

# Student/Parent Handbook

2020-2021



**CHIPPENS HILL  
MIDDLE SCHOOL**

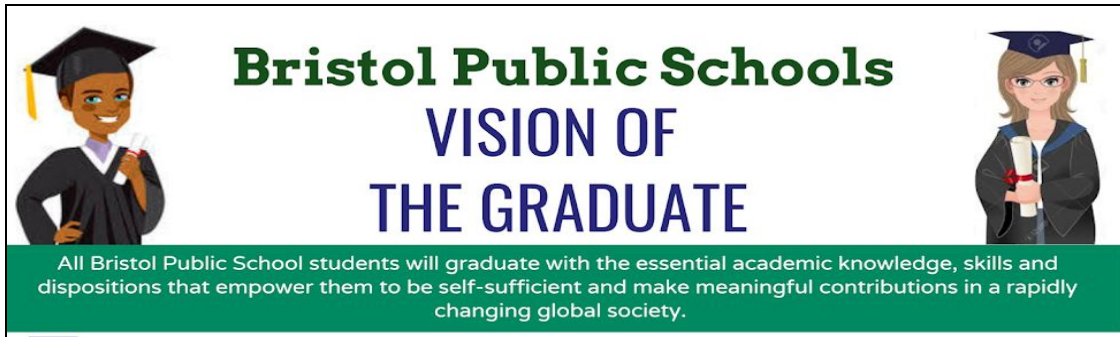
The CHMS community C.A.R.E.S. for each other in their thoughts,  
words and actions.



551 Peacedale Street, Bristol, CT 06010 • P: 860-584-3881 • F: 860-584-4833

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<b>Middle School Full Extra-Curricular</b>			



## CHMS Principal's Message...

*Welcome to the Chippens Hill Middle School Community. The staff is excited to start the "new year" and begin our journey through middle school. This planner is an essential resource that will be used on a daily basis.*

*It serves as a communication tool for students, parents and teachers. As students, you should use this planner daily to write down all assignments, messages, projects, etc. As parents, you should review your child's planner daily to become familiar with his/her academic work and to help your child monitor daily and future assignments. The planner will allow both parents and teachers to ask questions, clarify concerns and work together to help the students complete their work on a timely basis. Effective use of a planner can also help track students' progress, reduce stress, increase productivity, and teach a life skill that will support success beyond CHMS.*

*Our goal is that you leave Chippens Hill Middle School more successful and prepared for the future than when you arrived. We will help you meet this goal and expect you will strive to be the best you can be. We encourage you to take an active part in all of our school activities. We wish you an enjoyable year.*



## Mission



Chippens Hill Middle school is committed to providing a teaching and learning environment where all students, staff, and parents feel as though they are valued and supported members of our school community. We will work together to ensure that every student reaches their highest potential in a culturally diverse community.

## CHMS CORE VALUES

At Chippens Hill Middle School our school community **C.A.R.E.S.** for each other in our thoughts, words and actions every day, everywhere! We show we care by:

**C**ooperating with Others

**A**ccepting Differences

**R**esponding Peacefully

**E**ngaging in Learning

**S**upporting Success for All!

**OFFICE STAFF**

**Administrators**

Mrs. Mariliz Fitzpatrick, Principal  
 Ms. Amy Bastiaanse, Assistant Principal  
 Mrs. Ricciardone, Dean of Students

**Secretaries**

Ms. Maritza Ramirez, *Head Secretary*  
 Ms. Tina Minella, *Purchasing Secretary*  
 Mrs. Jenifer Ogonowski, *Attendance Secretary*  
 Mrs. Susanne Skaradosky, *School Counseling Secretary*

**Guidance Counselors**

Mrs. Jennifer Broderick            Grade 6  
 Mrs. Elizabeth Netz                Grade 7  
 Mrs. Kristen Osowiecki            Grade 8

**School Psychologist**

Ms. Cristen Bailey  
 Mr. Matthew Bortugna

**School Nurse**

Michelle Bellemare, *Nurse*  
 Angie Walker, *Health Aide*

**Main Office/Attendance Phone Number . . . . . 860-584-3881**  
**Guidance Office Phone Number . . . . . 860-584-4837**  
**Nurse . . . . . 860-584-4843**  
**Main Office Fax . . . . . 860-584-4833**  
**Guidance Office Fax . . . . . 860-584-3390**  
**Nurse Fax . . . . . 860-584-4212**

It is important to notify the office (860-584-3881) of any updated phone numbers and emergency contacts.

**COVID-19 Health and Safety Compliance Liaisons**

Dr. Michael Dietter Deputy Superintendent 860.584.7022  <a href="mailto:michaeldietter@bristol12.org">michaeldietter@bristol12.org</a>	Dr. Samuel Galloway Director of Talent Management 860-584-7006  <a href="mailto:samuelgalloway@bristol12.org">samuelgalloway@bristol12.org</a>
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**School Level Compliance Liaison**

Mrs. Mariliz Fitzpatrick Principal <a href="mailto:marilizfitzpatrick@bristol12.org">marilizfitzpatrick@bristol12.org</a> 860-584-3881	Mrs. Michelle Bellemare Nurse <a href="mailto:michellebellemare@bristol12.org">michellebellemare@bristol12.org</a> 860-584-3881
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## **BOARD OF EDUCATION MEMBERS**

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Bristol Board of Education are:

Chairperson:	Jennifer Dube		
Vice-Chairperson:	Kristen Giantonio		
Secretary:	Allison Wadowski		
Members:	Eric Carlson	Thomas O'Brien	Shelby Pons
	Karen Vibert	John Sklenka	Christopher Wilson

## **IMPORTANT DATES TO REMEMBER 2020-2021**

### **Mid-terms/Marking Periods**

October 19 – First Mid-term Ends  
 December 4 – First Trimester Ends  
 January 26 – Second Mid-term Ends  
 March 9 – Second Trimester Ends  
 April 29 – Third Mid-term Ends  
 June 11 - Third Trimester Ends

June – Third Marking Period Ends (to be announced-days may be adjusted due to snow days)

### **PARENT CONFERENCES**

#### **-Half days-**

Lunches served, 12:46 p.m. dismissal  
**Fall** – October 20, 21, 22, 23  
 (Snow Date – November 12)  
**Spring** - March – 24, 25  
 (Snow Date – April 15)

### **PROFESSIONAL DEVELOPMENT DAY**

**-Early Release-** Wednesday, October 7, 2020  
**-No School-** Tuesday, November 3, 2020  
**-Early Release-** Wednesday, March 3, 2021  
**-Early Release-** Wednesday, April 14, 2021

### **SCHOOL OPENING TIMES:**

Regular School Day (M, T, T, F)  
 8:15 a.m. – 2:50 p.m.

Wednesdays  
 8:15 a.m. – 2:25 p.m.

Two Hour Late Opening  
 10:15 a.m. – 2:50 p.m.

Two Hour Late Opening- Wed.  
 10:15 a.m. – 2:25 p.m.

#### Half Day Schedule

8:15 a.m. – 12:46 p.m. (lunches served **with exception of the last day of school**)

#### Early Dismissal

8:15 - 12:46 pm (lunch will be served)

Please listen to WTIC AM (1080), WDRC FM (103), or your local TV stations for late openings, school announcements, and early dismissals.

