

A MESSAGE FROM THE PRINCIPAL

Dear Students,

I am delighted to welcome you to the 2018-2019 school year on behalf Dean Higgins, Dean Whelan, Dean Kawulicz, and the Middlebrook staff!

Middlebrook is a community of learners focused on growing towards both academic and personal goals. Together we tackle new challenges, work hard and have fun. As a member of the red, green or yellow team, you will collaborate meaningfully with your peers and teachers. You will also have many chances to enjoy interdisciplinary projects and field trips with your teammates. Beyond your work within your team, you will participate in a robust exploratory program that includes I-STEM (Introduction to Science, Technology, Engineering and Math), culinary arts, music, art and physical education. Learning continues beyond the school day with afterschool opportunities to participate in clubs and intramural athletics on Monday, Tuesday and Thursday afternoons. Of course you will have coaching and guidance from our stellar Middlebrook faculty and staff for each step of your journey. Empowered by this multifaceted school experience, our students contribute to their community both within and beyond Middlebrook School.

Middlebrook students take an active role in their own learning and in maintaining a positive school culture. This includes consistent attention to our Five Beliefs:

- We treat others as we want to be treated.
- We accept honesty as our only policy.
- We take pride in our work and in our school.
- We are responsible for our actions.
- We have a right to a safe and orderly environment.

By making personal choices aligned with these shared beliefs and respecting yourself, you can make a positive impact each day. The staff members of Middlebrook are here to support your efforts and celebrate your achievements. If you ever have a question or a concern, do not hesitate to ask. We are here for you.

Looking forward to a wonderful year at Middlebrook!

Sincerely,

Miss Feltz

GENERAL INFORMATION AND GUIDELINES

Please read this information carefully with your parents.

ACADEMIC HONESTY POLICY: All students are expected to:

- Submit their own work for assessments and assignments without unauthorized help;
- Cite ideas and writing of others properly;
- Not provide unauthorized help to others;
- Represent their accomplishments accurately;
- Present accurate documents and forms.

Cheating is a violation of the academic honesty policy. Examples of cheating include but are not limited to:

- Copying or allowing someone to copy homework, essay, project, quiz or test;
- Unauthorized use of notes;
- Collaborating on an assignment without permission;
- Falsifying a document such as an absence excuse or falsifying a parent signature;
- Obtaining copies of tests, quizzes, or answer sheets without permission;
- Completing an assignment or writing a paper for someone else;
- Unauthorized use of electronics during assessments.

Plagiarism is the unauthorized use of the language or thoughts of another and the representation of them as one's own. If you copy more than **five words in a row** right from the text, you must use quotation marks and identify the source. Examples of plagiarism include, but are not limited to:

- Word-for-word copying without proper citation;
- Copying and pasting text or information from the Internet or databases without proper citation;
- Knowingly taking others' ideas and presenting them in your own words without proper citation;
- Falsely citing source information.

If a student is unsure whether his or her work constitutes plagiarism, he or she should consult the teacher. Acts of academic dishonesty will not be tolerated at Middlebrook School. Incidents may result in the following steps:

1. Teacher will meet with student to discuss the incident.
2. Teacher will notify administration and school counselor and contact parent to discuss the incident.
3. A grade of zero will be assigned, the student still must demonstrate an understanding of the goals of the assignment, and further disciplinary action may be taken.

ACCEPTABLE USE - COMPUTER SYSTEM ACCEPTABLE USE - POLICY 6150

It is the policy of the Wilton Public Schools to promote technology that supports 21st Century Learning. Wilton Public Schools recognizes that inherent in the use of the network and its associated infrastructure, electronic communications, and Internet, hereafter referred to as computer systems, with new technology is the risk of access to inappropriate content and/or behavior. The procedures and guidelines related to the computer systems may be changed from time to time to meet future needs and circumstances. For the purposes of this policy, "misuse of the Internet or network" means any violation of this policy or the Computer System Acceptable Use Regulations, 6150, or any other use not included in the agreement but has the effect of harming another or his or her property.

It is the policy of the Wilton Public Schools to: filter Internet content in compliance with the Children's Internet Protection Act, 47 USC § 254; ensure that staff have made a good faith effort to supervise and monitor usage of the computer systems for adherence to the Computer System Acceptable Use Policy; promote the safety and security of users when using electronic communications such as email, blogs, wikis, and other forms of direct communications.

The superintendent or his/her designee is responsible for the development of administrative regulations that govern the use of the computer systems. Such regulations shall be signed by each student and are based on the belief that:

- All electronic communication, data, and network equipment are the property of Wilton Public Schools and are intended for school purposes only.
- All communications conducted on the computer systems are considered public documents and should in no way be considered private. Wilton Public Schools reserves the right to inspect any storage on any computer, network, or to inspect any email or other form of electronic communication at any time.
- Users will be expected to adhere to all copyright and licensing laws with respect to downloading, installing, or copying software, text, images, video, or recordings at all times.
- Users will refrain from sending any message that breaches the district's confidentiality requirements, or the confidentiality of students.
- All users will be informed of policies concerning the computer systems.
- Disciplinary action, should it be necessary relative to this policy, will be applied in accord with applicable laws, other applicable board policies and existing collective bargaining agreements.
- Follow the employee and student Code of Conduct, the Bullying Policy, and Social Networking Policy when using the computer systems.
- Students will be educated about appropriate online behavior, including cyberbullying and response.

Cross Reference: Policy 4118.23 Employee Conduct; Policy 5131 Student Conduct;
Policy 5131.2 Bullying Behavior in the Schools; Policy 4118.25 Social Networking

Legal References: Pub. L. No. 106-554

47 USC 254h

Pub. L. No. 108-446, 118 Stat. 2647

20 U.S.C. § 1232g; 34 CFR Part 99

Freedom of Information Act

Connecticut General Statutes Section 31-48-d

Policy Wilton Public Schools

Adopted Wilton, Connecticut, March 26, 2009

Approved June 14, 2012, September 10, 2015

ACCEPTABLE USE - COMPUTER SYSTEM ACCEPTABLE USE - REGULATION 6150 - STUDENTS

Students

A. The following sets forth the procedures to implement Board Policy 6150 concerning the acceptable use of the computer systems in the Wilton Public Schools. Misuse of the network, Internet, or any software or hardware connected to our network, hereafter referred to as computer systems, is strictly prohibited. Students who misuse technology on the Wilton Public Schools network are subject to disciplinary action which may include the loss of network and Internet privileges, suspension, expulsion, or criminal proceedings.

B. Wilton Public Schools designs its instructional program to ensure that each student becomes proficient in the skills needed to be successful in the 21st century. The Wilton Public Schools offers its students and staff access to the World Wide Web and other electronic networks. Access to these resources represents a privilege not a right and carries with it responsibilities for each user. Each user must comply with the

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Student Code of Conduct by using technology in an ethical manner and respect the work of other network users. Misuse of the networks means any violation of this agreement or any action on the network that harms another or his or her property. Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

C. We believe that the use of the Internet and local electronic networks represent critical learning tools for students in the 21st Century. ***Therefore, it is assumed that parents grant their child access to the network and the Internet unless a written parental denial form is signed and returned to the child's school. Parents who do not wish to grant their child access to the network and the Internet have the option of signing the Non-Participation Form.***

D. Access to the computer systems is intended for educational uses only. Personal use of district technology resources is prohibited. If a user has any doubt about whether a proposed activity is educational, contact a building administrator or the Director of Technology.

E. The network, while connected to the Internet, represents school property. Users should have no expectation of privacy in the use of the district's computer systems, including while on the network. The Wilton Public Schools reserves the right to monitor, inspect, copy, review, and store any content and any usage of the network, Internet, or computer equipment at any time without notice. As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for email can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to: oversight of Internet site access; the right to review emails sent and received; the right to track student's access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing. All collected information and all files shall remain the property of the Wilton Public Schools and *no users shall have any expectation of privacy regarding such materials.*

F. Wilton Public Schools makes its computer systems available for the purposes of educational communication, research, organization, and administrative uses. The Wilton Public Schools will take reasonable measures to: assure the safety of users of the network and Internet by prohibiting unauthorized access to the network; filter Internet content for obscenity and inappropriate grade- level materials; and assure the safety of students communicating with electronic resources such as wikis, email, and blogs.

G. Students will be required to adhere to a set of policies and procedures, as set forth below. Each student will sign a written agreement of this regulation. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Boards' student discipline policy.

Wilton students agree to use the district's computers for appropriate purposes, which includes, but is not limited to, the following guidelines:

1. Use the network for legitimate educational purposes only.
2. Refrain from sending any form of communication that harasses, threatens, solicits others to behave in an inappropriate manner, contains solicitation, includes vulgar language, slanders, or intimidates any person at any time (such communications violate Board Policy 5131.2, and may also be a crime).
3. Refrain from sending any message that breaches the district's confidentiality requirements, or the confidentiality of students.

