

THIS FORM MUST BE SIGNED BY PARENT AND STUDENT AND
TURNED IN TO THE STUDENT'S HOMEROOM TEACHER BY

Friday September 12, 2014

ILLING MIDDLE SCHOOL



Informational Reading - Verification Form

We _____, have read and/or
discussed:

(Student Name)

(Parent(s) Name)

- ✓ **this Illing Middle School Parent/Student Handbook**
- ✓ **the Manchester Public School's Board of Education Policies included in this handbook**
- ✓ **the Chromebook Handbook**
- ✓ **Signed *Pre-K Through 8 Media Release Form* in *Info Snap* registration material**
- ✓ **the *Guidelines for Student Conduct Packet* – STARS PBIS Program**

(Parent Signature)

(Date)

(Student Signature)

(Date)

Teacher: _____

Once you have read and discussed with your child all the information in this handbook please sign and return this form to your child's homeroom teacher.

If you have any questions, please do not hesitate to call the school at 647-3400.

STOP!

**Don't forget to hand in the
Informational Reading
Verification Form**





Illing Middle School

227 East Middle Turnpike
Manchester, CT 06040
(860) 647-3400
<http://publicschools.manchesterct.gov>

Home of the Rams!



*Today's Learners,
Tomorrow's Leaders*

Ann Fuini
Assistant Principal

David A. Welch
Principal

Keith Martin
Assistant Principal

Uyi Osunde
Assistant Principal

MESSAGE FROM THE PRINCIPAL...

I would like to take this opportunity to welcome all of our new and returning students to Illing Middle School! As the Principal, I am looking forward to getting to know each and every one of you in hopes of supporting your academic and social development. This school year promises to be both exciting and rewarding as we work together with you and your families in support of your success. In addition to working together, the administrative team and faculty have established high expectations for all students to strive to reach their potential.

Throughout this year we will be involving you in helping to continue our efforts towards redefining who and what we are all about as a middle school community. We will continue our efforts to establish an identity that we can all be proud of as we endeavor to become the best middle school in the state of Connecticut. To accomplish this, your commitment to the high expectations set by your parents, teachers, and school leaders is needed. As you work throughout the year, you can expect to be challenged by the faculty and staff to be the best that you can be. There will be many opportunities for you to demonstrate growth and maturity as you take the steps needed to make positive choices that will guide your school experience.

It is our goal that all of you become successful, and it is your responsibility to work hard towards achieving your success.

I look forward to being your Principal and I am excited to have the opportunity to work with you throughout this school year!

David A. Welch
Principal

School Hours: 8:15 A.M. - 2:45 P.M.

First Bell: 8:05 A.M.

***Students Transition to either the Kelley or
Tedford Gymnasium Prior to Homeroom***

Second Bell: 8:10 A.M.

Homeroom: 8:15 A.M. to 8:20 A.M.

Mission of Manchester Schools

The mission of the Manchester Public Schools is to engage all students in the highest quality 21st century education preschool through graduation. District and school-wide practices will be consistently improved upon so that practices will not benefit some and disadvantage others. Through an active partnership with students, school personnel, families and community, the Manchester Public Schools will create safe, inclusive schools where equity is the norm and excellence is the goal.

Illing Middle School Mission Statement

Illing Middle School makes a daily commitment to foster respect and an appreciation for life-long learning while developing the gifts and talents of all students within a diverse community.

About this Planner

The book that you are reading is called the **Daily Planner**. Every student in Grades 7 and 8 will receive a Daily Planner at the beginning of the school year. The planner is to be used to help students organize their day, to record short and long-term assignments and as a method for teachers and parents/guardians to communicate. **The Planner should be checked every night by a parent. All boxes for each class should be filled in every day.**

This planner belongs to: _____
(name)

Team: _____ Grade: _____

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ACCEPTABLE STUDENT BEHAVIOR

Illing Middle School students are expected to conduct themselves appropriately at all times. Use of improper language, gestures, physical aggression, or threats of physical aggression is unacceptable. This includes any type of “play fighting,” horseplay, or fooling around in an unacceptable manner. Students are reminded that the school reflects the expectations of the total community.

ANNOUNCEMENTS

Each morning there will be the Pledge of Allegiance, followed by a Period of Silent Meditation, consistent with mandated State Law. The Board of Education policy # 5245 allows each student and staff member an opportunity at the start of every school day to observe a time of silent meditation. This will be followed by morning announcements over the intercom system. Before the end of each day there will also be afternoon announcements.

BICYCLE RIDERS AND WALKERS

Students who walk to school must do so in a safe manner and follow safety rules. Students who ride bicycles to school must "walk" their bicycles when they reach school property. The limited driveway and parking lot spaces add to the potential for an accident. Students who do not follow this rule may lose the privilege of bringing their bicycle to school. Students should use the sidewalks and cross only at crosswalks.

Students who ride bicycles to school are to use a lock and chain to secure their bicycle to the bicycle rack. The school cannot assume responsibility for any bicycle brought to school. Students who ride in an unsafe manner or ignore safety rules will not be allowed to ride their bicycles to school.

State law requires students under the age of 14 to wear an approved helmet. Students who do not wear a helmet, following a warning, will have their bicycles taken and secured by the administration or designated staff. Parents will be contacted and must then make arrangements to pick up the bicycle. Please help us protect your child from serious and preventable injuries. Any student or family who needs assistance with the purchase of a helmet should contact the School Resource Officer or the administration and a helmet will be provided free of charge. Students are **STRONGLY ENCOURAGED** to register their bicycles with the School Resource Officer. Forms are available in the main office.

BULLYING POLICY

In accordance with Connecticut State Law bullying will not be tolerated. Any acts of bullying may result in serious consequences. Please refer to **Appendix A** of this handbook.

BUS BEHAVIOR

Safety during school transportation is a primary consideration for parents, school authorities and bus operators. Fortunately, the majority of students respect and understand what is expected of them. The bus company will use, without prior notice, a camcorder 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 are not acceptable behavior.
4. Eating, smoking or playing with matches, cigarettes, lighters or sharp objects are not permitted.
5. Students are to refrain from shouting, using profanity, throwing objects or distracting the driver.
6. Students must ride only their own assigned bus and get on and off at their designated stop.
7. Damage done to any portion of the school bus by a particular student is to be paid for by the student or the parent. Vandalism may result in immediate suspension without the usual warning.

The bus driver is in full charge of the bus and of the students being transported. In the interest of the safety of all, the driver must take responsibility for controlling those students who seem unable to control their own behavior. If there should be undesirable behavior, the following steps will be taken:

1. The bus driver will stop the bus and warn the offenders, assigning them seats, if necessary.
2. If such misconduct is repeated, the driver will submit a detailed written report to the principal or assistant principal who will inform the parents with a letter and or a phone call.
3. Reoccurrence of this misconduct will cause the principal or assistant principal to remove the student's privilege of riding on the school bus for a period of up to five days for each occurrence. The student and parents will still be responsible for the student's regular attendance at school.
4. Continued misconduct may be referred to the superintendent's office for a possible expulsion hearing before the Board of Education.

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. Therefore, students will be required to pay for lost or damaged schoolbooks, equipment, or property.

Students who mark school furniture, lockers, walls, ceilings, floors, or any other equipment with pen, pencil, paint or other instrument will receive disciplinary consequences. This may include suspension, financial restitution, or other appropriate interventions.

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 receive disciplinary consequences and will be referred to the proper law enforcement agency and face possible arrest and or school expulsion.

CELL PHONES

Cell Phone/Electronic Use

No cell phones or similar electronics (iPods, iPads, tablets, MP3 players, etc.) are to be visible or heard from 8:05 a.m. until the student exits the building at the end of the school day.

1. Upon arrival to Illing, all students are required to turn off devices and place them in her/his locker.
2. If a cell phone is seen or heard by a staff member, whether in use or not, it will be confiscated, placed in a plastic bag along with a small violation form/card.
 - a. The staff member will bring the device to the main office as soon as possible and contact the parent, documenting the call in a call log.
 - b. By presenting his or her ID, the student may pick up the item after dismissal on that day. The card will go to team leaders to document incidents.
3. Repeat offenses will be dealt with in accordance with the school's Code of Conduct.

CHEATING

Cheating is unacceptable and the students involved will receive a zero (0). Additional teacher disciplinary interventions may also occur.

CHROMEBOOKS

The goal of the Chromebook program at Illing Middle School is to create a 21st century environment for all learners. It supports anytime access to online resources for learning by providing portable devices for use at school and Google accounts for each student to use anywhere. This ensures that students can access what they need from wherever they are – school, home, anywhere with an internet connection. Illing Middle School believes that with a rigorous, high-quality program and the right social and emotional supports in place, all students, regardless of racial or economic background, can achieve outstanding results and the achievement gap for minority and economically disadvantaged students can be closed. Illing is implementing the *one-to-one* Chromebook initiative to further personalize the way each student uses time, receives support to master essential skills, and deepens understanding of content. Each morning, students will collect their personalized Chromebook in Homebase and return it to the charging station at the assigned time at the end of each school day. A separate Chromebook handbook will be distributed at the start of each school year which contains specific procedures, policies, usage directives, etc.

CIGARETTES, CIGARS, PIPES, LIGHTERS, AND MATCHES

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

CLASSROOM ATTENDANCE

We fully expect that each student will attend every class and will assume the responsibility of getting to class on time. Class absences due to dismissal from school will be approved only through an administrator or by the school's health office.

