

2018-2019 STUDENT HANDBOOK

TIMOTHY EDWARDS MIDDLE SCHOOL

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www.southwindsorschools.org/tems

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This agenda belongs to:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____

PHONE: _____

STUDY BUDDIES

Subject	Teacher's Name	Study Buddy	Phone #
Language Arts			
Math			
Science			
Social Studies			
World Language (7th & 8th), 21st Century Literacy (6th)			
Counseling			



SOUTH WINDSOR PUBLIC SCHOOLS VISION STATEMENT

The South Windsor Public Schools promotes an engaging and dynamic culture of learning that prepares students to achieve their own individual excellence. Within an emotionally safe environment, educators will foster students' academic, social and personal growth. Our students will demonstrate critical and creative thinking, self-direction, collaboration, adaptability, compassion, and civic responsibility in an ever-changing global society.

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PRINCIPAL'S MESSAGE

I would like to take this opportunity to welcome you to the 2018-2019 school year at TEMS. Timothy Edwards Middle School is a place where you will grow and learn in an atmosphere of respect and caring. We are committed to providing you an academically rigorous educational experience. In addition, I want to encourage each of you to get involved in your middle school experience through the numerous co-curricular and extra-curricular activities. Your experiences at TEMS are designed to engage you in the acquisition of knowledge, critical thinking and problem solving skills as well as other abilities to further your development as responsible citizens of our school and the greater community.

TEMS is organized into nine teams, three at each grade level. Each team is made up of teachers from different subject areas. The team concept allows your teachers to get to know you and your educational needs while fostering a feeling of community within the larger school building. The teams meet on a daily basis allowing team teachers to organize learning experiences for their teams. In addition, this time is also used for team meetings with administrators as well as to meet with school counselors, students and parents.

During the school year you will be a part of a community that has created kindness, honesty, respect, caring, and responsibility as our "strive for five" values. Practicing these values will not only add to the culture of our school, but will help you to grow and gain confidence to be the best you can be.

You are expected to record your homework assignments in your daily planner and to utilize other sections that provide you a place to record your grades, set goals and plan long term assignments. The staff at TEMS looks forward to helping you to be responsible citizens and challenge you to be the best you can be.

I wish you a challenging and productive year!

Nancy Larson

Principal

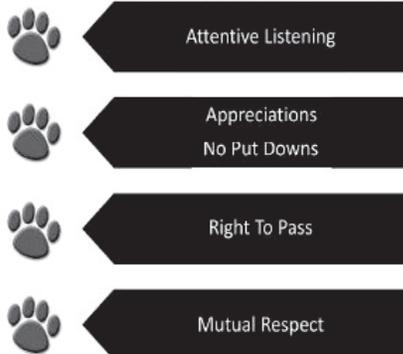
TEMS STATEMENT OF PHILOSOPHY

Timothy Edwards Middle School is a place where children are inspired to grow and learn in a caring atmosphere of respect, exploration, and discovery. Those of us at Timothy Edwards recognize and appreciate the special needs and uniqueness of adolescents and are committed to their academic and personal growth. We believe that our charge as educators is:

- to offer intellectual challenge in both a disciplinary and interdisciplinary setting which provides all students opportunities to read, write, use technology, work collaboratively and apply learning to real-life problems and situations
- to address the needs of each student as an individual in order to maximize their potential as a learner
- to foster in each child a sense of belonging and an appreciation for self and others by creating small communities for learning through teaming
- to provide opportunities to learn and explore what it means to be a contributing citizen of the world.

We at Timothy Edwards Middle School are committed to these goals. Our educational climate is fostered by a supportive, collegial environment. This results in an atmosphere of reflection and discussion where learning is enjoyed, knowledge is gained and applied, life-long learning is modeled, and interpersonal skills are developed.

The 4 Agreements



2018-2019 GRADE LEVEL CLASS SCHEDULES

6th Grade					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:05	HR	HR	HR	HR	HR
8:05-9:05	A	PLC (A)	A	A	A
9:05-10:05	B	G	F	E	C
10:05-11:05	C	B	G	F	E
11:05-12:05	D	D	D	D	D
12:05-12:55	E	C	B	G	F
12:55-1:25	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:25-1:45	FLEX IN F	FLEX IN E	FLEX IN C	FLEX IN B	FLEX IN G
1:45-2:40	F	E	C	B	G

7th Grade					
8:00-8:05	HR	HR	HR	HR	HR
8:05-9:05	A	G	G	G	G
9:05-10:05	B	PLC (B)	B	B	B
10:05-11:05	C	A	E	D	C
11:05-11:25	D	C	A	E	D
11:25-11:55	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
11:55-12:35	D (Cont)	C (Cont)	A (Cont)	E (Cont)	D (Cont)
12:35-1:35	F	F	F	F	F
1:35-2:40	E	D	C	A	E

8th Grade					
8:00-8:05	HR	HR	HR	HR	HR
8:05-9:05	A	F	F	F	F
9:05-10:05	B	A	E	D	B
10:05-11:05	C	PLC (C)	C	C	C
11:05-12:05	D	B	A	E	D
12:05-12:35	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:35-1:40	E	D	B	A	E
1:40-2:40	G	G	G	G	G

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this handbook will be made available to students and parents through newsletters, web pages, and other communications. The full text of all South Windsor Board of Education policies referenced in this handbook is available on the district website at www.southwindsorschools.org/boe.

NON-DISCRIMINATION

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), veteran status, gender identity or expression, or any other basis prohibited by state or federal law, is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), veteran status, or gender identity or expression.

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA, an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment. In order to fulfill its obligation under Section 504/ADA, the South Windsor Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs. In this regard, the South Windsor Public Schools prohibit discrimination against any person with a disability in any of the services, programs or activities of the school system.

Assistant Superintendent Colin McNamara is the designated district compliance officer who will coordinate compliance with the nondiscrimination requirements of Title IX, Section 504 and the ADA. If you have any questions regarding Section 504, please call your child's principal or the SWPS Civil Rights Coordinator, Mr. McNamara, at (860) 291-1215.

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. South Windsor Public Schools reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others. A list of holidays and cultural observances is available under the "Calendar" section of the website.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided at the beginning of each school day for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. We believe that how each child spends this time in silent meditation is a personal and private concern; therefore, we ask parents to determine how your child will observe this period. Please discuss and instruct your child as to the manner in which he/she will observe this brief period of silent meditation. If you do not wish your child to participate please inform the principal so a proper accommodation can be provided.

ATTENDANCE

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for ensuring that students attend school with the parent or other person having control of the child. In addition, the Board of Education takes seriously the issue of chronic absenteeism. Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17. Rules regarding attendance are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered “unexcused absences.”

It is mandatory that students attend all of their assigned classes. Class attendance is not only necessary for maintaining good grades, but it also meets the school’s responsibility of knowing where each student is at all times during the day. Students should be on time and prepared for class. Any student who skips a class will face disciplinary consequences, and students who exhibit a habit of being tardy to class, including study halls and lunch, may be referred to the Associate Principal’s office for disciplinary action.

Although the school will maintain records and keep parents informed within the limit of its capability, daily attendance information is viewable through Parent Portal. Parents and students are expected to keep accurate attendance records, and to contact the school’s main office to get help in verifying attendance at any time during the year.

