



**Monroe Middle School Campus  
Jockey Hollow School  
Chalk Hill School**

**Chalk Hill School**

375 Fan Hill Road, Monroe, CT 06468  
203-452-2914; fax: 203-452-5844  
School Day: 8:07a.m.—2:42p.m.  
Office Hours: 7:30a.m.—3:30p.m.

**Jockey Hollow School**

365 Fan Hill Road, Monroe, CT 06468  
203-452-2905; fax:203-452-2263  
School Day: 8:05a.m.—2:40p.m.  
Office Hours: 7:30a.m.—3:30p.m.

**Student Handbook 2008 - 2009**

**Name** \_\_\_\_\_

**A SPECIAL NOTE FROM THE PRINCIPALS...**

**Dear Students:**

Welcome to the Monroe Middle School Campus. This handbook was developed and designed with you in mind. We hope it will be helpful in answering your many questions. The contents of this handbook will be reviewed at a special team meeting, after which we ask that you share it with your parent/guardian. We firmly believe that you will have a more successful year if you know the rules, regulations, programs, and services of the Monroe Middle Schools. Remember that the staff and administration are here to help you at all times. Any questions or concerns should be discussed with us. The administrator's door is always open to all the students of the Monroe Middle Schools. Have an enjoyable and successful year!

**Dear Parent/Guardian:**

Communication between school and home is an important responsibility that we share. This student handbook is intended to be a vehicle for you and your child to discuss expectations for home and schoolwork. We ask that you review this book on a regular basis with your child throughout the year. If your child approaches the use of this handbook conscientiously, it will provide a daily update of assignments and grades. We encourage you to provide a study space and time at home for your child. Sometimes we will ask for your signature on the planning pages. Our goal is to help each student become a successful, independent learner. At the end of this handbook section you are asked to sign indicating that you have reviewed this handbook with your child. Thanks for your help!

**John R. Ceccolini**

Principal

Jockey Hollow School

**Rebecca Kosisko**

Assistant Principal

**Bruce Lazar**

Principal

Chalk Hill School

**Leigh Ances**

Dean of Students

**Jockey Hollow Mission Statement**

Our mission is to identify and meet the needs of the whole child by providing a safe, supportive, and challenging learning environment.

**Chalk Hill Mission Statement**

We believe that all individuals will learn, continuously improve, and help others, when their academic, social, physical and emotional needs are met.

*All programs in the Middle Schools are offered to students without regard to race, color, national origin, sex or disability.*

*Board of Education policies (unabridged) are available for review by students and parents at the Central Administrative Office or online at [www.monroe.k12.ct.us](http://www.monroe.k12.ct.us).*

## **SUCCESS IN SCHOOL**

*Success is a journey, not a destination.*

The good habits and personal standards you develop at the beginning of the school year will help set the right tone for the year.

### **Plan your day**

Know what books to carry for your next class. Keep your locker uncluttered, organized and locked. Plan ahead for P.E. day so you have appropriate clothing and shoes. Be ready for special days, changes in the schedule, special supplies and due dates for long term assignments. Your Student Agenda will help with this.

### **Develop good study habits**

Use your Agenda. Study in a quiet place with no interruptions. The area should not be too warm and should have good lighting. Don't put off long assignments. Do your toughest subjects first. Keep to a schedule and set time goals for yourself. Use "back planning", a timeline system for long term projects. Count days backwards from the due date, considering research and reading time, as well as time to follow the practices of good process writing, to set up your work schedule and to determine when you need to begin your work to meet your deadline.

### **Take care of books and supplies**

Cover all books with brown paper, old maps, wall-paper, or spandex book covers. Print your name, homeroom, etc. on the label in each book. Repair tears to the cover on the books. Students issued textbooks are expected to return them in good condition. A fine will be levied for a missing or damaged book.

### **Book Bags**

Students may bring book bags to and from school. However, book bags are not allowed in classes.

#### **All book bags must remain in lockers during school hours.**

Students seen with book bags during class time will be warned. Further incidences may result in that student being considered insubordinate. Book bags are not allowed at dances or other school activities.

### **Extra help**

Sometimes you may fall behind or not understand something that is new. Each teacher offers extra help after school at least one day a week. All you need to do is notify the teacher in advance that you want to stay and bring a note from home indicating

you have permission to stay. **Take advantage of the opportunity to stay after school for extra help with your teacher.**

Please understand that extra help should not be confused with tutoring. As there may be a number of students with individual needs, students should come to extra help prepared to ask specific questions.

### **Lockers**

#### **How To Open Your Locker**

**Set the lock on zero – turn to the right two times past zero to the first number – left past the first number to the second number. Make sure you go past the first number – then right for the third number. The locker should open.**

#### **REMEMBER**

#### **DO NOT KICK YOUR LOCKER OR JAM THE LOCKER.**

Each student is assigned a locker at the start of the school year. Seventh and eighth grade students will also be given an additional locker to use during physical education classes. Students in grades five and six are not required to change into gym clothes for physical education.

Regular classroom lockers are generally located near your homeroom and have combination locks.

Students should be aware that school authorities reserve the right to inspect students' lockers or other storage spaces assigned for student use when there is reasonable suspicion. Students are responsible for the contents of the locker assigned to them and contents should remain appropriate. Students are not to use lockers not assigned to them. Students are to keep their lockers locked, and are not to give other students access to their locker or locker combination. You should not bring anything to school of major value, as the school cannot accept responsibility for the security of these items.

It is important to always close your locker completely to prevent it from breaking. You are responsible for keeping your locker neat inside and free of outside decorations.

## Homework—Study for Success

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

You should expect to have more homework in the middle school than you had in the elementary school. Likewise, you should expect more homework in grade 8 than in grade 5. It is your responsibility to get your homework done to the best of your ability.

The term "homework" refers to an assignment to be prepared during a period of supervised study in class, outside of class, or which requires individual work, in the study hall, or at home. It also refers to preparing for a quiz or an exam.

Homework properly planned and purposeful in nature should help you:

- Learn to work independently and become self-reliant;
- Think, plan, organize, and apply what you have learned;
- Extend and increase proficiency in skill areas and effective work habits;
- Increase knowledge and its use;
- Develop insights and stimulate creativity.

### Suggested Time Guidelines for Out-of-Class Study

<b>Grade 5</b>	<b>30—60 minutes</b>
<b>Grade 6</b>	<b>60 minutes to no maximum</b>
<b>Grade 7</b>	<b>60 minutes to no maximum</b>
<b>Grade 8</b>	<b>60-90 minutes to no maximum</b>

The most important thing to remember about doing homework is to organize your work and use good study habits. Some students prefer to go out and play after school and then do their homework, while others like to get their work out of the way first. Find out what suits you best and stick to a daily routine. It is very important to have a quiet, undisturbed area to call your own while doing homework. Students who develop good study habits in middle school carry these habits throughout their school years. It is expected that homework will be completed when due. Failure to hand in completed homework assignments on time carries a penalty.

Homework requests for missed class work and homework due to absence will be accommodated following a parent request after a 72-hour absence.

It should be noted that even when no homework is assigned, students should review class notes and study on their own. Sometimes teachers do not assign work to allow students time for long term projects or to read out-of-class assignments.

### **Chalk Hill Homework Policy**

- Students will receive a homework priority for any assignment if the work is not completed within 24 hours and will lose one point from the quarterly grade. A homework priority means he/she must remain after school to make up the missed assignment.

### **Jockey Hollow Homework Policy**

- Homework is averaged by the individual teacher to equal a test grade for each quarter.
- Each missing or incomplete homework assignment will have a negative impact on the homework grade average for that quarter.
- A homework assignment is missing if not turned in on the due date.

## Vacation Homework Policy (both schools)

We strongly urge parents/guardians to plan vacations around the school's vacation schedule whenever possible. No matter what make-up work is done you cannot duplicate the classroom time that is lost by going on vacation for a week or more. Some students in particular have a difficult time catching up with their class when they return.

- *Contact your child's teachers as it is important that you know whether your child can afford to miss some time from school before you even begin to plan the vacation.*

If you find you have no option but to take your child out of school for an extended period, contact the teacher and note the following:

- *Chalk Hill Students will receive two assignments for the time away. One will be a reading*

*assignment and journal writing. The other assignment will be a travel log. The completion of these assignments will be taken into consideration for the class participation grade for the time that is missed.*

- *Since it is difficult to determine ahead of time what work will be completed in class, Chalk Hill and Jockey Hollow students will be expected to make up the work when they return. Students should plan to attend extra help sessions the week that they return.*
- *When parents/guardians make the decision to take their child out of school for an extended vacation, they are also choosing to be their child's teacher for that period. It is their responsibility to make sure that assigned work is done on a daily basis and they are to check it over carefully.*

## **Eat Healthy, Be Healthy...and Wise**

Every student is assigned to a daily lunch period in the cafeteria. Well-balanced hot lunches, soup, salads, sandwiches, snacks, milk, desserts, and ice cream are available at a cost of \$2.55. Students may pay for multiple lunches by check. Chalk Hill students may deposit their checks in the box outside the Lecture Hall or give them to the cafeteria staff. Jockey Hollow students should bring their checks to the main office. **Checks should be made out to the Monroe Cafeteria Fund.** Also available for student use is a computerized debit system. If you have any questions about this system, contact the school office. Students may bring their own lunch if they wish. However, **students are not allowed to bring soda, coffee, energy drinks or items in glass bottles.** In order to provide a healthful, pleasant atmosphere for lunch, the following must be followed:

- Good table manners are expected, and respect and courtesy are to be extended to teachers, cafeteria workers, and fellow classmates.
- Wait your turn in the service line. Don't try to squeeze ahead of others. You may be asked to go to the end of the line if you do so.
- At Jockey Hollow, assigned seating will occur. Students will have one week to choose their seats with friends.
- Find a place to be seated quickly and don't save places for friends. Extra chairs are not permitted at tables, as aisles must be clear in case emergency exiting is required.
- Be aware that some classmates have life-threatening food allergies. Please do not share your food.

