

Isabelle M. Pearson Middle School



Student-Parent
Handbook
2008 - 2009

Board of Education

The Winchester Board of Education Meets the 2nd Tuesday of Each Month at Town Hall at 7:00 p.m.

Rose P. Molinelli – Chairperson

Richard S. Dutton.

Cheryl A. Bartley

James V. DiVita

Raymond W. Neal

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Isabelle M. Pearson Middle School

Clay Krevolin, Principal
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2 Wetmore Avenue, Winsted, CT 06098-1242
(860) 379-7588 / FAX (860) 379-0406

Dear Parents/Guardians and Students,

Welcome to Pearson Middle School or welcome back for the 2008-2009 school year. The pages of this Student & Parent Handbook provide a wealth of information about Pearson, the staff, its programs, activities, school rules and Board of Education Policies. This handbook has been revised so that you can clearly understand what is expected of each student for the year and what you can expect from the staff and administration at Pearson Middle School. Please take the time to carefully read the entire handbook. If you have any questions or concerns do not hesitate to contact the school immediately.

Pearson Middle School is proud of its staff and of the programs it offers. We want all of our parents/guardians and students to be actively involved in the different facets of the school during the course of the year. Each and every student will be challenged on a daily basis. We want our students to feel proud of his or her accomplishments in all areas including academics, clubs, organizations, sports and other programs. When our students become involved in school activities they help create pride and tradition that makes Pearson a great school. We are raising the bar on our expectations for both students and staff so that everyone has the best possible chance for success during the coming year.

I look forward to working with you as you achieve personal and academic goals during the 2008-2009 school year. Please be assured that the staff and administration will do everything possible to make your middle school experience challenging and rewarding. Once again, welcome to Pearson Middle School and have a great year.

Sincerely,

Clay Krevolin
Principal

NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION TO SCHOOL OFFICIALS WITHOUT PRIOR CONSENT

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without prior consent of a parent or eligible student except as provided below:

- **The student's name**
- **The student's address**
- **The student's telephone listing**
- **The student's electronic mail address**
- **The student's photograph**
- **The student's place and date of birth**
- **The student's dates of attendance**
- **The student's grade level**
- **The student's participation in officially recognized activities and sports**
- **The student's weight and height as a member of an athletic team**
- **Honors and awards received by the student**

A parent or eligible student may refuse to allow Pearson Middle School officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by the Superintendent of Schools, no later than October 2, 2008.

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, economic status, marital status, or physical or mental disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

The office of the superintendent is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Persons who feel that they have been denied such equal educational opportunities, including by any discriminatory treatment or harassment, may file a complaint with the district's Compliance Officer, who can be reached at 30 Elm Street, Winsted, CT 06098 (tel. 379-0706). In addition, a student complaint may be filed in writing with a teacher or guidance counselor. A student may request assistance of the school district personnel in preparing a written complaint. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the school administration, and then shall immediately notify the Compliance Officer.

The written complaint shall be dated and shall state the name of the complainant, the date(s) of the alleged violation, the name or names of the alleged harasser or harassers, the name or names of any witnesses, and a statement of the circumstances in which the alleged harassment occurred. All formal complaints must be filed within sixty (60) days from the alleged violation.

The compliance officer shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. School officials will, consistent with the need for a thorough investigation of the complaint and principles of fairness, endeavor to protect privacy interests. Upon completion of the investigation but in no event later than fourteen (14) days after meeting with the complainant, the investigator shall render a written decision to the complainant as to the disposition of the complaint. The time for rendering a decision may be extended as required for a thorough investigation and fair resolution of the complaint. If the decision is that discrimination or harassment has occurred, appropriate action shall be taken to ensure that such behavior or treatment ceases and will not reoccur. No adverse action will be taken against a student for filing a complaint or against any student or other person for cooperating in the investigation of the complaint.

Board of Education Policy Regarding NON-DISCRIMINATION (Adopted April 4, 2008)

The District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age or because of the race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the District strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered to students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board encourages staff to improve human relationships within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The Superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1974, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the District will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted, or participated in an investigation, proceeding, or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

The Board of Education does not knowingly condone discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, disability, marital status, or age in admission or access to, or treatment, or employment in its programs or activities.

Inquiries regarding compliance, including receipt and investigation of any complaint alleging noncompliance may be directed to the Superintendent of Schools, or in the Superintendent's absence, the Supervisor of Special Services.

Board of Education Policy Guidelines Regarding Grievance Procedure for Section 504, Title IX, and Title VII Regulations addressing Non-Discrimination APPLICATION OF POLICY GUIDELINES

The Board of Education recognizes that matters addressed in these Policy Guidelines may also be covered in collective bargaining agreements or other contracts entered into by the Board of Education. If a matter that might otherwise come within these Policy Guidelines is in fact subject to a collective bargaining agreement or other contract then the provisions of that agreement or that contract, including but not limited to the Grievance Procedures contained therein, shall control over any provision contained herein.

DEFINITIONS

- A "grievance" is a complaint by an employee, or group of employees, or a student or group of students based upon an alleged violation of the provisions of Section 504, Title IX, or Title VII.
- The term "employee" is considered to apply to any employee of the Winchester Board of Education.
- The term "student" is considered to apply to any student enrolled in the Winchester Public Schools.
- The term "teacher" is considered to apply to any teacher employed by the Winchester Board of Education.
NOTE: The "teacher", "employee", or "student" may include a group of teachers or a group of employees or a group of students who are similarly affected by a grievance.
- An "aggrieved person" is the person or persons making the claim. The term "days", when used in this article, shall, except when otherwise indicated, mean working days.

PURPOSE

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise under the provisions of Section 504, Title IX, or Title VII.

The parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing herein contained shall be construed as limiting the right of the complainant having a problem to discuss the matter informally with any appropriate member of the administration.

Any complainant shall have the right at any time to present any grievance to such persons and through such channels as are designated for that purpose in this article.

TIME LIMITS

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.

If a complainant does not file a grievance in writing as provided herein within 30 days after the aggrieved person knew or should have known of the act or condition on which the grievance is based, then the grievance shall be considered waived.

INFORMAL PROCEDURE

Any student, employee or applicant to a program who feels that he/she has been discriminated against on the basis of race, color, national origin, sex, sexual orientation or handicap shall contact the building Principal/supervisor within 30 days of the alleged occurrence to discuss the nature of the complaint.

The Principal/supervisor shall maintain a written record which shall contain the following:

1. Full name and address of complainant.
2. Full name and position of person(s) who allegedly discriminated against the complainant.
3. A concise statement of the facts constituting the alleged discrimination.

DATES OF THE ALLEGED DISCRIMINATION

At the time the alleged discrimination complaint is filed, Principal/supervisor shall review and explain the grievance procedures with the complainant and answer any questions. An investigation of the complaint shall begin as soon as practical, but in no case, more than ten (10) working days from the time the complaint was received. Within this time limit, the Principal/supervisor shall meet informally with the complainant and the individual(s) against whom the complaint was lodged and shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level.

If the complainant is not satisfied with these initial informal procedures, within twenty (20) school days from the date of the original discussion with the principal/supervisor, more formal procedures may be initiated by the complainant to further explore and resolve the problem.

FORMAL PROCEDURE

1. Level One - School Principal

- If a complainant is not satisfied with the disposition of the problem through informal procedures, he/she may submit his/her claim as a formal grievance in writing to the Principal.
- The Principal shall within five (5) days render a decision and the reasons therefore in writing to the complainant, with a copy to the Superintendent of Schools.

2. Level Two - Superintendent of Schools

- If the complainant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after presentation of the grievance in writing, the complainant may file a written appeal for a hearing by the Superintendent of Schools within five (5) days.
- The Superintendent of Schools shall represent the administration at Level Two of the grievance procedure. Within ten (10) days after receipt of the written appeal for a hearing by the Superintendent, the Superintendent shall meet with the complainant for the purpose of resolving the grievance. A full record of such hearing shall be kept by the Superintendent. The Superintendent shall within three (3) days of the hearing render the decision and the reasons therefore in writing to the complainant.