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4. Handle all network equipment and folders with care; avoid destroying, modifying, moving, or deleting resources without permission.
5. Do not attempt to “hack”, breach, or disable any network system, security, and firewall, or use proxy gateways or other technologies designed to bypass the monitoring and filtering software.
6. Refrain from attaching any device or downloading any software that intentionally or unintentionally disrupts network flow.
7. Refrain from sharing network, proxy, or any other passwords.
8. Refrain from transmitting or receiving inappropriate email electronic communications or accessing inappropriate information on the Internet, including vulgar, lewd, or obscene words or pictures.
9. Respect the safety and confidentiality of yourself and others when posting information on websites by only using first names as identifiers.
10. Follow and respect all laws regarding plagiarism when gathering information or posting it electronically.
11. Adhere to copyright and licensing agreements for all software and refrain from sending any copyrighted material over the system.
12. Refrain from gaining or seeking to gain unauthorized access to computer systems.
13. Refrain from damaging computers, computer files, computer systems, or computer networks.
14. Refrain from using another person’s password under any circumstances.
15. Refrain from trespassing in or tampering with any other person’s folders, work, or files.

Additionally, if a particular behavior or activity is generally prohibited by law, the Board policy, or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

H. Misuse of network or Internet resources or violation of any of these regulations may result in the loss of network access or other disciplinary action including, suspension, expulsion, or criminal proceedings. The superintendent or his designee reserves the right to determine the appropriate discipline for any particular set of circumstances. In the event of suspension, or expulsion the superintendent and/or school board will follow established disciplinary procedures.

I. Anyone who is aware of problems with, or misuse of the Wilton Public Schools’ computer systems, or has a question regarding the appropriate use of the computer systems, should report this to his or her principal or to the Director of Technology.

J. Most importantly the board urges any student who receives or views any harassing, threatening, intimidating, or other improper message through the Wilton Public Schools’ computer systems to report this immediately. It is the board’s policy that no student should have to tolerate such treatment regardless of the identity of the sender of the message.

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A copy of this policy and regulation will be distributed to staff, students, and parents. The administration of each building shall maintain a record of such distribution. In addition, a copy of the policy and regulation will be posted in each building, and contained in the student handbook. Parents and students shall sign written acknowledgment of the policy.

Cross Reference: Policy 4118.23 Employee Conduct; Policy 5131 Student Conduct; Policy 5131.2 Bullying Behavior in the Schools; Policy 4118.25 Social Networking

Legal References: Pub. L. No. 106-554

47 USC 254h

Pub. L. No. 108-446, 118 Stat. 2647

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Regulation Wilton Public Schools

Adopted Wilton, Connecticut - March 26, 2009

Revised - June 14, 2012, September 10, 2015

NOTICE OF NON-PARTICIPATION

If you DO NOT want your son or daughter to have network access, including access to the Internet, or if you wish to prevent his or her image from being posted on the school or district website, please return this form to: Wilton Public Schools District Technology Service Center, 395 Danbury Road, Wilton, CT 06897.

School _____
Name of Student _____
Address _____
Phone _____

As the parent or legal guardian of _____, I do not grant permission to use the Wilton Public Schools network or its network resources, including the Internet.

As the parent or legal guardian of _____, I do not grant permission for my child's image to appear on the school or district website, wiki, blog, or any other form of open electronic communication.

ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES: Recognizing the need for our students to demonstrate digital citizenship and information and technology literacy skills as expressed in the *Wilton Public Schools: A Vision of Teaching and Learning*, Middlebrook School will continue to provide a variety of technology resources in support of 21st century skills. Students may, at times, use their own personal electronic devices for educational purposes in the classroom. It will not be mandatory or expected that students provide their own personal electronic devices. These technologies include (but are not limited to) laptops, cell phones, cameras and video recorders, tablets, and e-readers. Use of personal electronic devices in school is a privilege and not a right. To ensure that student owned technology is used responsibly, ethically, and safely, the following standards are set:

- Personal electronic devices may only be used for educational purposes with permission of the classroom teacher, and only after parent or guardian permission is granted through the Student Handbook Review Form.
- Students are still responsible for abiding by the Computer Use Acceptable Use Policy while accessing the Internet through their own personal electronic device network. All conditions and disciplinary proceedings expressed in the Computer Use Acceptable Use Policy remain in effect for the use of personal electronic devices in school.
- Without explicit permission from a school official, the taking of any photograph or video while on school grounds is prohibited. Any photograph or video taken as part of a school related assignment may only be used for that assignment.
- The school is not responsible for lost, broken, or stolen items. The school is not responsible for the repair, maintenance, or general IT support of personal electronic devices. The school is not responsible for monetary charges applied to personal device plans when the devices are used in school.

ADMINISTRATION: The administrators of Middlebrook School consist of a principal and three deans. Their main duties are to facilitate the successful operation of the school and to ensure that your years at Middlebrook are happy and enriching. They will be happy to meet with you if you need to meet in person. Please ask one of our school secretaries to schedule an appointment.

AFTER SCHOOL AND EVENING ACTIVITIES: We offer a variety of after-school co-curricular and intramural activities for our students until 4:15 p.m. on Monday, Tuesday, and Thursday afternoons. **Pick-up time is promptly at 4:15 each of these days.** A \$25 annual fee is required for after school activities and intramurals. This fee covers unlimited activities for the school year. Activities and intramurals can be joined at any time during the year.

Also, teachers are available for extra help. Extra help hours are posted in each classroom. We encourage you to participate in all of these activities and extra help sessions, but we want you to know that students are expected to be in an area supervised by a staff member. Once a student exits the building, he or she will not be permitted to return without a parent. Parents will be required to provide transportation for all after-school activities. All after-school activities, including PTA sponsored evening events, are for Middlebrook School students only. Students must be present for school the day of an after school or evening activity to participate in it.

ANNOUNCEMENTS: We will, unless there is an urgent need, make no announcements during the school day except at the beginning and ending of the school day. This will require all staff and students to use the Middlebrook School Bulletin for all announcements. This practice gives us an uninterrupted day which is most important to everyone.

ASSEMBLIES: Middlebrook students have a reputation for being courteous and polite at school assemblies. We expect to maintain this tradition. Our assemblies include performances by professional groups, students, and various school-sponsored programs. These assemblies are well received for the following reasons:

1. Students take their assigned seats quickly and quietly.
2. Students come promptly to attention when asked to do so.
3. Students are courteous to those responsible for the program.
4. Students take pride in their auditorium and its facilities.
5. Students respond in an appropriate manner during and after the assembly.

Please keep these five points in mind whenever assemblies are scheduled. Remember, you are responsible for your actions.

ATTENDANCE AND ABSENCE: Regular attendance is the best way for you to keep up with your schoolwork and all other activities in our program. When you are not well, however, please stay at home. This will better ensure your rapid recovery and help to protect the health of your classmates. Attendance will be taken in your teambase. Your parent/guardian must call our Absentee Hotline (834-4963) before 8:00 a.m. to report your absence or expected tardiness. On the day that you return to school, you are required to bring a note from home explaining your absence, even when your absence has been called in to the hotline. These notes are to be given to your teambase teacher on the first day of your return. When you are absent, you may check your assignments on Google Classroom. If you are absent for three days or more due to illness, please call the counseling office to request homework materials. (Please see the "Make-up Work" section of this handbook).

If a parent /guardian decides to enroll his/her child in a program that requires the student to be absent from school for an extended period of time, then the parent will be required to officially withdraw the student from school and re-enroll the student upon the completion of the program.

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

Excused Absences

A student's absence¹ from school shall be considered excused if written documentation² of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

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

6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Unexcused Absences

A student's absence from school shall be considered unexcused unless he/she meets one of the following criteria:

- A. the absence meets the definition for an excused absence, including documentation requirements; or
- B. the absence meets the definition of a disciplinary absence.

Disciplinary Absences

Absences that are the result of school or district disciplinary action are excluded from these definitions.

¹The Connecticut State Board of Education policy states that "A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent." A student not meeting the definition of 'in attendance' is considered absent.

² Such documentation should include a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism. For example, if a student is out sick two consecutive days, that student must submit the appropriate documentation covering both sick days. If a student is out sick two nonconsecutive days, that student must submit the appropriate documentation following each absence. Schools should take steps to allow non-English speaking parents/guardians to submit documentation in their native language.

BOOKS, SUPPLIES, EQUIPMENT: You will need several things in order to be prepared for your classes. Please plan to have with you daily the following items: fully-charged Chromebook, pencils, blue or black pens, a three-ring notebook supplied with paper. These items should be with you every day and in every class, and your teachers may ask you to bring additional supplies and books for specific classes.

We are fortunate that the town of Wilton provides us with the necessary "tools" to conduct an excellent school program. Most of the materials needed will be supplied to you at no extra cost; however, lost or damaged supplies and books will be charged to the student at full replacement cost.

BOOK BAGS: "Book bags" are not allowed in the halls or classrooms during the school day. This rule is for safety reasons. Book-bag straps have caused students to trip and hurt themselves. When you come into school in the morning, select the books that you will need for classes prior to lunch. You may go to your locker before lunch, and after lunch you may return to your locker to take what you need for the remainder of the day. Depending on your team schedule, you may pack your book bag with the materials needed for your homework after "G period."

BULLYING BEHAVIOR IN THE SCHOOLS - POLICY P5131.2

The Wilton Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally, and intellectually safe and thus free from bullying, cyberbullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board.