Absence

“Absence” means any day during which a student is not considered “in attendance” at his/her assigned school, or on a school-sponsored activity (e.g., field trip) for at least one half of the school day. This includes excused absences, unexcused absences, or an in-school suspension that is greater than or equal to one-half of a school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

Chronic Absenteeism. A student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that he/she has been enrolled is considered to be a “chronically absent child.” (For example, a student enrolled for the entire 182-day school year would be considered chronically absent if he/she was absent for 18 days or more.) Such a student will be subject to review by the attendance review team and a chronic absenteeism prevention and intervention plan developed by the State Department of Education.

Truancy. Any student between the ages of 5 to 18 who has four (4) unexcused absences in one month, or ten (10) unexcused absences in a school year, will be considered truant. Truancy may be cause for disciplinary action including court involvement. (BOE Policy #5113) Students who are considered truant from school WILL NOT be permitted to make up work missed on the day(s) that they were absent.

Excused Absences

A student’s absence from school is considered “Excused” if the school has received written documentation (as described below) describing the reason for the absence within ten (10) school days of the student’s return to school, **and** the following criteria are met:

- **Absences 1 - 9.** Any absence before the student’s tenth (10th) absence is considered excused when the student’s parent/guardian approves such absence and submits appropriate written documentation to the school. Written documentation must be submitted for each incidence of absence. (See “Reporting an Absence” below.)
- **Absences 10+.** For the tenth (10th) absence and all absences thereafter, a student’s absences from school are considered excused **only** for the reasons outlined below (provided that the appropriate documentation described under “Reporting an Absence” has also been provided):
 - Student illness (verified by an appropriately licensed medical professional);
 - Religious holidays;
 - Mandated court appearances (document required);
 - Funeral or death in the family, or other emergency beyond the control of the student’s family;

- Lack of transportation that is normally provided by a district other than the one the student attends;
- Extraordinary educational opportunities pre-approved by the building principal and in accordance with Connecticut State Department of Education guidelines.
- **Military Absences.** Notwithstanding the reasons outlined above, as described in BOE Policy 5113.2, a student age 5 to 18 whose parent or legal guardian is an active duty member of the armed forces shall be granted ten (10) days of excused absences in any school year.

Unexcused Absences

An “Unexcused” absence is any absence for at least one half of a regularly scheduled school day which either is not excused (as outlined above) or is considered a disciplinary absence. When in doubt, the determination of whether an absence is excused will be made by the building principal or his/her designee. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student’s final grade. Any student serving an out-of-school suspension or expulsion will be considered absent; such absence is not considered excused or unexcused for attendance and truancy purposes.

Reporting an Absence or Dismissal

Every time a student is absent from school, a parent/guardian must report the absence to the main office. If a student is not expected to be in attendance for all or any portion of the school day, the parent or other person responsible for the child must notify the school prior to 9:00 a.m. There are two options for reporting a school absence:

1. **TELEPHONE.** Parent may call the school’s attendance line (860-648-5030, ext. 1). Please provide the student’s full name, reason for the absence, and a phone number where a parent/guardian can be reached.
2. **PARENT PORTAL.** Parents may now report absences through the “ECollect” feature of Parent Portal. Additional information regarding this new feature will be provided to parents at the beginning of the school year, and will also be available on our website.

Written Documentation. In addition to the prompt reporting of an absence, written documentation must be provided to the school within ten (10) days of a student’s return to school in order for the absence to be considered Excused. A detailed list of the documentation requirements, as outlined in BOE Policy 5113.2, is available on our website or from the school’s main office.

Tardiness

All students should arrive at school no later than 7:50 a.m. in order to be in their first period class on time. If a student will be late to school, parents should notify the school by calling the attendance line and explaining the reason for the late arrival. (Parents who notify the school via the attendance line do not need to come into the office with the student.) Tardy students should report directly to the office to receive a pass to class. Arrivals to school that occur after the completion of one half of the school day will be treated as an absence.

Dismissal from School

Students may not leave school property at any time during the school day for any reason without the consent of the main office or the school nurse. Failure to obtain permission before leaving school will result in disciplinary action. All students must be signed out by a parent/guardian in the office; persons other than parent/guardian will be required to provide photo ID. Students will be called out of class for dismissal as soon as the parent/guardian arrives in the office. Dismissals that occur before the completion of one half of the school day will be treated as an absence. Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods.

If a student needs to be dismissed prior to the end of the school day, he/she must present a parent or guardian permission note to the main office upon arrival to school in the morning, or the parent/guardian may notify the school by leaving a message on the attendance line at (860) 648-5030 ext. 1. In the event a student requires dismissal from school due to illness, the school nurse will contact the parent/guardian directly. Students are required to be dismissed by the nurse for an illness during the school day. Students who contact their parents without staff permission will be referred to the Associate Principal for disciplinary action.

Withdrawal

If a student is to be withdrawn or unenrolled from school, a parent or guardian must appear in person at the school counseling office to complete a Withdrawal Form. It is requested that the form be completed no less than one week prior to the student’s last day of school (“withdrawal date”). Before the withdrawal date, the student must return all

books (textbooks and library books), athletic uniforms or equipment, and their district issued Chromebook. Any outstanding financial obligations must also be satisfied before the withdrawal date.

If a student is transferring to a new school, we request that parents complete a Release of Records form before we send the student's academic records and cumulative file to the receiving school. If no Release of Records form is on file and we are notified that a child has been enrolled in a new school, we are obligated to transfer the child's records within ten days. In such instance, the parent will receive a letter notifying them of the records transfer.

Makeup Work

Students are responsible for contacting their teachers for missed assignments. If a student is absent due to illness or suspension, the student is expected to make up the homework that was required for that day(s). The teacher will develop reasonable timelines for makeup work. Students on school-sponsored overnight field trips will have an extended period of time to complete homework assignments which may have been missed as a result of their participation in the trip.

COMMUNICATIONS

South Windsor Public Schools uses the PowerSchool platform and its suite of products to communicate with parents, students and staff. PowerSchool is a web-based student information system that allows administrators at the district and school level to manage student information. PowerSchool is also the tool that teachers use to enter classroom-specific data such as grades and attendance. As a web-based tool, PowerSchool and its components can be viewed either online or through a mobile app. Information regarding the components of PowerSchool described below is available on our website.

SchoolMessenger Notification System

The SchoolMessenger notification system uses phone and email to provide timely communication to parents and staff on matters such as school delays and closings, early dismissals, and school or district emergencies. School principals or other district administrators also use SchoolMessenger to provide families with general information or important non-emergency reminders such as school events, district testing, etc. The district will use the contact information on file to send messages to parents. Any communication received through SchoolMessenger will be the most reliable source of accurate information. To learn more about customizing the SchoolMessenger profile, visit our website.

Parent Portal

Parent Portal is the tool within PowerSchool that helps us foster communication between the school and parents. Through Parent Portal, parents can view student grades and attendance; receive announcements and school bulletins; contact teachers through embedded email links; update student information electronically; and manage SchoolMessenger preferences. The "ECollect" feature in Parent Portal is also used to report student absences (see "Reporting Absences" in the Attendance section above).