**Bristol Public Schools  
Bristol, Connecticut**

Schools can only be effective when families, students, and school staff work toward the common goal of providing the best educational environment for all. A compact is a voluntary agreement between groups which unites them in their common goal. You are asked to become involved in a learning partnership with Chippens Hill Middle School.

**District Parent Involvement Compact**

This Parent Involvement Compact articulates the responsibilities of the school district and of parents in fostering learning environments where all Bristol students are educated to their maximum potential.

**Our compact with the parents of and children in the Bristol Public Schools is to:**

- hold high expectations for students and staff performance;
- provide and maintain a safe learning environment;
- advocate for the budgetary needs of the district;
- hire and retain highly qualified teachers and paraprofessionals;
- implement a clear and comprehensive curriculum;
- provide all staff with on-going professional learning opportunities;
- plan for future needs through long-range planning;
- use data to make informed decisions;
- involve parents in district-level decision making groups;
- inform parents of available programming to assist their child in becoming a more successful learner;
- promptly notify the parents of students enrolled in an elementary school or a secondary school identified for school improvement of the reason for identification.

**Parent's involvement in their child's education must include:**

- making education a priority for your family;
- supporting the work of the schools and district by participating in school activities, on district committees and reinforcing school learning at home;
- assuring your child's attendance in school on time, all day, every day;
- holding high performance expectations for your child;
- modeling learning for your child through reading, writing and using mathematics skills; and
- maintaining regular contact with your child's teacher(s)

**Chippens Hill Middle School  
PARENT/STUDENT COMPACT**

**STUDENT AGREEMENT:** *As a student at CHMS, I acknowledge that my education is an important aspect of my life. I also acknowledge that the Chippens Hill Middle School community C.A.R.E.S. for each other in their thoughts, words and actions! I will show I care by:*

**C**ooperating with Others  
**A**ccepting Differences  
**R**esponding Peacefully  
**E**ngaging in Learning  
**S**upporting Success for All!

**STAFF/FACULTY AGREEMENT:** As a professional educator, I accept the responsibility of providing a quality education for all students. ***I will:***

- Communicate and cooperate with families to encourage school success
- Develop a safe and supportive school environment
- Cultivate high expectations and standards
- Develop positive conflict resolution skills in each student
- Provide a challenging curriculum that emphasizes literacy across all subject areas

**PARENT/GUARDIAN AGREEMENT:** As a parent or guardian of a CHMS student, I know that the middle school years are a time when children require intense support because of their rapid development. ***I will:***

- Ensure that my child attends school each day and arrives on time
- Encourage my child to complete all assignments and projects
- Communicate with the school regarding my child's progress
- Encourage my child to read at home on a regular basis
- Discuss daily school experiences with my child
- Support my child's participation in extracurricular activities

### **Human Rights**

***At Chippens Hill Middle School these rights apply to all persons – students and staff – and to the entire school day, including travel to and from school.***

- The right to develop one's own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from cliques.
- **Freedom from physical abuse and mental abuse such as name calling, intimidation or harassment.**
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, or any other reason.
- The right of privacy and freedom from being harassed in the classroom: the right to be treated respectfully.
- The right to have personal and school property respected. Our school community is a safe place for property as well as people.
- The right to an education, which means that teachers are free to teach and students are free to learn without disruption.

The full text of the ***Bristol Board of Education Policy Manual*** can be accessed from the Board of Education website at: <http://www.bristol.k12.ct.us> Policy # 1110.1

### **ATTENDANCE**

For each absence, parents must call the office (860-584-3881) as well as provide a written note (absence note forms can be obtained from the main office) within 10 days of each absence. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation, including a signed note. For the tenth absence and all absences thereafter, the following are considered excused absences: student illness (verified by a medical professional), religious observance, death in family or other emergency beyond control, mandated court appearances, lack of transportation that is normally provided, extraordinary educational opportunities pre-approved by school administrator, and out-of-school suspension. Separate documentation must be submitted for each incidence of absenteeism. If we do not hear from you, every effort will be made to contact you at home or at work to verify absences.

#### ***Arrival At School\* see Addendum pg. 23***

Bus students will arrive at school according to the times established by the bus company.

Walkers should arrive at school in time for the 8:55 AM bell. Please establish an appropriate time for your child to leave for school.

**Under no circumstances should students arrive at school prior to 7:50 AM.** There is no supervision prior to this time.

#### ***Early Dismissals\* see Addendum pg. 23***

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request via email to [jenniferogonowski@bristolk12.org](mailto:jenniferogonowski@bristolk12.org). When the parent arrives to pick up the student, the parent must come to the office (and provide valid photo identification. Examples of identification include: state issued identification, drivers license, passport, etc). The office will call the student from the classroom. If the office staff does not recognize the parent, identification will be requested as required by district policy. The parent will also be required to sign a dismissal book.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring written authorization from the parent/guardian. The pickup person must provide a valid form of identification as required by district policy. This person will also be required to sign a dismissal book.

***End Of Day Dismissal\* see Addendum pg. 23***

Students will be dismissed at 2:50 PM on Monday, Tuesday, Thursday, and Friday and at 2:25 PM on Wednesday. Students are expected to leave school grounds upon dismissal unless requested to stay by a teacher or unless they are involved in a supervised after school program.

***Visitors\* see Addendum pg. 23***

Any parent or visitor who comes to the school during the day **must sign-in at the main office** and present a valid ID. While in the building, visitors will be required to display a visitor badge.

***Tardy Procedure\* see Addendum pg. 23***

Punctuality is a quality that is important for students to practice during their middle school years. Students should be on time daily throughout the year. We realize that once or twice there may be an occasion that may make the students late to school. After the first 3 tardies, ***the student will be referred to the School Counselor.***

Students who enter school one hour or later after the homeroom bell (8:15 a.m.), must either be escorted into school by a parent/guardian or there must be telephone contact by the parent/guardian. If this contact fails to occur, the Attendance Secretary will contact the parent/guardian and report information to School Counselor and Administrators. **Missing the bus or oversleeping is not considered an excused tardy.**

Attendance in accordance with Connecticut State Law, is the serious responsibility of the parent or guardian, and the student. (Conn. Gen. St. Sec. 10-184, 10-198a) The full text of the Bristol Board of Education Policies Manual can be accessed from the Board of Education website: [https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) (P.A.18-182, 10-221(b), 10-198a). Policy #5112, 5113, 5113.2.

**HEALTH ROOM REMINDERS**

The following is a list of health room policies and forms that will be important to you and your child this year. **Please read carefully.** Our health room is set up to meet the health needs of your child at school. It is staffed by a full time nurse and health aide, and provides several services which include:

- day to day assessment if your child becomes ill, requires first aid, or emergency care.
- monitoring any medical problems that might affect your child's education, and making necessary adjustments.
- providing state-mandated health screening for vision, hearing, and scoliosis.
- overseeing state requirements for physical examinations.
- providing health education and health counseling as needed.

***Blue Health Forms:***

To ensure the health of children in Connecticut, the state requires periodic health exams. **A student may not enter the seventh grade unless the physical examination and immunization updates are completed. This physical must include; a Tetanus, Diphtheria, Pertussis (Td/Tdap) vaccine—at least 3 doses with 1 additional booster, Polio (TOPV or IPV) vaccine—at least 3 doses, MMR-measles, mumps, and rubella—2 doses, Hepatitis B vaccine—completion of series-3 doses, Varicella (chicken pox) 2 doses of vaccine or a written statement from your doctor confirming disease, Meningococcal vaccine—1 dose.** This physical must be done after the completion of the fifth grade but before the beginning of the seventh grade.