- After eating, the table members are responsible for clearing away all trays, papers, etc. and placing them in proper containers. See that your table and the floor area around your table are left clean for the next group entering the cafeteria. Treat your eating area as if it were your own kitchen: sponge off tables and clean underneath.
- Do not move from one table to another. Remain at your own table.
- Eat all food in the cafeteria. Do not take any food items out of the cafeteria. If you need more time to finish your lunch, ask the teacher on duty for permission to remain until you have finished.
- Conversation between students at anyone's table should be such that others can enjoy their meals and their own conversation. In other words, be courteous by keeping the volume of your conversation down.
- Whenever the weather permits, students will be allowed to go outdoors. During the 30 minute lunch you should plan to spend at least the last 10 minutes outdoors. Chalk Hill students may have outdoor recreation; Jockey Hollow students may go outdoors to enjoy some fresh air and socialize with friends. When the weather turns cold, you are asked to bring your coats to lunch. You will not be allowed to go to your locker during lunch. The outdoor session is a privilege.

- Announcements will be made during lunch to inform you about the outdoor session. If you do not go outside, you may stay in the cafeteria seated.
- Once you go outside, you cannot come back into the building until the end of the recreation period. Students found violating this will lose their outdoor privilege. Food and beverages are not allowed outdoors.
- Students who consistently misbehave in the cafeteria may lose the privilege of eating lunch in the cafeteria.

**Candy and gum are not permitted in school.**

Students are expected to eat healthy lunches and snacks. Gum is not permitted as it is distracting to those you converse with, and it becomes a sanitary and maintenance problem when it is stuck under tables or ground into carpeting. **Detentions** will be given to students caught chewing gum. Defiance will result in more severe disciplinary action. Vending machines located in the building are only available during posted times. **Students are not allowed to take beverages or food items on the bus.**

Food and drinks are only permissible in the cafeteria. On hot and humid days administration will make accommodations for the safety and well-being of the students.

## Dress for Success

The school is a student and teacher workplace. Attire is expected to promote a professional, businesslike environment for students and for teachers. Proper attire is primarily the responsibility of students and parent/guardians. Footwear must be worn at all times. The following items are **not** acceptable.

- Black-soled boots that mark the floors.
- Ripped or torn clothing, whether by design or not.
- Halter tops, tank tops, or any clothing that exposes the midriff, bare shoulders or cleavage.
- Shirt straps must be at least 2-fingers wide. Bra straps should not be visible.
- Jerseys with deep-cut underarms must be worn with a shirt underneath.
- Outdoor clothing, jackets and coats are not allowed indoors.
- Shoes equipped with wheels are prohibited in school and at all school functions including field trips.
- Hats, bandanas, sweatbands, visors and sunglasses.
- Clothing, tee shirts, jewelry or other items that advertise or promote drugs, alcohol, violence, weapons, gangs, sex or profane language.
- Leggings or spandex pants unless worn with other covering garments.
- Chains or studded jewelry of any kind.
- Baggy jeans, low slung crotches, wide bell-bottoms or low-waist pants that expose under-clothing.
- Clothes intended for sleepwear are prohibited.
- Decorating of the body with pen, markers or dyes is not allowed. Marks made with erasers on hands are not allowed.
- Except for the wearing of pierced earrings, all other piercing is not allowed. Students will be asked to remove the piercing. Repeated incidents may be considered insubordination.
- The inappropriate use of make-up or unnatural hair colors is prohibited and will result in disciplinary action.
- Colognes, perfumes and sprays are not allowed for various health reasons.
- The wearing of shorts is allowed, but they must meet length requirements. The acceptable length is arm's length plus two fingers. This same rule applies to the length of skirts and dresses. If long basketball style shorts are worn, a different pair of shorts must be worn for physical education class.
- Care should be taken when choosing footwear as flip flops and high heels may interfere with your ability to traverse the school safely.

**The administrators have the final judgment in determining appropriate school attire.**

Students with inappropriate attire will be given the opportunity to change, reverse an inappropriate shirt, or call home for a replacement. If these options are not viable, students may be restricted to the in-school suspension room where class work will be provided. Repeated incidents may be considered insubordination.

## Attendance—Show Up For Success!

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. 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 16 or 17.

Occasionally students may need to be absent in which case the following policies must be followed.

**If you are absent from school, have your parent/guardian contact the school as soon as possible.** It is the responsibility of the parent/guardian to contact the school office when their child is absent. If a child is absent and no notification has been received from the parent/guardian, the school will make a reasonable effort to notify the parent/guardian by telephone of the child's absence. **If a student is absent they may not attend any after school or student activity that day.** The administration does not support students leaving early the day of any student activity. While we expect students to be at school the entire day, they must be in school a minimum of four (4) hours in order to be able to attend the event.

Parents/guardians of students with absences in excess of 15 should be prepared to submit medical documentation, not previously submitted to the nurse, to the Student Assistance Team. A student is considered absent whenever they are in school for less than four hours in a given day.

### Excused Absence

Students receive an excused absence when they are absent from school for the following reasons:

- Death in the immediate family.
- Serious illness of a member of the family which makes the student's absence necessary.
- Illness or injury of the student.
- Religious holidays.
- Court appearance/probation appointments.
- Interviews and other post-secondary plans.
- Other absences as approved by the principal's office in advance. Students who plan to be absent for reasons other than those listed above, should seek approval by presenting a note from home to the principal or designee, who will then indicate approval or disapproval.

The responsibility for makeup of work lies with the

student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within a reasonable number of days after the student returns to school.

### Absenteeism Recovery

Middle school students are encouraged to have **phone study buddies** that can be called in the case of any absence or homework emergency. We suggest that you wait until your child is out for three days before requesting work. Any time less than three days would be better made up with the teacher in one of the extra-help sessions, so that the appropriate instruction can be given. Remember that your child will be able to come to any extra-help sessions offered by their teachers.

**To report absences/tardies call:**

**Chalk Hill – 452-2914**

**Jockey Hollow – 452-2905**

### Tardy

If you arrive late to school, report to the office for a late pass. A note explaining your tardiness should be given to the attendance secretary in the main office. It would be very helpful for your parent/guardian to call the school in advance if you know you are going to be tardy. Otherwise, you will automatically be considered absent and subject to absent procedures. During the course of the school day, if you have been detained in the office or by a teacher, ask for a pass from the person who detained you before going to your next class. Repeated tardiness will result in disciplinary action.

### Early Dismissals

A note by a parent/guardian must be given to the main office in the morning. A pass will be issued to you allowing you to leave the classroom at the appointed time. **A parent/guardian must come to the main office to sign you out.** If you return to school the same day you must sign in again.

On rare occasions last minute appointments are made or changed. This may require a student to be dismissed early without benefit of a note from home. Should this occur, we ask parent/guardians to call the school as early as possible. This will give us time to notify teachers. When parent/guardian arrives at school, a written request must be handed into the office.

**Parking at Dismissal Time** – At Chalk Hill, the parking spaces closest to the school building are used to load students onto the buses during arrival and dismissal. At Jockey Hollow the driveway closest to the school is used for the same purpose. Please do not block the buses during these busy times by parking in either of these two locations.

## Monroe Board of Education Truancy Policy

The Monroe Board of Education believes that regular school attendance is essential to the academic success of students. Therefore, it is the policy of the Board of Education to monitor school attendance for the following purpose: (1) to identify students who are truant/habitually truant, or excessively absent, and (2) to enlist the cooperation of parent/guardian and when necessary, the juvenile justice system, in order to change the behavior pattern that has developed.

### Procedures for Monitoring Truancy

In accordance with the Truancy Policy of the Board of Education, "truant" at the middle school means a child who has four (4) unexcused absences from school in any one month, or ten (10) unexcused absences from school in any school year. A "habitual" truant means a child who has twenty (20) unexcused absences.

Parents/guardians have a statutory obligation to ensure their child attends schools.

- *Parents/guardians are required to provide the school with a telephone number or some other means of contacting them during the school day.*
- When a student is identified as a truant or habitual truant, the Superintendent or designee will conduct a meeting with the parent/guardian, student, and Student Assistance Team members. The meeting will occur not later than ten (10) school days after the child's fourth unexcused absence in a month or tenth unexcused absence in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy.
- *If the Superintendent determines that further assistance is required for a truant child and the child's family, the Superintendent may file a written complaint with the Superior Court pursuant to Connecticut General Statutes S46b-149 alleging that this is a family with service needs. The Superintendent is required to file with the Superior Court in cases where parents/guardians fail to cooperate with school efforts to remedy the truancy issue.*

## Pupil Progress—Tracking Your Success

### Parent/Teacher Conferences

Parent/Teacher conferences are held once a year, in January. Sometime in December or January parents will be notified of teachers' request to meet. When the form is signed and returned to school, a conference will be planned, and parents will be notified. Parents may ask to meet with their child's teachers at conference time, or any other time during the school year. Please call the school to speak to an individual teacher, or if you would prefer a meeting with the team, please contact the team leader.

