teachers in order to make these arrangements.

### **Requests For Work**

A One (1) or two (2) day absence does not necessitate calling in for homework. Teachers will provide assignments on class page(s). Each student is encouraged to have a peer in each class to contact. Student(s) may also e-mail teachers or school counselor.

## **HOMEWORK (Continued)**

### **Requests For Work (Continued)**

“The digital class page provides a summary overview of the planned sequence of instruction, materials and homework assignments. Adjustments will be made based upon the needs of the students which may alter the planned activity or homework assignment for the day or longer. Students are reminded to contact a classroom peer to confirm any missed assignment information and discuss what may have been missed in class.”

## **IMMUNIZATIONS**

All students must be immunized against certain diseases and must present a certificate from a physician or local health agency. If the student should not be immunized due to medical or religious reasons a statement from the parent and/or physician must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Rubella, Varicella and Hemophilus Influenza Type A.

For further information regarding immunizations contact the School Nurse.

## **INTRAMURAL AND AFTER SCHOOL ACTIVITY GUIDELINES**

1. The school's rules and regulations concerning student conduct and attendance apply to all after school activities.
2. Students **MUST** be prepared for Physical Education (P.E.) classes. If a student is excused from or is not prepared for P.E., he/she cannot participate in the day's intramural activities.
3. If a student is suspended from school, he/she cannot participate in the day's intramural program and after school sponsored activities.
4. If a student is absent from school, he/she cannot participate in the day's intramural program and after school sponsored activities.
5. If a student receives two (2) or more D's, one (1) D and one (1) F, one (1) or more F's, or has become a disciplinary problem, his/her participation in the program will be withheld pending his/her mid-term progress report and/or report card. When seeking re-eligibility at those times, the student **MUST** provide written documentation from his/her **Guidance Counselor that substantiates academic and/or behavioral improvement**. Eligibility guidelines apply to all school sponsored activities including ski club. Eligibility will be reinstated **only** at the time of report cards and progress report distribution.
6. Questions concerning student involvement may be directed first to the Intramural Coordinator, Counselors, or Athletic Director (Interscholastic) and then to the school administrators.



**LOST AND FOUND**

Any articles, which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or school property should be reported to the Main Office.

Lost and Found is located in the gymnasium locker rooms. Students finding someone's property or having lost something of their own should check there.

**LIBRARY/MEDIA CENTER**

Students are invited to use the books, magazines, newspapers, multimedia and other materials located in the Media Center. Students are responsible for any materials they sign out. Materials must be returned to the Librarian at the circulation desk. Students must pay for any materials they lose or damage.

Students are encouraged to use the school library. Library passes may be obtained from the subject or study hall teacher for part or most of a specified period, but, students are required to return to the specified class before the end of the class period. Failure to abide by the library's conduct standards may result in a suspension of library privileges.

**PARENT CONFERENCES**

Parents are encouraged to become partners in their child's educational success and conferences with teachers may be held at any time during the school year. Parents and students, as well as, teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school grade level teams. It is desirable that these conferences are held during school hours but other arrangements may be made.

**PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS**

Parent Teacher Association Committee (PTAC) is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTAC.

## **PASSES**

All students need a pass while in the corridor during class time.

Students will NOT be allowed to leave one class to get a pass from another teacher. Students who have passes to the MEDIA CENTER or COMPUTER LAB are expected to return to the class from which they came before the end of the period or within the designated time noted on the pass. Passes to the MEDIA CENTER are issued to select or return materials (15 minutes) or for longer periods of time to complete research or use digital resources upon prior verification from a teacher. Number of students per period is to be determined. All students are expected to come to the MEDIA CENTER on time with materials needed to either study, read, or complete assignments/projects and return promptly and quietly to their study halls. Students should not expect to obtain passes to return to lockers to get materials or to the restrooms. No eating, drinking, gum, or candy allowed in the MEDIA CENTER. All students from study halls are expected to be silent and respectful of classes in the MEDIA CENTER. Permission to talk or work together will be based on the requirement of student work or projects. All classroom and school rules and consequences are to be followed.

Students who are in the corridors after classes are scheduled to begin, without a pass, are subject to disciplinary action.

## **PHYSICAL EXAMINATIONS**

All students must present evidence of a physical examination upon enrollment to the District and in their sixth grade school year.

## **POSTERS**

Signs and posters that students wish to display must be approved by the Principal or Assistant Principal. Posters displayed without authorization will be removed. Any student who posts such material shall be subject to disciplinary action. Posters can be placed only in designated areas.

## **PROPERTY, LOCKERS AND EQUIPMENT**

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

### **PROPERTY, LOCKERS AND EQUIPMENT (Continued)**

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

#### **Lockers**

Students, as a normal procedure, should keep their lockers clean and free from excess paper, food and clothing. There will be several scheduled locker clean-ups throughout the school year. No decorations or celebratory materials are allowed on lockers without administrative approval. Students are responsible for the condition of their locker and materials stored. Therefore, student lockers should be securely locked at all times.

Students **MUST NOT** give locker combinations to anyone, and they should not share lockers with other students. Students may not switch their assigned locker with another.

Keep in mind that lockers are considered to be school property loaned to students for their use. The administration reserves the right to inspect individual lockers at any time with JUST cause.