**Your child may not enter seventh grade without this physical on file in the health room!**

***Emergency Information Cards***

At the very start of school, your child will be given an emergency information card to be completed by you. Please be sure they are filled out completely, front and back. In the event of an emergency this information will be provided to the hospital. On the front, please list phone numbers of where you may be reached during the day, or someone we may contact if you are not available. On the



back of the card, please list any medical conditions your child has that may require special attention, including any medications they may be taking or any allergies they have.

We maintain a **medical alert list** in the health room to alert our staff at Chippens Hill to any medical conditions that may impact your child at school. **Please help keep this information current by notifying an office secretary in writing of any changes.**

### ***Medical Authorization Forms***

If your child requires medication at school, you must have a medication authorization form from the doctor on file in the health room. This applies to prescription and over-the-counter medication (such as Tylenol, Motrin, etc.) All medications must be kept in the health room, except for students with asthma who may carry their inhalers with them. **Please do not send any unauthorized medication to the school.** All medication must come in the original container, be clearly marked, and given to the nurse or an administrator. No medication will be accepted without a completed medical authorization form.

### ***Gym Excuses***

If your child is unable to take gym he/she must have a note from their doctor or parent. Medical excuses must have a specific time frame e.g., 2 days, 2 weeks, one month. Medical excuses that state “until further notice” will not be accepted. If an athlete is medically excused from physical education class, the athlete will also be excused from athletic team practices or games. A medical excuse from physical education class must be followed up by a doctor’s note which allows the student to return to class and the team. Excused students are still expected to change for class.

### ***Health Screening***

We will be doing routine health screenings for vision in the fall, scoliosis (back curvature) in March, and hearing in April-May. You will receive notification if there appears to be any problems. Please let us know if your child has any pre-existing conditions.

### ***Health Counseling***

Please feel free to contact the school nurse at any time if you have any health concerns about your child. The middle school years are an incredible time of growth and change for your child. We wish to offer all the support necessary.

### ***School-Based Individual and Family Counseling, Wheeler Clinic***

Bristol Public Schools has partnered with Wheeler Clinic to provide students and families counseling services at CHMS. A licensed clinical counselor can meet with your child weekly. Wheeler accepts many types of insurance, and this does not infringe upon a student’s learning. For more information, reach out to your respective school counselor.

### ***Sports Participation***

**All students participating in the after-school intramural program must have the Blue State of Connecticut Health Assessment Record (HAR-3 rev.4/10) completed prior to participation in the program.** All sport physicals are valid for a period of 13 months from the date of the physical exam. Please ensure that your health care provider has checked the box for your child to participate fully in athletic activities and competitive sports.

If the student cannot, for economic or other reasons, obtain an examination by his/her physician, the school doctor will provide the examination upon written request to the registered nurse at the student’s school. The medical history portion of the Blue State of Connecticut Health Assessment Record must be completed by the parent/guardian before the student will be seen by the school physician.

Emergency medical forms (A/B form 5141.31) must also be completed by the parent/guardian. These forms will enable the student athlete to receive medical attention for injury or illness that occurs while participating in school sponsored activities if the parent cannot be reached to give consent to emergency personnel.

The full text of the Bristol Board of Education Policies Manual can be accessed from the Board of Education website:

[https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies)

Policy #5141, 5141.21, 5141.3.

### **BREAKFAST AND LUNCH**

**Breakfast and lunch is available to all students enrolled in full day BPS programs at no cost.**

The District participates in the National School Breakfast and Lunch Program and offers nutritionally balanced meals to students daily. All full day Bristol Public School programs participate in the USDA Community Eligibility Provision (CEP) meals program. **CEP allows districts to serve breakfast and lunch at no cost to all enrolled students** without collecting household applications. Instead, schools that adopt CEP are reimbursed using a formula based on the percentage of students categorically eligible for free

meals based on their participation in other specific means-tested programs, such as the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF).

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students, must meet federal and state standards and guidelines.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur. The school nurse should be contacted to initiate a medical plan.

#### Breakfast/Lunch Program

A full breakfast is offered to children each morning from 7:50 AM - 8:15 AM. Lunch is served at midday. Menus are sent home at the beginning of each month and are available on our website.

### **DRESS AND GROOMING GUIDELINES**

In order to maintain a proper school atmosphere, students are expected to wear appropriate clothing to school and to all school related activities. The following clothing styles are specifically prohibited:

1. Shoes, boots or sneakers that mark the floors or have wheels;
2. "See through" style and/or mesh style shirts, blouses, midriff tops, backless tops, halter tops, or revealing tank tops;
3. Underwear worn as outerwear, including sleepwear;
4. Jackets, coats, or boots normally worn as outerwear;
5. Hats, caps, bandannas, or headgear except those worn to established religious customs;
6. Short shorts, cutoffs; Fingertips must be able to touch the bottom of the shorts. If this is not the case, sliders should be worn underneath the shorts.
7. Face-coverings;
8. Sunglasses;
9. Any article of clothing (including jackets, shoes, hats, and bandannas), jewelry, or other items which is identifiable as a known symbol of gang membership or affiliation.

**Students whose dress or grooming is judged by the staff to be distracting, disruptive, offensive, or dangerous to personal safety will be prompted to comply with corrective action. Further disruption would be subject to administrative action.**

The full text of the Bristol Board of Education Policies Manual can be accessed from the Board of Education website: [https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) Policy 5132

### **ELECTRONIC DEVICES**

1. Students may be in possession of a cellular telephone. These devices may be used before the start of school in the morning and after school in the afternoon. Cellular telephones are not to be used during the school day. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet, transmission of text or voice, or which has the capability to take photographs of any kind. All cell phones are to be off and placed securely in the student's locker at the start of the day. If a student has a cell phone out, or in their pocket a teacher or administrator will ask the student to put the phone away in their locker. If a pattern of violating the policy continues, the administrator or teacher can take the phone and return it at the end of the school day prior to dismissal. If this becomes a chronic behavior, the administrator will hold onto the phone in a secure location and will contact the parent to develop a plan in supporting the student.
2. Students shall not possess laser pointers or paging devices in school without the written permission of the Principal.

### **IMPORTANT REMINDERS:**

***Safety Issues:*** The majority of students will be transported by bus to CHMS each day. If you are transporting your child, he/she should be dropped off at the sidewalk area along James P. Casey Road or Peacedale Street. Please select a traffic pattern that results in students not having to cross the street. Parking lots and driveways are reserved for staff and buses. Arrival time should be between 7:50 a.m. – 8:15 a.m. No one should arrive on school grounds prior to that time as supervision begins at 7:50 a.m. Students will not be allowed into the building until after 7:50 am.

***Bicycles:*** Students riding bicycles and skateboards need to follow all the safety rules:

1. A written note must be submitted to the office each time a student assigned to bus transportation chooses to ride a bicycle.
2. Bikes must be walked on school grounds and to the bike rack
3. Skateboards must be walked on school grounds and left in the main office
4. Bikes must be locked at all times to the bike rack
5. State law requires that children 12 years of age and under must wear helmets

This privilege of riding a bicycle/skateboard to school can be removed at any time if the safety of any student is endangered.

