

WELCOME TO ANSONIA MIDDLE SCHOOL



Be Prepared Be Respectful Be Responsible

Ansonia Public Schools Mission Statement

The mission of Ansonia Public Schools is to provide a learning environment that challenges and motivates all students to attain high standards of achievement and reach maximum individual potential. In a partnership of mutual accountability with our community, parents, board of education and staff, we will prepare all students to become successful life-long learners in an ever-changing, technological and culturally diverse global society.

PREFACE

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Discipline Policy which is

intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications. Copies of all policies are available on www.ansoniamiddle.org.

Please discuss this handbook at home and feel free to contact the school (203 736-5070) with suggestions.

PARENT

INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions.

Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child’s school activities and with the District’s academic programs, including special programs. Attendance at parent-teacher conferences, participation in parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

PARENT-TEACHER ORGANIZATIONS

PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO. For more information please contact the school.

SCHOOL SPIRIT

School spirit is having pride in your school and self. It is also an internal and external enthusiasm and good feeling about developing friendships and positive mature attitudes, striving for academic excellence and participating in school community activities.

School spirit may be divided into three categories.

1. **Courtesy** - the act of being polite and showing respect towards teachers, fellow students, neighbors and all other members of the community.
2. **Pride** - the state of being proud and having self-respect for everything our school endeavors to accomplish.
3. **Sportmanship** - the ability to win and lose gracefully.

STUDENT RESPONSIBILITIES

1. To conduct oneself at all times in a manner that does not infringe on the rights of others, respect school personnel and fellow classmates.
2. To be knowledgeable of the rules and regulations of Ansonia Middle School as set forth in the Ansonia Middle School Student Handbook.
3. To actively fulfill the academic responsibilities of all classes to which the student has been assigned.
4. To show proper respect for all school property and to assume responsibility for damage to or loss of school property.

SCHOOL ORGANIZATION - MIDDLE SCHOOL TEAMS

All students are assigned to teams. In keeping with the middle school philosophy of teaming and flexible grouping, your child's academic schedule and homeroom assignment will be determined by his/her team. You will be notified by the team if any changes do occur. The main purpose of a team is to provide the opportunity to get to know the students better and for teachers to work cooperatively with the other teachers on the team, to plan special activities, integrate curriculum, coordinate homework assignments, schedule major tests, develop consistent rules and policies and, most

of all, discuss ways to help students achieve success.

Students benefit directly from this type of organization by being in a smaller group within a grade. In the team, students have the opportunity to cultivate close friendships as they attend classes together. In specific school classes, students from both teams come together.

The teachers on each team are interested in building team spirit. Events such as contests and competitions, field trips and special programs combine to help students feel part of their own grade.

A student's successful experience as a member of a team is related to the effort they put into helping their fellow students and supporting the efforts of their teachers. Each team is built on mutual respect. Students are expected to observe school rules, treat staff and other students with respect, and most of all, work to the best of their ability and be proud of their achievement.

TEAM GUIDELINES

Team members will develop sets of rules and regulations that will apply to their students. These rules and regulations will be consistent with the ***Ansonia Middle School Handbook and Board of Education Policy***. The Team Rules will be reviewed and given to each student in September.

AGENDA

The "Agenda" can be a valuable asset to students as well as parents. All students are required to use it to write daily assignments which will help keep them organized and prepared. A key ingredient to promoting academic success for a student is parent involvement in the student's educational program. We strongly encourage all parents to continually check the assignment pages in this notebook. If an agenda is lost, a replacement will be issued for a cost of \$5.00.

ATTENDANCE

Regular school attendance is essential to the intellectual, social and emotional growth and development of students. Therefore, it is the policy of this school to closely monitor school attendance for the benefit of the child and also to comply with state laws and Board of Education policies governing such matters.

When problems arise, we will make every effort to enlist the cooperation of parents. Truant is defined as a student with four or more unexcused absences in any calendar month or ten unexcused absences within any school year. When necessary, the matter will be referred to the Juvenile Justice System and /or Department of Social Services.