Students with multiple unexcused class absences may be required to make up missed instructional time. The team teachers will arrange these sessions and parents will be notified in advance. Students may also receive disciplinary consequences as a result of multiple unexcused class absences.

CODE OF CONDUCT

This chart is represented on pages 19-20 of this handbook. It is still a working document or draft that is under advisement and in revision, somewhat. However, it is a clear matrix outlining the consequences and interventions relative to undesirable behaviors at school. This chart is used by the administrative team to be consistent and communicative with regard to student discipline and expectations.

DANGEROUS AND 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 complete 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 or Box Cutters	Playing Cards
Knives of any size or kind	Water Pistols
Chains	Water Balloons
Mace or Mace-like Substances	Spit Balls
"Caps" and/or "Poppers"	Rubber Band Guns/Shooters

Please refer to the Manchester Board of Education Policy # 5144 which can be found in the appendix of the handbook or contact the administration if you have any questions.

DISCIPLINE

School Rules/Positive Behavioral Interventions and Support (PBIS)

The Illing staff expects all children to demonstrate the elements of good character: respect, responsibility, trustworthiness, caring, fairness, and citizenship. These themes are reinforced in all activities and through the procedures in each classroom. In addition to expectations of good character, the faculty and staff have implemented a Positive Behavior Interventions and Support process designed to promote a positive school climate. Students will be taught specific behavioral expectations as indicated on the Illing school-wide expectations and settings matrix. Similar to Bennet Academy, Illing follows the STARS protocol.

Illing Middle School
S.T.A.R.S. Program
(Scholarly, Truthful, Aware, Respectful, Safe)



What are *STARS* made of at Illing Middle School?

As a **SCHOLAR** you are always:

- ✓ Prepared for class
- ✓ On task and working your hardest
- ✓ Following directions of an adult

As a **TRUTHFUL** person you are always:

- ✓ Practicing honesty
- ✓ Respecting the possessions of others

As an **AWARE** person you are always:

- ✓ Using an indoor voice
- ✓ Using kind and caring words
- ✓ Interacting with others in a caring manner
- ✓ Keeping your hands, feet, and objects to yourself

As a **RESPECTFUL** person you are always:

- ✓ Responding appropriately to all people
- ✓ Making good decisions when responding to others
- ✓ Treating all property with respect
- ✓ Using appropriate language

As a **SAFE** person you are always:

- ✓ Behaving appropriately in the lavatory
- ✓ Walking quietly in the halls
- ✓ Following the bus rules at all times
- ✓ Following all the posted rules for inside and outside of the building

As a way to encourage students to actively participate in PBIS, we have incorporated STARS awards, “STARSbucks”, STARS coupons, and STARS assemblies. A complete STARS packet will be distributed separate from this handbook.

Consequences/Discipline Levels

Teachers address most misbehavior in the classroom. If a child does not meet behavioral expectations, the parent will be notified either by phone or in writing indicating what the problem is and what action is to be taken to prevent further occurrences.

A pattern of inappropriate behavior will jeopardize the students’ participation in out-of-school and evening activities. Students suspended or absent the day of an evening event will not be allowed to participate.

Students not picked up within ½ hour after the end of an evening activity such as a dance, game, play, etc. will not be allowed at a future event during that quarter.

Possession of alcohol, drugs, tobacco, firearms, weapons or facsimile on school property will result in suspension from school and referral to outside agencies. These offenses are also referred to the Board of Education and may result in expulsion from school.

Students who do not meet academic/behavior expectations may be subject to disciplinary action by teachers, administrators or other school personnel. There are **five** levels of disciplinary actions.

Level 1 Conference

Staff members may conduct a conference using any combination of the following:

- Teacher/Parent
- Verbal warning
- Teacher/Student
- Teacher/Counselor (Teacher/Student/Administrator)
- Teacher/Student/Counselor/Parent
- Administrator/Student (Administrator/Parent)
- Administrator/Parent (Telephone)
- Other parties as deemed necessary

Level 2 Intervention

- **Referral** – To school counselor, student assistance counselor, early intervention team, and administrator.
- **Time-out** – The temporary denial of a student’s right to attend class. The student will be assigned for a period of 1 to 6 hours either in the office or in the in-school suspension room.

- **Detention** – Retaining a student for disciplinary reasons before or after school hours.
- **Team Meeting with Parent** – A meeting of school personnel and perhaps other individuals to consider the behavior of the student and make recommendations.
- **Contract with Student/Parent** – A statement is written listing of the steps to be taken to improve behavior.
- **Restricted Activity** – The denial of participation in school activities and extracurricular events and the use of common areas or other parts of the school.
- **In-School Intervention** – May include but is not limited to work assignment, behavior essays, and transportation restriction.
- **Probationary Period** – Period of good behavior to prevent suspension may include additional level 2 intervention and could lead to level 3 intervention.
- **Mediation** – Referral to conflict mediation.
- **Community Service** – Whenever possible, administrators seek opportunities for students to participate in community service projects for the school or the community in lieu of suspension.

Level 3 In-School Suspension

- **In-School Suspension** – An alternative to out-of-school suspension – when students are suspended, they are removed from the regular classroom. The program also provides a means for students to keep up with class work and homework assignments while under supervision during their disciplinary period.
- Saturday Detention

Level 4 Suspension

- **1-5 days Out-of-school Suspension** from school. Out-of-school suspension is a very serious consequence, which means the child must be isolated from their classmates. Parents are expected to pick up their child if he/she is suspended from school. A parent conference is often required before the student returns to school.
- **6-10 days out of school.** This may include a possible referral to Superintendent’s Office for consideration of expulsion.

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, which will be forwarded, to the Superintendent who will ultimately determine if there will be an expulsion hearing.

DRESS CODE

The dress code at Illing Middle School prohibits students from wearing outerwear, including jackets and hats in the building during the school day. This rule is in effect the entire time the student is in the building. 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.

Illing Middle School Uniform Dress Expectations, 2014-15

All students attending Illing Middle School will be required to wear and follow an approved school uniform dress code. The designated uniform dress shall be as follows:

1. Tops:

Short or long sleeved collared (polo) shirts from a vendor recognized by Illing Middle School/ District in approved colors with an Illing School/ District designated logo.

All optional clothing choices must have our school administration's approval. Only approved Illing/District shirts can be worn under an approved top garment (Illing/District Fleece). Both of these garments must have a logo approved by the District.

- a. **Students are only allowed to wear approved optional clothing on special days designated by administration.**
- b. Items purchased through the Athletic Department, Clubs or other Student Organizations are **NOT** part of the approved school uniform.
- c. Students will be allowed to wear non-uniform apparel that represents a school-sponsored group **only on days approved by the administration.**
- d. Shirts must be tucked into skirts or pants.

2. Bottoms:

- a. For boys and girls: casual or dress pants sized to fit the student in solid colors of navy blue, black, or tan khaki. All pants must be worn at the top of the hips and students are expected to wear a belt.
- b. For girls: skirts or *skorts* that are not more than 3" above the knee, sized to fit the student in solid navy blue or tan khaki may be worn. Capri-type pants in navy blue, black, or khaki may also be worn.
- c. Tight fitting skirts, pants, tight fitting skorts, or tight fitting Capri-type pants are not permitted.
- d. Solid navy blue, black, or tan khaki shorts may be worn but must be appropriately sized. Shorts that are too short (3" or more above the knee) are not permitted.

3. ID badges: ID's are considered to be part of the uniform and **must be worn at all times.** Replacement ID's may be purchased in the Main Office.

4. Footwear: Footwear must have a rubber or other non-marking sole. Open toed shoes, moccasins, slippers, flip-flops, sandals, slides, spiked and platform footwear and other athletic-type footwear are not allowed.

5. Dress Casual/Dress up Days/Special Recognition: The principal or his/her designees may allow for special occasions or to recognize academic, athletic, or special events, activities and achievements by allowing exceptions to the daily uniform requirement, i.e. a special fundraising activity or honor roll, athletic contest, etc.

6. Field Trips: Students are required to comply with the school uniform dress code on field trips unless otherwise determined by the principal or his/her designee.

7. Accessories: Distracting, detracting, oversized, offensive, or derisive jewelry, garments, and belt buckles are not permitted. **Only a lanyard with a valid, current school I.D. should be visible around the neck and over the school shirt.**

8. Religious and Health Accommodations:

Where the bona fide religious beliefs or health needs of a student conflict with the school attire policy, the schools will provide reasonable accommodation. Any student desiring accommodation shall notify their school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

9. Compliance: Students are expected to enter and exit the building wearing the approved school uniform. In all matters relating to student compliance with the dress code, the school principal and his/her designees shall have the final determination on whether a student is keeping with the expectations of the school uniform-dress policy. School administrators and teachers are encouraged to use positive reinforcement to obtain compliance. However, when a student fails to comply with the uniform-dress expectations, administrative intervention(s) and/or appropriate disciplinary consequences may be imposed.

ELECTRONIC COMMUNICATION DEVICES

Students should not have electronic devices in their possession during the school day. Administration reserves the right to hold onto these devices during the school day, and parents may be asked to pick-up any confiscated item. Electronic equipment should not be brought to school or used during the school day. Students who do choose to bring electronic equipment to school may, at their own risk, store those items in their lockers or backpacks (i.e. I-pods, I-pads, tablets, e-devices, etc.). In addition, students should not be using their cell phone during school hours. Please refer to the section on ***Cell Phones***.