### Interim Progress Reports

If a student is doing unsatisfactory work, failing work, or not working up to his/her ability, the parents/guardians will generally receive an interim progress report. This report will provide some information regarding the student's difficulties. A teacher may issue these progress reports at any time if it is felt communication with the home is necessary. The Parent Portal also provides parents and students with up-to-date information.

### Pupil Progress Reports/Report Cards

Report cards are issued four times a year. Pupil progress reports are issued mid-way through each marking period. Each academic teacher will notify parent/guardian of the progress their child is making each marking period and students are responsible to bring each report back to school signed by the parent/guardian. Failure to return signed reports will result in teacher contact to the parent/guardian.

### Incompletes

Occasionally students may be absent due to special conditions and not be able to receive a completed

grade during a marking period. Students and parent/guardians are encouraged to contact guidance to set up a schedule for make-up work. Usually a three-week period from the close of the marking period is considered acceptable for converting an incomplete grade to a permanent grade.

### Honors & High Honors

You may achieve academic distinction through two different honor roll systems at Jockey Hollow. **There is no honor roll system at Chalk Hill.**

**High Honors** – To qualify for high honors a student must earn all A's in academic subjects. A "B" in Algebra I, French I or II or Spanish I or II will be accepted for high honors.

**Honors** – A minimum of a "B" in academic subjects. A "C" in Algebra I, French I or II or Spanish I or II will be accepted for honors.

*Exploratory subjects and physical education are included in determining honor roll status. A student must receive a "B" or better in each area graded that marking period in order to make high honors/honors.*

### Promotion, Retention and Placement

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally students will progress annually from grade to grade. Students who master objectives at an exceptional rate may be considered for acceleration to another grade or class. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents. The final decision rests with the school principal.

# Student Resources

## *The Means for Reaching Your Full Potential*

### Library Media Center

The library at the middle school is available to all students for reference, research, project work, required class reading, and the pursuit of personal reading interests. To do this work, books, reference materials, magazines, and computers are available. Everyone's help is needed to create a pleasant and effective library media center. Students are welcome to come to the library media center before or during school with a pass issued by a subject area teacher.

#### **Books**

Books may be checked out for two weeks. Reference material may be checked out overnight only. Books placed on reserve for a classroom assignment may also be checked out overnight only. A fine is imposed for each school day material is overdue. Jockey Hollow books are 10 cents per school

day while Chalk Hill's are 5 cents. At Jockey Hollow the fine for overdue reference and reserve materials is 70 cents per day (10 cents per per class period overdue). Chalk Hill's reference and reserve material is 20 cents per school day. Periodically, students are sent overdue notices. Additionally, students who are not in good standing, that is they owe books and/or fines, are not eligible to purchase tickets for school dances.

#### **Internet Access**

Access to the Internet is available in the library for research and project work. Students must follow the Acceptable Use Guidelines of the school to use the Internet on their own and must have on file in the district an Acceptable Use Policy form signed by a parent/guardian.

### Health Office

A full time nurse is on duty during the school day. At the beginning of the school year, parents/guardians are requested to complete a Health Emergency Card. Please include any pertinent health information. Special attention should be made to provide the nurse with the name and phone number of an available, responsible adult should the parent/guardian be unavailable. Please notify the nurse of any changes of information that may occur during the school year.

If a student becomes ill with a fever or vomiting he/she needs to be symptom free for 24 hours before returning to school. Please report incidences of any communicable/infections diseases (i.e. chicken pox, conjunctivitis, mononucleosis, pneumonia, strep throat) to the health office to facilitate return to school. Parents are asked to submit a physician's note upon return from an extended absence due to illness or injury. The Chalk Hill Health Office is located on the first floor at the front of the building. The Jockey Hollow Health Office is located on the first floor nearest the West entrance to the school, across from the gymnasium.

#### **Screenings**

CT State regulations mandate scoliosis (postural) screening in grades 5, 6, 7 and 8. Vision screening is done in grades 5 and 6 and as needed or at the request of a teacher or parent/guardian. Audio screening is done in grades 5 and 8 as needed.

#### **Health Office Visit**

A pass should be obtained from the teacher whenever a student must see the nurse. Students are to report all accidents and/or injuries to the school nurse or

administrative office. In the event of illness or injury requiring dismissal from school, the nurse, not the student, will initiate contact with a parent or person listed on the Health Emergency Card. Students may not call home without permission from the school nurse or front office.

#### **Medication**

If medication is necessary for your child during school hours, State law requires the nurse to receive a written order from the physician or dentist and written permission from the parent. Verbal orders cannot be accepted. Medication includes eye and ear preparations and all over-the-counter drugs including Tylenol, Ibuprofen, etc. which must be delivered in a sealed container. All medication must be brought to school by an adult and delivered to the school nurse. Medical authorization forms can be obtained from the school nurse. Any student requiring the use of an Inhaler in school must see the nurse. Current physician orders are required and a plan for use must be arranged with the nurse. During a field trip a teacher trained for this purpose may administer medication. School personnel are prohibited from recommending the use of psychotropic drugs for any child.

#### **Physical Exams/Immunizations**

A physical examination is required for all incoming 6<sup>th</sup> graders. All students entering 7<sup>th</sup> grade are required to provide proof of having a second MMR, Hepatitis B immunization and a Varicella immunization or documentation of the disease from the physician prior to entrance.

Students new to the Monroe Public Schools are required to have a physical exam with up-to-date immunizations prior to admission to school. Students without valid documentation of physical exam and immunizations on file will not be allowed to attend school until such time proper forms are submitted. If a homeless student, as defined by federal statute, lacks immunization/medical records, the

school will enroll the child and refer the parent/guardian to the district's homeless liaison.

#### ***Elevator Usage***

Any student requiring the use of the elevator will be given permission after receipt of a doctor's note. At Jockey Hollow a \$5.00 key deposit must be given to the nurse.

## **Pupil Services**

The Comprehensive School Counseling Program is designed to nurture growth and development in the areas of learning readiness, school adjustment, school achievement, staff and peer relationships, career development, goal setting, and self-fulfillment. Group and individual counseling is available to all students. Counseling groups available may cover the following topics: newcomers, life transitions, divorce, personal loss, children of alcoholics, diabetes/asthma support groups, anger management, homework/study groups and leadership groups. **If you prefer not to have your child participate in any of these groups, please contact the Pupil Services Office.**

A grade level counselor is assigned to address the concerns of students in grades 7 and 8 at Jockey Hollow. The team model in Chalk Hill recognizes the role of the teacher and team leader in guiding students through the grade 5 and 6 program. A counselor assigned to serve Chalk Hill provides additional guidance support. You can either ask your teacher for a pass to the guidance office or you may stop in before classes for a pass provided that you are not late to your next class. We are always interested in meeting and helping everyone in the middle school program.

#### **Student Assistance Team**

The Monroe Middle Schools maintain a Student Assistance Team (S.A.T.) in each building to provide support, information and assistance to students so that they can be more successful in school, can more skillfully cope with problems, make better decisions, and improve their relationships and self-worth.

The S.A.T. includes administration, pupil services, school nurse, and teachers' input. Referrals to the S.A.T. may come from the administration, academic team, counselor, parent/guardian, or nurse. Students are referred to the S.A.T. when they are not experiencing academic and social success at school. Attendance is evaluated by this team as well. Members of the Student Assistance Team will report suspected incidences of child abuse and threat of suicide to the proper authorities.

#### **Child Identification Procedures**

The district provides special programs for students with disabilities which affect their success at school. For students in need of Special Education programs, a planning and placement team 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.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement. If you suspect your child is disabled and requires special education and/or related services, please contact the building principal or a member of the pupil personnel department. The parent/guardian of a child who requires or may require special education and related services is guaranteed procedural safeguards in accordance with federal and state law. Copies of these procedural safeguards are available through the building principal or pupil personnel department.

#### **Conflict Resolution**

*Where can students go to problem solve or mediate issues and differences that can lead to a verbal or physical fight?*

Conflict resolution is an accepted form of problem solving that is encouraged to be used by all students. These skills are being taught in classes and groups. All of the adults in the building are resources for students just as self-advocacy is also encouraged. When a problem arises, incident reports or request for help are available in the Pupil Services Department or the office. Peer Mediation services are also available.

## **Student Activities**

### ***Personal Growth Never Stops—Get Involved!***

*The Monroe Middle Schools provide many after-school activities. Being part of an after-school activity helps students develop an awareness of organizational roles, gives them the opportunity to meet new friends and learn new skills and is FUN! A club and activity booklet describing our many opportunities is distributed after the start of the school year. Permission forms must be filled out at that time. A late bus is provided to assist with transportation.*

*The late bus will be provided based on need and leaves Jockey Hollow at approximately 4:00 p.m. It picks up students at Jockey Hollow after leaving Chalk Hill. Students wishing to take the late bus must sign up on that day. Safety and bus rules apply to the late bus just as they do for regular buses. Students must take the bus that serves their neighborhood, and use the stop that serves their residence. The bus cannot be used as a means of transportation to other after school programs. Students who fail to follow the sign-up procedures or fail to behave properly may lose late bus privileges.*

#### **Arts & Imagination**

Chalk Hill offers students the Arts & Imagination program. Several six-week sessions will be offered during the school year with a fee charged for each workshop. Students will be notified of the program offerings prior to the start of each session.

#### **Community Service**

Student Activists: Kids Who Want To Make A Difference (Jockey Hollow) and Community Kids (Chalk Hill) are community service programs which challenge students to use their uniqueness as a contribution to make a positive difference in our world. The programs are available to students in both schools. However, the activities are not necessarily the same. Activities are designed to be age appropriate. Service projects include working with the homeless, working with pre-school children, working with mentally challenged adults and the elderly. At Jockey Hollow School, each team will have a designated month to become involved with community service projects. After-school meetings will be designated by month for teams as well. Students need to listen for announcements to get permission slips to sign-up for community service opportunities. At Jockey Hollow meetings will be on Thursday afternoons.