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. Students absent more than 16 days each school year shall be seriously considered for retention.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

Absence

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school attendance line on the day of the absence at 203-736-6962 or 203-736-5070.

If it is not possible to telephone the school on the day of absence, the parent is requested to send a written note to the school on the date of the student's return. Parents should contact the teacher in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

In regard to school attendance, we ask your cooperation in the following:

1) Upon returning to school after an absence, the child must present a note to his/her teacher signed, by a parent or guardian giving a reason for absence. In case of serious illness or communicable disease, a note from a doctor is required. Illness with written doctor's verification upon two (2) or more consecutive absences, or medical documentation for a chronic illness will be considered an "excused" absence.

2) Children should not be dismissed from school before the end of the school day. In cases where the child becomes ill and needs to be dismissed early, parents are required to sign a log. Early Departure is defined as a departure of a student from school any time prior to the scheduled end of the school day. Four early departures will constitute one absence.

3) Children are expected to arrive at school on time. If you arrive late to school, you must report to the office for an admittance pass. Students must report to their homeroom teacher prior to going to class. A parent must sign in students who arrive to school after 8:30. If you are detained in the office, or by a teacher, ask for a slip from the person who detained you before going to your next class. Tardy students should sign in at the main office and submit a note to secretaries from a parent or guardian, stating the reason for being late. The parent or guardian will be notified if a child is frequently late for school. Tardy is defined as the arrival of a student to school any time after the scheduled start of the school day. Four tardies will constitute one absence. A little late is too late. Students arriving at school after 8:10 a.m. will

be marked tardy. Excessive tardiness may result in a detention or an in-school suspension.

If there are any limitations related to child custody, documentation must be provided to the principal.

Parental cooperation is especially needed in the critical area of attendance. We strongly urge parents to help their children develop life-long habits of dependability and responsibility by regular school attendance.

CHILD ABUSE AND NEGLECT

Teachers, principals, paraprofessionals and professional school staff are obligated by law, as mandated reporters (C.G.S. 17a-101), to report suspected child abuse or neglect to the Department of Children and Families. Specific procedures governing the reporting of abuse and neglect are in effect, and school personnel receive regular training in their use. Reporting of suspected school abuse and neglect is a responsibility which is taken seriously. School authorities will work closely with parents and appropriate social services agencies in all cases.

COUNSELORS

School counselors are available to help students better understand themselves, their abilities, talents and career options in order to make mature, responsible decisions affecting their lives of others. Students may see their counselor by making an appointment before or after class or immediately with teacher permission in an emergency. Counselors may offer focus groups in response to student needs, for example: divorce groups, peer acceptance groups, and study skills programs. Parents are encouraged to contact their child's counselor with any concerns they might have.

SCHOOL VISITORS

All visitors must report to the office where they will be issued a special visitor's pass. Parent/Guardians are invited to visit our school. Please contact the school office to make an appointment. Student visitors from other schools are generally not permitted.

CLOSING AND LATE OPENINGS

CANCELLATION/DELAYED OPENING OF SCHOOL

When bad weather conditions are present, parents and teachers will be advised of a late opening or cancellation by a call from the Connect-Ed parent communication system. This system will contact parents during inclement weather for school cancellations, late starts or early dismissals. It is crucial for you to always keep an updated phone number on file. On delayed opening days, all morning classes will begin 120 minutes after the normal starting time (this will be at 10:15A.M. for Ansonia Middle School), and the bus runs will be made 120 minutes later than usual.

You may also find information on WTNH Channel 8, WFSB Channel 3, and radio stations WEZN 99.9FM, WTIC 1080AM/96.5FM, WICC 600AM and WELI 960AM. .

EARLY DISMISSAL

When weather conditions warrant, the superintendent may authorize an early dismissal. Students attend school for the normal abbreviated day (8:15A.M. to 1:20P.M.). Please discuss clearly with your middle school youngster a plan of what to do in case of any early dismissal.