**Advanced Planning:** One of the goals of middle school is to increase student responsibility. Please work with your child to ensure that they have all necessary items for school each day (homework, books, sports equipment, and band instruments.) This will make the student's day productive and eliminate parental trips to school.

**Message to Students:** If a student needs to get an **important** message before dismissal, **please call the school office by 2:00 p.m.** Your child will be given the message prior to the close of school.

**Early Dismissals:** Please be sure that your child has arrangements in place should there be an early dismissal due to inclement weather.

**CURRICULUM FORMAT** (Number in parenthesis indicates number of class periods per week class meets.) **COVID-19 Reopening plan**

<u>Grade 6</u>		<u>Grade 7</u>		<u>Grade 8</u>	
<i>ACADEMIC SUBJECTS - all year</i>		<i>ACADEMIC SUBJECTS – all year</i>		<i>ACADEMIC SUBJECTS - all year</i>	
Language Arts	(5)	Language Arts	(5)	Language Arts	(5)
Science	(5)	Science	(5)	Science	(5)
Social Studies	(5)	Geography	(5)	U.S. History	(5)
Mathematics	(5)	Mathematics	(5)	Mathematics	(5)

\*Grade 7 *Bridge to Algebra* and Grade 8 *Algebra+*- Student selection for entry into these courses is from the combination of scores on the SBA, Common Unit Assessments, previous grades in math, and teacher recommendations.

\*Grade 7 and 8 Spanish-Student selection for entry into these courses is based on a combination of SBA, previous grades in Language Arts, and teacher recommendations.

**Grades 6-8**

*ENCORE – Meets once in a 4-day rotation all year*

Students participate in all Encore classes (Physical Education, Wellness, Art, Music\*, and Computers & Technology)

Minutes per class period:

Academic/Encore subjects – 55 minutes/80 minutes

\*Band students will be scheduled for additional band lessons on a rotating schedule.

**EXEMPTION FROM INSTRUCTION**

A student will be exempted from instruction related to Acquired Immune Deficiency Syndrome (AIDS), Family Life and Sex Education, and Sexual Exploitation Prevention upon receipt of a written request for such exemption from his/her parent or guardian. In addition, a student will be excused from participating in, or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

**PHYSICAL EDUCATION PHILOSOPHY AND PROCEDURES**

**Philosophy**

The development and maintenance of a comprehensive and progressive curriculum shall be the purpose of the Bristol Public Schools Physical Education Department. This curriculum is "Wellness and Lifetime Activities" based. This health, wellness and fitness umbrella shall concentrate on the needs, interests and development of the "whole child" and shall simultaneously focus on the cognitive, affective and psychomotor domains of learning while maintaining high standards consistent with a healthy lifestyle. By providing for successful experiences in a variety of activities, we endeavor to maintain and reinforce a child's inherent love of movement and play. At the same time, it is emphasized that achieving a high level of fitness requires more time than is presently allotted in the school program.

**Physical Education Guidelines**

1. **Participation:** Each child is required to participate in scheduled physical education classes unless otherwise excused by written order from a parent or physician, in which case the child will attend class to observe the lesson. Should the child need to be excused for an extended length of time, another written order is required to resume participation.
2. **Proper Dress Required**
  - All students are required to change from school to physical education attire and back to school attire;
  - Appropriate T-shirt (shirt with sleeves) and or sweatshirt other than what is worn to school;

- Appropriate shorts or sweatpants. Shorts may not be rolled up nor worn below the waist;
- Sneakers (hiking boots and backless sneakers are not acceptable);
- For safe participation, jewelry and other personal belongings are to be removed and left in the child's locker.

### 3. Student Behavior Expectations

Students are required to meet reasonable expectations in terms of positive behavior. This includes but is not limited to:

- Appropriate use of language;
- Respect for oneself and others;
- Recognition of a wide variety of abilities within the PE setting;
- Observation of rules of safety within the PE environment;
- Appropriate use of equipment;
- Orderly transitions to and from the locker room;
- Respect for other people's property.

**Failure to meet the appropriate expectations will result in an appropriate consequence.**

### 4. Grading

Students will be assessed in a variety of ways including but not limited to:

- Preparation and Participation;
- Skill assessments;
- Written assessments (Quizzes and projects).

### **REPORT CARDS**

The academic year is divided into three marking periods. A student's grade in each class will be based on some or all of the following: daily work, class participation, homework assignments, projects, tests, quizzes, laboratory work, notebook, overall attitude, and effort.

### **Grading System - Students receive numeric grades for each academic and Encore class per marking period.**

Excellent	90 – 100	Below Average	65-69
Above Average	80 – 89	Failure	64 or below
Average	70 – 79	Incomplete	I

Grades are accumulated throughout the school year. A final mark is given to average the three marking periods. Report cards are to be shown to parents on the day that they are issued, signed, and returned to the homeroom teacher within three school days. **The final report card of the school year will be mailed home.**

### **Incomplete**

The marking period's academic work has not been completed due to circumstances beyond the student's control. All incompletes must be made up two weeks after report cards are issued.

### **Citizenship/Conduct**

In addition to letter grades for each subject, a student receives a grade for conduct from every teacher. Conduct ratings are:

- **E (95) = Exemplary:** Student meets all behavioral expectations; student positively contributes to the class.
- **S (85) = Satisfactory:** Student meets almost all behavioral expectations; student is increasing time engaged in learning.
- **N (75) = Needs Improvement:** Student sometimes meets behavioral expectations; student's behavior sometimes interferes with the success of self and others; student needs redirection by adult.
- **X (60) = Expectations not met:** Student rarely meets behavioral expectations; student behavior often interferes with the success of self and others; student needs constant redirection and correction by adult.

### **Comments**

A student may also receive comments from his/her teachers.

### ***PROGRESS REPORTS***

Mid-term progress reports will be issued half way through each marking period. Progress reports may also be issued at any time during the school year if there is a noticeable change in a student's performance. At the end of the second and third marking periods, letters are sent home to parents of any student who is in danger of failing for the year.

Previous to the mid-term progress reports, any child in danger of failing should have received notice via note or phone call from the teacher regarding their child's needs.

The full text of the Bristol Board of Education Policies Manual can be accessed from the Board of Education website:

[https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) Policy 6146, 6146.1, 6146.11, 5121

### **POWERSCHOOL PARENT ACCESS PORTAL**

**PowerSchool** Parent is a web-based Internet application that will connect parents to real-time information about their child's attendance, grades, homework assignments, discipline and other school related items.

Parents who are interested in this option will receive a unique user id and password that can be used with any Internet accessible computers.

The PowerSchool Parent Access Portal is a feature for parents to increase parent access to their child's academic progress. Detailed information about this option will be presented to parents and guardians at our Orientation.

### **HOMEWORK**

Although the amounts may vary, all teachers will assign homework. The time needed to complete homework assignments will vary for each student. Some assignments are not in written form, but require study and review for mastery of the subject content and adequate preparation for tests and quizzes. Long term reports and projects should not be left until the last minute. For CHMS students, an average of 300 minutes/5 hours per week of homework is normal and expected. A daily planner is provided for students to assist in keeping track of assignments.

Students must assume responsibility for work missed due to absence from school. If a student is absent for a day or two, it is expected that the student will call a classmate for assignments. **For absences of three days or more, parents may call the school office to request homework assignments.** Assignments will be prepared and in the office by 3:00 p.m. the following day.