The Board also prohibits any form of bullying behavior or teen dating violence outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying are likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, **"Bullying"** shall mean the repeated use by one or more students of a written, verbal, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- (1) causes physical or emotional harm to such student or damage to such student's property;
- (2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- (3) creates a hostile environment at school for such student;
- (4) infringes on the rights of the student at school; or
- (5) substantially disrupts the education process or the orderly operation of a school.

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

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

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

Consistent with the requirements under state law, the Board authorizes the Superintendent, or his/her designee, along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) enable students to anonymously report acts of bullying or teen dating violence to any school employee and require students and the parents or guardians of students to be notified annually of the process by which they may make such anonymous reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying or teen dating violence;
- (3) require school employees who witness acts of bullying or teen dating violence or receive student reports of bullying or teen dating violence to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying or teen dating violence and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying;
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying or teen dating violence and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
- (9) require each school to invite the parents or guardians of a student who commits any verified act of bullying or teen dating violence and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
- (10) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying or teen dating violence in such school and to maintain a list of the number of verified acts of bullying or teen dating violence in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (11) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- (12) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence;

- (13) direct the development of student safety support plans for students against whom an act of bullying or teen dating violence was directed that address safety measures the school will take to protect such students against further acts of bullying or teen dating violence;
- (14) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying or teen dating violence constitute criminal conduct;
- (15) prohibit bullying or teen dating violence (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- (16) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
- (17) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying or teen dating violence. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

The Wilton Board of Education shall approve the Safe School Climate Plan developed pursuant to this policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Legal References:

Public Act 13-3, "An Act Concerning Gun Prevention Violence and Children's Safety"
Conn. Gen. Stat. § 10-222d Policy on bullying behavior as amended by PA 08-160, PA 11-232 and PA 14-172
PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.
PA 11-232 An Act Concerning the Strengthening of School Bullying Laws
Conn. Gen. Stat. §§ 10-233a through 10-233f
Connecticut State Department of Education Circular Letter C-8,
Series 2008-2009 (March 16, 2009)

Cross Reference:

Policy & Regulation 6150, Computer System Acceptable Use
Policy Wilton Public Schools, Adopted by the Board Wilton, Connecticut January 2, 2003
Reviewed April 7, 2004, June 17, 2004
Revised March 23, 2006, January 25, 2007, March 26, 2009, October 13, 2011, October 30, 2013
Revised, Second and Final Reading Basis April 23, 2015

BULLYING PREVENTION AND INTERVENTION R 5131.2

SAFE SCHOOL CLIMATE PLAN

The Wilton School District and the Board of Education are committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, cyberbullying, harassment, discrimination, and teen dating violence. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying. The goal is the establishment of a positive school climate in which norms, values, and expectations make students and adults feel socially, emotionally, intellectually and physically safe. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and teen dating violence and other harmful and disruptive behavior that can impede the learning process. The District expects that all members of the school community will treat each other in a civil manner and with respect for differences.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying

behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

II. Prohibition Against Bullying and Retaliation

A. The Board expressly prohibits any form of bullying behavior and teen dating violence on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.

B. The Board also prohibits any form of bullying behavior and teen dating violence outside of the school setting if such bullying or teen dating violence (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

C. In addition to prohibiting student acts which constitute bullying or teen dating violence, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.

D. Students who engage in bullying behavior or teen dating violence in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

II. Definition of Bullying

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

1. causes physical or emotional harm to such student or damage to such student's property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school; or
5. substantially disrupts the education process or the orderly operation of a school.

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

III. Other Definitions

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

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

C. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system;

D. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

E. **"Mobile electronic device"** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a

personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disc, or equipment on which digital images are taken or transmitted;

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

G. **"Prevention and intervention strategy"** may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

H. **"School climate"** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

I. **"School employee"** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

J. **"School-Sponsored Activity"** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

IV. Leadership and Administrative Responsibilities

A. Safe School Climate Coordinator

The Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator ("Coordinator"). The Coordinator shall:

1. be responsible for implementing the district's Safe School Climate Plan ("Plan");
2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district's Plan. 4 5131.2-R Bullying Prevention

B. Safe School Climate Specialist

The principal of each school (or principal's designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

V. Development and Review of Safe School Climate Plan

A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school shall establish a committee or designate at least one existing committee ("Committee") in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying and teen dating violence in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.

B. The Committee shall: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) Implement the provisions of the school security and safety plan regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying (defined in Connecticut General Statutes 10-222d) and report such information, as necessary, to the District Safe School Climate Coordinator and to the schools' security and safety committee; 4) review and amend school policies relating to bullying; 5) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 6) educate students, school employees and parents/guardians on issues relating to bullying; 7) collaborate with the Coordinator in the collection of data regarding bullying; and 8) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.

C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.

D. The Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

VI. Procedures for Reporting and Investigating Complaints of Bullying

A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying or teen dating violence shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.

B. Students may make anonymous reports of bullying or teen dating violence to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous complaint.

C. School employees who witness acts of bullying or receive reports of bullying or teen dating violence shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such verbal report.

D. The Safe School Climate Specialist shall be responsible for reviewing any anonymous reports of bullying or teen dating violence and shall investigate or supervise the investigation of all reports of bullying or teen dating violence and ensure that such investigation is completed promptly after receipt of any written reports. The parents or guardians of the student alleged to have committed an act or acts of bullying or teen dating violence, and the parents or guardians of the student against whom such alleged act or acts were directed, are to receive prompt notice such investigation has commenced. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied or being a victim of teen dating violence should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.

E. In investigating reports of bullying or teen dating violence, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

VII. Responding to Verified Acts of Bullying

A. Following investigation, if acts of bullying or teen dating violence are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying or teen dating violence of the finding not later than forty-eight hours after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying or teen dating violence. The notification required pursuant to subdivision (7) of this section shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying or teen dating violence. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.

B. In any instance in which bullying or teen dating violence is verified, the Safe School Climate Specialist or designee shall also invite the parents or guardians of the student who commits any verified act of bullying or teen dating violence and the parents or guardian of the student against whom such act was directed to a meeting to discuss the specific interventions being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying or teen dating violence. The invitation may be made simultaneous with the notification described above in Section VII.A. The purpose of the meeting is to communicate to parents/guardians the measures being taken by the school to ensure the safety of the student involved and to prevent further acts of bullying or teen dating violence. Normally, separate meetings shall be held with the respective parents; however, at the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.

C. If bullying or teen dating violence is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying or teen dating violence was directed. Such support plan will include safety measures to protect against further acts of bullying or teen dating violence.

D. A specific written intervention plan shall be developed to address repeated incidents of bullying or teen dating violence against a single individual or recurrently perpetrated bullying or teen dating violence incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.

E. Notice to Law Enforcement

If the Principal of a school (or his/her designee) reasonably believes that any act of bullying or teen dating violence constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

F. If a bullying or teen dating violence complaint raises a concern about discrimination or harassment on the basis of legally protected classifications such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics), the Safe School Climate Specialist or designee shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.) so as to ensure that any such bullying or teen dating violence investigation complies with the requirements of such policies regarding nondiscrimination.

VIII. Documentation and Maintenance of Log

A. Each school shall maintain written complaints of bullying or teen dating violence, along with supporting documentation received and/or created as a result of bullying or teen dating violence investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.

B. The Principal of each school shall maintain a list of the number of verified acts of bullying or teen dating violence in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying or teen dating violence involves repeated acts, each investigation that results in a verified act of bullying or teen dating violence for that school year shall be tallied as one verified act of bullying or teen dating violence unless the specific actions that are the subject of each report involve separate and distinct acts of bullying or teen dating violence. The list shall be limited to the number of verified acts of bullying or teen dating violence in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.

C. The Principal of each school shall report the number of verified acts of bullying or teen dating violence in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

IX. Other Prevention and Intervention Strategies

A. Bullying behavior and teen dating violence can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying or teen dating violence. While conduct that rises to the level of “bullying” or “teen dating violence”, as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying or teen dating violence, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint. As discussed below, schools may also consider appropriate alternative to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.

B. A specific written intervention plan shall be developed to address repeated incidents of bullying or teen dating violence against a single individual or recurrently perpetrated bullying or teen dating violence incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying or teen dating violence have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.