#### **Drama**

The Monroe Middle School Campus offers students the opportunity to participate in annual productions. Cast, set and stage crews along with the band, chorus, art club and the technology education program, provide students with a variety of levels of participation. Two productions are planned for Jockey Hollow with joint participation in one production that includes Chalk Hill students. Auditions are held prior to each production.

#### **Intramurals**

Each grade level has a chance to participate in a variety of intramural sports activities. These activities begin in October and run through May of each year.

#### **Music**

##### ***5<sup>th</sup> Grade Beginning Band***

Fifth grade band students will spend the first two or three weeks choosing the instrument they would like to play and reviewing basic musical ideas important to playing an instrument for the first time. Most of these instruments will need to be rented from music dealers. The band director will provide all the information. Students will learn how to assemble and care for the instruments.

##### ***6<sup>th</sup> Grade Band***

The 6<sup>th</sup> grade band will be introduced to new music not found in their band book. Sixth grade band students will continue learning musical theory while playing more advanced music.

##### ***Jazz Ensemble***

Sixth grade students who excel on their instruments will be invited to audition for and participate in the Jazz ensemble. The Jazz ensemble meets before school. More information will be distributed in the fall.

##### ***5<sup>th</sup> Grade Chorus***

Chalk Hill offers chorus to both the 5<sup>th</sup> and 6<sup>th</sup> graders. Choral classes in both grades will focus on good vocal and choral skills, reading music, music's relation to history and culture, as well as self-expression, artistry, and appreciation for different styles of music.

### **5<sup>th</sup> Grade Strings**

The beginner 5<sup>th</sup> grade string students will choose instruments within the first week of school, rent the instrument and join the class. More advanced string players will continue work in their books, learning more notes and developing new techniques.

### **6<sup>th</sup> Grade Strings**

The 6<sup>th</sup> grade string students will continue developing their techniques appropriate to their level of accomplishment. They will perform music of many different styles.

### **7<sup>th</sup> and 8<sup>th</sup> Grade Band**

Jockey Hollow offers Concert Band to 7<sup>th</sup> and 8<sup>th</sup> grade students. Rehearsals are scheduled during the school day. Opportunities available after school include Wind Ensemble, Jazz Ensemble, and small group ensembles. Players need to audition for placement in after-school groups. The Wind Ensemble and Jazz Ensemble annually participate in competitions, festivals, and clinics. Extra band and sectional rehearsals may be called before or after school.



### **7<sup>th</sup> & 8<sup>th</sup> Grade Chorus**

Jockey Hollow offers both a 7<sup>th</sup> and 8<sup>th</sup> grade chorus. Students in both grades perform together a varied repertoire of music from the renaissance to contemporary songs. Opportunities are provided for competitions and regional festivals in 8<sup>th</sup> grade. Rehearsals are scheduled during the school

day. After school rehearsals are occasionally necessary for concert preparation.

day. After school rehearsals are occasionally necessary for concert preparation.

### **7<sup>th</sup> & 8<sup>th</sup> Grade Strings**

The strings program is offered to all students in 7<sup>th</sup> and 8<sup>th</sup> grade with previous experience on string instruments. Students will perform music from Renaissance to Classical to Modern styles. The students will continue developing their techniques with studies appropriate to their level of accomplishment. The students will also have the opportunity to join in smaller ensembles to perform chamber music. Exchanges with string ensembles at other schools are planned as well as participation in instrumental festivals and competitions.

*There will be two night performances per school year for all musical groups.*

### **Yearbook**

The yearbook is an official publication of Jockey Hollow School, and is created by students under the supervision of an advisor. Chalk Hill produces a memory book. The administration reserves the right to edit and/or delete student comments that are inappropriate or hurtful to students. Students purchasing a yearbook or memory book should immediately record their name inside the cover. The yearbook is a chronicle of the year's activities and serves as a "memory book". Therefore, students should not abuse the invitation to autograph another student's book. Students who write inappropriate or profane comments may be required to pay the replacement cost of the yearbook. However, students must do their best to monitor their own yearbook.

## **Dances**

***Dances are open only to students currently enrolled at Jockey Hollow School.***

- *Dances are held on Thursday evenings from 7:00 p.m. to 9:00 p.m.*
- *Tickets are sold, Monday through Wednesday, during lunch periods. Tickets are not sold at the door. Students must clear all library fines prior to purchasing a ticket.*
- *The doors close at 7:30 p.m. and students must remain until 9:00 p.m.*
- *Students are responsible for arranging pickup at 9:00 p.m., but no later than 9:15 p.m.*
- *Students who are picked up late, or who do not behave in an acceptable manner, may be excluded from subsequent dances.*
- *Students who are absent from school on the day of any activity are excluded from participating in or attending afternoon evening school functions. Students on probation or those with office referrals may also be excluded from participating in activities.*
- *Chalk Hill does not offer evening dances to students in grades 5 and 6, but a variety of age-appropriate activities help prepare students for the social programs offered at Jockey Hollow.*

## **Buses**

### ***Reaching your destination safely!***

Bus transportation is provided for all students. School rules are in effect at all times when a student is riding the bus. Student bus behavior may be monitored by video cameras to assist administration in investigations when needed. The following rules shall apply to student conduct on school transportation.

- The driver is at all times, while the students are being transported to and from school, in charge of the bus and all students riding therein. The bus driver has the authority to assign students to specific seats if needed or desirable. The driver is required to enforce all rules and regulations, adopted by school authorities, for the conduct of students on the bus and is to report violations to the building principal.
- Students must sit down upon entering the bus and remain seated while the bus is in motion.
- Students shall move from one seat to another only by permission of the bus driver and at a time when the bus is not in motion. They should stand only when the bus is fully stopped.
- Conduct on the bus and at the bus stop should be substantially the same as classroom conduct except that reasonable talking is permissible.
- No indecent or profane language shall be permitted on the bus nor shall there be any rowdy behavior or loud talking.
- Unnecessary talking with the driver is prohibited.
- The use of tobacco, the act of smoking, or open flame from matches or lighters on the bus is prohibited.
- When the students are seated, they must at all times keep their feet, books and materials out of the aisles of the bus.
- The throwing of any object in or around the bus is strictly prohibited.
- Students must not at any time extend their arms or heads out of the bus window.
- Bus windows shall not be opened without the consent of the driver.
- Students shall assist in keeping the bus clean, sanitary, and orderly, and shall refrain from abusing the bus, its cushions or equipment.
- Upon entering or leaving the bus, students shall avoid crowding or disturbing others.
- No student shall leave the bus without permission from proper school authorities, except at the student's designated stop.
- Students shall enter and leave the bus using the front door, except in case of emergency.
- Students must be at the bus stop at the appropriate time and at all times cooperate in keeping the bus on schedule.
- Students shall not cross in front of the bus until signaled to do so by the driver. Students are never to cross at the rear of the bus.
- Students are to always walk facing traffic.
- Students are to walk away from the bus after getting off.
- Students shall not change buses without permission from the building principal.
- Children regularly assigned to a school bus may only opt to walk with a note from their parent to the school principal.



Anything done to distract the driver's attention is considered a problem and is subject to bus disciplinary action. In addition, bus stops are considered school/town property and are also subject to bus discipline rules. Adherence to these guidelines is required for your safety and the safety of others. Students who violate bus rules are reported to the school administration. In cases involving severe behavioral issues, the administration may withdraw bus riding privileges without a previous warning. Additional disciplinary action such as detention or suspension may also be applied. Students who lose bus riding privileges are also restricted from riding the late bus during the restricted time period. These consequences cause a great inconvenience to the students, parent/guardian, and the school administration. However, we cannot compromise when it comes to the safety and welfare of all bus riders, including the driver. Parents will be notified

by a phone call and/or letter whenever a bus referral is received.

**Students are expected to ride home on their ASSIGNED BUSES. Assigned seating charts may be instituted as well. It is essential for the school and bus company to maintain viable lists of daily riders for parent notification in the event of an accident or other transportation emergency.**

**BUS PASSES TO RIDE OTHER BUSES ARE ISSUED FOR STUDENTS ONLY IN EMERGENCY AND UNIQUE SITUATIONS.**



### **Bus Referral System**

We transport large numbers of students daily to and from the middle schools. The school and bus company are responsible for your safety from home to school and for your safe return at the end of the school day. You should be aware of the **Board of Education** bus discipline policy. It is considered a **privilege** to ride the school bus. Students who damage seats will be held responsible for repair or replacement. Costs for seat covers are generally \$75.00 and up.

The following four step procedure is used for those who do not follow these rules on their bus or at their bus stop.

**1<sup>st</sup> offense** - A written warning to the student/parent/guardian after a student has a conference with the Assistant Principal.

**2<sup>nd</sup> offense** - Bus riding privileges suspended for three days.

**3<sup>rd</sup> offense** - Bus riding privileges suspended for five/ten days.

**Continued offenses** - Students may be suspended multiple times during the year and up to ten days each time. Administration may request an expulsion hearing for serious incidents.

### **Bus Safety**

Running, pushing in line, and shoving another student while waiting for or boarding buses are unsafe practices and must be avoided. Items not allowed in school should not be brought on the bus. The throwing of objects such as snowballs or ice, is not allowed on school grounds, on the bus, or at the bus stop. **Students face suspension and possible expulsion for violation of these safety rules.** Any concerns regarding bus transportation should be referred to school administration.

