Dr. Helen Baldwin Middle School

Student Handbook

2019- 2020

45 Westminster Road, Canterbury CT 06331

(860)546-9421

www.canterburypublicschools.org

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Message to Parents and Students

Welcome to Dr. Helen Baldwin Middle School. We hope the 2019- 20 school year will be productive and beneficial to you as you develop into young adults. The school and community are present to support your growth and development, however, it takes ownership, pride, and desire to truly maximize your individual talents and skills.

No matter what organization you are a part of (athletic teams, civic organizations, or social groups) there are always basic norms that are present to allow for effective programmatic success. Naturally, the Dr. Helen Baldwin Middle School is no different. This handbook, which contains those rules and regulations, is meant to help guide you through your middle school experience.

The major focus is to uphold our school-wide values of respect for self and others, striving for high academic and ethical standards, contributing to community, and having an appreciation for learning. The choices you make when participating in Dr. Helen Baldwin Middle School classes, events, and activities are a reflection on you and your desire to become the best you. The school community expects you to be respectful of yourself, others at all times, and to be proud of your school community and each of us has a responsibility for supporting these core values.

The school community urges you to take your school experience with seriousness as it forms the foundation for your future opportunities. The faculty and staff are committed to providing you with a quality education using proven, data- based "best practices" designed specifically for middle school learners and all look forward to a fun and productive school year.

Respectfully yours,

Dr. Helen Baldwin Administration, Faculty and Staff

Canterbury Public Schools Mission Statement

In collaboration with our community, the Canterbury Public Schools will develop, foster, and cultivate all students to their highest potential, through rigorous academics within a safe, nurturing, and respectful environment.

Dr. Helen Baldwin Middle School Mission Statement

Each member of the school community possesses individual gifts and needs. In preparing students for the societal and technological demands of the future, we at Dr. Helen Baldwin Middle School support an environment that promotes respect for self and others, high academic and ethical standards, contributions to community, and appreciation for learning. We strive to provide an atmosphere which fosters individual and cooperative decision making abilities, creative problem solving skills, and physical and emotional wellbeing. In doing so, we help all community members acquire an appreciation for education.

School Procedures

Important Contact Information

Location	Phone	Fax
Dr. Helen Baldwin Middle School	860-546-9421	860-546-6289
Office of the Superintendent	860-546-6950	860-546-6423
Special Education Office	860-546-1040	860-546-6294
Business Office	860-546-6236	860-546-9881
Transportation	860-546-6950	860-546-6423

Please stay informed with all district information by visiting the Canterbury Public Schools website at www.canterburypublicschools.org

School Hours

8:20am- 3:10pm

Daily Schedule

Period	Start	End	Grade 5	Grade 6	Grade 7	Grade 8
	8:20	8:27	Homeroom			
	8:25		Morning Announcements			
1	8:30	9:15	Core	Core	Core	Core
2	9:18	10:03	Core	Core	Special	Special
3	10:06	10:51	Special	Special	Core	Core
4	10:54	11:39	Core	Core	Core	Core
	11:39	12:19	Lunch			
	12:19	12:42	Bulldog Block			
5	12:45	1:30	Core	Core	Core	Core
6	1:33	2:18	Special	Special	Core	Core
7	2:21	3:06	Core	Core	Special	Special
	3:06	3:10	Homeroom			
	3:10		Dismissal			

Arrival and Dismissal Times and Expectations

A student is tardy to school if they arrive after 8:25 a.m.

Students should not arrive before 8:00 a.m. Students arriving between 8:00 and 8:20 should report to the playground or cafeteria (if inclement weather). Students cannot leave school grounds once they have arrived. Only students who have passes or are requested by teachers may enter classrooms between 8:00 and 8:20 a.m. After 3:30 p.m., only students who have official school business or who are participating in supervised activities should be in the building.

Students Walking or Riding Bicycles to School

Students who walk to school or ride a bicycle to school need written permission from parents or guardians annually. The Bike Riding/ Walking Permission Form is available in main office and on the school website. They may not ride on school property. Students are to park bicycles in the school's bicycle racks. A helmet is required to be worn at all times when riding bikes. The school is not responsible for any loss or damage to student property. Riding a bicycle to school is a privilege and can be revoked at any time by the principal.

School Closing and Delayed Opening and Early Dismissal Announcements

In the event of inclement weather or mechanical breakdown, school may be closed, delayed, or require early dismissal for student safety. Announcements will be made in the following manner:

Automated Messaging	Parents will receive phone call, email, or text message via contact information provided. Paperwork for this option is available in main office.
Radio Stations	WINY 1350AM
Television Channels	WFSB 3, WTNH 8/My TV9, NBC 30

School Closing: No school classes or activities for the day.

Delayed Opening: School classes will operate with a 2 hour delayed opening schedule.

Early Dismissal: School will be dismissed with coordination with parental notification and transportation services. Procedures will be followed based on the Emergency Dismissal Form completed at the start of the school year.