3. Level Three - Board of Education

- If the complainant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within three (3) days after first meeting with the Superintendent, the person may file the grievance again with the Board of Education within five (5) days.
- Within fifteen (15) days after receiving the written appeal, the Board shall meet with the complainant for the purpose of resolving the grievance. The decision of the Board shall be rendered in writing within three (3) days.

GENERAL PROVISIONS

- Decisions rendered at all levels of the formal grievance shall be in writing setting forth the decision and the reasons therefore.
- All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the existing files of the participants.
- Any person may also file a complaint of illegal discrimination with the Office for Civil Rights, Washington, D.C., at the same time he/she files the grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office for Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.
- The Superintendent of Schools is the Title VII and Title IX Coordinators, and he/she can be contacted at (860)379-0706. The Director of Pupil Personnel Services is the Section 504 Coordinator and he/she may be contacted at (860)379-0852.

General Information about Pearson

School Telephone Number

860-379-7588

School Hours

7:42 A.M. - 2:10 P.M.

- **Homeroom begins promptly at 7:42 A. M.**
- **First Period begins promptly at 7:50 A.M.**

Students should NOT arrive at school before 7:30 A.M.

Administrative Team

Principal	Mr. Krevolin
Assistant Principal	Mr. Napoleone

Student Support Services

Guidance Counselor	Mr. Czaja
School Psychologist	Mrs. Werner
Social Worker	Ms. Peck
School Nurse	Mrs. Joy
School Secretary	Mrs. Bentley
School Typist	Ms. Shandra

School Colors: Maroon & White

Mascot: Panther



Pearson Staff Assignments

Sixth Grade Team

Mrs. Masslon	<i>Math</i>
Ms. Sohocki	<i>*Language Arts</i>
Mr. Talbot	<i>Social Studies</i>
Mrs. Listorti	<i>Language Arts</i>
Mrs. Weretelnik	<i>Science</i>
Mrs. Rode	<i>Special Education</i>

Seventh Grade Team

Mr. Weretelnik	<i>Language Arts</i>
Ms. DeFeo	<i>*Math</i>
Mrs. Snyder	<i>Science</i>
Mr. Culver	<i>Social Studies</i>
Mr. Nelson	<i>Language Arts</i>
Mrs. Rosenstein	<i>Special Education</i>

Eighth Grade Team

Ms. Attella	<i>*Language Arts</i>
Mrs. Elliott	<i>Math</i>
Ms. Brooks	<i>Science</i>
Mr. Harbach	<i>Social Studies</i>
Ms. Prignano	<i>Language Arts</i>
Mrs. Baker	<i>Special Education</i>

Unified Arts

Mrs. Bartus	<i>Art</i>
Mr. Bordonaro	<i>Technology Education</i>
Mr. Caldwell	<i>*Computers</i>
Mrs. Schoeder	<i>Band/Music</i>
Mrs. Treggor-Horstman	<i>Music</i>
Ms. Caneschi	<i>Spanish</i>
Mr. Sanders	<i>Physical Education</i>
Ms. Kircher	<i>Health/PE</i>

Instructional Support

Mr. Echentile	<i>Special Ed/Remedial</i>
Mrs. Weeks	<i>Special Ed/Remedial</i>
Mrs. Wheelahan	<i>Special Ed/Remedial</i>
TBA	<i>Speech and Language</i>

Para-Professional Staff

Mrs. Gallo	<i>Media Center</i>
Ms. Carey	<i>Student Support</i>
Mrs. Blacker	<i>Student Support</i>
Mrs. Consiglio	<i>In-school Suspension</i>
Mrs. Smyth	<i>Student Support</i>
Mrs. Ditz	<i>Student Support</i>
Mrs. Stone	<i>Student Support</i>
Mrs. Delaney	<i>Student Support</i>
Mrs. Castillo	<i>ELL/Student Support</i>
Mrs. Torres	<i>ELL/Student Support</i>

Cafeteria Staff

Mr. Lehne (Director)
Mrs. Jasch
Mrs. Olszanski
Ms. Bazzano
Ms. Terrill

Custodial Staff

Mr. K. Perrault
Mr. K. Bush
Mr. B. Mochan
Mr. Leo Millard

Building Substitute

Mrs. Miska

TABLE OF CONTENTS

<i>A MODEL PEARSON STUDENT</i>	<i>12</i>	<i>SCHOOL ORGANIZATION, SERVICES,</i>	
RESPECT	12	<i>AND REGULATIONS</i>	<i>23</i>
RESPONSIBILITY	12	ACCIDENT INSURANCE	23
RESTRAINT	12	ACCIDENTS AND INJURIES	23
READINESS	12	BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLER- BLADES	23
<i>ACADEMIC PROGRAM</i>	<i>12</i>	BURN BALL/WALL BALL	23
CORE ACADEMIC CURRICULUM	12	CARE OF SCHOOL PROPERTY	23
UNIFIED ARTS CURRICULUM	13	DRESS CODE	24
SCHEDULES	13	EMERGENCY CONTACT INFORMATION	25
DAILY PLANNERS	13	FIELD TRIPS	25
HOMEWORK	13	FINANCIAL ASSISTANCE	25
EXTRA HELP AND MAKE-UP	13	FIRE DRILL/ EMERGENCY PROCEDURES	25
ABSENT CLASSWORK/HOMEWORK	13	GUIDANCE COUNSELING	25
CHEATING, PLAGIARISM, & COLLUSION	13	GUM AND GUM CHEWING	25
PROGRESS REPORTS	14	HALLWAY CONDUCT	25
REPORT CARDS	14	HANDICAPPED PARKING	26
GRADES	14	HEALTH OFFICE	26
HONOR ROLL	14	IMMUNIZATIONS	26
ACADEMIC PROBATION	14	INNAPPROPRIATE MATERIALS	26
RETENTION/PROMOTION POLICY	14	INCLEMENT WEATHER	26
<i>CODE OF CONDUCT</i>	<i>15</i>	INTERNET POLICY AND COMPUTER LABS	27
ACCEPTABLE STUDENT BEHAVIOR	15	INVITATIONS	27
BULLYING POLICY	15	LOCKERS	27
CIGARETTES, CIGARS, PIPES, LIGHTERS, AND MATCHES	16	LOITERING ON SCHOOL PROPERTY	27
DANGEROUS / INAPPROPRIATE ITEMS	16	LOST AND FOUND	27
FIGHTING	16	MEDIA CENTER	27
GAMBLING	16	NON-SCHOOL VACATIONS	28
GANG AND GANG-LIKE ACTIVITIES	17	PAGERS, CELLULAR TELEPHONES, LASER POINTERS, AND OTHER ELECTRONIC DEVICES	28
HOSTILE ENVIRONMENT/SEXUAL HARASSMENT	17	PARENT/GUARDIAN INVOLVEMENT	28
INSUBORDINATION	17	PARKING LOT/ADJACENT ROADS	28
LEAVING SCHOOL GROUNDS	17	PEARSON MIDDLE SCHOOL NEWSLETTER	29
NAME CALLING AND SLURS	18	PEARSON PTO	29
THROWING OBJECTS	18	PESTICIDE NOTICE	29
THREATS	18	PHOTOGRAPHERS / FILMING BY THE MEDIA	29
VANDALISM	18	PHYSICAL EDUCATION LOCKS	29
DISCIPLINARY ACTIONS	18	RELIGION IN THE SCHOOL	29
SERIOUS MISBEHAVIOR	19	REPORTING SUSPECTED ABUSE/NEGLECT	29
<i>SCHOOL ATTENDANCE</i>	<i>20</i>	SELLING ITEMS	29
ATTENDANCE	20	SUBSTITUTE TEACHERS, CHAPERONES, & STAFF	30
LEAVING SCHOOL GROUNDS/RELEASE OF STUDENTS FROM SCHOOL	20	SPECIAL EDUCATION/SPECIAL SERVICES	30
TARDINESS	20	STUDENT PHOTOGRAPHS	30
TRUANCY	21	STUDENT PHONE MESSAGES	30
CLASSROOM ATTENDANCE	21	VISITORS	30
STUDENT REGISTRATION	21	<i>FOOD SERVICES</i>	<i>30</i>
WITHDRAWAL	21	CAFETERIA	30
<i>STUDENT PROGRAMS</i>	<i>21</i>	FREE/REDUCED LUNCH	31
ACTIVITIES AND CLUBS	21	LUNCH	31
DANCES	22	<i>BUS TRANSPORTATION</i>	<i>31</i>
SPORTS	22	BUS REGULATIONS	31
STUDENT COUNCIL	23	BUS BEHAVIOR	31
		ACCEPTALBE USE OF TECHNOLOGY GUIDELINES	33

Pearson Student/Parent Handbook

Each student and his or her parent/guardian must sign a Pledge Card agreeing to support and abide by the Pearson Student/Parent Handbook.