Student Information System

The "Student Information System" houses student profile data including parent contact numbers, mailing address, emergency contact information and doctor/medical information. If a student becomes ill, or there is an emergency or weather related early dismissal, it is imperative that we be able to reach parents/guardians, or someone else who has been designated to act on the parent/guardian's behalf. Student information is entered electronically into our student information system. **Parents are required to review and update this data at the beginning of each school year.** In addition to student data, parents are also asked to acknowledge certain policies and notifications mandated by law, also through Parent Portal. For students in grades 6 - 12, athletic registration for school sports is also completed online as part of the Student Information Update.

Channels of Communications

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher; (2) school counselor; (3) curriculum supervisor; (4) principal/associate principals; (5) superintendent/central office; and (6) board of education.

Parent Conferences

Parents are encouraged to become partners in their child's educational success. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators, may initiate a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

ACADEMICS AND EDUCATIONAL OPPORTUNITIES

It is important to approach all school work honestly. Cheating on homework and/or a test is unacceptable. Students who cheat, forge, or plagiarize will receive appropriate disciplinary action.

Grades Reflected on Report Cards

For the purpose of averaging term grades, final exam marks, and final grades, the following numerical and letter grade scale is used:

Excellent	Very Good	Average	Poor	Failure
97-100 = A+	87-89 = B+	77-79 = C+	67-69 = D+	0-59 = F
93-96 = A	83-86 = B	73-76 = C	63-66 = D	
90-92 = A-	80-82 = B-	70-72 = C-	60-62 = D-	

The following letter grades may also appear on report cards:

- I = Incomplete due to illness or extended absence *
- MN = Excused from PE for medical reasons
- NC = No credit due to attendance
- P = Pass
- W = Withdrawn

* Students have 10 days to make-up work before a report card grade is calculated. All third trimester incomplete work must be made up by July 1 unless other arrangements are made with the teacher through the school counselor and approved by an administrator. For information regarding "Academic Probation," see the Athletic Academic Eligibility section of the Athletic Handbook.

Grading System

Unweighted GPAs are calculated each marking period using the chart below to determine honor roll status and athletic eligibility. Each letter grade carries a point value. Each point value is multiplied by the credit equivalent of the course and the sum of these values is then divided by the total number of credits earned to arrive at a GPA.

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

Recognition of Academic Achievement/Academic Excellence

Every student is eligible for recognition at the end of each trimester based on the criteria below. Based on a 4.3 GPA scale, students who earn between a 4.0 and a 4.3 GPA will be awarded a certificate for Academic Excellence and their name will be published in the newspaper, and students who earn between a 3.5 and a 3.99 GPA will be awarded a certificate for Academic Achievement and their names will also be published in the newspaper. A blank grade or a pass (P) will not be counted. Any D, incomplete (I), or failing grade (F) will mean elimination from the recognition.

Report Cards

Student grades are continually updated in PowerSchool, and both students and parents are encouraged to monitor progress throughout the school year. Official student progress will be reported to parents at the end of each trimester through the electronic distribution of report cards via SchoolMessenger. (If needed, printed copies of report cards can be requested from the school's main office.) Parents who wish to have any additional information about their child's progress or placement should contact the school counseling office.

English Learners

Parents of identified English Learner (EL) students will be notified of their child's qualification. Students in the EL program will be assessed annually using the state mandated English proficiency test. In addition, any EL student with beginning proficiency in English may be eligible to receive pass/fail grades for their courses. EL students receive both instruction in English as well as tutor support in academic courses.

Homework

Homework is an important aspect of the learning process. It is the student's responsibility to do all work assigned on time and to the best of his/her ability. If a student is absent for three or more days, please contact the counseling secretary for class work at (860) 648-5033. Please allow 24 hours from the date of request for counseling to prepare the work request. Occasionally parents or guardians will deliver forgotten homework assignments or call with a message for a student. These items/calls must arrive prior to 11:00 a.m. as they are distributed to students during lunch times so as not to disturb classes. Students will be contacted during class for emergencies only.

Extra Help

Students may always seek extra help from his/her teachers if the work is difficult or if the student has been absent. Each teacher is available at least one day, usually Monday, Wednesday, or Thursday, after school until 4:05 p.m. for extra help sessions or makeup. Students should make arrangements with their teachers for when to stay.

Testing/Assessments

All students in grades 3 through 8 inclusive and grade 11 shall annually, in March, April, or May take a master examination in reading, language arts and mathematics. Students in grades 5, 8 and 11 shall annually, in March or April, take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. In order to graduate students must meet district standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards.

Library/Media Center

The Library Media Center is a place for students to read and do research as well as to borrow and return books. Students are responsible for returning library books on time and in good condition. There are no fines for overdue books; however, students will be charged the replacement cost for books that are damaged or not returned. All students must come to the library with a pass from their subject teacher during the school day. The library will be open on Thursdays until 4:05 p.m. To stay after school, students must have an assignment, parental permission and a pass from a subject teacher. Students are expected to stay until 4:05 p.m. unless a different dismissal time is stated on their pass.

TECHNOLOGY

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Under the district's Acceptable Use policy, students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in the withdrawal of technology privileges and other disciplinary action.

Students and parents should be aware that e-mail communications using district computers are not private and may be monitored by staff. The district will not be liable for information posted by students on social media websites, such as Facebook, Instagram, YouTube, etc., when the student is not engaged in district activities and not using district equipment. The district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information and files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

One-to-One Devices: Chromebooks

Chromebooks issued to TEMS students are to be used in support of educational objectives and research. Students will be allowed to take these devices home in the evening and use them where appropriate during the school day. Students who are issued Chromebooks must abide by all provisions of BoE policy 5131.81, "Electronic Devices," and

BoE Policy 6141.321, "Telecommunications/Internet - Acceptable Use." Detailed information regarding Chromebooks is provided in the "South Windsor Public Schools 1:1 Chromebook Handbook for Students."

Student Responsibilities:

- Students are responsible for bringing their **fully charged** Chromebook to school each day.
- Students should bring their Chromebook to all classes.
- Students should secure their Chromebook in their locker when not in use. Unsupervised Chromebooks will be confiscated by staff.
- Students should report a lost or stolen Chromebook to TEMS administration.
- Students are expected to log in with their district-provided Google account. Students should not give out their district-provided Google account credentials to anyone else. **Students are strongly encouraged to change their initially assigned password to prevent tampering.**
- Each student will be responsible for any damage to his/her Chromebook and must return it and accessories to the school in satisfactory condition either upon promotion from grade 8 or at the time of withdrawal. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the Chromebook.
- To ensure devices are functioning correctly, periodically, students may be required to return their Chromebooks for maintenance and compliance with BoE and school policies. All efforts will be made to ensure that this will not interfere with the student's use of the Chromebook for learning.

Chromebook Care:

- Students are responsible for the general care of the Chromebook.
- Chromebooks that are broken or fail to work properly must be taken to the Help Desk for an evaluation of the equipment.
- Loaner Chromebooks will be provided for students with insurance when they leave their original Chromebooks for repair at the Help Desk.
- Chromebooks must never be left in an unlocked locker, car, or any unsupervised area.

Chromebook users should be aware that South Windsor Public Schools reserves the right to monitor and supervise the use of its property. Users should not have expectations of personal privacy when using any of the systems.

Electronic Devices

Students may possess privately owned or district issued electronic devices during the school day and at school sponsored events. However, the use of these devices is governed by administrative regulations. The possession and use of electronic devices within South Windsor Public Schools is a privilege and a responsibility, not a right. Electronic devices shall include all devices that can take photographs, record audio or video data; store, transmit or receive messages or images; or provide a wireless, filtered or unfiltered connection to the internet. Examples of these electronic devices include, but shall not be limited to, Smart Watches, iPads, iPods, MP3 players, DVD players, handheld game consoles, cellular or mobile telephones, and laptop or tablet computers, as well as any new technology developed with similar capabilities.