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[https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) Policy #6154

### **HONOR ROLL**

At the close of each marking period, an honor roll is released. Core subjects are: Language Arts, Math, Social Studies, Science, and Spanish. Encore subjects are Physical Education, Wellness, Art, Band, Chorus, Grade 6 Computers and Technology, Grade 7 Computers and Robotics, Grade 8 Computers and Engineering. The following requirements are necessary to be listed on the honor roll:

**High Honors:** A grade of 90 or above in all core and encore subjects.

**Honors:** A grade of 80 or above in all core and encore subjects.

Grade weighting is available for only grade 8 Algebra+ (Plus) and grade 7 and 8 Spanish middle school classes. Grade weighting is ONLY for the purpose of honor roll. The grade on the report card is the grade earned in the class.

### **CO-CURRICULAR AND EXTRA-CURRICULAR ELIGIBILITY**

**Co-Curricular Activities** are extensions of curricular courses which occur during the school day. Examples of co-curricular activities are orchestra, band, or choral performances outside of the school day when the courses take place during the school day.

**Extra-Curricular Activities** are not-for-credit activities, for which there is no curriculum, and these activities take place outside of the school day. Examples include athletic teams, intramurals, clubs, and performances in plays.

Middle School Co and Extra-Curricular eligibility is determined by a student's overall performance in all core subjects and all encore subjects. Students are issued a subject and conduct grade for each subject and these grades are considered. Incomplete grades constitute a failing grade of below 65 until incomplete grades are made up.

At the start of each school year, all students attending middle school, who were promoted to the next grade, are eligible for participation in extracurricular activities for the first trimester. Students who were retained are not eligible for participation in extracurricular activities for the first trimester. Student eligibility will be reviewed at the conclusion of the first and second trimesters.

All extra-curricular activities occurring outside of the school day are included in these eligibility guidelines (such as sports/intramurals, cheerleading, dances, school organized clubs and/or events, etc.). Band and chorus activities occurring outside of the school day are considered co-curricular activities; students will participate in the school band and/or choral performances required when enrolled in band and/or chorus during the school day. When on academic restriction, students will not participate in band or chorus performances, such as adjudications, community concerts, etc., that are not required as part of enrollment in band or chorus.

### **MIDDLE SCHOOL FULL EXTRA-CURRICULAR ELIGIBILITY**

In order to be eligible to participate in all aspects of an extracurricular activity, a student must meet the following criteria:

1. **Scholarship**
  - a. At the end of the first and second trimester, the student must pass all 8 subjects with a grade of 65 or higher.
2. **Conduct**
  - a. At the end of the first and second trimester, a student must have no more than one grade of **X** in conduct.

### **MIDDLE SCHOOL ACADEMIC RESTRICTION FOR EXTRA-CURRICULAR ACTIVITIES**

A student placed on academic restriction will not participate in extracurricular activities; a student on academic restriction will not be able to represent the school in any type of extra-curricular competition, performance, etc. (for example, sports/intramurals, a school play, adjudications, ensembles).

A student will be placed on academic restriction for the second and/or third trimester when the following occur:

1. **Scholarship**
  - a. A student fails one or more subjects (grade of 64 or lower) in the first and/or second trimester.

OR
2. **Conduct**
  - b. A student has more than one grade of **X** in conduct.

A student on academic restriction may not remain in school after the school day ends unless the student is under teacher supervision for make-up work, extra help, or detention.

Academic restriction will be removed upon successful completion of the second and/or third trimester, defined as the student meeting the requirements for full extra-curricular eligibility.

### **PROMOTION**

A student who attains a **final** grade of 65 or higher in the core subjects, shall be promoted to the next grade. The core subjects are language arts, mathematics, science, social studies and Spanish (if enrolled).

#### **Promotion Review**

For students who failed a core subject, a review of each student will be completed in August by the school administration and a determination of his/her placement for the next year will be made at that time. Information about the student's summer school performance is included in this review. **The decision of the principal is final.**

#### **Grade**

The grade earned at the end of the school year in each course remains on the record. The summer school grade for each course is also recorded on the student's record.

#### **Participation in Grade Eight Activities/End of Year**

Grade eight students who are on academic restriction, based on the most recent grade report, and/or have been involved in one or more of the disciplinary situations listed below, and/or are failing a core subject (Language Arts, Math, Science, Social Studies, Spanish (if enrolled) based on current grades, **will be subject to review by the administration and grade eight faculty.** As a result of the review, a student may lose participation in one or more of the end-of-the-year grade eight activities, such as the eighth grade trip, the eighth grade dance, the promotion ceremony and any other eighth grade end-of-the-year activities. If a student has a final grade of 64 or below in core subjects, a student cannot participate in the promotion ceremony.

#### **Disciplinary situations:**

- Five or more discipline slips/team incident slips
- One or more suspensions [this includes in-school and out-of-school suspensions]
- One or more incidents of truancy
- Excessive tardiness
- Continual problems on the bus or at the bus stop

### **RETENTION:**

**Any student who fails four core classes (Language Arts, Math, Science, Social Studies) will be retained.** When a student fails one or more of the four core subjects, the following summer school requirements apply.

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[https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) Policy 5123

Summer School Requirements:

When a student receives a final grade of 64 or below:

- in language arts OR mathematics, summer school is required,
- in science OR social studies, summer school is recommended,
- in two of the four core subjects, summer school is required in these two subjects and the student must receive a passing grade in at least one of the core subjects in summer school,
- in three of the four core subjects, summer school is required in these three subjects and the student must receive a passing grade in at least two of the core subjects in summer school.

Students must meet the summer school proficiency standards, as specified in Board of Education policy #6174, which are:

- Meet the attendance policy as specified in the summer school rules and regulations.
- Participate in class and take the end of summer school assessment; this assessment is created from items on the district-wide, common assessments given during the school year in the class.
- Receive a passing grade, defined as 65 or higher, for the remedial summer school class. The summer school grade consists of 20% assessment and 80% course work. The summer school grade is not averaged with the final course grade for the full year course.
- To receive a passing grade for a summer school class taken in another district, the student must receive a passing grade, defined as 65 or higher, on the Bristol common assessments given in that class during the school year.

ATHLETICS

Any middle school student, in good academic standing, is eligible to participate in intramural/interscholastic sports. Students must maintain passing grades during the season or he/she will be ineligible to continue under guidelines provided by the Athletic Director. Athletes must also maintain good school citizenship and good classroom conduct at all times.

Intramural sports, under the direction of teacher supervisors, give students an opportunity to compete against other teams of classmates.

PHYSICAL EXAMINATIONS FOR MIDDLE SCHOOL ATHLETIC PARTICIPATION

Please be advised of the following requirements for your son/daughter's participation in the middle school athletic program:

**All sixth, seventh, and eighth grade students participating in the after-school sports or intramural program must have the Blue State of Connecticut Health Assessment Record (HAR-3 rev.4/10) completed prior to participation in the program.**

This form must be completed and on file before participation in any sport activity.

If the student cannot, for economic or other reasons, obtain an examination by his/her physician, the school doctor will provide the examination upon written request to the registered nurse at the student's school. The medical history portion of the Yellow Sports Physical Examination Form must be completed by the parent/guardian before the student will be seen by the school physician.