MEDIA CENTER

Students are encouraged to use the Media Center for reference work. There are special rules for reference books, magazines and reserved books. The Media Clerk is available to assist those who need help. The school Media Center is a pleasant place in which to read, study, and use the computers for research at appropriate times. It is open daily, but students must have a pass from their teachers in order to use the resources there.

SCHOOL SUPPLIES

Students are responsible for bringing the proper supplies and materials to each class daily. Students must provide their own pens, pencils,

paper, and notebooks for use in each course. In some instances, students will be loaned school supplies (e.g. graphing calculator; software), which require special attention and responsibility. Any damaged or lost items will require financial reimbursement.

TEXTBOOKS, EDUCATIONAL EQUIPMENT AND LIBRARY MATERIALS

Students are responsible for proper care of books and materials issued to them. Each teacher will record the identifying number of each text before issuing one to the student. Students must return all texts and educational materials in good condition. Students will be required to pay for the replacement of any damaged or lost textbooks, equipment, or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library books, or other educational materials.

INTERNET USE

Students will have access to the Internet and other electronic resources at various sites in the middle school, including the library media center. Such resources are to be used for legitimate educational purposes, under supervision of school personnel. Students must complete an *Acceptable Use Form*, have a parent sign this form, and return the form to the homeroom teacher. Misuse of available technology will be treated as a serious disciplinary issue.

HEALTH SERVICES

Students who become ill during the school day should request a pass from their teacher to see the nurse. If there is a necessity to go home, the nurse will inform the parent, and the student will be released from school upon parent confirmation. Students may not use cell phones to call parents. They must go the nurse and be released by her. The office and homeroom teacher must be notified of all student dismissals.

Medication of any kind (including Tylenol, aspirin, ointment, over the counter remedies, etc.) must not be carried by students. *Over-the-counter medication and controlled medication will not be administered without a signed physician's form returned to the nurse.* For a more defined explanation of administration of medication, please see the district policy on distribution of medication.

CHANGE OF ADDRESS OR TELEPHONE

Immediately inform the teacher and office if you change your address or telephone number. Our emergency records must be kept updated so that we can notify you in case of emergency.

LOST AND FOUND

Students who find lost articles are asked to take them to the lost and found department in the main office.

HALL PASSES

Students must have a pass to be out of their classrooms during instructional time.

TELEPHONE PASS

Students may use the office phone for emergencies only. NO cell phones may be used in the building.

BUS TRANSPORTATION

Bus Usage

- The daily A.M. and P.M. bus routine must be consistent all week. (Using different routines i.e. Monday, Wednesday, Friday to Grandmother's house and Tuesday, Thursday to go home, IS NOT PERMITTED). This is to help insure your child is on the proper bus daily.
- Children cannot use a different bus to visit a friend.
- Children will be dismissed on his/her proper bus daily unless a written note states otherwise.

- The complete Board policy regarding transportation #3541 can be found at www.ansoniamiddle.org

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Passengers shall not eat on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
11. Students must ride the bus to which they are assigned.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the Business Manager, James Gaskins. A written record of all complaints will be maintained and an investigation of the allegations will take place.

HOMEWORK

The type of homework and the amount of time necessary to complete a homework assignment will vary. Homework is an integral part of the education program at the Ansonia Middle School. Failure to complete assignments may result in lower grades. (*Please refer to the Ansonia's District policy on Homework*).

SPORTS

In order to participate in any middle school sports activities, a student must be in good academic standing. The marking period immediately prior to and/or the current marking period will be used to determine eligibility for a student's participation in a particular sport. A team member who is suspended will not participate in practice and/or game for the duration of the suspension.