Pearson Middle School reserves the right to amend, modify, add to or delete rules and regulations that may affect its relation with students, due to legal considerations or as deemed necessary by the Board of Education and/or administration. Appropriate notification of changes will be provided to the students and parents..

A MODEL PEARSON STUDENT

A model student at Pearson Middle School demonstrates the four “Rs” of Respect, Responsibility, Restraint, and Readiness.

RESPECT

A Pearson Middle School student is considerate of others, treating adults and peers with respect, patience, and tolerance.

A Pearson Middle School always respects

- Herself/Himself
- Adults
- Peers
- Property
- Environment

RESPONSIBILITY

A Pearson Middle School student works to reach his or her potential, shows leadership, and follows through on all responsibilities and commitments.

RESTRAINT

A Pearson Middle School student helps others realize that people are not perfect and demonstrates a positive attitude in all things.

READINESS

A Pearson Middle School student is ready to be an active and engaged learner.

A Pearson Middle School student comes prepared to class.

ACADEMIC PROGRAM**CORE ACADEMIC CURRICULUM**

Each student will take daily full year courses in each of the core academic subjects. The Language Arts classes are two periods in length everyday, and integrate reading, writing, listening, and speaking. The Math program at each grade level focuses on the four broad areas of Numerical and Proportional Reasoning, Geometry and Measurement, Patterns and Algebra, and Probability, Statistics, and Data. There are opportunities for students to take pre-Algebra in seventh or eighth grade and Algebra in eighth grade. The Science curriculum focuses heavily on the Scientific Method, hands-on labs and activities, and inquiry to help explore the science world. In Social Studies, students focus on Geography in sixth grade and explore American History in seventh and eighth grade. Teachers integrate the curriculum to help students make natural connections across the subject areas.

UNIFIED ARTS CURRICULUM

The Unified Arts program allows and encourages students to explore and develop life skills and competencies, healthy leisure activities, and an appreciation of diversity, culture, and the arts. Each student in sixth and seventh grade will take courses in Art, Computer, General Music, Health, Industrial Technology, Physical Education, and Spanish. Students in eighth grade will take Health and Physical Education for the year. Additionally students will choose from a full year of Spanish or will choose two half-year courses from Art, Computer, General Music, and Industrial Technology. Additionally all students may choose to take instrumental lessons, band, and/or chorus.

SCHEDULES

Pearson Middle School's schedule is designed to accommodate the team concept. Within this structure, students are exposed to interdisciplinary instruction. Student schedules may be modified to permit special programming. **Student will receive their schedules on the first day of school.**

DAILY PLANNERS

Each Pearson Middle School student will be provided with a daily planner during the first week of school. The planner is used to help students with the organizational skills necessary for success. Academic teachers will provide time for students to record upcoming homework, tests, and projects. Additionally, the planners include a "Grade Tracker" where each student will take responsibility for monitoring his/her own grades. We ask that parents/guardians monitor the child's planner nightly.

HOMEWORK

The Winchester Board of Education believes that homework is a necessary and beneficial component of the educational process for all students, grades Pre- K-12. Homework is an effective tool that is vital to students' academic success. Students should expect one hour and ten minutes of homework in sixth grade, one hour and twenty minutes in seventh grade, and one and one half hours of homework in eighth grade. **Please refer to the Winchester Public Schools Homework Policy.**

EXTRA HELP AND MAKE-UP

Extra help is available and may be scheduled with teachers on Monday, Tuesday, Wednesday, or Thursday after school. Additionally, Homework Club meets Tuesdays and Thursdays from 2:10 p.m. – 3:10 p.m. for any students in need of academic assistance.

ABSENT CLASSWORK/HOMEWORK

Students who are absent for any reason are required to make-up work they missed. Ordinarily, all work should be made-up within one week. Parents/guardians may request homework if their child is absent from school for more than two (2) days. A telephone call to the office (379-7588) will begin that process. For an absence of two (2) days or less, students should see their teachers for missed work upon their return to school. **It is ultimately the student's responsibility to obtain make-up work.**

CHEATING, PLAGIARISM, & COLLUSION

All students at Pearson Middle School are encouraged to achieve at the highest level of their abilities with academic honesty and personal integrity. All students are expected to take credit for their own work and not to cheat, plagiarize, or act in collusion with others to obtain an unfair advantage in completing tests, quizzes, homework, and other school assignments.

Cheating: Is defined as: using unauthorized aids, copying another's work, allowing another student to do your work on tests, quizzes, assignments, projects or homework without teacher permission.

Plagiarism: Also known as *academic theft* refers to the use of another's ideas or words without proper attribution or credit.

Collusion: Students who willingly allow or assist another student in acts of cheating or plagiarism.

Cheating, plagiarism, and collusion may result in the loss of credit for the assignment with a recorded failing grade, parental notification, and possible further disciplinary action.

PROGRESS REPORTS

Midway during each quarter, a progress report is issued to each student. Teachers can indicate whether work is outstanding, better than average, average, and needs improvement. This report is mailed to the student's home. Parents/guardians are encouraged to contact their child's counselor to discuss intervention strategies and techniques if necessary.

REPORT CARDS

Report cards are issued at the end of each nine-week marking period. The marks are a reflection of the quality and quantity of a student's work as reported by the teacher during that particular marking period. In addition to an academic letter grade, students will also receive a mark for effort during the quarter and up to three comments regarding her/his performance and behavior in class.

GRADES

These point assignments are a guideline to understand letter grades:

A+	= 100 – 98	C+	= 79 – 77
A	= 97 – 95	C	= 76 – 74
A-	= 94 – 90	C-	= 73 – 70
B+	= 89 – 87	D	= 69 – 65
B	= 86 – 83		
B-	= 82 – 80		

Grades below 65 will be considered failing and will be assigned an F. **End-of-the-year averages will be calculated based upon the actual point values earned. Report Cards are issued quarterly.**

HONOR ROLL

The school prepares an Honor Roll at the end of each of the four marking periods. Student names are forwarded to the local newspapers. A student receives High Honors when they earn an average of 90 or above in the four academic subjects with all other grades being a C- or higher. A student's report card is designated as being an Honor report card when they have earned an average of 85 and above in all four academic subjects with all other grades being a C- or higher.

ACADEMIC PROBATION

The purpose of Academic Probation is to provide early intervention for the student who is not doing homework and is not succeeding academically. Additionally, the Academic Probation program seeks to

work with parents to help their children learn the responsibility of doing homework and maintaining appropriate grades.

Any student who has a grade below a 65 for his/her report card will be placed on Academic Probation. Academic Probation requires a parent conference at which a *Success Plan* will be developed to support the student to meet his/her academic responsibilities and achieve academic standards.

Students who either have not developed a *Success Plan* through a parent conference or fail to meet the requirements of the *Success Plan* will not be allowed to attend any after school function, participate in sports or any extra curricular activity. Additionally, if a student fails to comply with meeting the requirements of the *Success Plan* he/she may be subject to office detentions, additional parent conferences, and possibly even suspension.

A student is released from Academic Probation when all grades are brought up to 65 or higher at the report card or progress report.