EMERGENCY CARD INFORMATION

Board of Education requires that parents provide accurate emergency information for any student attending Manchester public schools. This must be accomplished online. It is imperative that parents/guardians become accustomed to and utilize the Info Snap system for registration purposes. Accommodations will be made for anyone without internet access at Illing Middle School or at Manchester Library. Failure to provide this information may be cause for exclusion from school.

GAMBLING

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

GANGS AND GANG RELATED ACTIVITIES

Illing Middle School is committed to eliminating gangs and gang-like activity. The administration takes a zero tolerance position with regard to any gang-like activity. The wearing of colors, gang related symbols or signals are strictly prohibited. Parents will be contacted and immediate disciplinary consequences taken whenever gang and/or gang-like activity is observed. The school will work closely with the Manchester Police Department and other agencies to keep this type of behavior out of our schools and community. This policy will also cover gang colors and bandannas. This also includes practices such as wearing one pant leg rolled up and the other down. Students will be given the opportunity to remove or change items, or their parents will be contacted by the school. Students refusing to follow this policy may be suspended from school and possibly referred for expulsion. Parents and students

are encouraged to report to the administration any incidents of gang-like activity.

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.

HALLWAY SWEEPS

As students move from the elementary model of being led to and from classes by teachers, they transition to the freedom of being responsible to get from one class to the next on their own. Unfortunately, some students demonstrate difficulty with honoring this newfound “freedom” and begin to abuse the process. This means, when students linger and loiter in the hallway between classes (socializing, talking, attention-seeking, etc.) they make themselves late to their next class. One type of secondary school form of keeping hallways safe and orderly is to conduct what is known as a “sweep.” The *sweep* is essentially a way to hold students accountable for their own self-induced lateness. When the late bell sounds for the start of the next class, students who remain in the hallway may be directed to the cafeteria to talk with an administrator. Sometimes this leads to a consequence of some form. **We ask that you speak with your child and your child’s teacher if you find that this behavior is a reoccurrence and needs school intervention.** Students must understand that being on time and following a prescribed schedule is not just a school-driven concept but a life-long rule in any venue.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Any student who leaves school, during school hours, without the permission of an administrator may be suspended from school and/or other interventions may result. A parent conference may be required before a student will be readmitted.

LOITERING ON SCHOOL PROPERTY

Students must not loiter on school property, nor should they visit or be on the property of other Manchester 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 Manchester Public Schools property the day(s) or evening(s) of suspension.

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 be involved in appropriate interventions, to include, but not be limited to suspension from school.

NON-SCHOOL VACATIONS

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

OFFICE DETENTIONS

Detentions are scheduled after school on Monday, Tuesday, and Thursday. Detentions are 60 minutes in length (2:50 p.m. - 3:50 p.m.) and may be issued for a variety of reasons. All students are expected to serve detentions within 24 hours. Students who

fail to attend may be rescheduled and/or receive other interventions.

PRE-K-8 MEDIA RELEASE FORM

This is a district-created form which helps schools determine whether or not select students can be highlighted in the media and publications of various milieus. It is embedded in parent/guardian’s Info Snap (school registration) process AND available separately on the I.M.S. website. Please be sure to read this form carefully and sign off in the appropriate place.

PORNOGRAPHIC MATERIALS

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

SCHOOL ACTIVITIES, SPORTS, AND DANCES

Each year a number of dances are held. There are also many athletic contests throughout the year and other special activities. Students are expected to conduct themselves as responsible participants under all circumstances. Students who fail to behave themselves in an orderly manner will be asked to leave that particular event and may also be restricted from attending other events as well.

Illing Middle School Dance Rules:

- Illing Middle School dances are generally held on a Friday night from 7:00 P.M. to 9:30 P.M.
- Only current Illing students are allowed to attend dances.
- The maximum number of tickets is 400 for a dance.
- Permission slips are available the week before the dance.
- A new permission slip must be signed for each dance.
- In order for a student to leave the dance early, a signed note from the parent must be presented to the supervising staff and that parent must come in to sign out the student.
- In case of an emergency or poor behavior, parents may be contacted by phone and asked to pick up their child.
- All tickets are sold on a first come first serve basis. Tickets are not sold at the door.
- The school administration reserves the right to exclude a student from a dance based upon disciplinary history or behavior.
- Each student **must wear** their student ID card to enter the dance.
- Doors open at 6:45 P.M. for grade 7 and 7:00 P.M. for grade 8. No student will be allowed to enter after 7:30 P.M. unless approved by an administrator.
- All students are to remain inside the building during the entire dance or they will be sent home.
- Dances end promptly at 9:15 P.M. for grade 7 and 9:30 P.M. for grade 8. Students must be picked up at these times.
- All school rules apply at dances, including proper school attire (see dress code) and there is no gum allowed.
- Any student with an outstanding book bill, office loan or overdue book may not attend the dance.
- Students who do not attend school on the day of a dance for any reason, or those who are suspended (ISS or OSS) for the day will not be allowed to attend.

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 are also prohibited from attending any activity the same day. 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, athletic contests, field trips, or other school activities.

SCHOOL COMPACT

The school-parent compact is a written agreement between teachers and parents. It is a document that clarifies what families and schools can do to help children reach high academic standards. Every school receiving Title I funds must develop a compact. The compact serves as a clear reminder of everyone's responsibility to take action at school and at home so that children can learn what is required of them. It is a written commitment indicating how all members of a school community -- parents, teachers, principals, students, and concerned community members -- agree to share responsibility for student learning. The purpose of this agreement is to help parents and teachers come to a consensus on the responsibilities of the individuals influencing student's achievement. However, the underlying assumption is that a student's academic success will improve when the home and school work together. Overall, if the compact is taken seriously and implemented effectively it will assure that there will be support for the academic success of the student by enhancing effective communications between school and the home. This is located on page 18 of this handbook and will be used to catapult a valuable discussion with students and teachers about expectations at school.

SELLING ITEMS

Students are not permitted to sell items in school, on school grounds, or on the bus without permission of the building administration. This includes candy, gum, any collectibles or personal items.

SEXUAL HARASSMENT

Illing 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. Please refer to Policy # 4013 located in the appendix of this handbook.

STARS DO'S AND DON'TS

On page 16 of this handbook is a grid which helps guide students toward S.T.A.R.S.' behavior. It is a compilation of various behaviors to help students better understand what is expected of them at Illing Middle School. This is a sample chart and a springboard for discussion about the STARS PBIS program.

TARDINESS

At Illing Middle School all students should be to school and class on time. Students who consistently arrive late to school or class may receive a consequence including teacher detentions, office detentions, in-school suspension or other interventions.

Students who are habitually late to class or school may be required to make up missed instructional time. The team

teachers will arrange these sessions, and parents will be notified in advance.

TELEPHONE

Messages can only be given to students in the event of an emergency. Students with permission may use an office phone in cases of emergency only.

THROWING OBJECTS

Throwing of any objects in school, while walking to or from school, on the bus, and on school property (i.e. snow balls, rocks, food, pencils etc.) will result in an intervention.

VERIFICATION FORM

Simply stated, we need to know that both parent and student have read this handbook and understand its contents. It is located at the beginning of this handbook. It should be signed off and returned to the student's homeroom teacher.

VISITORS

In our continuing efforts to strengthen our safety measures at IMS, we ask that parents/visitors/guest become familiar with the following protocol:

1. You will need to stand in front of the camera near the door buzzer and be asked for identification;
2. Upon entering the building, you will be asked to present your picture I.D. to the greeter at the front desk in the main foyer;
3. The front desk greeter will ask for identification, something with a photo. A driver's license is preferred. You need to sign in on the *Visitor Registry* log and write down the identification number or type of identification you presented. You will be asked who you are here to see. If you are picking up a student you will need to go to the main office and show your identification again.
4. You will also be issued a visitor pass/sticker and informed that you must wear the pass/sticker at all times while in the building. You will be directed to the location you are going or escorted by security/staff.
5. At the main office the emergency card of the student you are here for will be checked to confirm that you have access to that same student.
6. Upon leaving the building you will be asked to sign out on the *Visitor Registry* log.

(Everyone must check in. If there are multiple people waiting to enter the building only one person can enter at a time.)

GENERAL INFORMATION

ABSENT CLASSWORK/HOMEWORK MAKE-UP

Students who are absent for any reason are required to make-up missed work. Ordinarily, all work should be made-up within one week. Parents may request homework if their child is absent from school for more than three (3) days. A telephone call to the office (647-3402) will begin that process. For an absence of less than three (3) days, students should see their teachers for missed work upon their return to school. It is ultimately the student's responsibility to obtain and complete make-up work.

ACCIDENT INSURANCE

Shortly after the opening of school, applications will be taken for school accident insurance. Forms are mailed home during the month of August. 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 to the insurance company. Students taking part in school athletics must have athletic insurance or provide proof of adequate insurance coverage.

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 and to the school nurse. The school nurse and staff member will fill out accident forms.

ACTIVITIES AND CLUBS

There are many clubs and activities supervised by staff members that are open to Illing students. Students will receive information regarding these activities and clubs through a variety of school announcements. Please encourage your child to take an active role in school life at Illing.

The middle school years are a time to make new friends, build skills, try new things, and have fun. Illing has always stressed academic success; however, we feel that social experiences are just as important. Joining 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 Illing has to offer and be part of the “Illing Experience!”