FIELD TRIPS

Field trips are designed for educational, cultural or extracurricular purposes. Field trips can enhance and enrich classroom instruction and learning. Students earn the privilege of participating in these activities by displaying proper behavior in school. Any student whose behavior has been unsatisfactory may be barred from field trips by the team and/or the administration. While on the field trip, all students are considered to be “in” school. All school rules and any rules particular to the field trip, are in effect. Standards for student behavior and dress code will be enforced throughout the field trip. Unacceptable behavior will result in strict disciplinary consequences. Parents will be informed about scheduled field trips and must return a signed permission form prior to the trip. The school nurse will provide the staff with any necessary medical information and guidelines about students.

DANCES

Dances are scheduled periodically during the year. Dances are for students attending Ansonia Middle School only. There is an admission charge for each dance. This money goes to various school clubs and organizations and pays for the dance expenses. Students who violate classroom and school rules, can be denied the privilege of attending a school dance and other activities. Any student absent from school on the day of the dance will not be allowed to attend. Parents/Guardians are responsible for prompt pick-up.

REPORT CARDS

Report cards will be issued three times a year and are hand carried home by the student. Parents are expected to sign the report card and return it to the school. Students who do not return their report cards signed, will not be given their next report cards until a parent calls the school and speaks with a school counselor, teacher, or administrator.

GRADES

A+ 97-100	A 93-96	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62
F 0-59		
I - INCOMPLETE		
T - Trying but not meeting standards		
P/F- Pass/Fail		

HONOR ROLL GUIDELINES

Honor Roll status in grades seven and eight encourages students to respect academic achievement. The following are honor roll guidelines:

1. First Honors
 - a. All marks of “A” in all subjects.
 - b. Marks with a minus after them in any area are still acceptable for the honor roll.
2. Second Honors
 - a. All marks of “B” or better in all subjects.
 - b. Marks with a minus after them in any area are still acceptable for the honor roll.

PARENT CONFERENCES

Parents are welcomed as partners in their child’s educational successes. Formal conferences with parents are scheduled at the conclusion of the first marking period. In addition, parents may request conferences as needed by contacting the teachers or the school office.

PHYSICAL EDUCATION ATTIRE

Students are expected to bring a change of clothing, (shorts, tee-shirt without logos, sweat pants and/or shirt without logos, sneakers/gym shoes) on physical education days.

PERSONAL APPEARANCE

All students are expected to be neat and well-groomed. Thus, any attire or grooming habits that may be offensive and/or disruptive to the educational process must be avoided. If a student is stopped or sent to the office by a professional staff member about his/her appearance, the student will be required to take corrective measures. This may entail the student having to put on appropriate clothing, calling a parent for a change of clothing, or being sent home.

Additionally, there are certain classes - gym, science etc. - whose programs demand that a certain type of apparel be worn. The dress regulations and the consequences of not complying in those classes will be determined and handled by the classroom teacher. Finally, backpacks and big duffle bags are prohibited throughout the day as part of our safe school program.

REQUIRED ATTIRE

The Ansonia Board of Education recognizes the need to maintain order and decorum in the educational environment and to provide an atmosphere conducive to learning. The conduct and dress of students which is acceptable and proper after school hours (recreation and home) may not be acceptable and proper for the school environment. Therefore, a dress code has been required by the Ansonia Board of Education and is required for all students at the Ansonia Middle School. A copy of the Ansonia Board of Education's dress code policy # 5132.1 is available online at www.ansoniamiddle.org. Students must be in dress code at all times. No notes to excuse students from dress code attire will be accepted. Failure to follow the dress code will result in disciplinary measures as outlined in the Board of Education's policy.

RELIGIOUS AND HEALTH ACCOMMODATIONS:

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

ACCOMMODATION OF FREE EXPRESSION:

An approved item containing an expressive message is permitted (i.e., a button supporting a political candidate may be worn.) However, expressive items are prohibited if, in the reasonable judgment of school officials, they may tend to disrupt or interfere with educational interests, (i.e., racist message, sexist messages, gang insignia, messages promoting drug or alcohol abuse, and profane or pornographic messages or illustrations.)