Inappropriate use will result in loss of privileges. The District is not responsible for preventing theft, loss, damage or vandalism to electronic devices brought onto its property. Privately owned electronic devices may not be used during instructional time, except as specifically permitted by instructional staff. Use of any such device for an improper purpose is prohibited. Improper usage includes, but is not limited to, the following:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Taking, storing, disseminating, transferring, viewing or sharing obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing (such communication may also be a crime);
- Gaining or seeking to gain unauthorized access to district technology resources;
- Damaging district technology resources;
- Cyber-bullying;
- Using such devices to violate any school rule, include the unauthorized recording (photographic or audio) of another student or school staff member without the permission of that student or staff member; or
- Taking any action prohibited by any federal or state law.

A privately owned or district issued electronic device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall be returned to the child's parent/guardian unless administration deems it appropriate to return to the student at the close of the instructional day.

BULLYING AND HARASSMENT

The South Windsor Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the District Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior or 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.

The Board also prohibits any form of bullying behavior 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 is 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.

As defined in board policy, "bullying" means the repeated use by one or more students of a written, verbal or electronic communication (such as cyber bullying) 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:

- causes physical or emotional harm to such student or damage to such student's property;
- places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- creates a hostile environment at school for such student;
- infringes on the rights of such student at school; or
- 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 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.

"Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications. "Teen Dating Violence" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Students and parents/guardians may file written reports concerning suspected bullying behavior. Such reports 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. Students may make anonymous reports of bullying to any school employee. Any report of suspected bullying behavior will be promptly reviewed. No disciplinary action will be taken solely on the basis of an anonymous complaint. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

Harassment

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, sexual orientation,

gender identity or expression, or any disability they may have. The District has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary. A student who believes he/she has been harassed is encouraged to report the incident to the principal. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

Sexual Harassment

South Windsor Board of Education policy forbids sexual harassment and seeks to maintain a learning environment free from sexual harassment, insults, and intimidation. Evidence of reprisal against a complainant or witness shall be viewed as a violation of this policy. Sexual harassment has been clearly established as a form of sexual discrimination. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, other offensive verbal or physical conduct that is sexual in nature, the display or circulation of written materials or pictures degrading to gender, any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual employment or student grades or status; or (2) submission to or rejection of such conduct by an individual is used as the basis for employment or schooling decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or school performance or of creating an intimidating, hostile or offensive working or school environment. Specific behaviors (that are unwanted and sexual in nature) that could constitute sexual harassment include touching, sexual rumors, verbal comments, sexual name calling, pulling at clothes, rape or attempted rape, inappropriate displays of affection, inappropriate statements of a sexual nature, leers, gestures, jokes/cartoons/pictures.

Any student who believes he or she has been subject to sexual harassment should report the incident immediately to the principal, associate principal, or school counselor. All incidents shall be investigated in accordance with the applicable complaint procedures which the Superintendent shall adopt by regulation. The district will respect the confidentiality rights of the complainant and the individual(s) against whom the complaint has been filed as much as reasonably possible, given the necessity to investigate allegations and take disciplinary action when sexual harassment has occurred.

Any employee or student found to have engaged in sexual harassment will be subject to immediate disciplinary action, up to and including discharge from employment, expulsion from school, or referral to legal authorities for prosecution as judged appropriate on a case-by-case basis.

Reporting of Child Abuse, Neglect or Sexual Assault

The Board of Education has a legal and ethical obligation to report suspected child abuse, neglect and sexual assault. Mandated reporters include all school employees, including the superintendent, administrators, teachers, substitute teachers, guidance counselors, school paraprofessionals and athletic coaches, as well as licensed nurses, physicians, psychologists and social workers who are either employed by the Board or who work in one of the district's schools, or any other person 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 South Windsor Public Schools. Such individuals who have reasonable cause to suspect or believe that a child has been abused, neglected, placed in imminent risk of serious harm, or sexually assaulted by a school employee is required to report such abuse, neglect or risk and/or sexual assault. A mandated reporter's suspicions may be based on factors including, but not limited to, observations, allegations, or facts provided by a child, victim or third party. Suspicion or belief does not require certainty or probable cause.

The District shall provide in-service training regarding the requirements and obligations of mandated reporters to each employee, and each school employee is required to complete a refresher training program not later than three years after completion of the initial training program. State law prohibits retaliation against a mandated reporter for fulfilling his/her obligations to report suspected child abuse or neglect. The Board shall not retaliate against any mandated reporter for his/her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect.

CONDUCT AND DISCIPLINE

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location. Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Per Board policy, students may be disciplined for conduct on or off school grounds or at any school-sponsored activity "that endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board." In determining whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider (but such consideration shall not be limited to) the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in C.G.S. Section 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol and/or drugs.

Disciplinary consequences are defined by board policy as follows:

- **"In-School Suspension"** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- **"Suspension"** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided that no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- **"Expulsion"** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
- **"Emergency"** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such pupil as possible.

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry, gender identity or expression or any other class protected by law.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument, as well as the possession of any ammunition for any weapon described above.
12. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
13. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
14. Unlawful possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e cigarettes), vapor products drugs, narcotics or alcoholic beverages (or any facsimiles thereof), including being under the influence of any such substances or aiding in the procurement of any such substances.
15. Sale, distribution, or consumption of substances contained in household items such as glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream.
16. Unlawful possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco.
17. Destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
18. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
19. Trespassing on school grounds while on out-of-school suspension or expulsion.
20. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
21. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
22. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff
23. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school sponsored activity.
24. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
25. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
26. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
27. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
28. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.

29. Bullying (as defined above), including cyberbullying and hazing.
30. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
31. Engaging in a plan to stage or create a violent situation or a sexual activity, for the purposes of recording it by electronic means for purposes of later publication.
32. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
33. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
34. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.
35. Any action prohibited by any Federal or State law.
36. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

Violation of policies and procedures (including, but not limited to those outlined above) may result in disciplinary action. Teachers and administrators have the right to take disciplinary action against disruptive behavior in the classroom and the building. Disciplinary consequences may include but are not limited to detention, suspension, community service, or expulsion. Additionally, students should be aware that the school campus is not immune to the law. Illegal acts of any kind will not be tolerated and can result in referral to the proper authorities. Video cameras are installed at Timothy Edwards Middle School for the purposes of supplementing security measures and ensuring safety. Videos are not available to be viewed by parents or students.

A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. "Removal" is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes. A student may not be removed from class more than six (6) times in one school year, nor more than twice in one week, unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation. The parent/guardian of any minor student removed from class shall be given notice of such disciplinary action within 24 hours of the time the student was removed from class.

Students may be detained after school by a teacher or administrator for any infraction, unacceptable behavior, or academic issues. Parents will be notified 24 hours in advance if a student is asked to serve a detention. Each student must bring sufficient materials and books to study for the entire detention period. Detention runs from 2:45 - 4:05 p.m. Failure to serve a detention will be reported to the associate principal's office for review and/or further disciplinary action.