All seventh and eighth grade students are welcome to join Illing 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 forming new clubs. If you or your child has any suggestions, please share them with the administration and we will do our best to initiate the club or activity. 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, please visit our website or contact the office and you will be given specific details and the name of the club advisor or contact. The list of activities is subject to change depending upon student interest, staff availability, and facilities. The following is a partial list of the activities available to Illing students:

Art Club	Student Council
Chamber Orchestra	Yearbook Club
Go Green Club	Multicultural Club
Ski Club	Science Club
Drama Club	Illing Singers
Family/Consumer Science	Poetry Club
After School Intramurals	Jazz Band
Latin Dance Club	Boys/Girls Choir

ATTENDANCE POLICY

If your child is absent or late please contact the school by phone (647-3413) before 9:30 A.M. and submit a note. Your child will be considered excused only if contact has been made. Students who accumulate more than 4 unexcused absences in one month and/or 10 unexcused absences are considered truant. If a student

becomes truant, administration will take appropriate action including notifying the Truancy Board. Please refer to Policy # 5113.2 located in the appendix of the handbook for further explanation.

AWARDS

Annually, during the month of June, assemblies are held to honor academic achievement and excellence. These recognitions are hosted by individual teams during a team STARS assembly. Students are recognized for outstanding achievements. Each team will make arrangements to honor students for their accomplishments in a STARS assembly.

BUS PASSES

Bus passes are issued the first week of school. Bus passes should be carried at all times and must be presented to the driver when requested. Once they have arrived, the student ID will replace the bus pass for the remainder of the school year.

BUS TRANSPORTATION

The Board of Education Transportation policy # 3541 and guidelines can be found on both the Board of Education website and the Illing Middle School website.

CAFETERIA

Students may purchase a complete meal or items to supplement lunches brought from home. Breakfast and Lunch are available to all students.

Lunch offerings include hot lunch, salad, or sandwich with milk. A variety of snacks are available for purchase as a supplement for students who bring their lunches. Any student who does not have lunch or lunch money will be provided with cheese sandwich, milk and fruit. Please contact the school for pricing of Lunch and Breakfast.

In the cafeteria, students are expected to exhibit expectations consistent with the STARS Behavioral Expectations. Please see the STARS Behavioral Expectations matrix on page 16.

CALENDAR FOR SCHOOL YEAR 2014-2015

The calendar is located in the appendix section of this handbook p 14-15 and on the Board of Education website and the Illing Middle School website.

EXTRA HELP AND MAKE-UP

Each team offers extra help, available to all students, on a team basis. Extra help is scheduled to coordinate with the late bus schedule or at the discretion of individual teachers.

FIRE DRILLS/ 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 lockdown reviews are conducted throughout the school year. This is done to insure the safety and well-being of students and staff should an immediate emergency arise. **No talking is allowed during any drill.** This allows adults to issue directions. Failure to cooperate may place individuals in danger. Uncooperative behavior during a drill may result in disciplinary consequences. The school has an Emergency Response Plan and an Emergency Bus Plan to cover and address any situation that may occur.

The Illing administration, works closely with our School Resource Officer, Manchester Police Department, and the Manchester Fire and Rescue Department.

FREE AND REDUCED LUNCH AND BREAKFAST

The school participates in the Free and Reduced Lunch and Breakfast Program. Applications are distributed to all students in September. Please contact Food and Nutrition Services at 647-3462 to discuss your eligibility. Applications are available year-round from the school office. Breakfast is available daily, between 7:45 a.m. and 8:05 a.m. only.

GRADES AND REPORT CARDS

These point assignments are a guideline to understand letter grades:

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

End-of-the-year averages will be calculated based upon the assigned point values above. Report Cards are issued four times per year (see calendar in appendix for quarter dates).

GUIDANCE COUNSELORS AND SOCIAL WORKERS

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 guidance department secretary, with the school social workers a teacher, and/or an administrator. Parents are encouraged to contact the school for additional information.

HALLWAY CONDUCT

When in the hallways and stairways 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. Always stay to the right, keep your hands to yourself and refrain from loud and unruly behavior. No fooling around, pushing, or running is allowed. Listen to all staff and 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 front of the building. 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 CLASSES

Health in conjunction with P.E. class is taught in grade 7. Required health topics on substance abuse and disease transmission are covered in other classes in grade 8. Students may be excused from sections of the health curriculum per parent request.

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 are reminded that emergency cards must be completed and returned to the office. 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 must submit to the Health Office the State Medicine Authorization form filled out by the physician and signed by the parent. All medication must be turned into the school nurse and can only be dispensed by the nurse. All prescription medications must be in appropriate pharmacy labeled containers.

HOMEWORK

The Manchester 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.

The following are recommendations of time students should spend on homework daily:

Grade 6	60-70 minutes
Grade 7	70-80 minutes
Grade 8	80-90 minutes
Grade 9-12	90-180 minutes

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 makes the honor roll when s/he has all A's and B's in any given trimester. Student are allowed one C per marking period as long as they have an A to offset the C.

ILLING MIDDLE SCHOOL NEWSLETTER

An Illing Middle School Newsletter is available on our website throughout the year. Hard copies are available at the main office. The format and information contained in these newsletters should help keep you informed and involved. Individual teams and departments may also choose to send home their own newsletter or updates on specifics to their team or department.

ILLING PTSA

We encourage parents and teachers to join the PTSA annually at Illing Middle School. This encourages the connections to the parents and community of Illing Middle School students. Additional information on the PTSA is available on the Illing Website.

IMMUNIZATIONS

State Law requires that all students must be properly immunized. Please refer to Policy #5141.3 located in the appendix of this handbook or call the school Nurse. Illing Middle School will not enroll any student without proper immunization records.

INCLEMENT WEATHER

Listen to any local radio or TV station for closings, delayed openings, and early dismissals. Additionally, Manchester Public Schools use a phone broadcast system to inform families of cancelations or delays. Similar to the emergency card registration policy, registration for the phone broadcast system is online on the Manchester Board of Education Website. The Manchester Public Schools follow a 90-minute delay during inclement weather. Parents and students will need to adjust their morning schedules when a 90-minute delay is announced. Students should report to school for 9:45 a.m.. No breakfast is served in a 90-minute delay day.

Early dismissals generally begin at 12:45 P.M. Lunch is most often served. During unique weather situations early dismissal times will vary.

INTERNET POLICY AND COMPUTER USE

The Manchester Public Schools Internet Policy #6141.321 is included in the appendix of this handbook p25-26. Students and parents/guardians will sign and return the Internet Policy and Computer Use form at the beginning of the school year. 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 their Internet privileges.

LATE BUS

There are special late buses available for students who stay after the regular school day for a variety of reasons including; extra-help, detentions, intramurals, etc. The buses run throughout the school year. Check with the Main Office for specific details regarding the routes and other information. The scheduled days for these buses are Monday, Tuesday, and Thursday. Students are issued a special bus pass on a daily basis for late bus. Late bus passes are only issued to students staying after school for a specific teacher, club, or if they are part of a team.

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. Each student is provided with a school lock. Students will be charged \$4.00 if they lose their lock. Locks will be collected in June. Lockers should be kept locked at all times when not in use. The school reserves the right to examine lockers at any time and the school reserves the right to remove any lock.

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. At the end of each quarter items remaining in lost and found will be donated to a local collection agency.

NATIONAL JUNIOR HONOR SOCIETY

Membership in the Louis M. Gamache Chapter of the National Junior Honor Society has been a part of the middle school for many years, and we are proud to continue this at Illing this year. NJHS student goals are outstanding scholarship, leadership, service, character and citizenship.

Performance in the five areas listed above is the selection criteria for a student to be inducted into the National Junior Honor Society. In order to be invited to apply for membership, a student must have a cumulative B+ average. Outstanding is a primary criteria for membership. Therefore students with disciplinary problems or poor citizenship will not be accepted for membership. Being on the Honor Roll does not automatically qualify a student for NJHS.

Eligible eighth grade students will be considered at the start of the school year and then again before the NJHS Induction Ceremony in late spring. The Faculty Council will evaluate student applications to determine qualifications. The Academic Team will be asked for recommendations regarding citizenship.

PARENT/STUDENT CONFERENCES

Parent student conferences will be held twice during the year, once in the fall and once in the spring. At these conferences, parents and students will discuss progress and general information relevant to the school setting. We encourage parents to maintain regular contact with our teachers and support staff throughout the year. Team meetings can be arranged by calling the Guidance office at 647-3417. We will make every attempt to accommodate your schedule.

PARKING LOT

Please drive slowly and carefully and remember to obey the flashing lights on school buses while in the parking lot. Please note that passing a school bus with its lights flashing is against the law.

The following guidelines apply to the Illing driveway to help ensure that safety of every student:

- Please leave the center lane open.
- Follow all directions on signs.
- Always drive slowly.
- Stay in line and be patient.
- Do not leave your car unattended (in line).
- Discharge and pick up students carefully.
- Obey staff directions.
- All cars must stay in the designated car lane (left lane).

When visiting Illing Middle School, please park in designated parking spaces only. Parking on the grass is not allowed.

PHYSICAL EDUCATION LOCKS

The school staff strongly encourages each student to provide their own lock for his/her personal items during physical education classes. It is recommended that students do not leave valuables of any kind in their physical education lockers. Students who chose to place items in lockers without locks do so at their own risk.

POLICE ACTIVITIES LEAGUE (PAL)

Illing Middle School and the Manchester Police Department work together to support a PAL program for Manchester Youth. Students who would like to join PAL or wish further information, should contact the Guidance Department.