CLOTHING ASSISTANCE:

It is the policy of the Board of Education that no student will be denied an education due to bona fide financial inability to obtain clothing that complies with the Required Attire Policy. Any student for whom compliance with the school attire policy poses a financial burden, may submit a written request for clothing assistance to the school principal specifying the clothing needed together with a statement of financial need.

COMPLIANCE:

Students are required to abide by the required attire. School administrators and teachers are encouraged to use positive reinforcement to obtain compliance with school attire requirements. School personnel, including substitutes, should also serve as role models for proper attire in the educational setting.

NON-COMPLIANCE

Administration reserves the right to address and administer consequences deemed appropriate for any student who does not comply with the required attire policy. Students entering the building who are not in required attire will be sent to the office by the homeroom teacher. Parents will be notified by phone call or in writing and asked to bring the correct attire to school. Administrative detentions, loss of field trips and privileges, or In School Suspensions will be given for repeated offenses.

Administration may permit exemptions from required attire on designated days.

STANDARDS OF BEHAVIOR

The Ansonia Board of Education has specific policies regarding student removal/suspension and expulsion. The Ansonia Middle School rules conform to those board policies.

The following are not permitted at the *Ansonia Middle School*:

1. Disrupting a class / inappropriate behavior / obscenities
2. Sexual harassment
3. Inappropriate clothing (see dress code.)
4. Students are not permitted to possess in their classrooms or hallways such items as cell phones, ipods, headphones, pagers, radios, other MP3 players, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices, unless prior written permission has been obtained from the principal or his/her designee. Children are not allowed to bring toys and games to school unless specifically invited to do so by the classroom teacher. Without such permission, the items will be collected by teachers. The principal along with the teacher will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Conduct and Discipline Policy

5. Disrespect and open defiance of team and school rules.

6. Students leaving the building without proper authorization.

7. Theft.

8. Threatening or intimidating acts.

9. Inappropriate behavior on school bus.

10. Tobacco / Alcohol / Controlled substances / counterfeit substances (*use of or possession of*)

- A student who deliberately damages any school property (*vandalism*) may be suspended from school. The student and his/her parent or guardian will be required to make full restitution for the act of vandalism. The student could also be referred to Juvenile Officer for further action.
- Any student caught *starting a fire* or pulling a *false alarm* must have his/her name turned over to the police department. The result could be a conviction and a fine that the student's parents or guardian would be responsible for paying.

IN-SCHOOL SUSPENSION

Students can receive in-school suspension (ISS) from the administration, for violating school rules. The supervisor will work with the students on any assignments. Students assigned in-school suspension cannot participate in school activities.

SUSPENSION FROM THE ANSONIA MIDDLE SCHOOL

The following infractions are not permitted at the Ansonia Middle School, and may result in a minimum of one day suspension/parent notification/possible expulsion and/or possible police notification.

1. Fighting, threatening, unnecessary physical contact, out of control and/or inappropriate behavior, etc.

2. Use of obscene, profane and /or inappropriate language.
3. Dangerous weapons / Drugs / Alcohol.
4. Physical attack on staff member

PBIS at Ansonia Middle School

Positive Behavior Interventions and Support (PBIS) at Ansonia Middle School is designed to accentuate and acknowledge desirable student behavior in the school setting. The goal of this program is to diminish inappropriate behaviors, reduce discipline referrals, and reward students who behave appropriately. PBIS strives to teach students consistent school expectations, acknowledge when students act responsibly, and re-teach expectations periodically to encourage successful behavior.

PBIS Support Expectations

Students will be taught classroom and school-wide expectations at the beginning of the school year. Students will learn PBIS expectations throughout specific areas. Students who model appropriate behaviors will be recognized throughout the year with activities on PBIS recognition days. Students with no violations for the year will be recognized at the end of the school year. Students who do not model appropriate behaviors will be re-taught school rules and expectations periodically throughout the year as needed by faculty and staff.