Emergency medical forms (A/B form 5141.31) must also be completed by the parent/guardian. These forms will enable the student athlete to receive medical attention for injury or illness that occurs while participating in school sponsored activities if the parent cannot be reached to give consent to emergency personnel.

LOCKERS

All lockers belong to the school and are provided as a courtesy to students for their use.

Students are responsible for the locker assigned to them. It is recommended that students have their locker locked at all times. Students are to report all locker problems to their homeroom teacher who will alert a custodian about the problem.

Periodic locker clean-outs, inspections, or searches may be held for the health, safety, and welfare of all students. Keeping the locker clean and orderly is a good habit to develop.

BOOKBAGS

Many students find it useful to carry book-bags or knapsacks. **Students are allowed to carry book-bags and knapsacks to and from school only.** This rule will assure the safety and comfort of both students and adults. Please note: since each student has locker space, students are encouraged not to carry all of their books and notebooks during the entire school day.

*(Backpacks with wheels do not fit in the school lockers.)* The faculty and administration at Chippens Hill Middle School believe that organization of personal belongings is an important lesson for middle school students.

STANDARD OF CONDUCT/SCHOOL RULES

## **CODE OF BEHAVIOR**

- All students are to act in a respectful and courteous manner to all members of the school staff, visitors, and fellow students. Conduct that in any way disturbs others or interferes with the learning process is unacceptable.
- When students' behavior requires disciplinary action, we start off by trying to help with the problem. For instance, teachers might ask a School Counselor to speak with a student and try to help them. If poor behavior continues, individual teachers will use different kinds of consequences to remedy the behavior. Example: lunch detention, after-school detention with a teacher, phone call home by teacher, parent meeting with teacher.
- If the inappropriate behavior becomes more frequent and/or very serious, teachers will send students to the office. Consequences used by the office include: informing parents, assigning lunch or after-school detentions, meeting with parents, phone calls to parents, and lastly, in-school suspension or out-of-school suspension.

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### **Office Referral**

Office referral slips are reports written by teachers when a student acts improperly. Parents will be contacted as deemed appropriate. The purpose of this contact will be to establish appropriate student behavior.

### **Hallway Passes**

- Whenever students are out of class they must have their planner with staff initials indicated on the current page. If students wish to visit the School Counselor's Office, Library, or School Nurse, they need to obtain a pass in advance.
- **There is a phone for student use in the main office for emergency situations only.** Only students with permission and a pass are allowed to use the office phone during the school day.

### **Teacher Reflection/Detention**

- Students may be detained for incidents which occur within the classroom. Students will be given a 24-hour notice of their detention. Classroom detentions may be used for infractions of school rules.
- If a student refuses to attend a teacher detention after the teacher has contacted the parent, an administrator will contact the parent and an office detention (lunch or after-school) may be added to the teacher detention. Failure to report to these detentions may result in an in-school suspension from school for one day.

### **Lunch Reflection/Detention**

- Students will be allowed to obtain their lunch from the cafeteria on the day(s) of their lunch detention. Students in lunch detention will sit quietly and remain seated until dismissed by the detention supervisor. A student may be suspended if he/she refuses to attend or is disruptive in lunch detention.

### **After-School Office Reflection**

- Office detentions are issued by the school administrators for infractions of school rules and are held Monday, Tuesday, and Thursday. A late bus will be available on these days.
- Students who have a teacher detention scheduled on the same day as an office detention should report to the teacher detention. Failure to comply may result in a one-day suspension.
- Students are to remain absolutely quiet in detention while working on schoolwork, reading, or assigned task.
- Students will have a one-day notice of their detention unless circumstances warrant keeping the student on the same day. Parental contact will be made if it is necessary to detain a student on the same day.
- A student may be suspended if he/she refuses to attend or is disruptive in office detention.

## **SUSPENSIONS:**

### ***In-School Suspension:***

In-school suspension (ISS) is an in-school program to which a student may be assigned for a portion of the school day. An administrator may issue a student an in-school suspension for various inappropriate behaviors. The purpose of in-school suspension is to assist students by providing positive behavior modifications and counseling, which will enable students to make better choices.

### ***Out-of-School Suspension:***

Out-of-school suspension (OSS) is a very serious disciplinary action. Suspension removes the child from the academic setting. Suspension will be used for the most serious of school offenses and may vary from one to ten days. Suspensions are upheld by the Connecticut State Statute (Sec. 10-233c.) as a severe disciplinary measure.

Parents will be notified of all suspensions and may be required to pick up their child during the day. Parents may be required to meet with school administration prior to the return of their child to school. When students are suspended, they cannot be on school property or Board of Education property or attend any school functions. Breaking this rule will result in further disciplinary action.

***Snow days do not count as suspension days. In order for a student to return to school after an Out-of-School Suspension, a***



***parent must bring them in following the first day after a suspension is up. There will be a re-entry meeting and contract signed by both the parent and student.***

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[https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) Policy # 5114, 5131, 5144

In accordance with Board of Education policy the following behaviors may result in suspension:

1. Smoking or possession of smoking items to include lighters/matches Policy #5131.6, 6164.11
2. Continual class cutting or truancy
3. Fighting or other physical violence
4. Vandalism
5. Theft
6. Extortion
7. Disrespect for authority
8. Leaving school grounds without permission
9. Continued disrespect for school rules
10. Continued use of vulgar language
11. Cutting or disrupting office detention
12. Jeopardizing the safety or welfare of students on a school bus or at school
13. Possession of obscene, indecent, pornographic materials
14. Gambling, card playing, betting pools
15. Setting off a false fire alarm (police notified)
16. Possession or use of fireworks including smoke bombs, stink bombs, and similar devices. (Police notified if deemed appropriate)
17. Possession or use of drugs or alcohol (see expulsion) Policy #5131.6, 6164.11
18. Possession or handling of a weapon (see expulsion)
19. Threatening or continued harassment (including sexual harassment) Policy #5145.5. School officials as well as the police will be notified when serious infractions occur.
20. Possession of a dangerous instrument or dangerous items
21. Repeated cafeteria violations (disrespect toward teacher, cafeteria worker, or throwing of food or drink)

### **EXPULSION**

The Board of Education may expel any student whose conduct on school grounds or at a school-sponsored activity endangers persons or property or is seriously disruptive of the educational process, or violates a published policy of the Board, provided that a formal hearing is held under C.G.S. 4-176e-4-180a. The Board shall expel any student found to be in possession of a dangerous weapon in school, on school transportation, on school grounds, or at a school-sponsored activity. Consideration may also be given to expelling a student whose conduct off school grounds is seriously disruptive of the educational process and is in violation of a publicized policy of the Board.

1. Grounds for expulsion if occurring on school property, school transportation vehicles, or at any school –sponsored activity shall include, but not limited to:
  - a. Willfully striking or assaulting a student or any member of the school staff.
  - b. Theft.
  - c. The use of obscene or profane language or gestures to a member of the school staff.
  - d. Deliberate refusal to obey a member of the school staff.
  - e. A walkout from or a sit-in within a classroom or school building or class.
  - f. Blackmailing, harassing, threatening or intimidating school staff or another student.
  - g. Personal possession of a firearm, as defined in 18 U.S.C. 921, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.
  - h. Unauthorized possession, distribution, selling or consumption of dangerous drugs, narcotics or alcoholic beverages (dangerous drugs or narcotics shall mean any controlled drug as defined in C.G.S. 21a-240).
  - i. Willful destruction of school property or property of staff members or other students.
  - j. Creating a disturbance in the classroom.
  - k. Any violation of school policies or rules.
2. Grounds for expulsion if occurring off of school property or outside of school activities:
  - a. Conduct leading to a Class A misdemeanor or felony arrest if that conduct is determined to pose a danger to the student himself/herself, other students, school employees or school property.