RETENTION/PROMOTION POLICY

The Winchester Board of Education has established a policy to address promotion and retention. For the purposes of this retention/promotion policy, the five major academic areas are Language Arts (counts as two courses), Mathematics, Social Studies, and Science. Students are expected to pass 4 major academic classes with a yearly average of 65 or above. **Failure to pass will result in a recommendation for summer school remediation, exclusion from the promotion ceremony, and/or retention.** Parents/guardians will be notified following the close of the second and third marking periods if their child is in danger of retention. *A success plan will be developed and follow-up communication will occur in March.* Parents/guardians may, at any time, contact the guidance department, team leader, teacher, and/or administration for details of their child's progress.

CODE OF CONDUCT

ACCEPTABLE STUDENT BEHAVIOR

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The foundation of all of the rules in the code of conduct is respect. The rules are based on the expectations that students will respect themselves, respect others, and respect property. 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. Students who violate school rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

BULLYING POLICY

Pearson Middle School administration will discuss the definition of bullying and harassment with all classes at the start of the school year. Strategies to prevent bullying, along with the consequences for bullying, will be addressed during that discussion. In accordance with Connecticut Public Act 02-119, bullying will not be tolerated. Bullying is defined as any overt acts by a student or group 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 activity, which acts are repeated against the same individual over time. Any acts of bullying will be dealt with by the administration and will result in serious consequences. **For further information, see the Winchester Public Schools Bullying Policy (#5131.1).**

CIGARETTES, CIGARS, PIPES, LIGHTERS, AND MATCHES

Students are not permitted to have, sell, transfer, or use cigarettes, cigars, and/or pipes on school grounds or on a school bus. Lighters and matches are also prohibited. Possession of any of these items will automatically result in suspension.

DANGEROUS / INAPPROPRIATE ITEMS

In general, students should only bring to school those items, which have an educational purpose and use in school. A student who brings an inappropriate item to school or on the school bus may, before discovery, turn the item over to an adult. No disciplinary action will be taken, provided the item has actually been turned in and the possession of this item is not illegal for a middle school student.

While a comprehensive list of dangerous and inappropriate items can never be compiled, among those items banned from school are:

Guns	Tobacco Products
Facsimiles of Weapons	Matches
Firecrackers	Cigarette Lighters
Sling Shots	Drugs and Alcohol
“Cap” Guns	Facsimiles of Drugs
“Stink Bombs”	Drug Paraphernalia
Martial Arts Weapons	Laser Pointers
"BB" Guns	Trading or Collecting Cards
Razor Blades/Box Cutters	Playing Cards
Knives of any size or kind	Water Pistols
Chains	Water Balloons
Mace/Mace-like Substances	Spit Balls
“Caps” and/or “Poppers”	Rubber Band Guns/Shooters
Animals	

Please refer to the Winchester Public Schools policies #5131.3 and #5131.7 or contact the administration if you have any questions.

FIGHTING

Physical aggression and fighting will not be tolerated. Any student so involved will be subject to suspension. Because fighting usually involves some degree of shared responsibility, all parties will be subject to disciplinary action. Often students can anticipate that a fight is likely to occur. In such cases, the student(s) should seek assistance from a teacher or other adult in preventing the fight. Appropriate law enforcement officials will be notified at the administrators' discretion.

GAMBLING

Playing cards, flipping or matching coins, rolling dice for money or any other form of gambling will not be permitted. Teachers will confiscate any materials and money, and refer the student (s) to an administrator.

GANG AND GANG-LIKE ACTIVITIES

Pearson Middle School has remained free of gang and gang-like activity because our staff, students, parents/guardians, and administration take a no-tolerance position with regard to any gang-like activity. Parents/guardians will be contacted and immediate disciplinary action taken whenever gang and/or gang-like activity are observed. Law enforcement will also be notified.

This policy will also cover gang colors and bandanas. Students will be given the opportunity to remove or change items, or have their parents/guardians bring appropriate clothes to school. Students refusing to follow this policy will face immediate disciplinary action. Parents/guardians and students are encouraged to report to the administration any incidents of gang-like activity.

HOSTILE ENVIRONMENT/SEXUAL HARASSMENT

Pearson Middle School maintains a positive learning environment that provides for fair and equitable treatment, including freedom from sexual harassment for all students. Each individual needs to develop sensitivity and respect for others. **Refer to Winchester Public Schools policy #5140.**

Sexual harassment may take many forms including, but not limited to, repeated and unwanted sexual advances, undue pressure, unnecessary touching, threatening demands or requests, or the creation of an intimidating, hostile or offensive circumstance.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and sexually motivated physical conduct or verbal communication, which has the purpose or effect of substantially interfering with a student's educational environment or which creates an intimidating, hostile or offensive educational environment. Sexual harassment includes, but is not limited to, the following: verbal or physical sexual advances, including pressure for sexual activity; unwelcome sexually motivated touching; pinching, patting or intentional brushing against; repeated verbal harassment or abuse; repeated remarks or gestures of a sexual nature; or demanding sexual involvement accompanied by threats.

Hostile environment harassment is also against the law. This is defined as such conduct that has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile or offensive educational environment.

INSUBORDINATION

Insubordination is the refusal of a student to obey a reasonable request regarding student behavior made by a teacher, administrator, or staff member. An "unreasonable request" regarding student behavior is one which either places the child in physical jeopardy or holds the student up to public ridicule.

LEAVING SCHOOL GROUNDS

Any student who leaves school during school hours, without the permission of an administrator, will face suspension from school. Parents/guardians will be immediately contacted. If parents/guardians are unable to be reached, the police will be notified. A parent/guardian conference may be required before a student will be readmitted. Other consequences may also follow.

NAME CALLING AND SLURS

The school community teaches respect for all people. Name calling, racial, religious, or other slurs will not be tolerated. Students who engage in this type of conduct will face immediate disciplinary action, to include, but not be limited to suspension from school. **For further information, see the Winchester Public Schools Bullying Policy (#5131.5).**

THROWING OBJECTS

Throwing of any objects in school, in the cafeteria, on school grounds, on school transportation, or while walking to or from school will result in immediate disciplinary action.

THREATS

Any student who threatens in any manner, including orally, physically, or in writing, harm to the person or damage to the property of a member of the school community, including any teacher, member of the school administration, or any other employed, volunteer, or fellow student will be subject to immediate disciplinary action. **Please refer to the Winchester Public Schools policy #5131.2.**

VANDALISM

Students involved in any act of vandalism will be reported to the office and will face suspension. Students will also be responsible for restitution for any damage. Cases of vandalism may also be reported to law enforcement.

DISCIPLINARY ACTIONS

Disciplinary action may include, but is not limited to:

- Student counseling
- Verbal warning
- Written warning
- Parental contact
- Detention
- Removal from class or school
- Restriction from school activities/dances/field trips
- Financial restitution
- Suspension
- Expulsion
- Arrest

Parental Contact: Telephone call and/or letter informing parent/guardian of behavior and disciplinary action. This results when students do not live up to their responsibilities.

Teacher/Office Detention: This results when students demonstrate that they have difficulty conducting themselves responsibly or fail to cooperate. Failure to serve teacher detentions will result in office detentions. **Failure to serve the same office detention twice will result in assignment of an in-school suspension.** Office detentions assigned by an administrator are generally scheduled **Monday-Friday** after school. **Detentions are 30 minutes in length (2:10 p.m. - 2:40 p.m.).**

Parent/guardian Conference: Meeting with school personnel. This results when students have not lived up to their responsibilities.

In-School Suspension: Students assigned to in-school suspension by an administrator will arrive to school at 9:30 a.m. and be dismissed at 4:00 p.m. Transportation will be the responsibility of the student and parent. In-school suspension is held in a room isolated from other students and under the supervision of school personnel. Students will complete an in school suspension program that includes completing class work, community service, academic skills practice, and processing the reason for suspension. Failure to cooperate with the in-school suspension staff and rules will result in an out-of-school suspension and parents/guardians will be called to pick their child up from school.