PROGRESS REPORTS

Midway during each of the four quarters (marking period), a progress report is issued to each student. Teachers can indicate whether work has been mastered, progressing, or emerging. With the advent of electronic reporting and Home Access, both progress reports and report cards can be ascertained through the Home Access electronic access venue. **It must be noted that homework completion, grades, and all assessment information should be checked periodically by parents and students throughout the school year (to avoid "surprises").** Parents are encouraged to contact their child's counselor to discuss intervention strategies and techniques if necessary.

PROMOTION AND RETENTION POLICY

The Manchester Board of Education has established a policy to address promotion and retention. Students are expected to pass all academic classes. Failure to pass could result in a recommendation for retention. Parents will be notified following the close of the second and third marking periods if their child is

in danger of retention. Follow-up communication will also occur in May and June. Parents may, at any time, contact the guidance department, team leader, teacher, and/or administration for details of their child's progress.

SCHEDULES

Illing 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.

Please understand that the proper placement for your child is of primary importance and the result of careful planning. New students will receive their schedule once their registration is completed.

SPORTS TEAMS

Illing Middle School offers interscholastic sports throughout the school year. Each year before a student may try-out and/or join a sports team, he/she must have a medical form filled out by a physician and on file in the school health office. The medical form will be available at the beginning of the school year and on the Illing Middle School website. Try-out dates and times will be announced and posted. Listed below are the teams an Illing student may try out for.

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Co-ed Cross Country	Boys Basketball	Boys Baseball
Boys Soccer	Girls Basketball	Girls Softball
Girls Soccer	Co-ed Wrestling	Co-ed Track

Athletics at Illing Middle School are an outgrowth of the physical education program. It is a privilege to participate in the middle school inter-scholastic program. Academic achievement and good school citizenship are first and foremost. It is expected that each Illing athlete will achieve at least a passing grade in all subjects. Special help, make-up, and other schoolwork after school always take priority over an athletic practice or contests. Teacher detentions and office detentions also take priority over athletics. Teachers will give the athlete a pass to practice or participate in a game. Repeated violations may result in probation, removal, or exclusion from a team.

Once a student is chosen for an Illing 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. Usually, the in-season routine would be two games or competitions and either two or three practice sessions per week.

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

- Boys/Girls Soccer
- Boys/Girls Basketball
- Boys Baseball

- Girls Softball

The following sports have a "no-cut policy" due to the nature of the activity:

- Co-ed Cross Country
- Co-ed Wrestling
- Co-ed Track and Field

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' or student's insurance.

STUDENT COUNCIL

The Illing Student Council was established for the following reasons:

- To teach and develop citizenship through democratic principles;
- To provide the opportunity for active participation in the organization and management of school affairs;
- To further school and community activities;
- To cooperate in promoting the general welfare of the school community.

Elections of the Student Council Officers are held each fall.

STUDENT PHOTO ID

Each year, Illing Middle School schedules a commercial photographer. Students have the option to purchase these photographs. The photos are used for the annual yearbook and for student ID's. Each student is issued a student ID. The ID **must** be worn by all students while in the building. In addition, the ID is used for bus transportation and for admission to school activities.

STUDENT SAFETY AND SECURITY MEASURES

At times, it is necessary for the administration to take extra measures to ensure the safety of our students and employees. The administration may do this periodically with no advanced notice. Some of these measures include using police directed sniffer dogs, and the use of breathalyzers and metal detector wands. These measures are simply additional administrative tools to ensure safety and compliance with the law in our schools without intruding into the legitimate privacy interests of students. Connecticut and federal laws, and Board policy #5145.2 (Search and Seizure) allow school administrators to implement any of these procedures.

WITHDRAWAL OF STUDENT FROM SCHOOL

If a student is to be withdrawn from school, parents 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.

Bell Schedule	
HC (<i>Home-Chrome</i>)	8:15-8:25
1	8:28-9:10
2	9:13-9:55
3	9:58-10:40
4	10:43-11:25
5	11:30-12:12
6	12:17-12:59
7	1:02-1:44
8	1:47-2:29
CH (<i>Chrome-Home</i>)	2:32-2:45



MANCHESTER PUBLIC SCHOOLS

School Begins: August 28, 2014

2014	M	T	W	T	F
August	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
					31
September	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			
October	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
November	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
					31
December	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

When it becomes necessary to close schools due to snow conditions or other unusual circumstances such as power failure, announcements will be made on the following TV/radio stations:
WVIT Channel 30, WFSB Channel 3, WTNH Channel 8, WDRC 1360 AM & 102.9 FM, WXYZ 92.5 FM, WTIC 1080 AM & 96.5 FM, WKSS 95.7 FM, WHCN 106 FM
 In addition, automated notification of school closings are sent via School Messenger.

School Ends: June 12, 2015

2015	M	T	W	T	F
January	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
					31
February	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
					28
March	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			
April	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	
May	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
					31
June	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

Adopted: January 13, 2014
 Tentative High School Graduation Date: TBD
 Total days = 183

2014 – 2015 SCHOOL YEAR

	Regular Day Systemwide Schedule Start End	Abbreviated Day Systemwide Schedule Start End	Conference Day Systemwide Schedule Start End	Delayed Opening Systemwide Schedule Start End
MHS Grades 9 – 12 Illing Middle School Grades 7 – 8	7:30 a.m. 2:05 p.m. 8:15 a.m. 2:40 p.m.	7:30 a.m. 12:05 p.m. 8:15 a.m. 12:40 p.m.	7:30 a.m. 12:05 p.m. 8:15 a.m. 12:40 p.m.	9:00 a.m. 2:05 p.m. 9:45 a.m. 2:40 p.m.
Bennet Academy Grade 6 All Elementary Schools Grades Pre K – 5	8:20 a.m. 2:45 p.m. 9:05 a.m. 3:25 p.m.	8:20 a.m. 12:45 p.m. 9:05 a.m. 1:17 p.m.	8:20 a.m. 12:45 p.m. 9:05 a.m. 1:17 p.m.	9:50 a.m. 2:45 p.m. 10:35 a.m. 3:25 p.m.
Headstart	8:15 a.m. 12:15 p.m. 8:00 a.m. 3:00 p.m.	8:15 a.m. 10:15 a.m. 8:00 a.m. 11:00 a.m.	No School 8:00 a.m. 3:00 p.m.	No School 9:30 a.m. 3:00 p.m.
Bentley Alt. Ed. M.R.A.	7:30 a.m. 1:45 p.m. 8:00 a.m. 2:20 p.m.	7:30 a.m. 12:00 p.m. 8:00 a.m. 12:20 p.m.	7:30 a.m. 1:45 p.m. 8:00 a.m. 2:20 p.m.	9:00 a.m. 1:45 p.m. 9:30 a.m. 2:20 p.m.

	Mid-term Progress Reports	End of Marking Periods
Manchester High School Grades 9 - 12	September 29, 2014; December 8, 2014; February 26, 2015; May 7, 2015	October 30, 2014; January 16, 2015 (exams January 20 – 23); March 30, 2015; June 8, 2015 (exams June 9-12)
Illing Middle School Grades 7 - 8	September 29, 2014; December 8, 2014; February 26, 2015; May 7, 2015	October 30, 2014; January 16, 2015; March 30, 2015; June 8, 2015
Bennet Academy Grade 6	October 8, 2014; January 23, 2015; April 29, 2015	November 21, 2014; March 6, 2015; June 12, 2015
Elementary Schools Grades K - 5	October 8, 2014; January 23, 2015; April 29, 2015	November 21, 2014; March 6, 2015; June 12, 2015

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 15 through June 25, 2015. If more than 9 (nine) days are needed, days will be taken from April vacation starting with Friday, April 17, 2015.

Professional Development Days:

Four (4) full days (school not in session): August 25, 26 & 27, November 4, 2014

Six (6) half days (early dismissal): September 17, October 22, December 10, 2014, & February 4, March 25, May 13, 2015