### **Bus Safety Complaints**

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

## Discipline

*Discipline is learning. Students will make mistakes, but given the opportunity they will learn from them.*

Each of the middle schools serves between six and seven hundred students. There are a number of rules to observe to ensure the safety of all those in the building. When an incident occurs that is not specifically referred to in the handbook but involves the health, safety and welfare of the staff or students, administration has the right to make a decision.

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.

A student who violates the district's code of conduct shall be subject to disciplinary action. The Monroe Public Schools disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in-school suspension, out-of-school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized Board of Education policy even if such conduct occurs off school property and during non-school time. The School Resource Officer may assist administration with discipline investigations.

### **Basic Philosophy of Rules and Policies**

Experience tells us that the best solutions are usually found closest to the problem. Therefore, teachers are expected to do their best to resolve classroom issues through our level system and appropriate discipline strategies. Some infractions are considered very serious and warrant immediate office referral, such as fighting, stealing, smoking, substance abuse, vandalism and cutting class. These serious infractions do result in suspension. Suspension is considered a temporary separation from the school community for an action that is offensive to school rules and standards. The Monroe Middle School campus is a "Fight Free School Campus". This means that the staff and the vast majority of students are committed to remaining fight free. The schools do not tolerate violent behaviors. Fighting will usually result in suspension.

Students who hit, kick, push, trip, wrestle, etc. will be suspended.

### **In-School Suspension**

Infractions may result in placement in in-school suspension. A student in in-school suspension is secluded from the rest of the school in a monitored room. Students assigned for a full day must bring their own lunch from home. If a student is placed in in-school suspension in lieu of home suspension, he/she must follow all rules or be suspended at home. If this occurs, additional days may be added. Students who are suspended are placed on probation for 30 days. Any Level IV referral accepted by the administration may result in loss of privileges to participate in student activity events and field trips. A student on probation who repeats the behavior that resulted in the probation faces the maximum home suspension of up to ten school days.

### **Social Probation**

Students who consistently fail to do class work and/or homework may be placed on social probation. Social probation may also occur if you have truancies, numerous tardies/absences, or more than one referral. During the social probation students will lose the privilege of participating in school activities.

### **Chronic Defiance**

The administration utilizes behavior modification strategies that include detention, in-school suspension, home suspension and expulsion. In order to ensure safe and orderly schools, both Connecticut and federal laws provide significant latitude for school administrators to exclude students by suspension at home for up to ten days on any given occasion, and up to ten times and a total of fifty days in one school year.

The administration wishes to keep students in school, but has an obligation to the greater good of the school community. Students who are chronically defiant of school rules will be referred to the Student Assistance Team, which will determine the need to assess the student for special education services, or for referral to the Juvenile Matters Division of Superior Court under P.A. 91-303 Rev. 10-92 for Chronic Defiant Behavior of School Rules.

### **Students' Rights or Complaints**

As a student, you will have the right to tell your side of the story or have access to an administrator or guidance counselor if you have a problem or complaint. This is known as due process.

Remember that teachers, counselors and administrators are here to help you be successful. **It is better to get some good advice on how to solve a problem rather than wait until the problem results in a major conflict.**

### ***Incident Forms***

Students can file incident forms for review by an administrator, team leader, or guidance counselor. Forms are available from the administrative office. Incidents may be addressed by an administrator or team leader, and some by a guidance counselor. Some incidents may be referred to a trained peer mediator.

### **Referral/Level System**

There are four levels/referrals that a teacher may make if you are having a problem in school.

#### ***Level I***

This is an offense which is considered a minor problem, but one which the teacher feels a need to emphasize. In this case, the teacher may try a number of things to solve the problem with you, i.e. lunch detention and after school detention. If the problem is not solved within a reasonable amount of time, the teacher will consult with the team. A parent/guardian is automatically notified by the teacher of this infraction.

#### ***Level II***

If the problem cannot be solved at the first level, the second level will be used. This usually means a parent/guardian conference with the teacher and the student. At the end of the conference, a Level II referral may be filed in the office. A parent/guardian is automatically notified by the teacher of this infraction.

#### ***Level III***

If the problem cannot be solved at Level II, a third level will be used. At this level, parents/guardians will meet with the guidance counselor and team. Strategies will be explored, i.e. behavior/homework logs, home plan, contracts and counseling services. Please note that sometimes Levels II and III evolve simultaneously.

#### ***Level IV***

If the problem persists, the student will be referred to administration to identify the problem and develop more critical consequences, i.e. administrative detention, in-school suspension or out of school suspension. At this level, parents are contacted by the administration. The consequence usually associated with a Level IV referral is suspension.

**It should be noted that a student does not have to progress from a Level I to a Level IV referral before a suspension occurs. A number of infractions can be automatically considered serious enough for suspension.**

### **Minor Problems Outside the Classroom**

If a student breaks the rules outside the classroom, a teacher will talk to the student and file a Level I referral in the office. Students who accumulate several Level I referrals for problems "Outside" the classroom will be seen by the administration. If these problems continue, it will result in detention, parent conferences, and ultimately lead to a Level IV referral.

### **Misconduct – Off School Grounds and During Non-School Time**

Students are subject to disciplinary action, up to and including loss of participation in extra-curricular activities, suspension and expulsion for misconduct even if such misconduct occurs off school property and during non-school time.

This may be imposed for behaviors initiated in school, on school grounds or at any school sponsored activity or for behavior occurring off school grounds and at non-school time, if, in the reasonable discretion of the administration (acting on behalf of the Board of Education) the principal and/or assistant principal determine that there was a reasonable likelihood that the presence of the student would have a disruptive effect by threatening or disrupting: the school's orderly operation, the safety of the school property, and the welfare of the students or other persons who work or study here.

Examples include, but are not limited to the following: Use, possession, sale or distribution of dangerous weapons; use, possession, sale or distribution of illegal drugs; violent conduct, where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the education process. **This includes Internet communications made by students to one another.** Life threats that are made are reported to the Monroe Police Department and Youth Officer.

**Detentions** - Teachers may detain students during lunch/recess or after school on any day for disciplinary reasons (detention) or to make up work (homework/class work priority). Students are usually given a day's notice before serving a detention unless some previous arrangement has been made between the parent and the teacher. Detention has priority over home commitments, work, appointments, etc. It is the student's responsibility not to incur detentions, particularly if he/she has after school commitments. Detention for violation of school rules will be conducted for one hour after the close of school Monday through Friday. Failure to serve a detention will result in additional disciplinary action. Parents will be notified of all detentions.

### **General Reminder**

School rules and consequences also apply to school events that are held outside of school grounds. Sporting events, field trips, dances, etc. are a few areas where students are reminded to conduct themselves accordingly. As a Monroe Middle School student you are expected to follow school rules at all times that you are in the building, or involved in a school sponsored activity off of school grounds. School rules are for everyone and are designed to be fair. A physically and emotion-

ally safe environment is everyone's responsibility. The administration may remove a student's privileges to participate in class trips, dances, etc. for a period of time, or permanently, depending on the number and severity of disciplinary referrals you receive. Generally, three or more Level IVs or five referrals of any level would warrant loss of privileges. A school administrator makes judgment on an individual basis with parent/guardian notification, either in writing or by direct phone contact.

## **Substance Abuse Policy**

### **Substance Abuse Policy**

The Monroe Board of Education strongly endorses the concept of prevention through education and intervention and will implement this policy with the cooperative efforts of faculty and administration, students and parents, and the entire six-town Greater Bridgeport community. We recognize and affirm the individual value and potential of each member of the school community. We also recognize that drug abuse and dependency seriously impair the ability of individuals to develop their full potential. School and local law enforcement officials will work as a team to help students understand the serious legal, social, and medical consequences of alcohol and drug abuse and to help students overcome alcohol and drug abuse.

The school prohibits the use, sale, distribution or possession of controlled drugs, controlled substances or drug paraphernalia as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school-sponsored activity.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such case, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parent/guardians and health officials will be notified so that appropriate action can be taken.

### ***Alcohol/Drug Abuse***

Alcohol and drug abuse would include the use of inhalants, cocaine, Ecstasy, marijuana, Vivarin, un-

authorized prescription medications, tobacco, heroin as well as many others. Inhalants and marijuana are readily available and middle school students sometimes experiment with their use. We believe that it is essential for adults to set good examples for students to follow. Therefore, the members of the Monroe school community, including the Board of Education, the administration, the teaching staff, and other support staff, will comply with all the laws that govern the use of drugs and will exercise prudent judgment when legally using any drugs or alcoholic beverages. This policy is based on the belief that drug dependency is a life-threatening illness that affects individuals in all areas of their lives: spiritual, emotional, physical, intellectual, and social.

All violations of the Substance Abuse Policy will result in suspension and may ultimately result in expulsion from school. Every effort will be made to offer a student help and assistance, including early identification, referral for treatment to the school's substance abuse counselor, and after care support. Disciplinary procedures will be administered with the best interest of the student, school population and community in mind. Due consideration will be given to the rights of students including confidentiality. However, official action taken by the school in regard to the enforcement of this policy may include communication with the police and may be subject to laws regarding public information.

### ***Smoking***

The Monroe Middle School Campus, along with all Monroe Public Schools, is a "Smoke Free" school campus. Smoking, or the use or possession of any tobacco products, including matches and lighters, is not allowed in buildings or on school grounds, or at any school event on or off school property or on the school bus. This smoking ban is in effect 24 hours a day, even when school is not in session. This policy is for the youth and adult population. Violation of the smoking policy will result in suspension and referral to the school's family and substance abuse counselor.