C. The following sets forth possible interventions which may also be utilized to enforce the Board’s prohibition against bullying or teen dating violence:

i. Non-disciplinary interventions

When verified acts of bullying or teen dating violence are identified early and/or when such verified acts of bullying or teen dating violence do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying or teen dating violence, its prohibition, and their duty to avoid any conduct that could be considered bullying or teen dating violence. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

ii. Disciplinary interventions

When acts of bullying or teen dating violence are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action. In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board’s Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying or teen dating violence and/or when past interventions have not been successful in eliminating bullying behavior.

iii. Interventions for bullied students or victims of teen dating violence

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address incidents of bullying or teen dating violence against a single individual. Intervention strategies for a bullied student or victim of teen dating violence may include the following:

- a. Counseling;
- b. Increased supervision and monitoring of student to observe and intervene in bullying or teen dating violence situations;
- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation or other forms of mediation, where appropriate;
- e. Student Safety Support plan; and
- f. Restitution and/or restorative interventions.

iv. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying or teen dating violence and direct intervention when acts of bullying or teen dating violence are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

- a. School rules prohibiting bullying or teen dating violence, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- c. Inclusion of grade-appropriate bullying or teen dating violence education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;
- d. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student or victim of teen dating violence, parents and school employees;
- e. School-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
- f. Student peer training, education and support; and
- g. Promotion of parent involvement in bullying or teen dating violence prevention through individual or team participation in meetings, trainings and individual interventions;
- h. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying or teen dating violence, including any such program identified by the Department of Education;
- i. Respectful responses to bullying or teen dating violence concerns raised by students, parents or staff;
- j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying or teen dating violence, with a focus in evidence based practices concerning same;
- k. Use of peers to help ameliorate the plight of victims and include them in group activities;

- l. Avoidance of sex-role stereotyping;
- m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;
- n. Modeling by teachers of positive, respectful, and supportive behavior toward students;
- o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying or teen dating violence behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying” or “teen dating violence.”

X. Improving School Climate

The Board is committed to comprehensive efforts to foster educational environments that are physically, emotionally, and intellectually safe for all members of our school communities. Individual schools have outlined affirmative steps to improve the quality of school climate. These strategies are aligned with the goals of the Wilton Public School's Strategic Plan.

Individual schools rely on a variety of assessment tools to gauge the quality of school climate. Based on this feedback, efforts are made to foster positive, constructive, and supportive school climates in each of our schools. Staff members participate in professional development programs that support efforts to improve the quality of school climate.

Individual schools communicate the central themes of their steps to improve school climate through daily instruction, student handbooks, websites, newsletters, school assemblies, parent meetings, and community meetings. Individual schools welcome feedback from students, faculty, staff, parents, and community members to monitor our progress toward fostering a positive school climate.

XI. Annual Notice and Training

- A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying or teen dating violence.
- B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.
- C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district's safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.
- D. After July 1, 2014, any person appointed by the district to serve as district Safe School Climate Coordinator shall complete mental health and first aid training offered by the Commissioner of Mental Health and Addiction Services.

XII. School Climate Assessments

Biennially, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Department.

Legal References:

Public Act 13-3, “An Act Concerning Gun Prevention Violence and Children’s Safety” 12 5131.2-R Bullying Prevention

Conn. Gen. Stat. § 10-222d Policy on bullying behavior as amended by PA 08-160, PA 11-232 and PA 14-172

PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.

PA 11-232 An Act Concerning the Strengthening of School Bullying Laws

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8,

Series 2008-2009 (March 16, 2009)

Regulation Wilton Public Schools

Reviewed by the Board Wilton, Connecticut January 2, 2003, April 7, 2004, May 27, 2004, March 23, 2006

Reviewed January 25, 2007

Revised March 26, 2009, October 13, 2011, January 1, 2012, October 30, 2013, April 23, 2015

Reviewed March 10, 2016

CAFETERIA: Since many students are eating at the same time, you are expected to exercise the following good manners:

- ◇ Please allow any student to be seated at your table. Seats may not be reserved, and students may not move from table to table.
- ◇ Please speak in a quiet voice. Shouting and loud behavior are not acceptable.
- ◇ Students may not bring any dessert and/or treat for any kind of celebration.
- ◇ Please clean up your own area when you leave. Clean-up is a cooperative effort.
- ◇ Please wait for the teacher or lunchroom supervisor to dismiss your table after it has been checked.
- ◇ Students may not leave the cafeteria during lunch without a pass.

CIVILITY: “It is the intent of the Board to promote mutual respect, civility, and orderly conduct among district employees, students, parents/guardians and the public.” Please refer to the Middlebrook website for Policy and Regulation 1255, “Civility” for a detailed description.

CO-CURRICULAR CLUBS: A \$25 annual fee will permit your child to participate in all clubs and activities. Please see the Middlebrook website for complete details.

COMMUNICATION: This communication chart is designed to guide you to the first point of contact in order for you to share your concerns and deliver feedback. Our secretarial staff will gladly direct your questions or feedback to the right person(s).

If your concern is:	Then contact:
Specific academic performance	the subject area teacher
General team performance	the team leader
Social, emotional issues	the school counselor
Discipline beyond the classroom	the team dean of students
School policy	the principal
Special Education	the special education case manager
Co-curriculars. PowerSchool, Standardized Testing	Dean Kawulicz
Student Schedules	School Counselor

CONDUCT: You are now part of the Middlebrook community, and members of communities take care of each other. Our community is guided by the following five beliefs:

- We treat others as we want to be treated.
- We accept honesty as our only policy.
- We take pride in our work and in our school.
- We are responsible for our actions.
- We have a right to a safe and orderly environment.

Students treat each other with respect at Middlebrook School at all times. This includes respect toward others during the school day, at school dances, activity nights, and/or school sponsored activities, programs, and events. Students are not permitted to hold hands, to hug each other, or to display any inappropriate physical contact. Students displaying any form of inappropriate physical contact will be subject to disciplinary action. Middlebrook is a wonderful school because our school community of staff and students has made it this way. Only you can continue this tradition of pride in our school.

COUNSELORS: Middlebrook School Counselors are interested in getting to know all of their students. They are ready to assist students with their academic as well as social and emotional growth. One of the goals of the counseling staff is to help students maximize their own abilities in order to experience success in school. Students are offered the opportunity to join lunch groups as well as participate in individual counseling.

Through the developmental guidance programs at each level, the counselors lay the groundwork for assisting students. The objective is to strengthen life skills such as making decisions, getting along with others, managing stress, and dealing with change. Parents are encouraged to contact their child's counselor as the need arises. Students benefit when they know their education is a partnership between home and school.

DISCIPLINARY MEASURES: Because the behavioral problems of students vary in terms of frequency and degree of seriousness, the corrective action must be a matter of judgment by the appropriate administrator. Suspension, detention, denial of school privileges, a telephone call or written notice to the parent, sending the student home pending a parent conference, and counseling by the parent or appropriate staff member are disciplinary measures, among others, which may

be employed as the administrator sees fit. Each teacher shall have the authority to remove a pupil from class when such pupil deliberately causes a serious disruption of the educational process within the classroom.

The principal or his/her designee shall have the authority to invoke suspension, for a period of up to ten (10) days of any student for one or more of the above reasons provided; however, the principal or the Superintendent of Schools shall have the authority to immediately suspend from school or from transportation services any student or pupil when an emergency exists. Students under suspension are prohibited from coming to school grounds for any purpose whatsoever. This includes school-sponsored evening functions during the period of suspension or probation.

Except in the case of an emergency, a pupil shall be afforded the opportunity to meet with the principal or his/her designee and to deny the charges against him/her prior to the effectuation of any period of suspensions or in-school suspension.

If the student is suspended, the parent(s) or guardian(s) shall be notified within twenty-four (24) hours by telephone, if possible, of the suspension and the reasons for the action.

The Superintendent of Schools may recommend to the Board of Education the expulsion of any student for one or more of the reasons stated under "Illegal Substances" and under "Standards of Conduct" if, in his/her judgment, such disciplinary action is in the best interest of the school system. The procedures for a hearing shall be provided prior to the effectuation of any expulsion unless an "emergency" exists. If an emergency situation does exist, such a hearing shall be held as soon after the expulsion as possible. See policy and regulation 5114, "Suspension and Expulsion" located on the Middlebrook website.