Dangerous Weapons and Instruments

In accordance with Conn. Gen. Stat. §29-28(e) and §53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item. Any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession. A student who possesses and/or uses any deadly weapon or firearm on school property in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.

Dress Code

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law. Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited. Students wearing hooded sweatshirts may not cover their heads and/or faces.

Assemblies

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

Alcoholic Beverages/Drugs/Substance Abuse

BoE Policy prohibits the possession, use, distribution or sale of alcoholic beverages or drugs on school property or at a school-sponsored event. The student will be suspended and the police will be notified. This rule applies to all school-related functions and/or activities whether held on or off school property, during the regular school day, in the evening, on weekends, or during school vacations. When administration has an indication that a student may be in possession of alcohol or may have consumed alcohol, the substance and/or the student may be tested using an alcohol detecting wand. An administrator will use the wand to test any substance suspected of containing alcohol, and will interview any student suspected of being under the influence of alcohol. If the student denies the consumption of alcohol, but other indicators suggest consumption to the administrator, the student will be given the opportunity to prove his or her position with the alcohol detection wand. If the student refuses to take the test the administrator will proceed as if the student had consumed alcohol.

Any student in the South Windsor Public Schools who, on school grounds, during a school session, or anywhere at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or drug paraphernalia shall be subject to discipline pursuant to the procedures outlined below:

- A. Any student found to be in violation of this policy for the first time will receive a suspension for up to ten (10) days. In addition, they may receive a referral for expulsion, following the procedures outlined in BoE policy. In cases of possession, distribution or sale, law enforcement officials will be notified. If a student is expelled for the sale or distribution of drugs or alcohol, the student may be referred to an appropriate drug counselor/ agency for evaluation and recommendation for rehabilitation. The name of the student will be sent to the commissioner of education within thirty (30) days after the student is expelled.
- B. In addition, the building administrator may refer the student to one or more alternative sources for assistance. These facilities may include in-school counseling; an alcohol or other drug abuse group being held on school property; community self-help groups, organized to assist individuals with alcohol or drug problems; appropriate agencies that assess and treat substance abuse.
- C. Subsequent violations of this policy shall result in suspension(s) or expulsion, as appropriate, pursuant to BoE policy. In assessing discipline, administration and/or BoE may consider evidence of past disciplinary problems which led to removal, suspension, or expulsion.

Smoking/Tobacco Violations

In accordance with Conn. Gen. Stat. §19a-342, the Board of Education prohibits any student or adult from smoking on school property or at school-sponsored events at any time. Furthermore, the use of tobacco products is prohibited on any school-related transportation or at any school-sponsored activity occurring off school grounds. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine-delivering systems, vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. Students found using or in possession of tobacco products while attending and/or participating in any school-sponsored activities, either on or off campus, will be subject to disciplinary consequences.

Search and Seizure

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker, backpack or desk if there is reason to believe that the student's desk or locker contains contraband material; and/or the probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school. This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein. Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter such as a dangerous weapon or

illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Video Recorders on School Buses and on School Campus

Video cameras are installed at Timothy Edwards Middle School as well as on all South Windsor school buses for the purposes of supplementing security measures and ensuring safety. Videos are not available to be viewed by parents or students.

EXTRACURRICULAR ACTIVITIES

TEMS is proud of its extra-curricular activities. We believe that a total school program includes participation in activities outside the classroom, and every student should have the opportunity to participate in these experiences. Students will have many opportunities to meet new people and participate in a wide variety of activities, including sports, music and drama, student ambassadors, outdoor education, and many others. Participation in extracurricular activities is a privilege. A student must accept responsibility for his/her own actions and meet the academic guidelines for participation. Students should watch and listen to the morning announcements for information about the clubs, activities and sports they are interested in.

<p align="center">Extra Curricular Activities (These activities require either a tryout or an audition)</p>	<p align="center">Co-Curricular Activities (These activities require a nomination and/or sign up)</p>
<ul style="list-style-type: none"> ● Entertainers ● Festival Jazz Band ● Interscholastic Sports <ul style="list-style-type: none"> Fall: Field Hockey, Soccer, Cross-Country Winter: Basketball, Cheerleading Spring: Track, Softball, Baseball ● Spotlight Show Choir ● Peer Mediation ● TE TV News 	<ul style="list-style-type: none"> ● Cougar Community Service Club ● Literary Magazine Club ● Math Counts ● Mentoring ● Outdoor Ed. ● Ski/Snowboard/Golf Club (South Windsor Rec Dept) ● Intramurals ● Yearbook ● Student Ambassadors ● TEAM After School Activities

Academic Eligibility for Extracurricular Activities

At the beginning of a new school year, all students are eligible to tryout or audition for any extracurricular activity. Beginning after trimester one, students must possess a minimum GPA of 2.0, in addition to passing grades (no F's in any subject areas) in the trimester prior to the tryout, to be eligible for tryouts or auditions. Failure to maintain a 2.0 GPA during the course of the season or activity will result in the following interventions:

- A two week probation period will be implemented in which the student will be disqualified from any practices, games, rehearsals, etc. related to their activity.
- An academic hearing will be scheduled by the student's guidance counselor. Members of the review board may include: the student, a parent, a team teacher and/or encore teacher, guidance counselor, the activity supervisor, and an administrator.

After the two week probation, the review board will determine whether or not the student qualifies to resume participation based on progress toward targeted academic goals and positive work habits. Lack of progress toward the established goals will result in dismissal from the activity.

Athletics

Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation. Student interscholastic activities are governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is governed by state law as well as the regulations of the CIAC. The CIAC and the South Windsor Board of Education require a physical examination each year for students participating in our interscholastic sports program. Students may not attend try-outs or practices until they have completed and signed the sports participation agreement forms, which include evidence of a physical examination and/or a physician's statement signed by their doctor. Proof of the physical examination or a physician's statement

signed by the student's doctor must be completed after June 1st. Registration for TEMS sports is now processed online through the Student Information System update in Parent Portal.

Student athletes may not participate in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian completes the concussion education plan and signs the informed consent form. The consent form includes a summary of the school/district's concussion education plan and applicable school board concussion policies. It is available on the school's website, and is included in the annual student information update when registering for sports.

Attendance Requirements for Extracurricular Activities and Athletics

Students who are absent from school or who are dismissed early from school for reason of illness may not participate in ANY after-school activities (including club meetings, concerts, or dances) or athletic events (games and practices) on the day of the absence unless prior administrative permission is granted. Students must be in attendance at school for at least half of the school day or they will be considered absent.

Dances and Social Events

School dances may be scheduled periodically during the school year. Students are expected to dress appropriately for all dances. Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance. Attendance at a dance is a privilege and may be revoked due to discipline or academic reasons at the discretion of administration.