## Bullying Policy and Threatening Policy

### **Bullying Policy**

Bullying of a student by another student is prohibited. Such behavior is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time. Such behavior will result in disciplinary action. Examples of bullying include, but are not limited to:

- Physical violence and attacks.
- Verbal taunts, name-calling and put-downs including ethnically-based or gender-based put-downs.
- Threats and intimidation.
- Extortion or stealing of money and/or possessions.
- Exclusion from peer groups within schools.

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

### **Complaint Procedure**

If a student believes that he/she is being or has been bullied, that person should immediately inform the bully that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inap-

propriate. As soon as a student feels that he/she has been bullied, he/she should make a written complaint to a teacher or administrator. Parents or guardians may also file written reports of conduct that they consider to be bullying. These reports should be specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Students and parents may request that their name be maintained in confidence by the person who receives the complaint. Those who wish to remain anonymous should know that finding a resolution to the problem is much more difficult. When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified shall not be the basis for disciplinary action.

### **Threatening Policy**

Students are held accountable for the things they say and do. Threats of violence toward other students, school staff members, or school facilities generally are prohibited and may result in suspension or expulsion, regardless of whether the student has engaged in such conduct previously. Additionally, the administration may refer the threat directly to the Monroe Police Department.

## Sexual Harassment Policy

It is the policy of the Board of Education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students and to the public. Some sexual harassment complaints, especially between students, fall more into the category of profane or inappropriate language of a sexual nature. Harassment implies that the behavior is ongoing or repeated, or serious in nature. When a person is told that the behavior is making the individual uncomfortable and they want it stopped, whether the directive to stop comes from the individual or an intervening administrator, the individual must stop. Failure to honor the directive to cease inappropriate comments or behaviors that can be substantiated exposes the individual to severe disciplinary action.

If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate. As soon as a student feels that he/she has been subjected to sexual harassment, he/she should make a written complaint to the appropriate school personnel, or the principal or his/her designee. The student will be provided a copy of the Board policy and regulation and made aware of his/her rights.

### **Definition**

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student; or conduct of a sexual nature which substantially

## Sexual Harassment Policy, continued

interferes with the student learning, or creates an intimidating, hostile or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures.

### **Complaint Procedure**

- If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.
- As soon as a student feels that he/she has been subjected to sexual harassment, he/she should make a written complaint to the appropriate school personnel, or the principal or his/her designee. The student will be provided a copy of the Board policy and regulation and made aware of his/her rights.
- All complaints are forwarded immediately to the principal or designee unless that individual is the subject of the complaint, in which

case the complaint is forwarded directly to the superintendent.

- If possible, within five (5) working days of receipt of the complaint, the principal or designee handling the complaint shall commence an effective, thorough, objective and complete investigation of the complaint.
- The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to all others directly concerned.
- If the student complainant is dissatisfied with the result of the investigation, he/she may file a written appeal to the superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment.

## Racial Ethnic Harassment Policy

### **Racial/Ethnic Harassment Policy**

Harassment that takes the form of racial or ethnic harassment is forbidden whether by students, adults employed, volunteering or functioning in a contractual relationship with the Monroe Public Schools.

### **Definition**

Racial/Ethnic Harassment is defined as the open display of symbols or physical gestures associated with racist or ethnic power groups, degrading, insulting or threatening remarks directed at one's racial or ethnic background that interferes with learning or creates an intimidating, hostile or offensive learning environment, such as racial graffiti or verbal expressions commonly considered being racial remarks.

### **Complaint Procedure**

If a student believes that he/she is being or has been harassed, that person shall file a written complaint with the school administration. The administration will conduct an effective, thorough and complete investigation of the complaint. If after a thorough investigation there is reasonable cause or evidence to believe that racial/ethnic harassment has occurred, the school will take all reasonable actions

to ensure that the harassment ceases. Actions taken in response to allegations of racial/ethnic harassment may include suspension, referral to the police department, and/or a recommendation for expulsion.

All members of the Monroe Middle School community must:

- Refrain from the use of any hand symbol or physical gesture associated with racial/ethnic hate groups.
- Refrain from the wearing of symbols, or slogans associated with racial/ethnic hate groups, or the display of symbols on books, organizers, etc., or their open display through graffiti anywhere on Board of Education property, or on buses or alternate facilities under contract with the Board of Education.
- Refrain from the use of words or expressions associated with racial/ethnic hate groups.

## Student Records

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

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

Parents of a minor or of a student who is dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- ❖ Working with the student.
- ❖ Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504.
- ❖ Compiling statistical data.
- ❖ Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the

requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Parents have the right to one free copy of their child's records. Additional copies of student records are available at a cost of \$.50 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

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. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school student's names, addresses and telephone listings, unless a secondary student requests that such information not be released without prior written parental consent.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

The district's HIPPA Privacy Officer is the Director of Pupil Personnel Services.



## **Other Important Topics From A to Z**

### ***Allergies.....Weighted Grading***

#### **Allergies/Sensitivity**

There are many products on the market today that may cause students to be uncomfortable or ill when used near them. For that reason, students are requested not to bring to school heavily scented hand and body lotions, colognes and perfumes. The Monroe Public Schools has developed guidelines for students with life-threatening food allergies. If your child has a food allergy, please contact your school nurse to review these guidelines and develop a plan for your child. Due to the number of students with food allergies, please refrain from sending food to school unless requested by team. It is important for students to be aware of signage around the school declaring such allergies.

#### **Asbestos Management Program**

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

#### **Assemblies**

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They also provide the opportunity to learn formal audience behavior. Regardless of the type of program, courtesy demands that students be respectful and appreciative. Good assembly manners include giving your complete attention, showing appreciation of what is presented for your enjoyment, and conducting yourself like a young adult throughout the assembly program. You are to seat yourself with your class and not "save" seats for friends who may be in another class. Classes attending assemblies or performances in the Jockey Hollow auditorium may be assigned to specific seats.

#### **Bicycles**

Students are **NOT** allowed to bring bicycles or any other means of transportation to school. This includes skateboards and in-line roller blades. This is done primarily as a safety measure.

#### **Breakage**

It is the practice of Monroe Middle Schools to charge students the cost of repair or replacement of property that is stolen, broken or damaged through

vandalism, misuse or careless behavior. Computers can be broken due to vandalism or accident. If your child breaks or damages any technical equipment, he or she will be responsible for the replacement or repair costs.

#### **Cellular Telephones**

The use of cellular telephones by students is prohibited on the bus, during the school day, anywhere in school and on the school campus. Students wishing to make phone calls may ask for permission to use the phone located in the main office. The use of cellular telephones as cameras, calculators, for games, text messaging or for any purpose is prohibited. If necessary, parents may contact the main office to request that their child use the office phone to call them.

It is understood that under special circumstances, students may require using a cell phone to establish contact with parents in emergency situations. Students and/or parents may make the administration aware of these circumstances to gain permission prior to cell phone use.

**Students who are in possession of a cellular phone must keep it secure and out of sight during the school day; a phone should be turned off and locked in the locker.** The school day includes time spent on the bus ride to and from school as well as time spent in after school activities.

#### **Cheating - Homework**

If two students are found to be giving or receiving homework answers the following will result:

- In grades 5 & 6 homework must be made up during an after-school detention. The parent/guardian signed detention slip indicates they have been informed of the cheating.
- In grades 7 & 8 parents are notified of the cheating by letter. Both students will receive a zero.

**Second occurrence** – same consequence as first offense, plus a conference with the student, guidance, and team members will take place.

**Third occurrence** – same consequences as second occurrence, but parent also asked to attend meeting.

### **Cheating - Tests/Quizzes**

If a student is caught cheating on a test/quiz the following will take place:

- Student(s) will receive a zero.
- A detention notice is to be signed by parent. During the detention student will be given an alternate assignment, and the grade will be averaged with the zero.
- A 100 on the alternate assignment will only raise the zero test/quiz to a 50.

### **Second occurrence:**

- Student(s) will receive a zero.
- Same consequences as first occurrence but there will be no alternate assignment and the zero will be averaged with the student's test and quiz grade.
- A parent conference with guidance and the team will take place.

### **Child Abuse**

Teachers, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers and psychologists are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

### **Civil Rights**

The Office for Civil Rights of the U.S. Department of Education located in Boston and serving New England has moved to a new building. Their new address is - U.S. Department of Education - Office for Civil Rights - 33 Arch Street - Suite 900 - Boston, MA 02110-1491.

### **Computers/Internet/Instant Messaging**

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 for

approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action. The complete Computer Technology Acceptable Use Policy, Policy # 6141.321, can be obtained from the Office of the Superintendent of Schools or through the Parent Portal at <http://my.monroeps.org>. Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff.

At home, many students use instant messaging (IM) to talk to their friends online. If your child receives vulgar, profane, threatening, or other inappropriate correspondence through IM, you can block the person sending the IM. If you are unsure how to do this, please contact your Internet server. School will become involved in the situation if it significantly disrupts the progress of a child's school day. Parents should frequently monitor their child's use of the computer.

### **Computer Network Code of Conduct**

Use of the network, which includes the middle school computer network as well as the Internet, shall be in support of education and research that is consistent with the mission of the school. Internet use is limited to those students who have completed the appropriate agreement form and have received approval.

### ***Students will:***

1. Use the network in such a way that it does not disrupt its use by others.
2. Maintain the integrity of files and data.
3. Be ethical and courteous.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use the network to access only educationally relevant material.
6. Protect email password from others.
7. Respect the privacy of others and use only their password.