Out-of-School Suspension: Suspension from school. Out-of-school suspension is a very serious consequence, which means the child must be isolated from their classmates. Parents/guardians are expected to pick up their child if he/she is suspended from school. A parent/guardian conference is often required before reinstatement.

Expulsion from School: Exclusion from school for an extended period of time (maximum of the total number of days in a school year). This period of expulsion may carry over from one year to the next. Expulsion results when the student's behavior continues to disrupt the learning environment or constitutes serious violation(s) of Board of Education policy. In these cases the principal will make a recommendation for expulsion to the Superintendent.

SERIOUS MISBEHAVIOR

A student who seriously misbehaves more than once will be subject to immediate suspension up to ten days.

Serious infractions include:

- Possession or use of dangerous instruments or illegal materials
- Theft
- Vandalism or destruction of school property
- Fighting, physical or verbal abuse, or inappropriate gestures directed at students, faculty, or staff
- Leaving campus without permission

MINIMUM CONSEQUENCES

- First offense: One day suspension
- Second offense: Two day suspension
Parent meeting
Completion of an assessment of student behaviors
Behavioral Contract developed
- Third offense: Three day suspension
Parent Meeting
Consequences of behavioral contract
- Fourth offense: Four day suspension
Meeting with Superintendent

(Not withstanding, the above, severe infractions may result in more severe penalties including, but not limited to, extended suspension or expulsion.)

SCHOOL ATTENDANCE**ATTENDANCE**

Connecticut state law requires parents to make sure that their children between the ages of 5 and 18 attend school regularly unless the child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. 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 schoolwork missed due to a legitimate absence.

Students are expected to attend school on time, every day. When there is an illness or absence for any reason, the parent/guardian must contact the office the same day. The number to call to report an absence or lateness to school is 379-7588. Parents/guardians should call the school before 9:30 a.m. if a student is going to be absent or late. A telephone call will be made by school officials to confirm the absence of any student that has not arrived by 9:30 a.m. if no parent/guardian call has been received.

You can help keep Pearson Middle School phone lines open for emergency and business use by sending notes regarding attendance to school with your student when: s/he will be picked up early; is to go home other than in the usual manner; someone other than the parent will be temporarily responsible; or when s/he is to go to an after school activity or meeting.

LEAVING SCHOOL GROUNDS/RELEASE OF STUDENTS FROM SCHOOL

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone request for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be released only upon the request of the parent who the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school.

TARDINESS

Unexcused school tardiness will result in a warning on the first offense and a 30-minute office detention thereafter per marking period. Failure to serve the 30-minute detention within two days will result in the detention being doubled. Repeated offenses may also result in additional disciplinary action. Unexcused tardiness to class will be subject to disciplinary action. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the principal determines that tardiness is excessive. Parents and guardians should notify the building administrator in writing of any extreme conditions as to reasons why their child is truant.

Excessive tardiness may also result in a referral to the Truancy Board. See Winchester Public Schools Policy #5113, et seq., for more information.

Students who are habitually late to class or school may be required to make up missed instructional time. At their discretion, team teachers will arrange these sessions and parents/guardians will be notified in advance. Students who are frequently late to school or class for any reason will face disciplinary action.

TRUANCY

A student age five to eighteen, inclusive with **4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered truant.** Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools shall file a written complaint with Superior Court (Juvenile Matters) if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

CLASSROOM ATTENDANCE

We fully expect that each student will attend every class and will assume the responsibility of getting to class on time. Disciplinary action will be taken when a student referral for tardiness is submitted. Class absences due to dismissal from school will be approved only through an administrator or by the school's health office.

STUDENT REGISTRATION

Any student new or returning to the school or district may enter school upon presentation of proper transfer records at any time during the school year. Parents are required to comply with Connecticut statutory immunization and physical examination requirements. In addition, a birth certificate and proof of residency (such as a lease, mortgage, utility bill, or certified letter) must be presented.

WITHDRAWAL

If a student is to be withdrawn from school, parents/guardians should notify the school office as soon as possible. Books will need to be returned and all obligations completed before records can be forwarded to the new school.

STUDENT PROGRAMS

ACTIVITIES AND CLUBS

There are many clubs and activities supervised by staff members that are open to Pearson students. Students will receive information regarding these activities and clubs at the beginning of the school year. Participating in one or more of these extracurricular activities will help a child develop a healthy, positive foundation for future personal growth. **We encourage students to take advantage of what Pearson has to offer. Be part of the "Pearson Experience."**

All sixth, seventh, and eighth grade students are welcome to join our Pearson clubs. Meeting dates and times will be announced and posted. Some clubs or activities may require special parental or medical approval to be on file in the main office and/or school health office. We are always interested in creating opportunities for new activities. Students are encouraged to share any suggestions with the administration. Students who are participating in clubs or activities are expected to adhere to and follow all school policies and demonstrate appropriate behavior at all times. Failure to do so may result in being removed from that activity or club. For more information on any club or activity, contact the office and you will be given specific details and the name of the club advisor or contact. The activities available to Pearson students are subject to change depending upon student interest, staff availability, funding, and facilities. Some of the clubs available to Pearson students currently include:

- Art Club
- Computer Club
- Drama Club
- Homework Club
- Student Council
- Intramural Sports

At the end of each school year awards will be given out to recognize outstanding student achievement and accomplishments.

DANCES

Each year a number of dances are held. Students are expected to conduct themselves as responsible participants under all circumstances. The parents/guardians of students who fail to behave themselves in an appropriate manner will be contacted and the student will be asked to leave.

Attendance at dances is restricted to Pearson Middle School students. Guests are not permitted to attend dances. Students who are on suspension are not permitted to attend or participate in dances or any other activities. Students who are absent or sent home ill on the day of a dance or other activity may not attend or participate. **Any student who owes the office money for any reason or has any outstanding school bill of any kind will not be permitted to attend or participate in any dance or activity until those financial obligations have been resolved.**

The school administration reserves the right to exclude any student from dances, field trips, or school activities.

SPORTS

Pearson Middle School offers interscholastic sports throughout the school year. Before a student may try-out and/or join a sports team, s/he must have a medical form filled out by a physician and on file in the school health office. A new medical form is required each school year. Try-out dates and times will be announced and posted. Listed below are the teams a Pearson student may try out for.

Fall Sports

Boys' Soccer
Girls' Soccer
Cross Country

Winter Sports

Boys' Basketball
Girls' Basketball
Cheerleading

Spring Sports

Boys' Baseball
Girls' Softball

Athletics at Pearson Middle School are an outgrowth of the physical education program. It is a privilege to participate in the middle school interscholastic program. Academic achievement and good school citizenship are first and foremost and Pearson athletes are expected to perform above the minimum standard. It is expected that each Pearson athlete will achieve at least a **passing grade in all subjects with no grade below a 65**. Special help, makeup, and other schoolwork after school always take priority over an athletic practice or contest. Teacher detentions and office detentions also take priority. Teachers will give the athlete a pass to practice or a game. Repeated violations may result in probation, removal, or exclusion from a team.

Once a student is chosen for a Pearson team, he/she can expect a daily practice session of between 1 to 2 hours, five days a week, during the season. Occasionally there are contests and practices on weekends and vacation days. In-season routine is generally two games, and either two or three practice sessions per week.

Each middle school sport is different; therefore, the number of athletes on each team varies. Our teams have a limited number of participants to be determined by each individual coach on a year-by-year basis:

All students participating in interscholastic sports are covered by a Board of Education policy rider which will cover any bills associated with athletic injuries caused during interscholastic athletic participation that are not covered by the parents'/guardians' or student's insurance.