1. The dances begin at 6:30 p.m. and end promptly at 8:30 p.m. at which time students are required to leave the school and school grounds. **Students must be picked up promptly at 8:30 p.m.**
2. Students are not allowed to leave the dance and return.
3. The dance is for Timothy Edwards' students only. Students from other schools will not be admitted.
4. Students **MUST** remain at the dance from the time of their arrival until 8:30 p.m. Only those students whose parents arrive to pick them up prior to 8:30 will be allowed to leave early.
5. We encourage students to enjoy and participate in dancing. However, certain types of dances and activities which include pushing, running, slam dancing, other types of physical behavior, or inappropriate displays of affection are unacceptable and dangerous. Students engaging in these activities may be sent home and/or barred from future dances.
6. Public displays of affection are not appropriate at school.
7. Dances are an extension of school life. The school administration reserves the right to prohibit a student from attending dances. If a student receives three or more detentions during the month prior to a dance, or one detention the week of a dance, that student will not be permitted to attend.
8. Students who are absent, suspended from school or have an in-school suspension on the day of the dance may not attend the dance.
9. Tickets for dances are sold in school. Students are only able to purchase one ticket for themselves. Students who violate this rule or use/sell tickets illegally will not be allowed to attend dances.
10. If the dance is not sold out during the school day, dance tickets will be sold at the door.

Field Trips

Field trips are carefully planned educational experiences and are part of the curriculum. Transportation to and from the activity must be by a school provided bus. Each student must complete and return a signed permission slip before participating in any field trip or school-sponsored activity. A student may be refused attendance on a field trip by an administrator for a specific behavioral reason(s). Students are reminded that all school rules are in effect during field trips. Furthermore, personal belongings lost while on a field trip or other school sponsored activity are not insured by the district.

The South Windsor Board of Education is the sponsor of field trips. Given the uncertainty of global events and the concern for the safety of participants, the South Windsor Board of Education reserves the right to cancel a trip without any liability to participants. Should any field trip be cancelled for the reason of safety, the South Windsor Board of Education, its staff and agents assume no responsibility or liability for financial loss, inconvenience or disappointment as a result of the cancellation. If a field trip is cancelled, students will not suffer negative academic consequences.

SCHOOL SECURITY AND SAFETY

The District has developed and maintains an emergency disaster preparedness and response plan for implementation as needed. The Plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery. Practice/emergency drills will be conducted routinely throughout the school year. In every instance where students are involved in an **actual emergency**, parents will be notified of the nature of the emergency, the procedures, and the reason why that particular course of action was taken.

Emergency Response Drills

Throughout the school year, students are expected to practice the appropriate actions, responses, and behaviors for emergency situations. These emergencies may include, but are not limited to, fire drills, intruder simulations, dangers from natural disasters (hurricane, severe lightning) or medical emergencies and evacuations. The purpose of these drills is to give students a rehearsal of the expected behaviors so that in the unfortunate event of an emergency situation, students will respond in a safe manner. The key to making these drills successful is for each student to carefully follow the instructions of staff members. Any student who disregards safety drill protocol or instruction may be subject to disciplinary consequences.

Lockdown

If there is an emergency or hazardous condition in the building or on school grounds, an announcement will be made if a lockdown is necessary. The terms of the lockdown will be indicated in plain language, stating a modified or full lockdown. A modified lockdown allows for classroom activities to continue. In a full lockdown students should remain in the classroom out of sight and silent until an Administrator ends the lockdown via intercom. Passage outside of the classroom is restricted; there is no movement in the building.

Fire Alarm

When a fire alarm sounds (a continuous sounding of horns), students must leave the building according to directions posted in the classroom. Teachers should lead the group, and the last student should close the door and turn off the lights. If the fire alarm sounds during passing time or lunch, students must leave the building by the nearest exit. Fire extinguishers are placed throughout the school for emergency use only. Misuse, tampering, and/or discharge of any fire extinguisher for any reason other than its intended use will result in serious school disciplinary action and referral to appropriate authorities.

Student/Parent Reunification

In the event of an emergency situation that warrants building evacuation or early school closing, the school is prepared to provide an orderly and coordinated reunification of students and families. It is imperative that parents/guardians cooperate with school personnel during the reunification process and follow the established procedures. In some situations, students will only be released to their parent/guardian; however, in some situations students may also be released to an emergency contact identified in PowerSchool. Because an emergency could involve the local police and fire departments, it is critical that the streets and parking lots surrounding the school be kept completely clear. Parents are not to come to the school to pick up their child(ren) unless directed to do by SchoolMessenger or a school administrator.

Defibrillators in Schools (AEDs)

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardiopulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

Emergency Notification-School Cancellations/Delays

In addition to SchoolMessenger communications, information relating to school cancellations, delayed openings and early dismissals will also be available from local media as well as the district website. Please do not call media

outlets, the police department or Board of Education Office for school closing information. Students should have a plan for getting into their home when school closes early. In the rare event of an emergency while school is in session (i.e., power failure, weather emergency), a protocol has been established in each school which will ensure the safety of all students and staff. In addition, emergency plans are in place with the South Windsor Police and Fire Departments.

SPECIAL EDUCATION AND RELATED SERVICES

The district provides a continuum of specialized services which support the social, emotional, academic, and physical needs of students with disabilities. Any parent with questions about these programs should contact the school counseling office. The coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in the district or by other organizations.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning and Placement Team (PPT) for evaluation. The PPT will determine whether special education services are required. The PPT is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs. Parents must give their consent before any evaluation can be done or any services can begin. The District utilizes the Response to Intervention (RTI) process which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum. Parents will be informed about the use of any scientific, research-based interventions.

Based upon the diagnostic findings of the evaluation study, an Individualized Education Plan will be developed by the PPT, with parental involvement. As required by law, parents will be provided information at PPT meetings about their right to have advisors and paraprofessionals attend PPT meetings.

Guidance and Counseling

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the social workers and school counselors include helping the student function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development.

School counselors will use a variety of methods to assist students with overcoming barriers to learning and making strong connections with the educational opportunities available in school, and will work to ensure that every child learns in a safe, healthy and supportive setting. Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students. Guidance Counselors are encouraged to issue appointment request forms to students. Appointments can also be arranged by filling out a Guidance Appointment Request form in the office or by stopping by the guidance office before school, between classes or after school.

Peer Mediation Program

The peer mediation program is based on a team of students trained in mediating conflict among their peers. Peer mediation is a service offered to all students at TE. It gives students a safe, neutral place to work out a conflict with another student before it escalates into a physical or verbal fight. The student mediator's role is to guide disputants in exploring the conflict and to help them reach a mutually beneficial solution. Each peer mediator receives about 12 hours of training per semester in conflict resolution. All students involved in this program benefit by developing skills that last a lifetime.

Student Success Planning

Beginning in 6th grade, a student success plan will be created for each student that includes the student's career and academic choices in grades 6 through 12 inclusive. The Student Success Plan (SSP) is an individualized student driven plan developed to address every student's needs and interests to help the student stay connected in school and to achieve postsecondary educational and career goals.

Seclusion and Restraint (Use of)

The Board of Education seeks to foster a safe and positive learning environment for all students. In accordance with policy and accompanying regulations, South Windsor Board of Education employees will restrict the use of physical restraint or seclusion of students to emergency situations if needed to maintain the safety of the student or another individual. The use of restraint or seclusion will be used only by trained school staff in emergency situations only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

Psychotropic Drug Use

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

Homeless Students

The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws. Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

HEALTH SERVICES

The Health Room is accessible to all students during the school day. Except in an emergency, any student who wishes to see the nurse must obtain a pass before coming to the Health Room. If a student becomes ill during the school day, the nurse will contact the parent for a medical dismissal. For this reason, it is essential that emergency contacts and medical information is updated and accurate in PowerSchool.