Students may go to their lockers between periods, but this does not mean that he/she should do so. Students should plan to carry books for at least two (2) or three (3) classes. Being at a locker is not a valid excuse for lateness to class.

Students should not attempt to repair school equipment but should notify the Main Office immediately if it is not functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students may not bring in locks from home and apply them to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student. All students are encouraged to keep their lockers locked at all times.

#### **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be notified using K-12 Alert and announced over Radio Stations WTIC, WDRC, and WHYN. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

### **SPORTS PHYSICALS**

Every athlete who participates in any CIAC sanctioned activity must be determined physically fit through a pre-participation assessment. This assessment will be considered current if it has been performed during the past thirteen (13) months and is on file in the nurse's office.

### **STUDENT ASSISTANCE MODEL (SAM)/SCIENTIFIC RESEARCH BASED INSTRUCTION (SRBI)**

Our SAM/SRBI is composed of the Principal, Assistant Principal, Nurse, School Psychologist, Social Worker, Guidance Counselors and a police liaison. The purpose of SAM/SRBI is to identify students who may have an academic, social problem or behavioral issue long before that problem or issue becomes a crisis for the student. In order to accomplish this end, the SAM/SRBI Team meets twice a month. The discussions are confidential and the purpose again is to identify through discussion any student who may have needs. If it is decided at that point that the student has specific needs, then a team member is assigned to work with that student to help him or her work through the issue, either through school personnel or through a referral to a community agency.

A student may approach any member of the team or any teacher on staff that he or she feels comfortable sharing concerns with. The SAM/SRBI recognize that everyone has issues and concerns from time to time with which they need help. Therefore, we would encourage the students to share any concerns that they have with a member of the staff or specific members of the SAM/SRBI Team.

### **CRISES RESOURCE TEAM (CRT)**

Suffield Public Schools has a team comprised of school administrators, personnel, and members of the town's public service organizations. The purpose of the CRT is to:

1. Discuss and review pre-determined protocols for responding to a variety of crises that would impact students, staff, or the system.
2. Plan for the fullest and most efficient use of school and outside community resources during a crises.
3. Plan for the most appropriate follow-up support to students, staff and members of the community.

The Crises Resource Team under the direction of the school Superintendent meets regularly to review procedures and protocols.

## **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. **Duplicate distribution, to the non-custodial parent, of their schedule, student handbook, CMT results, report cards, and progress reports will be provided upon written request.**

Director of Pupil Services is the custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

## **TELEPHONE USE**

The use of the phone in the Main Office is for emergency purposes only! Use of phones in classrooms must be with permission of the teacher. **Students feeling ill must make calls from the Nurses Office.** The use of cell phones during the hours from 7:45 a.m. to 2:25 p.m. is strictly prohibited.

## **TEXTBOOK CARE AND OBLIGATIONS**

All books and materials are issued in reasonable condition and students are responsible for the care of books and supplies entrusted to their use. They will be assessed damages for abuse to textbooks, equipment or materials. Dependent upon the damage the student will be assessed either the full replacement cost or a pro-rated cost for the damage.

## **TRANSFERS AND WITHDRAWALS**

Students withdrawing from school must notify the guidance office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of record form.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

### **VACATIONS/UNEXCUSED ABSENCES**

Parents/guardians who choose to have a family vacation during officially scheduled school days do so without official approval. These vacations shall be limited to a maximum of five (5) days per academic year. Any additional days will be considered unauthorized absences, unless specifically approved by the building principal.

Making up work is solely the responsibility of the student and parent/guardian. Students will be permitted to make up tests, quizzes, and other required assignments missed during the absence. The time limit for make-up work is one (1) school day for each vacation day.

Parents/guardians are required to notify the school in writing prior to any family vacation.

Parents/guardians should not expect the teachers to provide advance assignments, since it is not always certain how quickly a class will progress through an assignment. Teachers generally make specific lesson plans for only a week in advance. (Parental understanding in this regard is appreciated). Parents/Guardians and students are encouraged to communicate with peers or check class pages during their leaves.

### **VISITORS**

Parents and other visitors are welcome to visit the school. **ALL PARENTS AND VISITORS MUST FIRST REPORT TO THE MAIN OFFICE AND DISPLAY THE VISITOR PASS AT ALL TIMES.** Visits to individual classrooms during instructional time shall be permitted only with the Principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

It is the policy of Suffield Middle School that **ALL PARENTS/GUARDIANS AND VISITORS MUST REPORT DIRECTLY TO THE SCHOOL OFFICE UPON ENTERING THE BUILDING!**

It is also the policy of Suffield Middle School that student visitors **WILL NOT** be allowed to attend school with any students enrolled at the middle school. All activities sponsored by the school are **FOR SUFFIELD MIDDLE SCHOOL STUDENTS ONLY**. This applies to school dances in particular. Students are warned that, should they bring a friend to school; the friend will be sent home!

## AFFIDAVIT

I have read the **2014-2015** Suffield Middle School Student/Parent Handbook, and I understand the responsibilities that are included.

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Print Student's Name

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Grade

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Student's Signature

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Parent/Guardian Signature

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Date

**Return to your First Period teacher by  
Friday September 26, 2014.**