STUDENT COUNCIL

Students at Pearson Middle School have the opportunity to sign up for Student Council. The Pearson Student Council seeks to:

- Teach and develop citizenship through democratic principles
- Provide the opportunity for active student participation in the organization and management of school affairs
- Further school and community activities
- Cooperate in promoting the general welfare of the school community
- Assist in beautification of the school and the grounds

SCHOOL ORGANIZATION, SERVICES, AND REGULATIONS

ACCIDENT INSURANCE

Shortly after the opening of school, applications will be taken for school accident insurance. Forms are available at the beginning of the school year. This insurance is furnished at minimal cost and provides benefits for school injuries, including intramural sports, and also covers the student on the way to and from school. Claims should be made immediately following an injury. Forms may be secured in the school health office and are to be submitted by parents/guardians to the insurance company.

ACCIDENTS AND INJURIES

Any accidents or injuries occurring on school property or at any school related event must be reported immediately to the teacher in charge, administration, and/or to the school nurse. The school nurse will then fill out accident forms to be reviewed by administration.

BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLER-BLADES

Bicycles, skateboards, scooters and roller-blades are not permitted on school grounds. Students are not permitted to ride to school or carry to school bicycles, skateboards, scooters or roller-blades. These items are also prohibited from school buses.

BURN BALL/WALL BALL

In the interest of student safety and building maintenance, students are prohibited from throwing balls or similar objects against the walls or any other part of the inside or outside of the school building. Athletic activities and games must be conducted only under the supervision of teachers or coaches and in the appropriate places.

CARE OF SCHOOL PROPERTY

All students are requested to properly dispose of waste materials and to take pleasure and pride in our buildings and grounds. Students are entrusted with valuable property such as books, laboratory equipment, furniture, and athletic equipment. **School property is expensive to replace and repair, students will be required to pay for lost or damaged schoolbooks or equipment.**

Students are requested not to turn on lights in the hall or classrooms, open windows, adjust blinds, or touch audio-visual equipment unless directed to do so by a teacher. Students who mark school furniture, lockers, walls, ceilings, floors, or any other equipment with pen, pencil, paint or other instrument will be subject to disciplinary action. This may also include financial restitution.

Students must not tamper with the fire alarm, extinguishers, or any other electrical equipment. Anyone who is responsible for such an act, or who willfully destroys school property through vandalism or arson, or who creates a hazard to the safety of other students, will face disciplinary action and will be referred to the proper law enforcement agency and face possible arrest and or school expulsion.

DRESS CODE

The dress code at Pearson Middle School prohibits students from wearing outerwear, including jackets and hats, in the building during the school day. This rule is in effect between the hours of 7:35 A.M. and 2:10 P.M., as well as during all school-based activities after regular hours. Students must place hats and coats in their lockers prior to the start of the school day. Teachers are authorized to take a student's hat and /or coat and turn it in to the main office.

The school expects that the individual's dress and cleanliness will reflect a sensitivity to and respect for others and that his/her attire will not be distracting or offensive to staff or other students. Pearson Middle School staff will encourage and expect that each student will dress in an appropriate manner for a school day. **Attire that fits within the broad guidelines stated above will be permitted provided that it is not in any way detrimental to the educational process and creates no potential impact on student safety.** In all instances, the administration will have the final decision. Although this is not an attempt to include all items, the following types of clothing are among those that are not acceptable in school:

1. Clothing that is soiled with grease, oil, paint, or dirt.
2. Articles of clothing having indecent writing, pictures, inappropriate slogans, sexually suggestive and/or drug/alcohol advertisements.
3. An article of clothing that could cause damage to other students or property. Examples: chain belts, cleats, safety pins, pins etc.
4. Kerchiefs, curlers, bandanas or sunglasses.
5. Clothing that is torn, ragged, or that has holes.
6. Flip-flops or footwear that is considered pool or beach attire; including slippers and bare feet will not be permitted in the building during school hours.
7. Short shorts/mini skirts (a guideline of 4 inches above the middle of the knee will be used; however, the administration reserves the right to determine appropriateness on other grounds), halter-tops, and transparent tops. (Halter-tops are meant to include half-shirts, tank tops; transparent clothing includes chiffon, mesh, or other clothing that is too revealing.)
8. Studded accessories, belts, wristbands, multiple finger rings, etc.
9. Gang or gang-like colors.
10. Writing of inappropriate words on gym bags, book covers, book bags, or clothing.
11. Satanic or similar type ornaments/writings.
12. Pajamas or pajama type pants of any kind, "sagging" below the waist pants, or any pants that drag on the floor below the shoe.
13. Pants that are laced on the sides or up the front and are too revealing.
14. Students are not permitted to carve or write on their skin.
15. Certain departments (e.g. physical education) reserve the right to require specific clothing, footwear and safety equipment for the protection of students in those courses.

Students must adhere to these guidelines or face consequences (i.e. being asked to change, being sent home or facing other disciplinary consequences). Please refer to B.O.E. Policy 5132

EMERGENCY CONTACT INFORMATION

All students attending Pearson Middle School are required to have current emergency contact information on file with the school office. That information is to be provided at the start of each school year on the registration form included in the summer packet. Parents should immediately notify the school office of any changes.

FIELD TRIPS

Occasionally Pearson Middle School students will have the opportunity to enhance their learning through field trips. Each student going on a field trip is required to bring in a permission slip signed by a parent or legal guardian. These slips state the place of the trip, approximate time of departure, approximate time of return, and any other relevant information concerning the trip. No student will be allowed to participate without signed permission.

FINANCIAL ASSISTANCE

Students will not be denied opportunity to participate in any class or school-sponsored activity because of inability to pay for material fees, transportation costs, admission process, or any other related expenses. **Any student who needs financial assistance for school activities should contact a teacher, staff member, or the principal to request confidential help.**

FIRE DRILL/ EMERGENCY PROCEDURES

Fire drills are conducted at regular intervals and are required by state law. It is essential that your child understands the seriousness of a fire drill and that we expect 100% cooperation. Along with fire drills, emergency drills and reviews are conducted throughout the school year. Specifically, lockdown drills are reviewed, announced and conducted in order to insure the safety and well-being of students and staff should an immediate emergency arise. No talking is allowed during a drill. This allows adults to issue directions. Failure to cooperate may place individuals in danger. Uncooperative behavior during a drill may result in disciplinary action.

The Pearson administration, working closely with the Winchester Police and Fire Departments, continuously develops response plans that reflect the Winchester Public Schools commitment to safety.

GUIDANCE COUNSELING

Counseling services are available to all students. **Many issues, concerning school, home, peers, and one's personal life can be helped by counseling. Appointments can be arranged through the main office, a teacher, and/or an administrator.** Parents/guardians are encouraged to contact the school for additional information.

GUM AND GUM CHEWING

Students are not permitted to chew gum in school or on school property during regular school hours or school-based activities after regular hours. There are no exceptions.

HALLWAY CONDUCT

When in the hallway students must remain orderly and follow all school rules. Students are to move to their next class and not stop to socialize in the hallways or at their lockers. Students are expected to stay to the right, keep their hands to themselves and refrain from loud and unruly behavior. Unsafe behavior is not allowed (e.g., running, pushing, etc.). When passing between classes, students need to follow all

teacher directions. Except for passing time, students are not allowed to be in the hallway without a written pass.

HANDICAPPED PARKING

Handicapped spaces are provided in the school parking lot. These clearly designated spaces are only to be used by vehicles with the proper permit and/or license plate. All other vehicles will be towed at the owner's expense.

HEALTH OFFICE

The goal of the school health office is to provide emergency care, assist with routine medical conditions, and promote good health practices. Immediate attention will be given to all emergencies. All students entering the Health Office must have a pass issued by the teacher from whose class the student has been excused.

Parents/guardians are reminded that registration forms with emergency contact information must be completed and returned to the School Office within the first two weeks of the school year. Physical education excuses, written by a doctor, should be obtained at the time of treatment of an illness or injury and brought to the Health Office.

Medications may be given during school hours only if ordered by a physician. A student who requires medication, prescription or over-the-counter, must submit the State Medicine Authorization Form filled out by the physician and signed by the parent/guardian to the school nurse. All medication, including over-the-counter pain relievers and cough drops, must be turned into the school nurse and can only be dispensed by the nurse. All prescription medications must be in appropriate pharmacy-labeled or manufacturer containers.