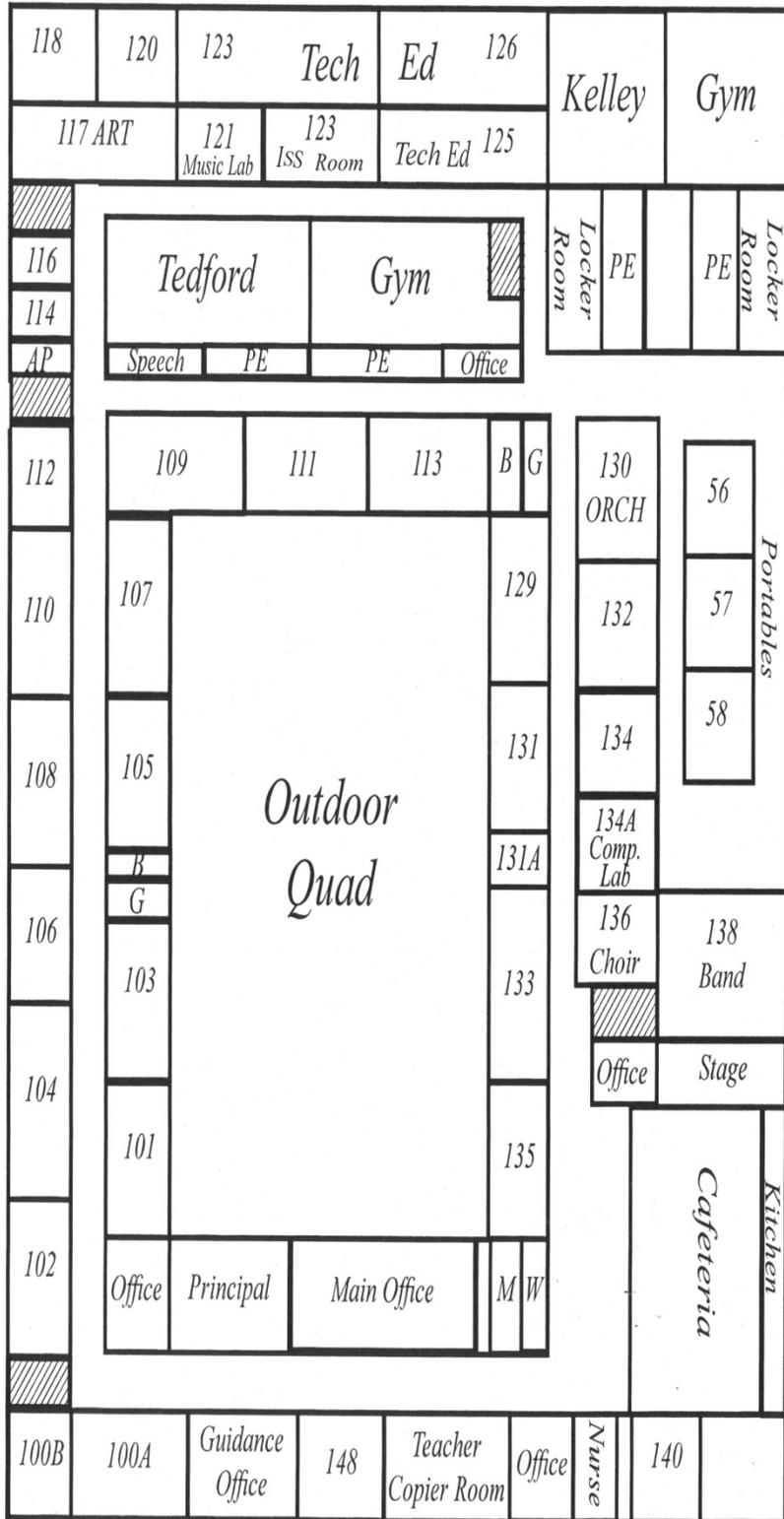
Illing Middle School STARS Expectations

Sample "Do's" and "Don'ts"

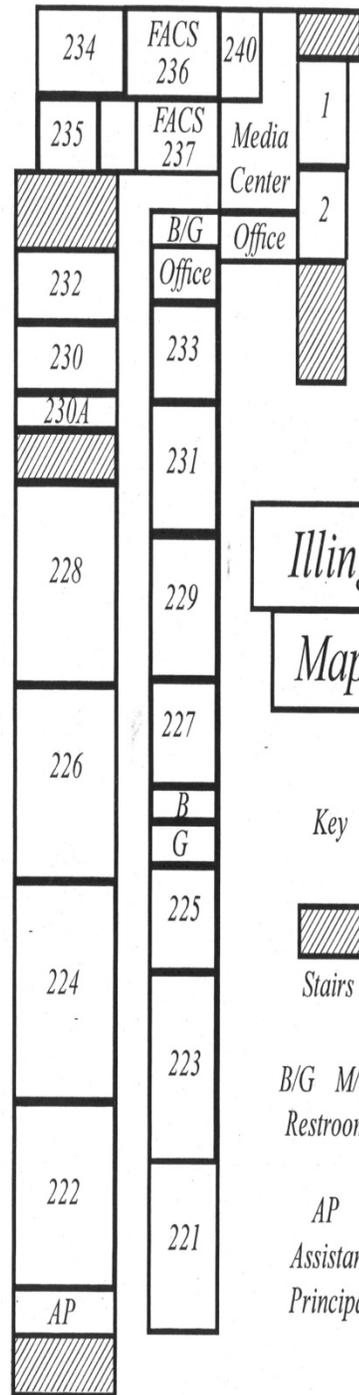


Guiding Tenet	<i>Shining Example</i>	Likely Reward	Guiding Tenet	<i>Undesirable Example</i>	Possible Responses
<i>Scholarly</i>	Prepared for Class	Educational Excellence	<i>Scholarly</i>	Off Task Behavior	Team Consequence
	Completing Homework	STARS Coupon		Not following directions of an adult	Team Consequence
<i>Truthful</i>	Practicing Honesty	STARS Certificate	<i>Truthful</i>	Dishonesty	Office Referral
	Reporting a Mean-Spirited Act	Positive Phone Call Home		Stealing	Office Referral
<i>Aware</i>	Using kind and caring words	STARS coupon or STAR Bucks	<i>Aware</i>	Loud and Boisterous Behavior	Team Consequence
	Helping a student in need	Handshake and a Verbal Thanks		Inappropriate Physical Contact	Office Referral
<i>Respectful</i>	Responding Appropriately to All People	Self-Satisfaction and Feeling Good	<i>Respectful</i>	Insubordination	Office Referral
	Treating all Property with Respect	Support from Peers and Adults		Talking Back or Ignoring Adults	Office Referral
<i>Safe</i>	Walking Quietly in the Halls	Team-Based Rewards	<i>Safe</i>	Lavatory Misbehavior	Office Referral
	<i>WORFING</i>	Positive Verbal Recognition		Running in the Hall	Team or Office Consequence

First Floor



Second Floor



Illing
Map

Key
 Stairs

B/G M/W Restroom
 AP Assistant Principal

Illing Middle School School Compact

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities we as partners will carry out to support student success in school and in life.

Staff Responsibilities

I pledge to...

1. Respect the school, staff, students, and families
2. Model, teach and reinforce the Illing STARS Program*
3. Promote literacy
4. Promote numeracy
5. Commit to lifelong learning by participating in professional development and setting goals
6. Promote appropriate use of technology
7. Promote family and community involvement
8. Advocate for students
9. Foster a culturally responsive classroom

Student Responsibilities

I pledge to ...

1. Respect my school, classmates, staff, and family
2. Model and demonstrate the Illing STARS Program*
3. Read every day
4. Be aware of how math impacts my daily life
5. Actively participate in my education and complete all classwork and homework on time
6. Use technology appropriately
7. Regularly talk to my parents and teachers about my progress in school and upcoming school activities
8. Let teachers/staff know if I need help
9. Be respectful of cultural diversity

Family Responsibilities

I pledge to ...

1. Respect the school, staff, students, and families
2. Model, teach and reinforce the Illing STARS Program*
3. Encourage my child to read every day
4. Promote the daily use of math
5. Monitor my child's progress in school
6. Monitor appropriate use of technology
7. Stay informed and participate in decisions relating to my child's education
8. Communicate with the school when I have a concern
9. Encourage respect of cultural diversity

**I will strive to be a STARS' student by being scholarly, truthful, aware, respectful, and safe!*

Student Name: _____ Signature: _____ Date: _____

Parent Name: _____ Signature: _____ Date: _____

Teacher Name: _____ Signature: _____ Date: _____

Principal: Mr. David A. Welch Signature: _____

If you need to have this document translated, please contact the main office at 860-647-3400

ILLING MIDDLE SCHOOL Code of Conduct Guidelines



The Illing Middle School discipline procedures are strategically linked to our S.T.A.R.S.' program. Such rules and logical consequences are implemented to ensure the safety, welfare, and respectful treatment of every student and staff member. Our goal is to maintain a positive atmosphere that supports learning. Our expectation is that every student will comply with school rules and regulations, which are based on the Manchester Board of Education's policies.

The grid below outlines consequences for inappropriate conduct. Alternate initiatives, including those outlined in the MAPS (Manchester Agencies, Police and Schools) process, may also apply. Notice, too, this document contains intervention strategies which are inherently linked to any consequence levied.

(Please note - Guidelines imply flexibility within the consequence category)

**Grade 7 Administrator – Mr. Keith Martin
Grade 8 Administrator – Ms. Ann Fuini**

Conduct	Definition	1 st Offense	2 nd Offense	3 rd Offense
Alcohol and Drugs A. Use/ Under the influence B. Possession C. Distribution on school grounds, to or from school, or at a school-sponsored event off school grounds	A. under the influence of an intoxicant of any kind of illegal substances. B. The possession of any drug, drug paraphernalia, alcoholic beverage, or other illegal substance. C. The distribution of any drug, alcoholic beverage, or illegal substance.	A. Up to 3 Days ISS; parental notification, substance abuse assessment referral; Police notification. B. Up to 10 days out of school suspension; Police notification. C. Up to 10 days out of school suspension; Police notification; Possible recommended expulsion.	A. Up to 5 days ISS ; Parental notification; Police notification. B. Up to 10 days out of school suspension Police notification Possible recommended expulsion. C. Up to 10 days out of school suspension; Police notification; Possible recommended expulsion.	A. 5 days ISS; Parental notification; Police notification. B. 10 days out of school suspension Police notification Possible recommended expulsion. C. 10 days out of school suspension; Police notification; Possible recommended expulsion.
Assault	An unprovoked physical act causing harm to any person; minimal or no retaliation on the part of the victim.	Up to 5 days OSS parent notification At the discretion of the administrator, additional consequences may apply Police notification Possible recommend expulsion	Up to 10 days OSS, parent notification At the discretion of the administrator, additional consequences may apply Police notification Possible recommended expulsion	10 days OSS parent notification At the discretion of the administrator, additional consequences may apply Police notification Possible recommended expulsion
Bullying / Harassment	Overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student; <i>Note: Formal investigation required</i>	Conference with administrator, parent notification Follow district policy At the discretion of the administrator, additional consequences may apply.	Up to 3 days ISS, parent notification Follow district policy At the discretion of the administrator, additional consequences may apply.	Up to 5 days ISS, parent notification Follow district policy At the discretion of the administrator, additional consequences may apply.