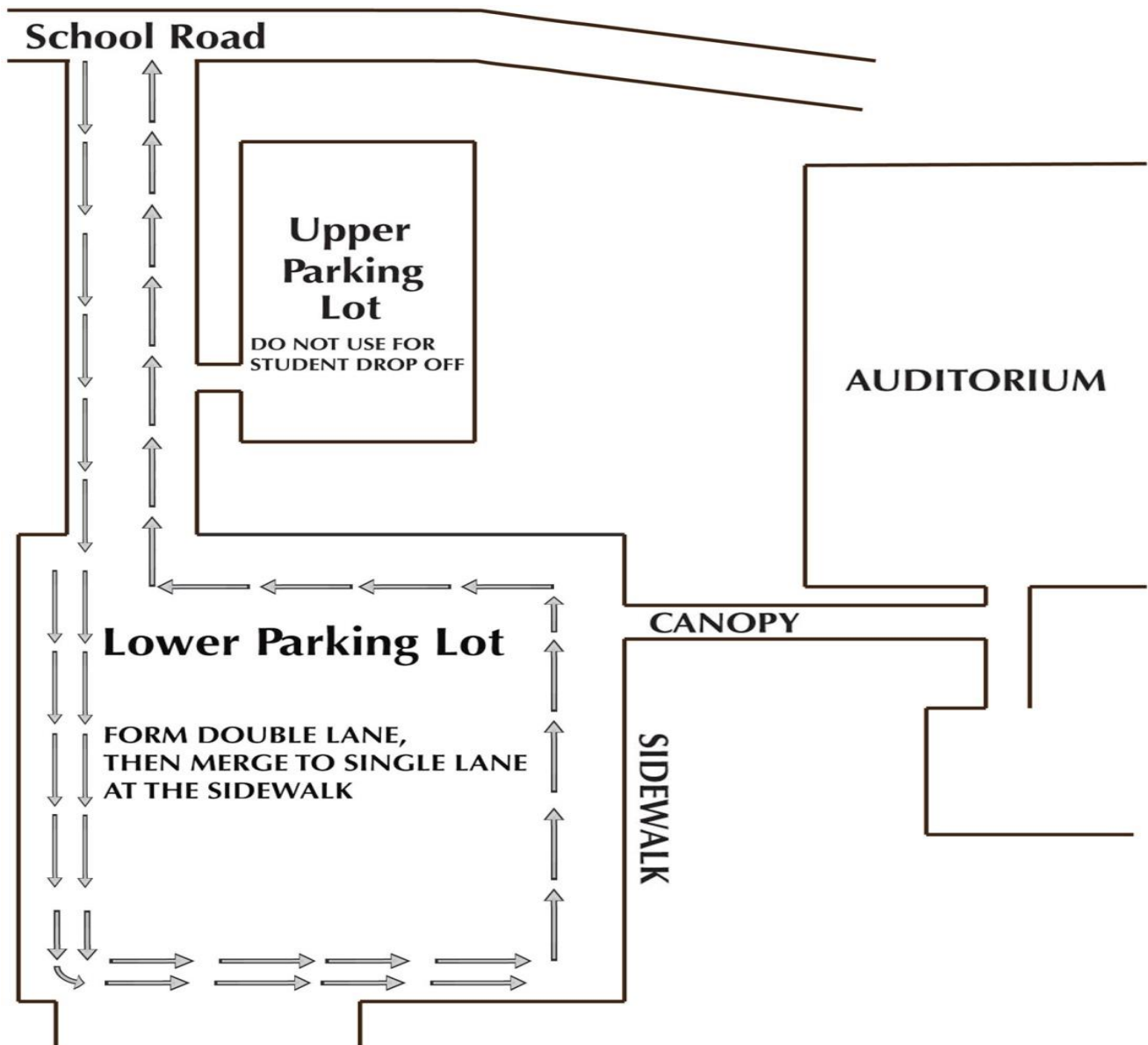
DRESS IN SCHOOL: The responsibility for the dress and grooming of a student rests primarily with the student and his/her parents or guardians. Clothing should be appropriate for an educational environment. For example, beach attire, tops with spaghetti straps or cut outs, and/or offensive t-shirts, are not acceptable attire in school. Neither is clothing or jewelry which promotes the use of drugs or alcohol. Students are expected to remove their hats upon entering the building and store them in their locker. Student Council may designate specific days for the wearing of hats or special costumes. Middlebrook School reserves the right to determine what constitutes dress that is inappropriate and/or disruptive to the educational climate or process. Students who dress inappropriately will be asked to call their parents for a change of clothes.

DROP OFF PROCEDURES: *Please share with all drivers in your family.*

Students may be dropped off after 8:00 a.m. on the sidewalk in front of and to the right of the rear canopy. Students arriving to school early for extra help may be dropped off at 7:30 a.m. at the rear canopy entrance. Please use the entire length of the sidewalk for drop-off to enable all students to arrive at their classes on time. Please refer to the diagram.

1. **DO NOT** drop off students: in the lower parking lot, other than at the designated sidewalk
 anywhere in the upper parking lot
 at the front entrance of the school

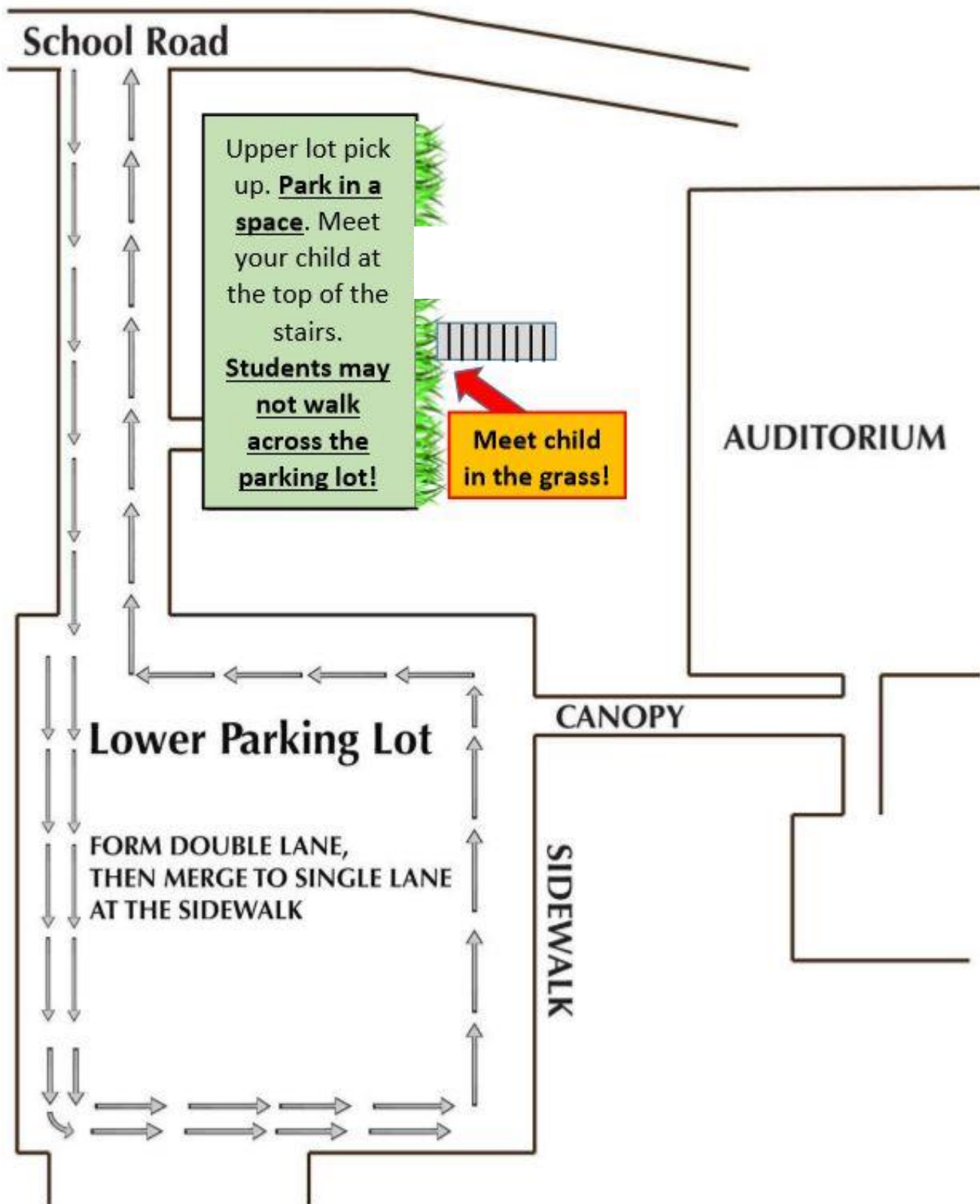
If your child has a physical disability, he/she may be dropped off and picked up at the front entrance ONLY if you have a pass from the nurse or the main office.



PICK-UP PROCEDURES: *Please share this information with all the drivers in your family.*

1. The procedure for NORMAL student pick-up is the same as the drop-off procedures for students not taking the bus. Students will be released from classes after the bell rings at 2:50 p.m. They will leave the building through the rear canopy exit and can be picked up along the sidewalk in front of and to the right of the canopy. Please use the entire length of the sidewalk for pick-up. **DO NOT** attempt to drive through the lower parking lot aisles to pick up your child - ***it is not safe***, blocks traffic flow, and parks in cars that are following instructions!
2. EXPRESS pick-up procedure for students who need to be picked-up right at 2:50 p.m. - Parents/drivers **must park** in either parking lot in a designated parking space and walk to the grass area at the top of the stairs to meet their students. Do NOT double park anywhere blocking parking spaces.
3. **DO NOT double park in either lot!** Drive through pick up is ONLY to be done at the designated sidewalk area!

Do not pick up students from the front entrance of the school unless you are making an **office pick-up** prior to 2:50 p.m.



EARLY DISMISSAL: Early dismissal should be for serious reasons such as a medical appointment that could not be made at any other time. It should not be used for shopping, baby-sitting, etc. If you must leave before the end of the school day, please do the following:

- ◇ Before classes begin in the morning, bring a note from home to the main office. Your name will be noted on the attendance list with your early dismissal time. You will be given a pass excusing you from class at the specified time. Telephone calls from parents are not acceptable.
- ◇ When it is time for you to leave, show your teacher your pass and bring the pass to the front booth.
- ◇ You must come to the front booth at the appointed time where you may meet the adult picking you up.
- ◇ If you do not bring a note or your parents must unexpectedly take you out of school during the day, your parent must bring a note to the front booth stating that you are leaving school before the end of the normal school day. Anyone other than your parent who comes to pick you up must have a note from your parents.
- ◇ Make-up work is your responsibility.