The State of Connecticut requires a physical examination to be completed by a physician for each grade 6 student by April 1 of their sixth grade year. Forms are available in the Health Office. Connecticut State Law requires that students entering seventh grade provide proof of updated immunizations. Contact the school nurse for more information.

IMMUNIZATIONS

State Law requires that all students must be properly immunized. **Please see the form in the rear of this handbook or call the school Nurse.** Pearson Middle School will not enroll any student without proper immunization records.

INNAPPROPRIATE MATERIALS

Students are not permitted to possess, distribute, sell, or access in any way pornographic materials in school, on a school bus, on school computers, and/or on school property.

INCLEMENT WEATHER

The Winchester Public Schools follow a 90-minute delay during inclement weather. Listen to WTIC (1080 AM) or WZBG (97.3 FM) for closings, delayed openings, and early dismissals. Morning announcements will be made between 6:30 AM and 8:00 AM. Parents/guardians and students will need to adjust their morning schedules when a 90-minute delay is announced. Students should report to school for 9:15 a.m.

Early dismissals generally begin at 12:00 P.M. **Lunch is not served.** During unique weather situations early dismissal times will vary. Parents/guardians should listen to WTIC (1080 AM) or WZBG (97.3 FM) for accurate information.

INTERNET POLICY AND COMPUTER LABS

The Winchester Public Schools Internet Policy is included in the rear of this handbook, including a copy of the permission form. This form must be signed by the parents/guardians and returned. Supervised Internet access may be provided for students by staff. Any child who misuses the Internet or violates the school and/or district policies will lose her/his Internet privileges.

INVITATIONS

Students and/or parents may not distribute invitations to out-of-school activities. In addition, school personnel may not provide student addresses or telephone numbers.

LOCKERS

Each student will be assigned a locker. However, lockers remain the property of the Board of Education and are assigned to students temporarily for school purposes only. The school reserves the right to unlock and examine lockers at any time.

Each student locker has a combination lock in the mechanism. Personal locks may not be secured to any locker without the prior permission of the administration. The school reserves the right to remove, with a bolt cutter, any personal lock.

Lockers should be kept locked at all times when not in use. Students should use their own locker and must not share a locker with anyone or divulge their locker combination to anyone. Difficulty in opening lockers should be reported to the main office.

LOITERING ON SCHOOL PROPERTY

Students must not loiter on school property, nor should they visit or be on the property of other Winchester schools while those schools are in session without receiving prior written permission from the school's office. Students suspended from school are never permitted to be on any Winchester Public Schools property the day(s) or evening(s) of suspension.

LOST AND FOUND

Found items are turned into the office and/or custodians. Students that lose an item should immediately check with the main office or custodian. Lost glasses are kept in the Main Office. **Pearson Middle School is not responsible for found items. At the end of each academic quarter, found items that remain unclaimed will be donated to an appropriate charity.**

MEDIA CENTER

Our media center has a variety of books and other resources available for student use. There are research books and technological information processing systems available for group projects and class reports. The media center also has books for independent reading. Two books per week may be checked out for recreational reading. No fines will be charged, however students must pay the full replacement cost for any books that are lost or otherwise not returned.

Many teachers also schedule visits to the media center during class time. All students are expected to behave in a quiet, mannerly way so as not to disturb others in the media center. Students may also check books out for research purposes.

NON-SCHOOL VACATIONS

Because classroom attendance is an integral part of the student's course of study, parents/guardians are discouraged from taking vacations that remove students from classes during the school year. Parents/guardians should be aware that all attendance regulations apply to absences incurred through vacations.

PAGERS, CELLULAR TELEPHONES, LASER POINTERS, AND OTHER ELECTRONIC DEVICES

Connecticut state law bans beepers and pagers from public schools without the written consent of the building principal. If you have a question regarding the law, please contact Mr. Krevolin.

Cellular telephones and other electronic devices may not be turned on or utilized during the school day. Students are also prohibited from using or possessing laser pointing devices without teacher supervision for instructional purposes. All of these prohibitions are in effect during school hours and while attending school-sponsored activities, on or off school property. School administration will confiscate these items and students may face disciplinary action.

The use of other electronic equipment (PSPs, Gameboys, iPods, etc.) is not permitted in school. It should be understood that the school is not responsible for any electronic device.

PARENT/GUARDIAN INVOLVEMENT

Parents/guardians are the most important teachers that a child will ever have. Children's attitudes, values, and ideas about education begin with parents/guardians. The school needs parents/guardians to help teach students that learning takes hard work and commitment. Excellence in education cannot be achieved without perseverance and good study and work habits. **Educators and families must work together to meet the needs of students, help them function well, and achieve their best in school.**

Parents/guardians and students are encouraged to discuss the school day together each day. Pearson Middle School also encourages parents/guardians to make regular contact with our teachers. Team meetings can be arranged by calling the Guidance office at 379-7588. We will make every attempt to accommodate your schedule.

PARKING LOT/ADJACENT ROADS

The General Assembly doubled the fines for speeding or traveling unreasonably fast in a designated school zone. Fines now range from \$156 to \$558. Please drive slowly and carefully and remember to obey the flashing lights on School Buses. Please note that passing a school bus with its lights flashing is also a fine of over \$300 per violation.

Every child's safety is our shared concern. The following guidelines apply to the Pearson driveway to help ensure that safety:

- Always drive slowly.
- Always signal.
- Drop-off/pick-up students on Wetmore Ave. ONLY.
- Do not use parking lot for drop-off/pick-up.

- **Do not leave your car unattended.**
- **Discharge and pick up students carefully.**

PEARSON MIDDLE SCHOOL NEWSLETTER

A Pearson Middle School Newsletter is published and distributed monthly throughout the school year. The format and information contained in these newsletters should help keep you informed and involved.

PEARSON PTO

The Pearson Parent-Teacher Organization is always growing. As a critical component to student achievement and educational experience, new members are always needed and welcome. Please contact any of the officers if you are interested in joining or helping out.

PESTICIDE NOTICE

Pearson Middle School has not experienced the need to apply pesticides in the building or on the grounds in the past. However, it is always possible that need may arise in the future. By law, parents/guardians may register with the school office and request to be notified if any pesticide application is anticipated.

PHOTOGRAPHERS/FILMING BY THE MEDIA

On occasion, members of the press and/or other media will visit the Winchester Public Schools to 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 in writing, indicating the name and grade of your child.

PHYSICAL EDUCATION LOCKS

Pearson Middle School encourages students to purchase a lock from the school to secure her/his personal items during physical education classes. **Personal locks are not permitted.**

RELIGION IN THE SCHOOL

Pearson Middle School does not promote religious activity or attempt to teach any religious doctrine. We do include in our programs and activities references to religion and to holidays that have a religious basis. Such references are made in the context of teaching about social traditions and common cultural experiences. Children who, because of their family's religious convictions, may be uncomfortable participating in these activities may be excused or provided with alternate activities. If a family observes cultural or religious traditions that it would like to see included in the school's activities, they are invited to notify the administration. Every effort will be made to make our programs as inclusive as possible.

REPORTING SUSPECTED ABUSE/NEGLECT

Connecticut state law requires that school personnel report to the Department of Children and Families any evidence that abuse or neglect of a child has occurred.

SELLING ITEMS

Students are not permitted to sell items in school, on school grounds, or on the bus. This includes candy, gum and personal items or fundraisers of any kind.

SUBSTITUTE TEACHERS, CHAPERONES, AND STAFF

Pearson Middle School students are expected to demonstrate responsible and respectful behavior and conduct with chaperones, substitute teachers, and all other school personnel. Immediate disciplinary action will be taken for unacceptable student conduct.

SPECIAL EDUCATION/SPECIAL SERVICES

The Pupil Personnel Services Department ensures that all students requiring special education and related services receive needed support. A team approach is used in collecting diagnostic data, evaluating the data, and formulating an adequate individualized educational program for each identified student. Parents/guardians may refer their student to the Department via classroom teachers, the building administration, or directly to Pupil Personnel Services. Questions regarding these programs or services may be directed to the building principal or Pupil Personnel Services at 379-0852.