Class Cut	Unauthorized absence from class. Leaving class without permission	Office detention, parent notification.	Two office detentions, parent notification.	1 day ISS, parent notification.
Detention – failure to serve	Failure to serve office detention, repeated failure to serve teacher detention.	Up to 1 day ISS. Play by the Rules, parent notification.	1 day ISS, parent notification.	2 days ISS, parent notification.
Disrespect/Defiance towards staff	A. Failing to comply with a proper and authorized direction or instruction of a staff member B. Responding in a rude or impertinent manner (chronic) C. Written, verbal, or non-verbal (physical) abuse directed at a staff member D. Obscenity or obscene gesture directed to or intended for a staff member	A. <i>Play by the Rules</i> : lunch detention, office detention, parent notification. B. <i>Play by Rules</i> , lunch detention, office detention, parent notification. C. 1 – 3 days ISS, parent notification. D. 1 – 3 days ISS, parent notification.	A.1 day ISS, parent notification. B. Multiple lunch detentions, office detentions, parent notification. C. 1 – 3 days ISS, parent notification. D. 1-3 days OSS, parent notification.	A.2- 3 days ISS, parent notification. B. 1-2 days ISS, parent notification. C. up to 5 days ISS, parent notification. D. Up to 3 days OSS, parent notification.
Disruptive behavior (chronic)	Disruption of the educational process, interference with teaching or learning, or unnecessary physical contact. (i.e. horseplay)	<i>Play by the Rules</i> , office detention, parent notification.	Multiple office detentions 1-2 days ISS, parent notification.	1-3 days ISS, possible OSS, parent notification.
Dress code violation	See dress code posters and/or student-parent handbook for specific information	Student required to comply or Team directed alternative setting Parent notification.	Student required to comply Administration alternative setting Office detention, parent notification.	Student required to comply 1 Day ISS, parent notification.
Endangering health and safety of self and/or others	Conduct as determined by an administrator which causes a serious threat of danger to the physical well-being of the student	ISS or OSS at the discretion of administration Parent notification Risk assessment where appropriate.	ISS/OSS at the discretion of administration Parent notification Risk assessment where appropriate.	ISS/OSS at the discretion of administration Parent notification Risk assessment where appropriate.
Fighting	Involves the exchange of mutual, physical contact, such as pushing, shoving, hitting, or punching, with or without injury	ISS/OSS at the discretion of administration Parent notification Police notification Possible recommendation for expulsion	3 to 10 days ISS/OSS Parent notification Police notification Possible recommendation for expulsion	10 days ISS/OSS Parent notification Police notification Possible recommendation for expulsion
Misuse of Electronic Devices – Personal or Public	A. Unauthorized use of all personal electronic device B. Unauthorized use of public electronic devices	A. Confiscation of the device and give to office/ Return to student at the end of the school day B. Remove from computers for the duration of the assignment. Parent notification. At the discretion of the administrator to apply additional consequences.	A. Confiscation of the device and given to the office/ Return to parent B. Lose computer privileges for the duration of the trimester. Office detention, parent notification. At the discretion of the administrator to apply additional consequences.	A. Confiscation of the device and given to the office/ Return to the parent Office detention, possible ISS, Parent notification. B. Loss of privilege to use the computer for the remainder of the school year 1-3 days ISS, parent notification. At the discretion of the administrator to apply additional consequences.
Profanity / Vulgarity / Racial Slurs	Profane, obscene or abusive language (written or spoken) or gesture which constitutes insubordination or disruption of an activity	Office Detention 1-3 days ISS, Possible OSS at the discretion of administration Parental notification Possible police notification.	3 – 5 days ISS/ OSS Parental notification Police notification.	1-5 days OSS Parental notification Police notification Possible recommended expulsion.
Theft / Possession of Stolen Property	Taking property belonging to the school, individual, or group without permission. Having in one's possession property obtained without permission of owner.	1-3 days ISS Parent notification Restitution Police notification.	1-5 days ISS/OSS Parent notification Restitution Police notification.	Up to 10 days OSS Parent notification Restitution Police notification.
Threatening/Verbal Altercation	The act of threatening (verbal, written, physical) to strike, attack or harm any person in school or at any school-sponsored or supervised activity.	ISS/OSS at the discretion of administration Parent notification Police notification	3-10 days ISS/OSS Parent notification Police notification Possible recommendation for expulsion	10 days OSS Parent notification Police notification. Possible recommended expulsion
Vandalism	Maliciously and intentionally causing	A. 1 day ISS	A. 1 to 3 days ISS/OSS	A. 1 to 5 days OSS

<p>A. Minor B. Major</p>	<p>damage to school property or the property of others. Includes situations in which minor damage can be repaired or replaced at no cost to the school.</p>	<p>Restitution, Parent notification. B. Up to 3 days ISS, Parent notification Restitution. Police notification. Possible recommended expulsion. 10 days out of school suspension. Superintendent notified immediately Police notification Recommended expulsion.</p>	<p>Restitution, Parent notification. B. 3-5 days OSS, Parent notification Police notification. Possible Recommended expulsion. 10 days out of school suspension Superintendent notified immediately Police notification Recommended expulsion.</p>	<p>Restitution, Parent notification. B. Up to 10 days OSS, Parent notification Police notification Recommended expulsion. 10 days out of school suspension Superintendent notified immediately Police notification Recommended expulsion.</p>	<p>Restitution, Parent notification. B. Up to 10 days OSS, Parent notification Police notification Recommended expulsion.</p>
<p>Weapons and Dangerous Instruments including firearms whether loaded or unloaded, whether functional or not</p>	<p>A student shall not possess or use any weapon or any implement that can be deemed to be a weapon including guns, pistols, pellet guns, knives, razor blades, live ammunition, fireworks, explosive devices, metal knuckles, clubs and any other dangerous object</p>	<p>Note: Inadvertent possession of pocket knives or pen knives or similar type knives (with one or more blades that fold into the handle with blade(s) less than 4 inches in length) must be immediately reported to a staff member once discovered by the student. The student will then be brought to the building administrator for an informal hearing, and consequences will be applied at the discretion of the administrator. Up to 10 days out of school suspension</p>	<p>Up to 10 days out of school suspension</p>	<p>Up to 10 days out of school suspension</p>	<p>Up to 10 days out of school suspension</p>
<p>Willful Disobedience of School Rules</p>	<p>Purposeful violation of school rules</p>	<p>Up to 10 days out of school suspension</p>	<p>Up to 10 days out of school suspension</p>	<p>Up to 10 days out of school suspension</p>	<p>Up to 10 days out of school suspension</p>

Description of Consequences

Play by the Rules – Sessions held on Mondays for students to determine ways to improve their behavior

Office Detention - Held Tuesdays and Thursdays from 2:45 – 4:00 p.m.

Lunch Detention – Loss of privilege to eat lunch with peers

I.S.S. – In-School Suspension; privileges waived for the day/week of suspension (i.e. all extracurricular activities and field trips, sports, dances, club participation, etc.)

Out of School Suspension – Students are not allowed on campus for a full day; privileges waived for the day/week of suspension (i.e. all extracurricular activities and field trips, sports, dances, club participation, etc.)

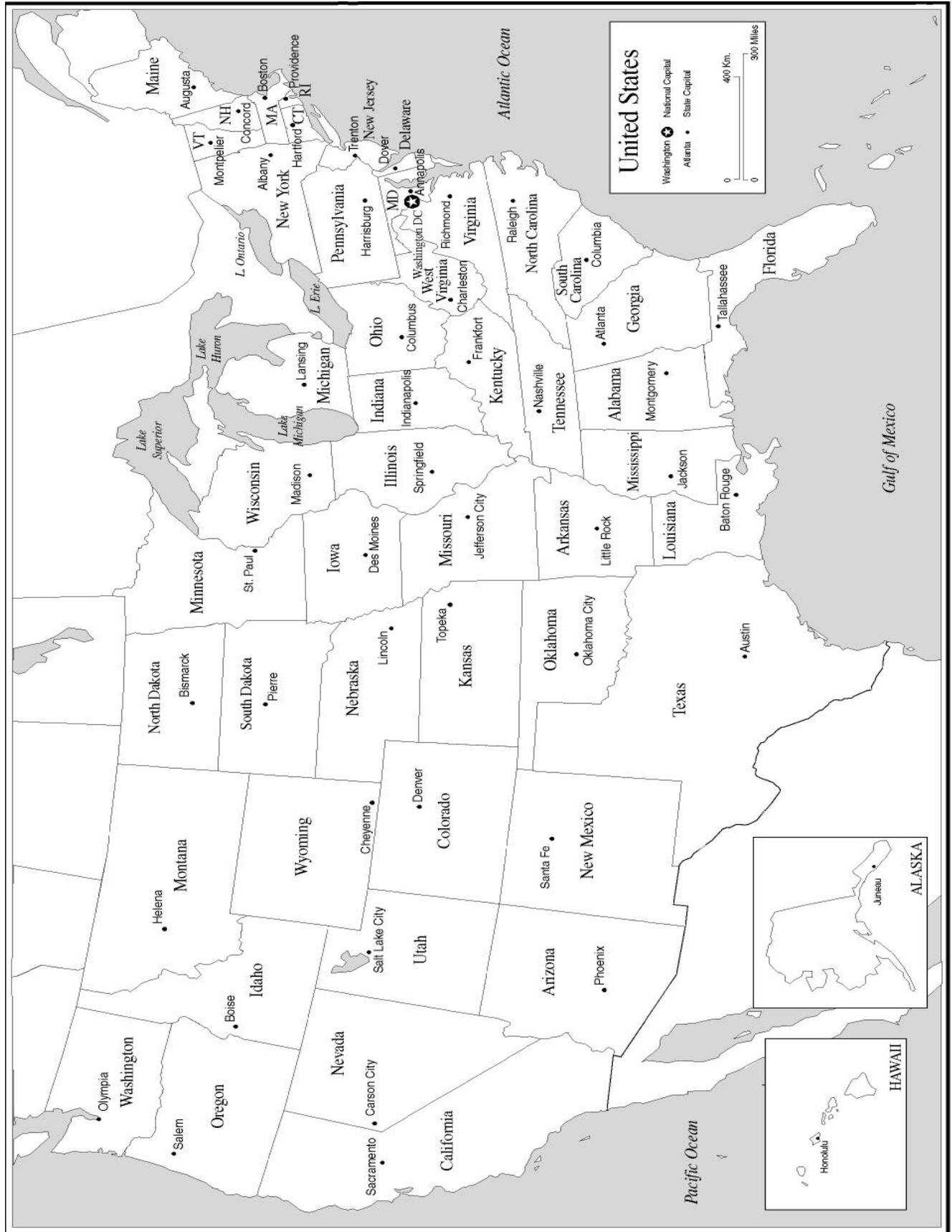
Expulsion – Students excluded from school entirely up to 180 days (2 hour a day tutoring provided by district)