- **Fever:** If a student has a temperature over 100.0, he/she will be sent home. The student may return to school after the temperature is normal (under 100.0) for 24 hours without acetaminophen (Tylenol) or other fever reducers.
- **Infections:** Student is excluded from school until he/she has been under medical treatment for 24 hours and cleared for return to school by a physician.

Medication Administration

- **Medications to be Given During the School Day.** Except as noted, no prescription or over-the-counter medication may be administered without the written order of a licensed physician, licensed dentist, licensed optometrist, licensed advanced practice registered nurse or licensed physician assistant, and the written authorization of a parent or guardian.

Prescribed medications shall be administered to, and taken only by, the person for whom the prescription has been written. Medication must be in the original container and labeled with the student's name, drug, and strength. Students **MAY NOT transport** medication. **All medications must be brought in and picked up by a responsible adult.** During the school day or on field trips in the absence of a licensed nurse, only principals and teachers who have been properly trained may administer medications to students. Principals and teachers may administer oral, topical, inhalant, intranasal or auto-injector cartridge medications. Any scheduled medications and medications to be given on an "as needed" basis that are available in the school will be sent on field trips. Students may carry their own medications with the written consent of both the licensed prescriber and the parent. Controlled (narcotic) medications may not be carried by the student.

- **Extracurricular Activities.** If a student requires medication during an extracurricular activity, the responsibility for administering the medication would fall on the student (with prior written approval by the prescriber and the parent) or to the parent prior to the activity. Per state regulations principals and teachers may not administer any medications during extracurricular activities.

- **Athletics.** Certified coaches and athletic trainers may administer inhalers and cartridge injectors for allergic reactions for those students who have not been cleared to self-carry. The written order of the licensed prescriber and the written authorization of the parent is required. An additional inhaler or cartridge injector must be provided by the parent to the coach for use during sports.
- **Acetaminophen.** With written permission from the parent or guardian, acetaminophen (Tylenol) may be given by the school nurse for afebrile headaches, menstrual cramps and orthodontic pain. **Ibuprofen** may be given for menstrual cramps or orthodontic pain but must be supplied by the parent in the original container with written permission. Please see the “School Nurse” section of the school website for medication and health forms.
- Any student found consuming unauthorized medications or transferring medication to another student will be subject to disciplinary action.

Health Assessment and Immunizations

Physical exams are required at three times during a student's years in South Windsor Public Schools. Prior to starting 7th grade, an updated Health Assessment Record is required to be completed and submitted to the school nurse's office by no later than the first day of school. We will accept a Health Assessment Record for a physical completed at any time between the first day of a student's 5th grade year and the first day of the student's 7th grade year. Any student who is not in compliance with this state mandate by the first day of 7th grade will be sent home. All items with an asterisk (*) on the Health Assessment Record must be completely filled out by the physician, APRN or PA performing the exam. Students enrolling from out of state must have a physical exam completed within one year prior to entry. Any questions regarding immunizations or the State Health Assessment Record should be directed to the school nurse.

Communicable Diseases

Students with any medical condition which, within the school setting, may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others. If a student is not fully immunized against diseases such as chicken pox, measles, mumps or german measles, exclusion from school should begin as soon as exposure is identified through the maximum incubation period or until illness is identified and resolved, whichever comes first. Information regarding communicable diseases (including the common cold, fevers, etc.), is available on the “School Nurse” section of the website.

Individual Healthcare Plan (IHP)

An Individualized Healthcare Plan (IHP) is a written document, developed by the registered professional school nurse and implemented for the individual student with medical diagnoses or disabilities, in order to promote the student's health and wellbeing, prevent serious or life-threatening symptoms, and support the student's participation in an inclusive learning environment. IHPs are developed for students with health conditions or diagnoses meeting the following criteria:

- A. In the school nurse's judgment, after collaborating with parents and receiving appropriate medical documentation, the student is at moderate to high risk of experiencing a serious or life-threatening symptom during the school day.
- B. The student has a recent history of serious or life-threatening symptoms and/or hospitalizations.
- C. The student may require specific or complex preventative measures, emergency actions, or interventions.
- D. Due to his/her age, developmental level or other factor(s), the student is unable to accurately report or describe symptoms or take independent action to prevent or self-manage symptoms.

Please contact the school nurse with any questions or concerns pertaining to your child's health.

Accidents

All accidents or injuries on school property must be reported to the nurse within 24 hours. If a student has a serious illness or accident out of school, the parent should inform the nurse about the student's health condition. Any student who wishes to be excused from physical education class, or who requires use of the elevator, must bring a written doctor's note to the nurse before reporting to class. If an injury or illness occurs over the weekend, whenever

possible, it is best to have the child examined by his/her own physician prior to sending him/her to school. Certain situations must be treated within a limited number of hours.

Insurance

It is the responsibility of parents to provide health insurance coverage for their child(ren). The South Windsor Board of Education does not indemnify parents who do not have insurance coverage for their children. Student insurance is offered to all parents at a modest cost. Literature is sent home with students at the beginning of the school year and is always available in the school's main office. The South Windsor Board of Education approves the offering of student insurance, but it does not act as agent or administrator of the plan, nor will it serve as an arbitrator should a dispute or claim arise.

Wellness

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided.

FOOD SERVICES

Cafeteria

TEMS takes great pride in a clean and enjoyable cafeteria for students to socialize and eat lunch in. All students are expected to use good manners and common sense, and to follow the cafeteria rules:

- Students are to go directly to the cafeteria and not loiter in the lavatories or corridors.
- Students must have permission from an adult to leave the cafeteria.
- To help keep our school clean, all food and drink must be kept in the cafeteria; food, drinks, or straws may not be taken from the cafeteria.
- Before being dismissed, students are responsible for cleaning their table and picking up any rubbish on the floor after eating lunch; table wipes and brooms are provided for cleanup.
- Students must remain seated until they are dismissed by an adult.
- All students are expected to display good table manners and be courteous and considerate to fellow pupils, teachers, and cafeteria workers.
- If a student does not wish to buy any food, he/she should go directly to a table and be seated.

Violation of the cafeteria rules will result in either the loss of privilege to use the cafeteria, assigned seating, lunch detention(s), and/or other disciplinary consequences.

Breakfast and Lunch Options

A variety of breakfast and lunch options are available to students. It is the intent of the Board of Education that schools encourage students to make nutritious food choices. Food and beverages offered for sale to students will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale. Additional information regarding food choices and menu options is available on the district website.

Items may be purchased through the Point of Sale system or with cash. Food may not be delivered to students by outside vendors (i.e., pizza). Parents who need to drop off forgotten lunches or lunch money are asked to do so by 11:00 a.m.; students will be called to the main office during lunch times so as not to disturb classes.

Payment Options

Parents are responsible for maintaining an adequate balance in their child's Food Service account. We encourage all families to register on www.EZSchoolPay.com to be able to monitor their child's account balance. To reduce problems at the register when a student's account is very low or out of money, students are informed about low balances as they pass through the register line. Families may be eligible for free or reduced price meals based on federal family income guidelines. Application forms are available from the main office or from the food services section of the district website.

Students Without Funds or Food

When a student is without funds or food, the district will provide a meal (or milk) replacement as a courtesy to parents, who remain responsible for all costs. If a negative balance exists, parents will be notified by email and prompted to rectify the situation as soon as possible. The Food Services staff will also make calls home to families

when a student has borrowed money for any food purchase. Nonpayment and repeat occurrences will be referred to the school principal to determine whether additional assistance is necessary. The food service department's complete procedures regarding meal service to students without funds or food is available on the district's website under Food Services.