### ***Students will not:***

1. Destroy, modify or abuse in any way computer hardware or software.
2. Hack the system in any way.
3. Use the network for commercial purposes in any way.
4. Modify or copy files/date of other users without their consent.
5. Send defamatory, harassing or obscene mail or discriminatory remarks throughout the network.

*The School reserves the right to remove a user's account and to suspend access to the network if it is determined that the user is engaged in inappropriate activity.*

### **Controversial Curriculum**

If a parent/guardian has a concern regarding the teaching of any part of a given curriculum due to religious beliefs or health issues, parent/guardian should put the concern in writing to the administration.

### **Cutting Class**

Attendance in all classes, including homeroom, is essential for optimum learning and safety. The first time you choose to cut a class or homeroom, you will receive a consequence from the classroom teacher and your behavior will be reported to administration. Subsequent class cuts will be referred to administration for disciplinary action.

### **Electronic Devices**

There are many toys, gimmicks, games, and appliances that have no place in a school environment. When found, these items will be confiscated and will need to be picked up at the office by the student or parent/guardian at the end of the school day.

Electronic devices such as I-pods, personal digital cameras, BlackBerries, electronic games, etc. are allowed only by special permission from administration. Laser pointers, water guns, poppers, stink bombs, smoke bombs, etc. are never allowed. Possession and/or use of these items in school may result in suspension.

If a student continues to bring unauthorized items to school, the item may be held in the administrative offices until the close of the school year. In addition, a student will be considered insubordinate and may face disciplinary action. State law provides that schools do not have to return electronic devices that are confiscated in school.

### **Field Trips**

Your teachers may schedule field trips for your learning as well as enjoyment. When students go on trips they represent our school. We are proud of the numerous compliments our students have received on their behavior and good manners. Normal school rules apply to all field trips. On days when whole teams or grades are going on a trip, students who are not going are legally required to attend school. The school administration may place restrictions on students who consistently demonstrate poor decision making and unacceptable behavior. In some cases participation in field trips will be denied.

### **Forgery**

Forgery of a parent/guardian signature on a quiz, test, detention slip and any other communication home will result in a consequence from the classroom teacher and will be reported to administration. Forgery of a parent/guardian

signature on a progress report or report card will be reported to administration and the student will serve one day in in-school suspension. Changing grades on the documents mentioned above will result in the same consequences. In both cases parent/guardian will be contacted.

### **Free & Reduced Lunch**

Students who qualify under U.S. Department of Agriculture guidelines may get meals free or at a reduced price. To apply for this benefit contact Pupil Services anytime during the school year.

### **Gambling**

Students are not permitted to gamble on school property or at any school-sponsored event or activity. Consequences will range from a warning to police referral.

### **Grievance Procedure for Title VI, Title IX, and Section 504**

The Director of Pupil Services is the Coordinator for Title VI, Title I and Section 504 of the IDEA (Individuals with Disabilities Education Act). Any student or employee of the Monroe Board of Education who feels they have been discriminated against on the basis of race, color, national origin, age, sex or handicap, may contact such coordinator at any time should there be a complaint. The coordinator is located in the Board of Education offices. If the coordinator of Title VI, Title IX, and Section 504 is unable to resolve the complaint, the grievance will be taken to mediation. The mediation committee consists of the coordinator and three members of the Title IX Committee who will work within the law and with fairness to find facts and resolve the issue. The final level for the grievance will be the Superintendent of Schools and the Board of Education.

### **Homeless Students**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Director of Student Support Services.

### **Insubordination**

Any student who deliberately refuses to obey a member of the school staff is considered to be insubordinate. The student will be removed from the class or activity and will be subject to school discipline. Insubordination may lead to suspension.

### **Limited English Proficient (LEP) Students**

Parents of Limited English Proficient (LEP) Students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of

the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

### **Lost and Found**

If you have lost an item, report it at once to the office. The school suggests that you do not bring valuables or large sums of money to school. The teachers do everything in their power to safeguard private property, but **the school cannot be responsible for lost items.**

### **Media Photographing/Filming Students**

On occasion, members of the press and/or television media will visit the Monroe Schools and photograph and/or film students. If you do not want your child to be photographed or filmed on these occasions, you must notify the principal's office in writing or electronically through the parent portal.

The complete Board of Education Policy, Policy # 5125.2, and/or permission slip concerning the media photographing/filming students is available from the Office of the Superintendent of Schools or through the parent portal at <http://my.monroeps.org>. You will be presumed to have consented to the release of student photographs and student work on the website if you do not notify the school administration either in writing to the Principal or through the parent portal.

### **Migrant Students**

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

### **Money**

Generally students need only three dollars for lunch and a snack. Occasionally students may need to carry money to pay for school activities. Whenever possible, parents are encouraged to send payments by check made payable to Chalk Hill School for grades 5 & 6 or Jockey Hollow School for grades 7 & 8. In no case should students be carrying excessive amounts of money to school. For the most part, "excessive" will be considered as amounts over \$20.00.

### **Moving Out of Town**

If your family is planning to move out of the Monroe School System please remind your parent/guardian to send a note to the school so that we can make

the necessary arrangements for you to transfer. When it is time for the transfer, **your parent/guardian must come to the school to sign important transfer papers.**

### **Parent Involvement/Communications**

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged.

### **Parents with Purpose**

Parents with Purpose is a middle school volunteer program that empowers parents as true side-by-side workers with staff and administration. Prior to school starting parents are given the opportunity, via a questionnaire, to indicate how they would like to become an integral part of our school communities. Responses are categorized and distributed to staff members at the beginning of the school year. We make every effort to create an opportunity for everyone who desires to be involved at Chalk Hill or Jockey Hollow Schools.

### **Pesticide Application**

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child's school assignment area may contact the school office. Note: If the district is implementing the Integrated Pest Management (IPM) concept, similar requirements as above must be met.

### **Plagiarism**

Plagiarism is against the law. Students who plagiarize another's work will be reported to administration and receive a zero for the assignment. Repeated offenses will be referred to administration and may result in suspension. Parents are encouraged to join us in supporting students to develop paraphrasing skills.

### **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, school counselors and the Director of Pupil Personnel Services, may recommend that a student be evaluated by an appropriate medical practitioner.

### **Report Cards on Statewide Academic Assessment**

Information regarding academic assessment is provided annually to parents. For further information contact the Office of the Superintendent at 452-2860.

### **Safe and Drug Free Schools Programs**

The Student Assistance Team Counselor at Jockey Hollow is available to students at Chalk Hill and Jockey Hollow Schools. The SAT counselor helps students be successful by providing them with strong coping skills and the emotional support they sometimes require to be effective problem solvers. Assistance can also be provided with linking parents to outside resources.

### **Safety Drills**

#### **Fire Drills**

Fire drills are held to prepare all students and teachers to leave the building as quickly as possible should an emergency arise. **ABSOLUTE SILENCE** is to be maintained at all times in leaving and entering the building to prevent confusion. Teachers will guide their students out of the building according to a plan that has been established. Students must proceed in an orderly manner and move a safe distance from the building.

#### **Lock-down Drills**

Lock Down drills will be held twice a year. Students will maintain absolute silence and follow the directions given by their teachers.

### **School Cancellations/Hours**

Jockey Hollow Regular School Hours: 8:05—2:40  
90 minute delay: 9:35—2:40  
Early Dismissal: 8:05—12:30  
Regular office hours: 7:30—3:00

Chalk Hill Regular Day School Hours: 8:07—2:42  
90 minute delay: 9:37—2:42  
Early Dismissal: 8:07—12:32  
Regular office hours: 7:30—3:00

When dropping off a child in the morning, please take into consideration that supervision of students does not begin until 7:50 on regular days and 9:20 on delayed opening days. In the event of inclement weather conditions that may prevent or delay the

opening of school, radio stations *WICC, WPLR, WEBE 108, WEZN, WAVZ-101* will broadcast the pertinent information beginning at 6:00 a.m. Announcements are also carried on TV Channels 3 & 8. *Emergency updates will also be posted on [www.monroeps.org](http://www.monroeps.org).* Keep in mind that conditions can change resulting in a delay becoming a closure. Ice/snow conditions can also vary within the town. Ultimately a parent may determine that conditions for their street are unsafe for travel. Parents choosing to keep students at home under these conditions should notify the school. Weather conditions may also force an early dismissal. Parents should be sure that arrangements are made in advance for their children to enter their home, or to report to a neighbor for supervision.

### **School Ceremonies and Observances**

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. Participation in these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

### **School Choice Statement**

Under Connecticut Education Law Section 10-220d each local and regional board of education shall provide full access to regional vocational-technical schools, regional vocational agricultural centers, inter-district magnet schools, charter schools and inter-district student attendance programs for the recruitment of students attending the schools under the board's jurisdiction, provided such recruitment is not for the purpose of inter-scholastic athletic programs. Information regarding school choice options is available in the main office and in the guidance office.

### **School Improvement**

Students enrolled in a school identified for school improvement pursuant to federal law may transfer to another school within the district that has not been identified for school improvement. The transfer will be allowed in accordance with law. Transportation will be provided by the district.

### **School Resource Officer**

Chalk Hill and Jockey Hollow Schools share a School Resource Officer. The SRO is a part of the daily life of the school community. The SRO teaches D.A.R.E., mentors students, serves as a role-model, and may assist administration with discipline investigations. The SRO works every day to build relationships with students and staff to further the goal of maintaining a safe school environment.