STUDENT PHOTOGRAPHS

Each year, Pearson Middle School schedules a commercial photographer who will take photographs of all students. Students have the option to purchase these photographs. The photos are also used for the annual yearbook. Photographs are scheduled for October.

STUDENT PHONE MESSAGES

Messages will be given to students in the event of an emergency, with the approval of an administrator. Students may use the main office phone in cases of emergency only.

VISITORS

Every visitor should ring the office to request entry. The main door has been equipped with a security system that allows for communication (voice and video) with the office. When arriving please press the entry button to speak with someone in the office. Once office personnel have confirmed your reason for entering, an electronic key will unlock the door allowing the visitor to enter. Visitors are reminded to report to the office once entering the building to sign-in and receive a visitor badge. This security system is the same system currently in use in our elementary schools. We thank you for your cooperation to help us maintain a safe environment for our children.

School policy is to accept only those visitors who have legitimate business in the school. All visitors must enter through the front door and report immediately to the school office to obtain a visitor's pass to be worn visibly throughout their stay. In order to insure the safety of students and staff, the administration will pursue trespassing charges against any unauthorized person in the building or on school property. **See Winchester Public Schools policy #1250 for additional information.**

FOOD SERVICES**CAFETERIA**

Students may purchase a complete meal or items to supplement lunches brought from home. Breakfast will be available starting in mid-September. Food is not to be eaten in or brought into the classrooms or corridors. Food or drink is not allowed in areas other than the cafeteria.

Students are expected to behave in an orderly fashion, remain seated, and practice good manners in the cafeteria. Loud conversations or inappropriate activities will be cause for disciplinary measures. Assignments of temporary or permanent seats, referral to the administration, detentions, and/or suspensions are all possible consequences for unacceptable, disruptive, or uncooperative behavior. A student who brings lunch from home will be required to wash his/her hands upon completion of lunch. Students will clean up around the table before leaving the cafeteria.

FREE/REDUCED LUNCH

The school participates in the Free and Reduced Lunch Program. Applications are distributed to all students in September. **Please contact the Cafeteria at 379-8669 to discuss your eligibility.** Applications are available year-round from the school office.

LUNCH

Lunch offerings include a daily menu item, sandwich offerings, or a bagel for \$2.50. All lunch offerings are free from peanuts and peanut products. A variety of snacks and beverages are available for purchase as a supplement for students who bring their lunches.

Students will be able to *charge* two lunches. After two charged lunches a post card bill will be sent to parents. If payment is not received within the week a letter will follow from the Principal. The Principal's letter will include any subsequent lunch charges. Any owed money will count as an obligation to the school, and report cards and other information will be held until the bill is paid. All students will receive a full lunch.

BUS TRANSPORTATION

BUS REGULATIONS

Based on home address, students are identified as walkers or are assigned a specific bus. Students may not utilize bus transportation if they are identified as a walker. Students assigned to ride a bus must only ride the bus that they are assigned to. There are no exceptions. If there is a change in living situations that require a new designation, please contact the school office. **The board of education transportation policy and guidelines are available from the Pearson Middle School Office by request.** Bus concerns may be addressed directly with Laidlaw Bus Company at 379-0020.

BUS BEHAVIOR

Safety during school transportation is a primary consideration for parents/guardians, school authorities and bus operators. Fortunately, most of our students respect and understand what is expected of them. The bus company may use, without prior notice, a video camera or other device to record the conduct of students on their buses. The recording will be used to document inappropriate conduct. The following guidelines have been established and will be enforced.

1. Students boarding the bus are to go directly to a seat and remain there until reaching their destination and the bus stops moving. Students are not permitted to stand or move to another seat unless directed to do so by the bus driver. Students exiting the bus are required to cross the street in front of the bus.
2. Students are prohibited by state law from throwing objects out of bus windows and extending any portion of her/his body out of an open bus window.
3. Pushing, hitting, tripping or annoying any other passenger(s) on the bus is not acceptable behavior.

4. Eating, smoking, or playing with matches, cigarettes, lighters or sharp objects is not permitted.
5. Students are to refrain from shouting, using profanity, throwing objects or distracting the driver.
6. Damage done to any portion of the school bus by a particular student is to be paid for by the student or the parent/guardian. Vandalism represents grounds for immediate suspension without the usual warning.

The bus driver is in full charge of the bus and of the students being transported. In accordance with Winchester Public Schools policy #5145, inappropriate behavior on buses will be reported by bus drivers on a District Bus Behavior Slip. **Reports of inappropriate behavior will result in disciplinary action under the policy:**

- a. The first offense is a warning.
- b. The second offense is a three-day suspension from the bus.
- c. The third offense is a two-week suspension from the bus.
- d. The fourth offense is a suspension from the bus for the balance of the school year.
- e. Discipline may be modified for good and sufficient reason.
- f. It will be the responsibility of the parents/guardians to transport their child to and from school on a daily basis for the length of the suspension.

**Winchester School District - Acceptable Use of Technology
Guidelines for Middle School Students**

We are pleased to offer students of the Winchester School District access to district computer technology resources including the internet. This powerful educational resource will increase their learning potential and expand their knowledge of the world we live in. The intention of these guidelines is to establish each user's rights and responsibilities as well as to delineate certain prohibited activities. The guidelines apply to *all* users of the system.

Every student has the privilege of using the district's computer technology system. The use of the school district's system and access to use of the internet is a privilege not a right. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced.

Winchester Public School Code of Use:

- You will use the system only for educational activities. Users will show respect for the technology environment.
- Users will not knowingly cause damage to any hardware, software, files, or the network.
- Users will comply with all school rules regarding appropriate language and behavior.
- Users will comply with copyright laws.
- Users will not reveal or share personal accounts or passwords.
- Users will respect other people's privacy regarding files and will not attempt to gain unauthorized access to them. Users will not use technology to post private information about another person, personal contact information about himself or herself or another person or other personally identifiable information.
- Users will not use the school district technology system to access, review, upload, download, store print, post or distribute sexually explicit material.
- Users will not use any software other than what is provided by the district without the express permission of a staff member.
- Users will not utilize storage media (such as floppy disks, thumb-drives, CD's etc) from home without the approval and supervision of a staff member
- Students will not use information technology without the permission of classroom teachers and/or teachers/staff responsible for the equipment being used.
- Students will not access the Internet without a responsible staff member in the room.
- If you mistakenly access or receive inappropriate information, you should immediately tell your teacher, counselor, or administrator. This will protect you against a claim that you have intentionally violated this Policy.
- Students will not reveal any personal contact information about themselves or others on the Internet. Students will not communicate directly with anyone online (e.g., email, chat rooms, Instant Message).
- School computers may not be used for any illegal activity, commercial purpose, or any other activity which is prohibited by school policy or that deters a user from her/his responsibilities as student.
- School computers may not be used to post chain letters or to engage in "spamming."
- Users should notify a teacher or administrator immediately upon identifying a possible security problem or other violation of this policy.
- Food and liquids are prohibited in the vicinity of information technology.

Pearson Middle School

Clay Krevolin, Principal
Antonio Napoleone, Assistant Principal

(860) 379-7588

Discipline Report - Sample

- Informational, Teacher/Staff Report, Administrative Referral

Student Name: _____ Grade/Team: _____ Date: _____
Referring Teacher/Staff Member: _____

Location of Incident
Class, Hallway, Cafeteria, Other: _____

Nature of Incident
The incident violated the following: Respect, Responsibility, Readiness, Restraint
Description of Incident:
Teacher/Staff Intervention Prior to Referral: Conference with Student, Removal to another classroom, Parent Contact, Teacher detention, Removal to another part of the classroom, Other

Administrative Actions
Conference with Administrator, Conference with Team, Parent Contact/Conference, Office Detention, In-School Suspension, Out-Of-School Suspension
Comments:
Administrator Signature: _____ Date: _____

Pearson



Panthers