Food Allergies

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease. A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate to provide food or dietary supplements on school grounds during the school day.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law. The District's specific plan for managing students with life-threatening food allergies is posted on the District website.

TRANSPORTATION

Bus Rules and Regulations

South Windsor Public Schools provides transportation in accordance with Board of Education policy. Bus stops are arranged at centralized locations. All students are expected to: (1) arrive at the bus stop 5 minutes before the bus is scheduled to arrive; (2) wait on the sidewalk or curbside, stand back ten feet from the road when possible; and (3) when on the bus, remain seated throughout the bus ride. All school rules are in effect at the bus stop.

Students are expected to conform to appropriate standards of behavior while being transported to and from school. Transportation may be denied to any student who does not behave properly on the bus. The decision to withhold transportation rests with the principal of the school, and in each case parents will be informed. Video cameras are installed on all South Windsor school buses for the purposes of supplementing security measures and ensuring safety. Bus videos are not available to be viewed by parents or students. The full text of South Windsor Bus Rules and Regulations is available on the "Transportation" section of the district website.

Emergency/Alternate Bus Transportation

Students are expected to ride the bus to which he/she is assigned. If it is necessary for a student to get off the bus and/or ride another bus, an emergency bus pass must be requested. To acquire a bus pass, the student must bring written permission from his/her parent or guardian to the office where the emergency bus pass will be issued. This must be done at the start of the day prior to 8:20 am. Emergency bus passes will only be given when circumstances arise that are out of the parent's control and after being approved by an Associate Principal.

Parents with joint custody of a student must fill out an annual Special Transportation Request to ensure transportation is available at each home. Any changes to a student's address which occur during the school year must be updated through our central registration office. Parents should submit a "Change of Address Request Form" (available on the district website), plus the required proof of residency documents, to the registrar's office at 1737 Main Street, South Windsor.

Late Buses

Late buses accommodate students in grades 6-12. Late bus transportation is generally available every Monday, Wednesday, and Thursday for those students required to stay after school for school-related business, activities or detention. Late buses leave from the front of the school promptly at 4:10 p.m. Please note that the late bus routes are different than the child's regular bus route. Students should check the late bus route on the bulletin board near the main office to find what bus they should ride home. Students may not leave the building after school then return to take the late bus home. All students who stay after school must be under the direct supervision of an adult. Late buses will be cancelled in the event of early dismissals due to inclement weather or other emergencies. Conduct on late buses is expected to comply with the Bus Rules and Regulations.

Transportation Safety Complaints/Procedures

All questions/concerns regarding student transportation must be addressed to the building principal. If the building principal is not available to respond to questions/concerns, parents should contact the transportation office at (860) 291-1252. Parents should not board the bus or discuss any transportation issues with the bus driver, or contact the bus company or bus management to report problems or ask questions. All complaints concerning school transportation safety are to be made to the Transportation Coordinator. A written record of all complaints will be maintained.

FACILITIES

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place. After dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

Lockers

Lockers are the property of the school and are subject to routine administrative inspection. They should be kept clean and orderly to ensure their good working condition. Students should not share lockers or locker combinations with other students. **Lockers are not secure** and therefore students should leave expensive personal items at home (i.e. iPods, electronic games, etc.). Neither Timothy Edwards nor the South Windsor Board of Education is responsible for lost or stolen items.

Pesticide Application

It is the policy of the South Windsor Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any South Windsor public school, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides. The decision to apply pesticide in any building, or the grounds of any South Windsor public school is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any South Windsor public school during regular school hours or planned activities at any school except as provided by Connecticut statute or regulation. Parents/ guardians and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

Green Cleaning Programs

A green cleaning program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information. **No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.**

MISCELLANEOUS

Items to Leave at Home

School is a place to learn. Some items or "toys" can distract the educational process at school. In order to better focus on school activities the following items should be left at home.

- Spinners
- Dice
- Pets
- Skateboards/Rollerblades
- Toys
- Hair Paint
- Playing Cards
- Aerosol Type Items
- Cologne/Perfume
- Magic Cards
- Laser Pointers
- Televisions
- Electronic Games
- Large sums of money

If a student repeatedly violates this policy, administration may confiscate the item and require a parent or guardian to pick it up from the main office. Repeated violations may result in disciplinary action. TEMS is NOT responsible for items lost or stolen.

Backpacks

Backpacks and bookbags are to be used to and from school only. During the school day they are to be kept in lockers. Any student who requires a backpack for medical reasons must receive permission from the nurse.

Fees

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

1. Club dues.
2. Security deposits.
3. The materials for a class project that the student will keep.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, yearbooks, etc.
6. Student accident insurance.
7. Insurance on school-owned instruments, instrument rental and uniform maintenance.
8. Fees for damaged library books and school-owned equipment.
9. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

Students are responsible for the care of books, equipment and supplies entrusted to their use. They will be assessed damage to any such items, as applicable. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library books, equipment or other educational materials.

Parent Teacher Organization (PTO)

The Timothy Edwards PTO is committed to effective education at TEMS by facilitating communication among parents, staff, students, the Board of Education, and other schools in the community. In addition, the membership, which is comprised of parents, teachers, and administrators, provides several auxiliary services for the school and supports many school activities through active fundraising. All parents are invited to PTO meetings and are encouraged to contact TEMS directly for more information or questions regarding the PTO. PTO meetings are typically held the first Wednesday of each month in the Library Media Center at 7:00 p.m.

Lost and Found

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

Visitors

Timothy Edwards Middle School prides itself on a high level of community and parent involvement in our school. We value having these adult visitors in our building. To ensure the safety of our students, all visitors must sign in and out of the main office. When arriving, all visitors will be issued a Visitor's Badge and are required to wear it.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

STUDENT RECORDS

The records of students maintained at the individual schools are accessible to parents/guardians under established procedures. Under the Family Educational Rights and Privacy Act (FERPA) of 1974, parents and eligible students are

accorded the following rights regarding educational records: 1) inspect and review the student's education records; 2) request the amendment of the student's records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy rights or other records except to the extent that FERPA regulations authorize disclosure without consent; 4) file with the US Department of Education a complaint concerning alleged failures by the South Windsor Public Schools to comply with FERPA regulations; and 5) obtain a copy of South Windsor Public Schools policies for student records. The district's policy regarding FERPA and student records is included in the annual student information update, and is viewable on the district website. Parents who wish to review records of their child should contact the building principal or the school counseling office. Students and parents who wish to release records to a third party must complete a Release of Information form available in the school counseling office.

Directory Information

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. Unless notified in writing by a parent or eligible student to the contrary, FERPA permits South Windsor Public Schools to disclose "Directory Information" concerning a student without the consent of a parent (or eligible student, as defined under FERPA). Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. South Windsor Public Schools has defined "**directory information**" to include the following: student's name and address; major field(s) of study; participation in officially recognized activities and sports; and honors and awards received. This type of information would be used primarily for school-related publications such as a program showing a student's role in a drama production or concert; the annual school yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets when a student participates in athletics. Please note: if you check "No" on the annual student information update, your child's information will not be included in the aforementioned publications.

Directory Information will not be released to a third party unless the release of such information is determined to be in the educational interest of the school district and is consistent with the district's obligations under state and federal law.