- b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.
  - c. Knowingly possessing a firearm or deadly weapon. A firearm as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, billy, blackjack, bludgeon or metal knuckles.
  - d. Knowingly possessing, or using a dangerous instrument, or martial arts weapon, article or substance, which, under the circumstances in which it is used or attempted or threatened to be used is capable of causing death or serious physical injury and includes a vehicle as defined in C.G.S. 53a-3.
  - e. Offering for sale or distribution of a controlled substance as defined in Section 21a-240(a) of the Connecticut General Statutes.
3. A special education student's disability shall be considered before making a decision to expel. An IEP team (PPT) Manifestation Determination meeting must be held for any suspension beyond 10 cumulative days in a school year which constitute a pattern or change of placement. The meeting shall determine whether the student's behavior or actions are in violation of the Board of Education standards set forth in policy which govern suspension and expulsion and are the result of student's disability.

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[https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) Policy #5114

### **INAPPROPRIATE ITEMS FOR SCHOOL**

In accordance with State Law (P.A. 95-304 Sec. 8) no student shall possess or use a remotely activated device unless the child has obtained written permission from the principal. The following items are not permitted at school: chewing gum, fidget spinners, skateboards, scooters, roller-blades, radios, walk-mans, electronic games, playing cards, dice, hee-ies, water-guns, or any other items which might disrupt the school atmosphere or create a safety issue. Also, please note that the school will not be responsible for toys, games, or other items brought to school by students. The above items may be confiscated if brought to school. A parent will need to pick up the item in question.

### **BULLYING POLICY STATEMENT**

**For a complete version of the BOE bullying policy please refer to <http://www.bristol.k12.ct.us/page.cfm?p=80>**

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

Bullying is defined as:

- a. any targeting of a student based on the student's actual or perceived "differentiating" characteristics, such as race, gender, sexual orientation, disability, religion, or physical appearance and
- b. actions taken through electronic communications or devices that otherwise qualify as bullying and are known collectively as "cyberbullying." written, oral, and electronic communications; physical acts; and gestures by a student or a group of students that are repeatedly directed against another student that
  - 1.) causes the student physical or emotional harm or damages his or her property;
  - 2.) puts the student in reasonable fear of harm or property damage;
  - 3.) creates a hostile school environment for the student;
  - 4.) infringes on the student's rights at school;
  - 5.) substantially disrupts the education process or a school's orderly operation or
  - 6.) an act that creates a hostile environment among students that is so severe or pervasive that it alters the school's climate or
  - 7.) as any overt acts by a student or groups of students directed against another student with the intent to ridicule, harass, humiliate or intimidate another student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year.
- c. Bullying which occurs outside of the school setting will be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school, creates a hostile school environment, infringes on the rights of the victim at school; and/or substantially disrupts the education process or orderly operation of the school.
- d. To be considered bullying, communications, physical acts and gestures must be repeated and the student against whom the activity is directed must be attending school in the same district as the students engaged in the bullying activity.

"Positive Sustained School Climate" is the foundation for learning and positive youth development and includes: Policy 5131.911

- a. Norms, values and expectations that support people feeling socially, emotionally, intellectually and physically safe;
- b. People who treat one another with dignity, and are engaged and respected;
- c. A school community that works collaboratively together to develop, live and contribute to a shared school vision;
- d. Adults who model and nurture attitudes that emphasize the benefits and satisfaction gained from learning; and
- e. A school community that contributes to the operations of the school and the care of the physical environment.

The full text of the Bristol Board of Education Policies Manual can be accessed from the Board of Education website: [https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) Policy 5131.911

## **RULES FOR RIDING SCHOOL BUSES**

We ask parents to review the following regulations with their children at the start of the school year. Parents and students are reminded that riding the school bus is a **privilege** and that this privilege may be revoked due to improper student behavior or safety concerns. In accordance with Connecticut State Law (Sec. 10-233c) the administration may suspend transportation services for any pupil whose conduct while awaiting or receiving transportation to and from school endangers persons or property or is in violation of a publicized policy of the board of education. Students are expected to obey the bus driver and the following rules and regulations:

1. The driver is in full charge of the bus and all of the students riding therein at all times while they are being transported to and from school. He/she is required to enforce all rules and regulations adopted by school authorities for the conduct of students riding on the bus.
2. Students must take a seat when they enter the bus and remain seated at all times while the bus is in motion.
3. Indecent or profane language, smoking, inappropriate behavior, loud talking, card playing, or unnecessary conversation with the driver are prohibited.
4. Students must not throw any object in or out of the bus windows.
5. Students must not extend their arms or head out of the bus windows.
6. Students may not open bus windows without permission from the driver.
7. Students shall not block the bus aisle with any part of their bodies, schoolbooks, or musical instruments. This is a federal and state regulation. The aisle must be kept clear at all times.
8. Students shall enter and leave the bus only at the front door except in cases of emergency.
9. Students must be on time and cooperate in keeping the bus on schedule.
10. Students must not stand on the traveled portion of the highway while waiting for the bus.
11. After leaving the bus, if it is necessary to cross the road, students must cross at least ten feet in front of the bus, being careful to see that traffic is stopped. Crossing behind the bus is not allowed.
12. Parents of students who damage or deface any bus shall be held liable for such damage.
13. There is no eating or drinking on the school bus at any time.
14. Playing radios, compact discs, or tape players is not allowed on the bus.
15. Bringing articles of an injurious or objectionable nature aboard the bus is strictly prohibited.
16. **Students are not allowed to ride another student's bus at any time.**

### ***Consequences for Violation of Bus Rules***

The driver shall report students who do not observe the above rules to the school administration as soon as possible.

Consequences for violation of the above listed rules may include, but are not limited to: verbal warnings, seat change on bus, change of bus route, lunch detention, office detention, suspension from riding the bus, or suspension from school. Parents will be notified of disciplinary action by the administration and a parental meeting may be required.

The full text of the Bristol Board of Education Policies Manual can be accessed from the Board of Education website: [https://www.bristol.k12.ct.us/board\\_of\\_education/boe\\_policies](https://www.bristol.k12.ct.us/board_of_education/boe_policies) Transportation Safety Policy 3541.5

## **SURVEYS OF STUDENTS/STUDENT PRIVACY ISSUES**

With limited exceptions, no student may take part in a survey without written parent permission. A permission slip will be sent home with the beginning of the year information packet or when a student enrolls.

<http://z2policy.cabe.org/cabe/Z2Browser2.html?showset=bristol> Student Survey Policy 6162.51

## **BOARD OF EDUCATION ACCEPTABLE USE OF THE INTERNET POLICY**

The school district is providing access to its computer network and the Internet for educational purposes only. All of the hardware and software that is available to provide Internet access and other computer use privileges are the property of the Bristol Public School district and the City of Bristol. Students will be required to annually submit a signed copy of the "Internet Access Conduct Agreement."