SEARCH OF STUDENT PROPERTY

Designated school personnel may search a student’s locker and bag and may require that a student empty his/her pockets if they have a reasonable suspicion to believe that the student is in violation of school rules or the law by possessing objects or chemicals which may endanger the health, safety and welfare of himself/herself and/or others. Such searches shall be made in the presence of at least one witness, and those conducting the search shall make a written report dated and signed, of the contents of any property that is searched.

LOCKERS

Each student is assigned a locker for his/her use only. For security purposes, a master system of locks and keys for lockers is maintained. . Replacement of a lost key or lock must be made at the student’s expense and must be obtained from supplies located at A.M.S. The replacement cost for a lock is \$5.00.

A SECURITY SYSTEM IS ONLY AS EFFECTIVE AS THE PERSONS RESPONSIBLE FOR IT. STUDENTS MUST LOCK THEIR LOCKERS AND ARE ENCOURAGED TO USE THEIR OWN LOCKERS ONLY.

THE SCHOOL RESERVES THE RIGHT TO INSPECT STUDENTS’ LOCKERS AT ANY TIME.

The school is not responsible for lost or stolen items.

SCHOOL DISCIPLINE

School personnel will make every effort possible to treat discipline problems and will involve parents and other people in order to find a solution. Teacher responses will include the following steps:

1. Making students aware of the responsibility and policies which they must observe while in the school or in classrooms.
2. Teacher detention(s) or other attempts at behavioral modification.
3. Meeting with student to discuss behavior and expectation with student.
4. Contacting parents.
5. Referring student to guidance, if necessary, so that a conference can be arranged to gain support and an understanding of problems that may cause inappropriate behavior.
6. Referral to administration with documentation of above intervening steps outlined.
7. Inappropriate behavior, excessive and repetitive disciplinary interventions such as

detentions, classroom removals and/or suspensions can result in loss of privilege to participate in school sponsored activities.

BULLYING

Bullying behavior by any student in the Ansonia Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. Causes physical or emotional harm to such student or damage to such student's property,
- B. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. Creates a hostile environment at school for such student,
- D. Infringes on the rights of such student at school, or
- E. Substantially disrupts the education process or the orderly operation of a school.

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

Students who engage in any act of bullying, 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 the Board of Education, or through the use of an electronic device or an electronic mobile device, owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. Creates a hostile environment t at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and student shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulations #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. The District has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and

positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the principal or assistant principal. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

SEXUAL HARASSMENT

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator. Grievance forms are available from central office for this purpose. The complaint should list the name of the complainant, the date of the complaint, the date of the alleged harassment, the name(s) of the harasser(s), where such harassment occurred, and a detailed statement of the circumstances constituting the alleged harassment.

The Title IX Coordinator will investigate the grievance and issue a written report. If the complainant is not satisfied with the results of

the investigation, s/he may appeal to the Superintendent. The Superintendent may conduct an investigation and will then respond to the grievance in writing.

BOARD OF EDUCATION POLICIES

[NOTE: Some of the following policies have been condensed for space purposes. The entire policies are available in the Superintendent's Office at 42 Grove Street or online at www.ansoniam.org]

NOTIFICATION OF RIGHTS UNDER FERPA

For Ansonia Public Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the Ansonia Public Schools receives a request for access.

Parents or eligible student should submit to the school principal {or appropriate school official} a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parent or eligible student may ask Ansonia Public Schools to amend the record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Ansonia Public Schools decides not to amend the record as requested by the parent or eligible student, Ansonia Public Schools will notify the

parent or eligible student of the decisions and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Ansonia Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Ansonia Board of Education; a person or company with whom Ansonia Public Schools has contracted to perform a special tasks such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

Upon request, Ansonia Public School discloses education records with consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ansonia Public Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
600 Independence Avenue,
SW Washington, D.C. 20202-4605

NOTE; As of October 30, 2009, Federal law states that schools must provide to military recruiters, with the consent of parent or student, the same student information that they provide to colleges and employers ("directory information"), unless we receive written objection by parent/guardian. This information

includes list of names and contact information for students seventeen years and older.