### **Social Groups**

Some students tend to bond together in a social group. Often this occurs because members of the group share a common interest in sports, music, the visual or performing arts, electronic games, computers, etc. These groups usually allow students to move freely and openly in and out of the group. This is a healthy social group and in fact mirrors social/interest groups that are commonly found with adults, too.

Cliques are social groups that can display acceptable behavior, but can also be detrimental to others as well as themselves. These groups may be pre-occupied with preserving the close relationships of group members by excluding others. This can result in very hurt feelings. However, it is important to know that those within the clique are not well-served either. They may not learn to work and associate with a broader, more diverse group of people. Additionally, they may hurt their own reputation by being viewed negatively by the larger population of students and adults.

Some students may group together and display behaviors sometimes associated with gangs. These are commonly referred to as "wannabes". Their actions may intimidate, harass or insult other students. They may choose to wear clothes or colors to symbolize their group. Their bullying tactics, in fact, reflect more of a personal insecurity that finds strength within the group.

Another group of concern is the group that joins each other in isolation on the Internet. Under the guise of anonymity, students make harmful threatening statements using inappropriate and offensive language. This form of connection inhibits positive social development. Students involved in any cliques, gangs or Internet behaviors may face disciplinary action. Students are encouraged to use good judgment in their involvement as a leader or follower in any social group. Parents are encouraged to monitor all of their middle school student's social connections and to be vigilant regarding Internet use.

### **Social Relationships**

Middle school students are at various stages of developing social relationships, especially between males and females. The school plans programs that are age and grade level appropriate, and supports activities that foster the development of wholesome social skills. The administration understands that the emotions present in conflict situations, especially when feelings of anger are present, occasionally result in inappropriate language. However, all members of the school community are expected to speak politely and respectfully. Inappropriate, vulgar and profane language is not acceptable. The administration

recognizes the importance of caring about each other. While everyone has a need to be hugged, the school setting needs to recognize and respect individual differences and comfort levels. Therefore, the middle school does restrict social hugging, since for many individuals, while unspoken, the hug may be unwanted. Inappropriate touching especially that of a sexual nature is strictly prohibited and is subject to severe disciplinary action.

Early in the school year the administration will meet with all students in small groups to discuss these areas. The administration will address, as indicated by state mandates: sexual harassment, dangerous weapons, school discipline related to felonies committed outside of school, dress codes, and drugs and alcohol. The intent is not to alarm but to inform. Please ask your child during the first month of school as to whether or not the administration spoke to them. When they respond positively, please take the time to add your insights, parental values, and suggestions. If you have questions please call administration with concerns or recommendations. The administration realizes the school needs the family in order to effectively educate the children of Monroe. The professional educators, who spend minimally 7 hours a day with your child, also have something to offer. We will be offering evening assemblies and workshops for parents and students. We hope you will attend.

### **Student Photographs and Student Work on the Monroe Public Schools Website**

On occasion school administration, district administration or teachers shall choose to place student work or student photographs on the school district websites. The complete Board of Education Policy and/or permission slip, Policy # 6141.324 concerning the use of student work and photographs on the District Website is available from the Office of the Superintendent of Schools or through the parent portal at <http://my.monroeps.org>. You will be presumed to have consented to the release of student photographs and student work on the website if you do not notify the school administration either in writing to the Principal or through the Parent Portal.

### **Study Hall at Jockey Hollow**

- All study halls will be silent study.
- All students should face in one direction.
- There should be two students or fewer to a table when in cafeteria study – no talking whatsoever.
- Any student found abusing pass privileges loses that privilege.
- Any student issued a library pass must have a **teacher's pass first**.
- One person at a time for a lavatory pass, and it must be written out.

### **Substitute Teachers**

From time to time your regular teachers may be absent due to illness or professional obligations. When this occurs, the class will be taught by a trained and qualified substitute. *You will be held responsible for all work covered by a substitute teacher.* A substitute teacher is an integral part of our school. Let us be certain that we make good impressions by being polite, helpful and considerate at all times. Students who choose to be disrespectful to a substitute teacher will receive a consequence.

### **Suicide/Students At Risk**

Chalk Hill and Jockey Hollow Schools have a Pupil Services Department that includes a school psychologist and counselors who are qualified to assist and educate students in a variety of social areas, which include suicide prevention, abuse, and/or neglect. Anyone who has identified an "at-risk" student for suicide should bring this student's name to the attention of the administration or Pupil Services Department immediately. Anyone who has information or thoughts regarding possible suicide concerns should see the administration or their counselor or school psychologist. (Refer to Monroe Board of Education Policy 5141.5)

### **Summer School Point System**

Students are expected to maintain satisfactory academic averages. Inability to do so will result in poor grades and possible failure in one or more subjects. The following is the policy at the Monroe Middle School Campus regarding required summer school and passing for the year.

In order to successfully pass a subject for the school year, a student must accumulate at least six (6) total Quality Points in a subject over the four marking periods. A total of five (5) points result in "*Recommended Summer School*". Four (4) or less points results in failure for the year.

A student who fails a subject will be recommended to attend summer school or attend a tutoring program in that subject. Summer school and tutoring is at the cost of the parent. Tutors must be approved

by the administration. Names of tutors may be obtained through the guidance office. Any student who fails three or more academic subjects in the course of a school year may be retained and required to repeat that academic year. Administration will be responsible for making this recommendation. Quality Points are assigned on the following basis:

**A = 4, B = 3, C = 2, D = 1, F = 0**

### **Surveys/Student Privacy**

Students will not be required to participate without parental consent in any survey, analysis, or evaluation that concerns:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex attitudes or behaviors;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individual with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. Income; or
8. Religious practices, affiliations, or beliefs of the student or the student's parents

### **Teacher and Paraprofessional Qualifications**

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested, as to whether the child is provided service by paraprofessionals and their qualifications.

### **Telephone Procedure**

Students may use the office telephone for emergency purposes. You must have a pass from your teacher granting you permission to use the telephone. A phone is located in the gymnasium lobby of Jockey Hollow School for after school use only. While students may bring cell phones to school, under no circumstances should they be visible during the school day. They must be turned off and left in the student's locker. The school day includes time spent on the bus ride to and from school as well as time spent in after school activities.

### **Title I Comparability of Services**

All district schools, regardless of whether they receive Federal Title I funds, provides services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

### **Title IX Equal Opportunity**

It is the policy of the Monroe Board of Education not to discriminate on the basis of race, sex, color, religious creed, age, physical disability (in accordance with Section 504 of the Rehabilitation Act of 1973), and national origin ancestry, marital status or other provisions stated in accordance with Title IX of the 1972 employment policies. The Monroe Board of Education is an equal opportunity/affirmative action employer. Any person wishing to resolve a complaint should contact the Coordinator of Title IX at the Monroe Board of Education, 203-452-2860.

### **Title I Parental Involvement**

Parents of a child in a Title 1 funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

### **Vandalism**

The parent or guardian of any minor/unemancipated child who willfully cuts, defaces or otherwise injures in any way any property real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law. Injury shall include intentional unauthorized modifications made to computer hardware and/or software. The student may also be subject to disciplinary action.

### **Visitors**

All visitors must sign in at the Main Office. Occasionally students ask if a friend or family member from another town or school can visit classes for the day. It is our policy to **discourage** this practice. An exception is made for students who may be prospective students and are considering enrollment at Chalk Hill or Jockey Hollow.

### **Water Bottles**

Bottled water may be brought for lunch only. Students are not allowed to use water bottles in the hallways or in classrooms. Nor are they allowed to keep an open water bottle in their lockers. Water fountains are available throughout the building for student use during the day.

### **Weapons**

No guns, shells, ammunition, knives, laser pointers or any other objects, including martial arts weapons and "look-a-like" weapons, capable of threatening or causing injury or death may be on school grounds or buildings, buses, or any at any school related or school-sponsored activity away from school facilities. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school. Any violation of this policy will be reported immediately to the police, Board of Education, and, if possible, the parent or guardian.

- Possession of a firearm, dangerous instrument, explosive devices, including fireworks or a dangerous weapon as defined by law, is subject to referral to the police and recommended expulsion for up to one year.
- Possession of a facsimile of a firearm is subject to a ten day suspension, referral to the police and a recommendation for expulsion.
- Possession and use of any instrument in a manner to inflict bodily harm or to intimidate or threaten is subject to a ten day suspension, police referral and recommended expulsion.
- Possession of any dangerous instrument including matches or lighters is subject to a five day suspension.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent). The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

### **Weighted Grading**

The Board of Education is in favor of weighted grading for honors and advanced placement courses. The grading system reflects their position.

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**Student's Name**

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**Homeroom**

**We have reviewed the handbook in the  
Student Planning Agenda**

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Student Signature/Date

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Parent/Guardian Signature/Date

**Photographs or Filming by Media**

Students must have the permission of their parents or legal guardians before they may be individually interviewed or photographed by representatives of the media. We appreciate your cooperation in this matter. While we like to be as open to the media as possible we also respect each child's right to privacy. Please note in granting permission your child's picture may be used in school publications.

\_\_\_\_\_ I do not grant permission for my child to be interviewed and/or photographed.

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Parent/Guardian Signature/Date

### Early Dismissal Plan

In the event of an early dismissal, my child will:

\_\_\_\_\_ Take his/her assigned bus home.

\_\_\_\_\_ Be picked up by \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature/Date

### Directory Information

Dear Parents:

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. Refer to page 19 in the handbook for more information. If you object to the release of information please sign below. No signature means your child will automatically be included in publications such as the PTO directory and the honor roll in the newspapers.

\_\_\_\_\_ I object to the release of directory information about my child.

\_\_\_\_\_  
Parent/Guardian Signature/Date