Computer use that violates the law or encourages others to do so is not permitted. Use that harms others or causes damage to property is not allowed, as is use that jeopardizes the security of student access or the computer network. Commercial transactions using school equipment and facilities are not permitted.

Access to the computer system is a privilege, and not a right. Each student is responsible for his/her use of the computer system and as such should not access material that is not appropriate for school age youngsters. Students should not reveal personal information to others using the network nor should they arrange face-to-face meetings with others using the Internet. Hacking or other illegal activities are not allowed.

The school system utilizes filtering software and other technology to prevent the accessing of material that is inappropriate for students to view. The system will monitor the online activities of students.

The full text of the system's Acceptable Use of the Internet Policy & Safety Policy #6141.32, 6141.323 is available in the principal's office, and on the Board of Education website at <http://www.bristol.k12.ct.us>. Specific questions concerning the policy should be referred to the Office of Technology at 584-7078.

### **Code of Conduct for Internet and Other Computer Network Access**

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

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

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

### NON-DISCRIMINATION NOTICE

Statement of equal opportunity in employment and education (Non-Discrimination/Affirmative Action-10-220; Policy #0521, #6121.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the student's school receives a request for access: Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA: Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent: One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. **A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.**
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

Further details are available at:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html> Policy #5125

### HOMELESS STATE LEGISLATION

**Homeless** students and children in foster care (choice of school, transportation and educational services, contact info.) ESSA requires a description of services the district will provide to support the enrollment, attendance, and success of homeless and foster children and youth. The district must disseminate public notice of McKinney-Vento Act rights in locations frequented by parents/guardians and unaccompanied youth in a manner and form understandable to parents/guardians and youth. Policy #5118.1 and Policy #5118.3

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be:

1. Continued in the school ("school of origin") that the student attended when permanently housed or the school of last enrollment; or
2. Provided in the school that is attended by other students living in the same attendance area where the homeless child lives.
3. To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent/guardian.

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen years of age:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.

### **TITLE I SCHOOL/PARENT ENGAGEMENT**

1. Title I Parental Involvement (Policy #6172.4)
  - a. The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs under Title ii. These programs, activities, and procedures are described in District-level and School-level compacts.
  - b. Each Building Principal or his/her designee shall develop a School-Level Parental Involvement Compact according to Title I requirements.
2. Staff qualifications (Policy #4111)
  - a. Parents/guardians have the right to request information at the beginning of the school year about whether the student's teacher has met state qualifications (certification) and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction; whether the teacher is under an emergency or other provisional status, and whether the teacher is teaching in the field of discipline covered by the teacher's certification.
3. English Learners (EL) students (Policy #6141.311).
  - a. Parents/guardians must be notified within the first 30 days of school if their child has been identified as an English learner.
4. Required Assessments & Progress Reports (Policy #6146.2, #5124).
  - a. Parents/Guardians will receive the results of their child's state assessments.
  - b. Written reports of student progress will be issued 4 times per year at the high school level and 3 times per year for grades K-8.
  - c. Parents will be advised no later than the beginning of the final marking reporting period of a student's potential failure in a course or grade and the possibility of the student repeating the grade or course.
5. School Accountability Index scores will be posted on school websites in the fall as part of each school's Accountability Plan.
6. HS ONLY Military recruiters or institutions of higher learning shall have access to secondary school student names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent (Policy #5145.14)
7. Surveys of students/student privacy issues (Policy 6162.51)
8. Without parental consent no student may take part in a survey. A permission slip will be sent home with the beginning of the year information packet or when a student enrolls.
9. Schools in Need of Improvement (Policy #6172.4).
  - a. Schools identified for "comprehensive support and improvement" or "targeted support and improvement" must provide an understandable and uniform format of such information and, to the extent practicable in a language parents/guardians understand; including the reason for such designation.

### **PESTICIDE APPLICATION**

Pesticide application plans/notification/prior year's use (At the beginning of each school year of district's pest management policy, notification prior to every pesticide application to parents/guardians and staff with a registered request for notification; 10-231a et. seq.as amended by PA 15-5) Districts without IPM plans are required to provide notice of pesticide applications to be sent electronically. Districts with IPM plans must send notices of pesticide application by any means practicable. District website must provide information on how parents/guardians may register for prior notice of pesticide applications (Policy #3524.1).

**These and all other Board of Education policies can be found on the BOE website [www.bristol.k12.ct.us](http://www.bristol.k12.ct.us).**

Child abuse, neglect, and sexual assault reporting policy (17a-101i(e)). Policy #5141. Mandated Reporting #5241.4

Youth suicide prevention policy and procedures (10-221(e)). Policy #5141.5.

Treatment of recruiters in the school setting (10-221b, ESEA). Policy #5145.14

Title IX Complaint Form Policy # 5145.6

Title IX 5145.44 - file:///C:/Users/marilizfitzpatrick/Downloads/3\_Policy40001514544pdf\_0%20(3).pdf

## Appendix A:

### NON-DISCRIMINATION POLICY STATEMENT

The Bristol Board of Education (Policy 0521, 6121) prohibits harassment and discrimination in educational programs, services, or employment on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with **Titles VI, VII of the Civil Rights Act of 1964, Title IX** of the Educational Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991, and appropriate State and Federal laws.

**District Contact:**

Michael Dietter, Ed.D  
Deputy Superintendent  
Bristol Board of Education  
129 Church St.  
Bristol, CT 06010  
860.584.7007  
[michaeldietter@bristolk12.org](mailto:michaeldietter@bristolk12.org)

**School Contact:**

Mariliz Fitzpatrick  
551 Peacedale Street  
Bristol, CT 06010  
  
860.584.3881  
[marilizfitzpatrick@bristolk12.org](mailto:marilizfitzpatrick@bristolk12.org)

## Appendix B:

### Student Grievance Procedures (Title IX) Complaint Form

The Bristol Board of Education and its designees shall respect the right to confidentiality, witnesses (if any) and the accused consistent with the school district's legal obligations.

NAME OF COMPLAINANT: \_\_\_\_\_

ROLE OF COMPLAINANT: i.e. student \_\_\_\_\_

DATE OF COMPLAINT: \_\_\_\_\_

NAME OF ALLEGED TITLE IX VIOLATOR: \_\_\_\_\_

DATES AND PLACE OF INCIDENT(S): \_\_\_\_\_

DESCRIPTION OF VIOLATION: \_\_\_\_\_

NAME OF WITNESSES: \_\_\_\_\_

EVIDENCE OF VIOLATION i.e., letters, photos: \_\_\_\_\_

\_\_\_\_\_  
ANY OTHER INFORMATION: \_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submit to:**

**Michael Dietter, Ed.D**

**Deputy Superintendent**

**Title IX Compliance**

[michaeldietter@bristolk12.org](mailto:michaeldietter@bristolk12.org)

**860.584.7007**

update 8/8/19

**Appendix C:**

**COVID Related Procedures and Protocols (temporary)**

[https://www.bristol.k12.ct.us/UserFiles/Servers/Server\\_117038/File/Information/School%20Reopening/BPS%20Reopening%20Plan%20Aug%2013%202020.pdf](https://www.bristol.k12.ct.us/UserFiles/Servers/Server_117038/File/Information/School%20Reopening/BPS%20Reopening%20Plan%20Aug%2013%202020.pdf)