NOTICE OF NONDISCRIMINATION

In compliance with Title VI and Title VII of the Civil Rights Act

1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1987, and other pertinent state and federal statutes, the Ansonia Board of Education adopts the following policy of nondiscrimination.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Ansonia Board of Education are hereby notified that this District does not discriminate on the basis of race, color, national origin, religious creed, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities.

SECTION 504 OF THE REHABILITATION ACT OF 1973

TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Section 504 and Title II prohibit discrimination on the basis of disability. The Board is committed to providing an educational environment free from discrimination and harassment.

A student may be eligible for accommodations under Section 504 if the student has a physical or mental impairment which substantially limits one or more major life activities. A student with a qualifying disability under Section 504 must receive those accommodations, modifications, and/or services which are needed to ensure that the student receives an educational opportunity equal to that afforded to non-disabled students. Either parents/guardians or school personnel may refer a student for determination of eligibility under Section 504.

Any person with a complaint concerning discrimination with regards to services or facilities under Section 504 may file a grievance with the Board's Section 504 Coordinator. Grievance forms are available from central office for this purpose. The person submitting the grievance must include: the name(s) of person(s) or group making the complaint; whether the person(s) represents an individual or group; whether the person(s) making the complaint has discussed the problem with the site administrator; and a summary of the complaint and a suggested solution(s). The Section 504 Coordinator will have ten (10) school days to mail a reply to the complainant. If the complainant is not satisfied with the response received from the Section 504 Coordinator, or if no response is mailed by the 504 Coordinator within ten (10) business days, the complainant may request an impartial due process hearing to review the complaint.

The Board shall not coerce, intimidate, threaten, retaliate against or interfere with any person who attempts to assert a right protected by the above law and will cooperate with investigating and enforcement proceedings under Section 504, as well as the ADA, Title IX and Title VI.

Any person having inquiries concerning the Board's compliance with the regulations implementing Section 504 is directed to contact the Board's Section 504 Coordinator:

Katharine Gabrielson

Address: 115 Howard Avenue, Ansonia, CT
06401 Telephone: (203) 954-0010

Ansonia Middle School PBIS Behavioral Matrix

Rules	Classroom	Hallway	Bathroom	Cafeteria
Prepared	<ul style="list-style-type: none"> - Have materials ready -Start drill immediately -Study daily 	<ul style="list-style-type: none"> -Have pass visible -Use locker at scheduled time 	<ul style="list-style-type: none"> -Have pass visible -Bring only necessary materials 	<ul style="list-style-type: none"> -Bring appropriate money or bagged lunch -Follow cafeteria rules -Sit at the appropriate table
Respectful	<ul style="list-style-type: none"> -Enter quietly -Participate positively -Raise hand to be recognized -Keep hands, feet and objects to self - Use encourage, polite, and kind words 	<ul style="list-style-type: none"> -Use indoor voice -Keep hands, feet, and objects to self -Use appropriate language -Use encouraging, polite and kind words 	<ul style="list-style-type: none"> -Be polite and respect privacy -Keep hands, feet, and objects to self -Be quick and quiet -Use bathroom equipment appropriately 	<ul style="list-style-type: none"> -Use encouraging, polite and kind words -Keep hands, feet, and objects to self -Keep area clean and throw away trash -Silence during announcements and dismissal
Responsible	<ul style="list-style-type: none"> -Take seat promptly -Have homework and class work completed -Accept consequences without arguing or complaining 	<ul style="list-style-type: none"> -Keep to the right -Take the most direct route to class -Accept consequences without arguing or complaining 	<ul style="list-style-type: none"> -Flush -Wash hands -Throw away trash -Return to class promptly -Accept consequences without arguing or complaining 	<ul style="list-style-type: none"> -Take direct route to lunch -Remain seated -Accept consequences without arguing or complaining -Line up in appropriate areas for lunch dismissal