EMAIL GUIDELINES: The Wilton Public Schools ("District") provides electronic resources for students in grades 3-12, including Gmail accounts to be used to access the District's Google Apps, which is an integral part of the curriculum. The District's expectations for behavior and language in the use of these Gmail accounts must be consistent with classroom standards. *The guidelines listed below are intended to govern the use of District-provided Gmail account and Google Apps whether the account is accessed in or outside of the school environment or on school-owned, public, or personal computers.*

Proper Use of District-provided Gmail

- Students should use their email accounts to communicate with their classmates, teachers, or other school community members about school related topics only.
- While students can email teachers throughout the District, they should not expect teachers to email assignments to them or to provide private tutoring through email.
- Students should not ask for or respond to emails requesting personal information not related to a school project.
- Parents should not use their children's accounts as a way of communicating to their children's classmates, teachers, or other members of the school community. Parents should use the @wiltonps.org email account to communicate with a teacher or school staff member.

Account Capabilities

- All accounts will be accessible from both inside and outside the school network. All accounts will be password protected.
- **If** email is activated for students in grades 3-5, the accounts for grades 3-5 will be "closed" accounts. Students with closed accounts can email students and staff within the Wilton Google Domain, but they cannot receive or send emails from outside the system.
- Students in grades 6-12 will be given both Google Apps and Gmail accounts. It is the student's responsibility to maintain the personal account and password. If a student forwards emails from his/her district Gmail account to a personal email account, **the District is no longer responsible or liable for misuse of information, loss of confidentiality, or loss of information.**
 - The ability of the Wilton Public Schools to protect privacy does not extend outside of District-provided accounts. Therefore, parents agree that the District is not liable for any threatening, defamatory, obscene, offensive, or illegal content received from any other party, nor is it liable for any infringement of another's rights that may occur.
 - The District has no ability to retrieve or recover email once it is forwarded outside of the District's network.
 - If a student chooses to respond directly from his/her personal account, the District is not able to, nor responsible for, archiving the forwarded email. Nor is the District responsible any longer for protecting the privacy of the student's personal email address.
- These accounts are provided as is, with size limits, attachment limits, and uniform features. The District reserves the right, at its discretion, to update the software or add additional features.
- All incoming email will be filtered for spam using a commercial spam filter. While the District has installed filtering software for all email accounts, no filtering software is foolproof. There remains the possibility, however slim, that despite these safeguards, a student may access material that parents and/or District officials might find inappropriate.
- As the owner of the computer systems, the District reserves the right to monitor its computer systems to ensure

that they are being used in accordance with the Acceptable Use Policy and related Administrative Regulations.

The Superintendent reserves the right to terminate any individual's use of the District's computer systems. ***Misuse of the computer systems resulting in violations of these guidelines will be treated in accordance with existing procedures and the Board policies.***

- *Students must understand that the District has reserved the right to conduct monitoring of these computer systems and can do so **despite** the assignment of passwords to individual students 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.*

Student Responsibilities

- Students are entirely responsible for the confidentiality of their email accounts, passwords, personal information, and for any activities that occur in the use of their accounts.
- Students should have no expectation of privacy when using district-provided email accounts.
- The student agrees to notify his/her teacher or principal immediately if any unauthorized use is made of his/her District-provided email account.
- The student agrees to report immediately to his/her teacher or principal the receipt of any unwanted or inappropriate emails from Wilton School District employees.
- Most importantly, the District urges any student who receives any harassing, threatening, intimidating, or other improper message through the computer systems to report it immediately. It is the District's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message.
- ***Please report these events!***
- While emailing, students are responsible for following all parts of the District Acceptable Use Agreement.

Children's Online Privacy Protection Act (COPPA)

- The Children's Online Privacy Protection Act (COPPA) requires parental permission whenever a website or application collects personally identifiable information from children under age 13.
- By participating in Google Apps for Education, student information may be collected and stored electronically and shared with the District.
- The District's use of student information is for educational purposes only.
- Students who are under the age of 13 and who do not have parent permission to use Google Apps for Education will use alternate means to communicate about school-related topics.
- For more information on COPPA compliance, see the Federal Trade Commission's website at www.ftc.gov/coppa.
- The privacy policies associated with use of Google Apps for Education are available at <http://www.google.com/intl/en-GB/enterprise/apps/education/benefits.html>.

FIRE DRILLS: When the fire alarm sounds in the school, you have no way of knowing whether it is a real fire or merely a drill. It is important, then, to follow your teacher's instructions without question. Each room has a sign showing the proper exit procedure for that particular location.

Because of the serious nature of this matter, students are to line up in single file. Absolutely no talking will be permitted in the building during the fire drill procedure. Students are to move quickly and quietly to the proper door and then leave the building and report to their designated areas.

GAMBLING: Students are not permitted to participate in any form of gambling while in school. There will be consequences for students who are caught gambling, and parents will be contacted.

GRADE PLACEMENT P-5123 (Promotion/Retention) Cross-reference: See COMPLAINTS ABOUT CONDUCT OF THE SCHOOLS, Policy 1312

The Board of Education is dedicated to the academic development of each student enrolled in its schools. Therefore, the District will establish and maintain standards required for each grade and monitor student performance in a continuous and systematic manner.

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met.

The decision to promote a student to the next grade level or to have access to instructional programs shall be based on successful completion of the curriculum, attendance, maturity, performance on the statewide testing program and on the standardized tests, academic potential and student aptitude. A student shall not be promoted based upon age or any other social reason not related to academic performance.

A recommendation for retention will be based on the professional judgment of the classroom teacher(s) after discussion with parents, the principal and instructional support personnel. The principal, in consultation with school personnel and parents, will be responsible, to the extent permissible by law, for the final decision. Each case will be decided on an individual basis after all factors noted above are carefully examined.

The school administration shall inform all parents and students of this policy at the beginning of each school year.

GYM CLOTHES AND LOCKERS: Students are required to change into and out of gym uniforms for class. The uniform consists of navy blue mesh shorts, navy blue sweatpants, plain white or gray t-shirts, and sweatshirts. Students are encouraged to label all gym clothes. Sneakers are also mandatory. In addition, locks are needed for the locker room (preferably combination locks). Students are required to keep their gym lockers locked at all times.

HOLIDAY AND END-OF-YEAR GIFTS: Through the years, the most appreciated gifts to staff have been those made by the students themselves. Cards, holiday breads, sweets, and cookies are a few examples. Monetary collections/gifts will not be accepted. The best gift of all is the continuing cooperation and mutual respect shown to each other throughout the year.

HOMEWORK: The amount of homework at Middlebrook varies by grade level and by subject, but an average amount is 7-to-8 hours weekly for grade 6, 8-to-10 hours weekly for grade 7, and 10-to-12 hours weekly for grade 8. These numbers *include* 120 minutes of Sustained Silent Reading per week—30 minutes per night, four nights per week. In our quest to develop independent learners, we expect students to assume this responsibility. They should take the necessary materials home, budget time to complete the work in thoughtful and neat ways that reflect effort, and return the work to school on the due dates. Parents may wish to occasionally check that the above process is being used to help us develop a successful pattern for homework that will sustain their children for as long as they are students. Parents are encouraged to contact the individual teacher if a concern arises regarding homework. When absent from school, please see the "make-up work due to absence" section of this handbook. For absences from class due to involvement in band, chorus, or other school activities, students are responsible for all work missed, for turning in any assignments due that day before the end of that school day, and for obtaining any assignments given out during the class or classes missed.

ILLEGAL SUBSTANCES: The use or possession of cigarettes, chewing tobacco, or drugs, which includes alcohol, is not permitted by any student, at any time, in the school building, on the school grounds, or in the school buses. Violation of this rule will result in suspension of the student from school. The police department will need to be informed.

No alcoholic beverages or controlled drugs, as defined by Connecticut law, may be possessed, used, sold, distributed, or brought onto school property, school buses, or activities. Also, students may not carry or distribute drug paraphernalia, and they may not be under the influence of any illegal drug while on school property or at school-related activities. Further, 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 is a violation of school regulations. Sanctions for violations of these regulations will include, but shall not be limited to suspension and expulsion (See Policy and Regulation 5114, "Suspension & Expulsion" located on the Middlebrook website.), co-curricular suspension (e.g. participation in all activities beyond the normal school day), or referral to authorities.

Students who violate these regulations may be at risk for physical and psychological harm. The use of drugs may also be indicative of serious, underlying problems. With this recognition, the school provides assessment and supportive services beyond the disciplinary action. Intervention, monitoring, and/or referral follow identification of the drug-involved student to an appropriate community agency. These services offer the student and family assistance in dealing with substance abuse.

LIBRARY LEARNING COMMONS (LLC): The Media Center (Library Learning Commons) is open daily. Student hours are from 8:00 – 3:15. The lending period for regular circulation materials is three weeks and overnight for reference and classroom resources. Beginning one week after the materials are due, overdue notices are sent to the student's teabase teacher for distribution. Every week the students are notified until the book is returned. Library borrowing privileges are denied until overdue materials are returned. Students will assume the replacement costs of lost materials. Responsible Middlebrook students are thoughtful of other students' wishes to use the same resources.