District Policy Response – As found on the BOE website, specific to particular behaviors (i.e. bullying)

Interventions

The administrative team and Illing Middle School staff will continually employ a variety of interventions that include but are not limited to:

- Behavior Intervention Plan
- Conferencing
- Parent Meeting
- Community Service Program
- Mediation
- Mentor
- Referral to School Counseling/ Social work
- Student Assistance Team Interventions
- School Safety Review Board Meeting
- School Attendance Review Board Meeting



APPENDIX – BOARD OF EDUCATION POLICIES

Appendix A: Bullying Policy – Safe School Climate Plan

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

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

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

Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws*
Conn. Gen. Stat. § 10-222d
Conn. Gen. Stat. §§ 10-233a through 10-233f
Connecticut State Department of Education Circular Letter C-8, Series 2008-2009 (March 16, 2009)
Public Act No. 08-160

Adopted: June 27, 2003 Revised: December 18, 2006;
June 11, 2007, February 23, 2009, November 28, 2011, January 23, 2012

Appendix B: Statement of Non-Discrimination

Manchester Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. Manchester Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Manchester Public Schools does not unlawfully discriminate in employment and

licensing against qualified persons with a prior criminal conviction. Inquiries regarding Manchester Public School's nondiscrimination policies should be directed to:

Terri Smith, Human Resources Specialist/Title IX Coordinator
Manchester Public Schools
45 North School Street
Manchester, CT 06042
860-647-3595

Shelly Matfess, Director of Pupil Personnel Services
Section 504 Co-Coordinator
Manchester Public Schools
45 North School Street
Manchester, CT 06042
860-647-3452
or

Suzanne Valade, Coordinator of School Health Services
Section 504 Co-Coordinator
Manchester Public Schools
45 North School Street
Manchester, CT 06042
860-647-3324

The complete Board of Education policy of affirmative action and non-discrimination is available on the website of the Manchester Public Schools or accessible through the following URL:<http://boe.town of Manchester.org/Policies/4000/4010.htm>

Appendix C: Student Discipline (Suspension and Expulsion)

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

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.

8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds, or act that is disruptive to the education environment.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
15. Unauthorized possession, sale, distribution, use, consumption, or aiding in the Procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco,
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Trespassing on school grounds while on out-of-school suspension or expulsion.
20. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons
21. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
22. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
23. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Use of copying of the academic work of another
24. Leaving school grounds, school transportation or a school-sponsored activity without authorization.

- individual and presenting it as the student's own work, without proper attribution.
25. Use of copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
 26. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
 27. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
 28. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
 29. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
 30. Hazing, defined as any abusive, or humiliating form of initiation into or affiliation with a group, including; any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another, or any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to another made for the purpose of committing any of the acts.
 31. Bullying, defined any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.
 32. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
 33. Engaging in a plan to stage or create a violent situation for the purposes recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication to persons other than school officials.
 34. Engaging in a plan to stage sexual activity for the purposes recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication to persons other than school officials.
 35. Any action prohibited by any Federal or State law.
 36. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
- The Board of Education's complete policy of student discipline, including procedures related to suspension and expulsion, is available on the website of the Manchester Public School under Board of Education policies

Appendix D: Sexual Harassment

Verbal or physical conduct by another student, a teacher or other school staff relating to a student's sex which has the effect of creating an intimidating, hostile or offensive school environment, unreasonably interfering with the student's work performance, or adversely affecting the student's educational opportunities is prohibited.

Any infraction of this policy by another student or an employee of Manchester Public Schools should be reported immediately to the principal, Mrs. Patricia Brooks, the Assistant to the Superintendent for Finance and Management (860-647-3444), or Mrs. Terri Smith, the Title IX Coordinator (860-647-3595).

Any student who believes that he or she has been harassed in or out of school in violation of this policy may also file a complaint with: Connecticut Commission on Human Rights and Opportunities (CHRO), 21 Grand Street, Hartford, CT 06106, Telephone number (860) 541-3400 or 1-800-477-5737; TDD NUMBER (860) 655-2301; Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (Telephone Number 617-289-0111/Fax 617-289-0150/TDD 877-521-2172); State Title IX 165 Capitol Ave., Room 221, Hartford, CT 06106 (Telephone Number (860) 713-6752/Fax Number (860) 713-7035).

The complete Board of Education policy on harassment is available on the website of the Manchester Public Schools.

Appendix E: Truancy

Regular and punctual school attendance in school is essential to student learning and success. The Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. A "truant" means a child age five to eighteen inclusive, who is enrolled in a public or private school and who has four unexcused absences in one month or ten unexcused absences within a school year. A "habitual truant" means any such child who has 20 unexcused absences within a school year.

School personnel, will seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. A meeting shall be held with the appropriate school staff and the parent/guardian (or other person having control) of the child who is truant within ten (10) school days after the child's fourth unexcused absence in one month or tenth unexcused absence in one school year. At this meeting a plan should be developed to assist the student and their family.

When the school has exhausted all its resources and the student's attendance has not improved, then a family may be referred to the School Attendance Review Board (SARB) for a hearing. The School Attendance Review Board will make the recommendation to the Superintendent who shall file a written complaint pursuant to CSG Section 46b-149 (Family with service needs complaint) or Youth in Crisis complaint JD-JM-142 – CT for each habitual truant enrolled in the schools under his/her jurisdiction and/or in situations where the parent fails to cooperate to solve the truancy problem.

The Board of Education's complete policy on truancy is available on the website of Manchester Public Schools under Board of Education policies.

Appendix F: Acceptable Use of Technology

In recognition of the potential for improper use of the Internet in the educational setting, the Manchester Board of Education requires that students who use the Internet comply with the following policies, and any other usage guidelines promulgated by the administration:

1. The use of the Internet is a privilege. As the owner of both the available hardware and software, the Manchester Public Schools may withhold this privilege. Failure to adhere to the established guidelines may result in the loss of Internet access, disciplinary action and/or referral to legal authorities.
2. Use of the Internet must be in support of education and research consistent with the educational goals and objective of the Manchester Public Schools.
3. E mail may be used for educational or administrative purposes. E-mail is not private. Those who operate the system have access to all e-mail which may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.
4. Users must not reveal personal information about themselves or others, including, but not limited to, the following: home address, telephone numbers, password, social security number or credit card number.
5. Users will comply with all state, federal and local laws, including, but not limited to, copyright laws and laws prohibiting harassment by computer.
6. Users must not interfere with others' work or with the performance of the computers, both hardware and software. Prohibited actions include, but are not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism and/or any attempt to harm or destroy data of another user
7. Users may not establish any official representation of the school or school district (e.g., Internet home page) without obtaining prior approval of school administration.

8. Each user will abide by the generally accepted rules of etiquette and applicable school policies.

The Board of Education's complete policy on the Acceptable Use of Technology is available on the Manchester Public Schools website under Board of Education policies

The school district's policy of nondiscrimination must be prominently included in all handbooks, bulletin, catalog, booklet, announcement, brochure, student/employee application form or other publication distributed to students, potential students, parents, and any other persons benefiting from the school district's activities and programs. The name and contact information (office address, telephone number, fax number, email address) of the Title IX Coordinator must also be included in this announcement.

Title IX Notice
Policy #5013

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action.

Title IX is a federal law which states: "No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance."

Manchester's Title IX coordinator is:

Terri Smith
Manchester Public Schools
45 North School Street
Manchester, CT 06042
Phone: 860-647-3595
Fax: 860-647-3327

The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the school district and coordinating the institution's compliance with Title IX in all areas covered by implementing regulations. The major responsibility is the prevention of sexual harassment and discrimination.