LOCKS AND LOCKERS: You will have a locker for books and personal belongings. You are responsible for your own possessions. The safest way to protect your things is always to lock your locker. You may use a combination lock. Do not tell anyone else the combination to your lock. The school cannot assume responsibility for items left in lockers without secured locks. Lockers may be opened at any time, without student knowledge or permission, under the supervision of the school principal for reasonable cause. Get into the habit of going to your locker as soon as you arrive at school to collect the appropriate materials for your morning classes. Teachers allow for necessary locker visits throughout the school day. Do not keep large amounts of money or valuable personal belongings in your lockers. Please come to the front office if you have any locker problems. Please keep the area in front of your locker clean. There are trash cans conveniently located in the halls for your use.

LOST AND FOUND: Clothing, sneakers, etc. that are found in the building should be placed in the lost and found area located in the cafeteria. Unclaimed clothing is given to The Wilton Turnover Shop at various times during the school year. Watches, eyeglasses, jewelry, and other articles of value should be handed in to the front office. We encourage students to put their names and phone numbers on clothing and other personal items.

LOST OR DAMAGED BOOKS/EQUIPMENT: Students will be charged the full cost of rebinding or replacement for all books either damaged or lost. Participation in activities may be limited and final report cards and yearbooks will be withheld until students have returned or paid for books and equipment that they have been issued.

MAKE-UP WORK DUE TO ABSENCE: If you are absent, you may check your assignments on Google Classroom. If you are absent for three days or more due to illness, please call the counseling office to request homework materials. If you anticipate an absence in excess of ten consecutive days due to illness, please call the counseling office for consideration of homebound tutoring. We at Middlebrook believe that school attendance is important because of the interaction between student and teacher, as well as the consistency of the instruction provided.

Learning which takes place outside these surroundings cannot be substituted for the learning which occurs under the capable direction of a teacher. This is not to say that students do not also gain from experiences that take place beyond the school setting. You must recognize, though, that it is impossible for us to accommodate the many assignment requests for students whose absence is due to parental choice, as opposed to unforeseen illness. We will, of course, continue to provide requested assignments for students who are ill at home. With this in mind, we ask that you not request assignments from our staff prior to your vacation or for absences other than those pertaining to medical reasons. When you return to school, your teachers will make a reasonable effort to assist you. You should understand, however, that make-up work will have to be handled on a basis other than individual tutoring on the part of the classroom teacher, who is responsible for many other students.

MEDICATION: In order to protect the best interests of the student body, and so that no student will be suspected or falsely accused of taking drugs in school, the following rules have been established at Middlebrook:

- No student is to have in his possession any habit-forming drugs, hallucinogen, prescription medicine, or instrument for administering drugs in school.
- Medications prescribed by a doctor must be left with the nurse and must be taken in the nurse's office according to the doctor's recommendation.
- The school nurse is the only person authorized to return medication to parents at any time during the school year.

Any infraction of these rules may lead to suspension or other disciplinary action. Please refer to the Middlebrook School website for Policy and Regulation 5114, "Suspension and Expulsion", for a detailed description of district policy on these serious matters.

MIDDLEBROOK MESSAGE CENTER: There is a message center for parents to call to leave a message for their child during the course of the school day. Messages will be distributed to students either during their lunch break or at the end of the day. **In order for messages to be given to students at lunchtime, messages for students in grade 6 must be called in prior to 10:25 a.m.; messages for students in grade 7 must be called in prior to 11:10 a.m.; and messages for students in grade 8 must be called in prior to 11:55 a.m.** Students will be called to the main office at the end of the day for any messages received after their lunch begins until 2:45 p.m. In the event of an emergency, please call the office.

The message center telephone number is 834-4967.

NURSE: Nursing and Home Care provides the school with a nurse during the school day. If you do not feel well, ask your teacher for permission to see the nurse. Never stay alone in a lavatory for more than a few moments if you do not feel well. Medication prescribed by a doctor must be left with the school nurse and must be taken in the nurse's office according to the doctor's recommendation. A doctor's note presented to the nurse is required for a student to be excused from gym for more than one day. Students are not to call home or text a message home from a classroom when they are ill. They must go to the health office and call.

PASSES: During the school day all students who are out of class during scheduled periods must carry a pass explaining their presence in the halls. Students who wish to receive help or report to another teacher must secure a pass from that teacher before leaving class, the cafeteria, or other area within the building.

POLICIES AND REGULATIONS OF WILTON PUBLIC SCHOOLS: The Wilton School District posts on its website a publication entitled "*Students Rights and Responsibilities, Grades PreK-12,*" describing policies and regulations involving students. If you need a paper copy of this publication, you should contact the Superintendent's office and request a copy. The telephone number is 762-3381. You may also access all Wilton Public Schools Policies and Regulations on the Wilton Public Schools District website at <http://www.wilton.ps.org>.

POWERSCHOOL PARENT PORTAL: The PowerSchool Parent Portal offers a "window" into your student's attendance, grades, as well as the daily Middlebrook School Bulletin. The website to access PowerSchool is <https://wiltonps.org>. When you visit the website, you will be asked for your username and password. This information remains the same from year to year. Families who are new to Wilton will be emailed login information in August. Please keep your username and password secure. You will have a separate login for each child. If you forget your username/password, please come to the Middlebrook front office. We ask that you appear in person with a photo ID (i.e. driver's license) to help us assure the security of your student's data.

RECOMMENDATIONS FOR PRIVATE SCHOOLS: A procedure is in place for Middlebrook staff members to complete individual recommendations or write letters on behalf of students for private secondary schools. Parents are required to complete a "Parental Release Form for School Personnel to Provide Recommendations/Cumulative Records to Private Secondary Schools" for each application. This form and other application materials must be presented to the school counselor in the Counseling Office before the materials will be given to staff members. Students are not to give applications directly to individual staff members. The parental release form is available on the Middlebrook website at www.middlebrookschool.org.

REPORT CARDS: You will receive electronic report cards four times a year. They do not have to be signed or returned. Any questions about your individual report card should be immediately reported to your school counselor. Report periods end on November 9, 2018; January 25, 2019; April 3, 2019; and June 13, 2019.

The work of each student in academic classes is rated each marking period. The grading scale is:

A+ 97 → 100	B+ 87 → 89	C+ 77 → 79	D+ 67 → 69	F <60
A 93 → 96	B 83 → 86	C 73 → 76	D 63 → 66	Inc Incomplete
A- 90 → 92	B- 80 → 82	C- 70 → 72	D- 60 → 62	Med Medical
				N No Grade

REPORTING OF STUDENT PROGRESS: Parents are expected to check the PowerSchool Parent Portal for information on their student's academic progress. Report cards are issued quarterly and are emailed to parents. Please be sure to update parent email information in PowerSchool at the beginning of each school year. Teachers will communicate their grading practices at the beginning of the school year.

SAFE SCHOOL CLIMATE: Our Middlebrook School Mission Statement, Middlebrook philosophy, and "Our Five Beliefs" reflect our heartfelt commitment to fostering a positive school climate for all members of our school community.

Our mission statement declares that Middlebrook School is a safe and nurturing environment and that we provide our community of learners with the foundation necessary to contribute to a rapidly changing world.

Our Middlebrook Philosophy further acknowledges that our middle school is designed to meet the needs of young adolescents who are making the transition from childhood to adulthood. We are dedicated to providing an interdisciplinary educational program focusing on the unique needs and interests of our students. It is our belief that a three-year teamed program

establishes a community which fosters growth, self-discipline, and direction. Our educational process also emphasizes the continual development of basic educational skills and their application to new areas of study. Students are involved in a program of diversified academic and creative experiences that encourage independent learning and motivation. Our program provides an atmosphere that is intellectually challenging and addresses the students' physical, emotional, social, and academic needs. It is our firm belief that our middle school philosophy can best be implemented through collaboration among school personnel, parents, students, and the community.

OUR FIVE BELIEFS

- We treat others as we want to be treated.
- We accept honesty as our only policy.
- We take pride in our work and in our school.
- We are responsible for our actions.
- We have a right to a safe and orderly environment.

Based upon our Middlebrook Philosophy and our Five Beliefs, our school provides an environment which enables students to:

INTELLECTUALLY

- Develop the competencies set forth in the Connecticut Standards.
- Develop skills in communication, computation, critical thinking, reasoning, and problem solving.
- Approach learning with enthusiasm, creativity, commitment, and critical judgment.
- Develop skills to become self-directed lifetime learners.
- Develop aesthetic appreciation and expression through the fine and performing arts.
- Develop an appreciation for an increased facility in life skills through the practical arts.
- Use technology to enhance learning.

EMOTIONALLY AND PHYSICALLY

- Develop a healthy sense of self.
- Learn to make decisions and be responsible for their actions.
- Contribute to the development of an individual's physical potential as it relates to social, emotional, and intellectual growth.
- Establish and maintain high quality lifestyle through worthy use of leisure time.
- Make effective choices related to their physical fitness and well-being.

SOCIALLY AND ETHICALLY

- Work cooperatively, and in doing so, learn to respect others as well as themselves.
- Develop individual honesty and integrity.
- Develop a respect for the rights, beliefs, opinions, and property of others.
- Approach all issues with an open mind and a positive attitude.
- Develop an appreciation for the earth and a commitment to its preservation.
- Participate in co-curricular and special interest activities.
- Develop a sense of community and school pride.
- Develop values and standards conducive to good citizenship.

Our commitment to providing a positive school climate is further reflected in our standards-based Developmental Guidance curriculum which is taught to every student in each grade by their school counselor. The sixth grade curriculum includes lessons on harassment, teasing and mean behavior, communication and relationships, friendships and peer pressure, and conflict resolution. The seventh grade curriculum includes lessons on harassment/bullying/cyberbullying, communication and relationships, self-awareness and understanding different perspectives, friendships and peer pressures, decision making and conflict resolution, and respecting self and others. The eighth grade curriculum includes lessons on harassment/bullying/cyberbullying, decision-making and conflict resolution skills, and respect for self and others. School counselors meet with individual and small groups of students on these and other topics of concern. The school social worker is trained to facilitate groups on the Owning Up Curriculum, a research-based curriculum designed to empower adolescents to confront social cruelty, bullying, and injustice. Furthermore, the standards-based Health curriculum offers lessons for every student at each grade level on 21st Century Technology, digital citizenship, and cyberbullying. These important lessons are taught by the school resource officer.

We demonstrate our belief in the importance of positive relationships and an educational environment that is physically, emotionally, and intellectually safe through our daily interactions with all members of our school community. We encourage our students to make a positive difference in the lives of others and to remember that "Character is what you say or do when

no one else is looking....” “Our Five Beliefs” focus the discussions regarding inappropriate behavior in our school. These messages are woven into the fabric of our lives through our conversations, our student handbook, our website, our team and school-wide assemblies, our parent meetings and coffees, our staff committees, our Progress Review Team meetings, and other school activities. We welcome feedback from students, faculty, staff, parents and all members of the school community to monitor our progress toward fostering a positive school climate.

SEXUAL HARASSMENT: It is the policy of the Board of Education to create and maintain a learning environment that is free from unlawful sexual harassment and discrimination on the basis of sex. Sexual harassment is prohibited whether on school grounds, school buses or at school-sponsored activities, programs and events. Sexual harassment can occur adult to student, student to student, student to adult, between members of the opposite sex, or between members of the same sex.

The Board of Education encourages all victims of sexual harassment and persons with knowledge of sexual harassment to report the harassment immediately. All complainants have the right to be free from retaliation of any kind. Complaints of sexual harassment will be promptly investigated. If sexual harassment occurs, it must be reported immediately to the Principal, Dean, Administrator for Personnel and General Administration, or the Superintendent of Schools.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether physical, verbal or non-verbal, and any other gender-based harassment, whether initiated by students, school employees, or third parties, when:

- Submission to the conduct is made explicitly or implicitly a term or condition of a student's participation in school-sponsored activities, or an other aspect of the student's education.
- Submission to or rejection of the conduct is used as the basis for decisions affecting a student's academic performance, participation in school-sponsored activities, or any other aspect of a student's education.
- The conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive educational environment.

While an exhaustive list is not possible, the following are examples of specific behaviors that could constitute sexual harassment:

- Unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extra-curricular activities, assignments, homework, etc.;
- Any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures: public conversations about sexual activities or exploits; sexual rumors and "ratings lists;" howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc.;
- Unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating;
- Any other unwelcome gender-based behavior that is offensive, degrading, intimidating or demeaning.

Harassment by a student, employee, individual under contract, or volunteer will result in disciplinary action up to and including dismissal or expulsion. To view the *Student Rights and Responsibilities, Grades PreK-12* handbook, please refer to the Wilton Public Schools' website @ <http://www.wilton.ps.org>.

STANDARDS OF CONDUCT: In instances when the presence of the student disrupts the educational process or the student does not adhere to standards of conduct duly prescribed by the Superintendent, building principal, and/or other staff member, appropriate disciplinary action shall be taken, including but not limited to removal from class, suspension, and expulsion. Pupils may be suspended or expelled for one or more of the following reasons:

- A. Conduct which endangers persons or property or is seriously disruptive of the educational process. Included within such prohibitive conduct are the following acts:
1. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school community, including any teacher, member of the school administration, any other employee, or a fellow student;
 2. Use of physical force against another person which is not reasonably necessary for self-defense;
 3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, 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;
8. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
 9. 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;
 10. Possession or transmission of any firearm, deadly weapon, dangerous instrument or martial arts weapon;
 11. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
 12. Possessing or consuming tobacco products;
 13. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
 14. Truancy or intentional and successful incitement of truancy by other students;
 15. 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;
 16. Violation of any other Board policy, rule, agreement, or directive dealing with student conduct, including standards of conduct in Student Handbooks and including that dealing with conduct on school buses and the use of school district equipment;
 17. Use of telephones (including pay and personal telephones), beepers, copiers, facsimile devices, computers, networks, Internet connections, fire alarms or other communications technologies for other than legal, authorized, and appropriate uses;
 18. Possession or use of laser pointers while on school property or while attending a school- sponsored activity on or off school property unless under the supervision of a staff member and in the context of instruction;
 19. Serious or ongoing disruption to the classroom or school which interferes with the learning of others;
 20. Falsely reporting an incident (such as a bomb threat or fire alarm);
 21. Repeated unauthorized absence from school.
 22. Bullying as defined by Board of Education Policy 5131.2.

STUDENT ACCIDENT INSURANCE: The Wilton Public Schools does not provide insurance to pay for the medical expenses of students injured in school, on school property, or involved in school related activities. All medical costs including deductibles and co-pays are the responsibility of the parents. Parents have the option of purchasing a Student Accident Insurance policy to cover these costs. If you wish to purchase this insurance, contact the District Business Office (203) 762-3381 or visit the Wilton Public Schools website at http://www.wilton.k12.ct.us/pages/Wilton_School_District for an application.

TARDINESS: School begins at 8:20 a.m. Students are expected to be in teambase ready to learn at the beginning of the day. This is an important time during the day when morning announcements are read and the students prepare to learn. When the bell rings, it is expected that students will be in their assigned teambase. If students are tardy, they must come to the front booth, sign in, and get a pass. When a tardiness is unexcused, disciplinary action may be taken.

TEAMBASE: Each student will be assigned to a teambase group. The group will be facilitated by a team teacher and will meet for five minutes each morning. The goal of the teambase group is to provide each student with a safe morning gathering place on his/her team in order to prepare for the day.

TELEPHONE CALLS: Please get in the habit of planning for the entire day before you leave home for school. Please refrain from making calls home to confirm appointments and/or social matters. In the case of an emergency, staff will arrange for students to make phone calls. The front booth staff will notify students of important or emergency phone calls received from home.

TOLERANCE: Children in the Wilton Schools today will become adults in a period of unprecedented social and cultural change. The goals of public education must be directed toward helping individuals to be open, flexible, and adaptive enough to respond positively to a world of change in which interpersonal relations become paramount.

Tolerance – a fair and objective attitude toward those who are different or perceived to be different in any way – is essential for effective human relations. Tolerance helps us break down barriers, recognize our common needs, gain awareness of similarities among all people, and understand our interdependence.

The need to improve human relations, to deal with the problem of intolerance, to enlarge our understanding and appreciation of people we see as different from ourselves naturally centers a spotlight on the schools.

From a moral point of view and from the perspective of sound educational preparation, the Wilton Public Schools actively promote tolerance and work to improve human relations within the community.

TUTORS: Rather than communicating with tutors, the Middlebrook faculty communicates directly with parents/guardians regarding their child's academic performance and achievement at Middlebrook School.

USE OF TOBACCO ON SCHOOL GROUNDS - POLICY 5131.7

Student use of tobacco products on school grounds or at school sponsored activities is prohibited.

When a student is found to be in violation of this policy, sanctions will be applied and may include, but shall not be limited to, detention and suspension.

The administration of each school is authorized to exclude a student from any or all co-curricular activities for all or part of a school year for failure to adhere to the standards of student conduct contained in Section III of Board Regulation 5114 or any other standards of conduct contained in student handbooks. The principal in each school shall inform all parents and pupils of this regulation at least annually and shall set up procedures for enforcing it.

Cross Reference: Policy and Regulation 5114, Suspension, Expulsion and Removal from Class

Legal Reference: Conn. Gen. Stat. §53-344 (purchase of tobacco products by persons under the age of 18 prohibited).

Conn. Gen. Stat. §19a-342 (smoking prohibited in public school buildings)

Regulation Wilton Public Schools

Reviewed by Board Wilton, Connecticut April 14, 1983

Revised August 27, 1986 July 1, 1987

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Policy (Change from Regulation) Approved April 21, 2004 November 20, 2007

VISITORS/VOLUNTEERS: All visitors and volunteers must present their driver's license, register in the Visitor's Booth, and wear a visitor's pass during their stay.

STUDENTS ARE NOT PERMITTED TO INVITE OR TO BRING VISITORS TO SCHOOL FOR ANY REASON AT ANY TIME. IN ADDITION, ONLY THOSE STUDENTS CURRENTLY ENROLLED AT MIDDLEBROOK SCHOOL ARE PERMITTED TO ATTEND SCHOOL-SPONSORED ACTIVITIES, INCLUDING CO-CURRICULAR CLUBS AND INTRAMURAL ACTIVITIES.