Attendance Procedures

The Connecticut State Board of Education, effective July 1, 2012, adopted definitions of excused and unexcused absences. These definitions are for use by all Connecticut school districts and schools for the purpose of carrying out the provisions in Connecticut General Statute 10-198a and the reporting of truancy. This change in legislation will require Dr. Helen Baldwin Middle School to adjust some practices in how we report truancy. The state defines excused absences as follows: Parents/Guardians can excuse up to nine (9) student absences when the "parent/guardian approves such absence and submits appropriate documentation, i.e., a written note." Any absences beyond 9 are considered excused for the following reasons:

- Student illness. This must be verified by an appropriately licensed medical professional, regardless of the length of the absence;
- Student's observance of a religious holiday;
- Death in the student's family or other emergency beyond control of the student's family;
- Mandated court appearance. This must be verified with written documentation;
- The lack of transportation that is normally provided by a district other than the one student attends;
- Extraordinary educational opportunities pre-approved by the district's administration and in accordance with Connecticut State Department of Education's guidance; please note that family vacations are also deemed as unexcused absences unless they meet this criterion.
- Student absences that are the result of the school or district disciplinary action are excluded from the definition of excused or unexcused absences.

Under the new definitions, parents are required to submit written documentation for an absence to be excused. This means that a phone call without timely, written follow-up will automatically be coded as unexcused. Unexcused absences are considered to be any absences that do not meet the above definition or for which the appropriate documentation has not been submitted.

A student is considered chronically absent when they are absent for 10% of the school year and reported to the State of Connecticut Department of Education annually.

Tardiness to School

Students who are not present in homeroom by 8:25 or signed in at the main office are tardy for school. Students arriving late are expected to arrive at the receptionist's office with an explanatory note or with a parent. Students should be tardy no more than five times per trimester. A student who is tardy more than five times will receive a silent lunch as a consequence and for each subsequent tardy. Progressive discipline regarding tardiness will be at the discretion of the principal and the Student Assistance Team with parental involvement.

Dismissal During School Hours

Parents requesting early dismissal for their children are asked to make their requests first thing in the morning with a note or phone or electronic notification. Since attendance at school is most important, we ask that parents make requests only in emergency situations. Parents and guardians are asked to report to the receptionist's office when picking up their children. The school nurse will contact parents to pick up ill students. Students who are ill must go through the nurse's office and may not contact parents directly via texting.

Parent Permissions for Bus Transportation, Staying After School, and PE Excusal

It is important that parents and the school communicate effectively. In order to protect the welfare of students, the school requires parent/guardian permission:

- If someone other than a parent is picking the student up from school.
- If a student is going to another student's house after school on the bus, and **BOTH** students are required to bring in a note giving permission.
- If students are to walk or ride their bicycles instead of taking the bus (one note can be used for the year).
- If students want to remain after school for any activity, they are required to have notes from parents/guardians granting permission to participate in the activity. Students should be picked up promptly after the activity has ended. There may be no one to supervise after activities have ended. Students will not be allowed to stay for athletic events unless they are accompanied by an adult, either on or off campus.
- If students are to be excused from gym (see Physical Education), a doctor's note is required.

Family Vacations

Family vacations should coincide with scheduled vacations on our school calendar. Extended or different vacations are not in keeping with school policy. Parents are expected to cooperate in the matter.

In the event that time must be taken, a note must be sent to the principal. Advance assignments are not in keeping with school policy; therefore students are responsible for missed work and must confer with teacher(s) upon return to school for missed assignments. These absences remain a part of the students attendance record and are subject to those requirements.

Make Up Work

Students are required to make up work missed during absences. Make up work should be completed within a period of time equal to the period of absence. Work should be made up on student's time; not during the next scheduled class. Students are responsible for seeking out teachers for make-up work. Students who are absent may receive an "Incomplete" if work has not been satisfactorily completed. Parents should call before noon if they wish to pick up make up work after school that day. If an Incomplete is not made up within 2 weeks a grade of "F" may result. If there are any concerns, please communicate with the teacher directly.

Leaving School Grounds

Once students arrive at school, they must remain until such time as the students are released for the day. If students leave the school grounds during normal school hours, parents and/or the police will be notified as needed.

Visitors to School

All visitors must report to the receptionist's office and display identification and/or visitor's sticker/badge. Faculty and staff members have been asked to direct people without visitor identification to the receptionist's office. Parents and guardians who are picking up their children from school must also report to the receptionist's office so their children may be dismissed from class. We do not permit students to bring guests to school. Former students wishing to visit teachers may request to arrange visits after the current students have been dismissed.

School Safety

Emergency Drills and Plans

In order to be prepared for emergency situations, students and staff will conduct various safety drills in compliance with state law. These procedures are meant to keep students and staff out of harm's way based on the situation. Procedures are posted in each classroom as needed. Behavioral expectations for the various drills will be reviewed continually throughout the year. In the case of an emergency, the school building and campus will be unavailable for students to enter or exit until the emergency is determined over by the principal.

Accidents and Illnesses

The school nurse is available for accidents that occur during school hours. All accidents occurring in school or on the grounds must be reported to the school nurse. Under normal circumstances, a student who becomes ill during school hours must obtain a pass to see the nurse from their teacher. If, in the opinion of the nurse, the student is too ill to remain in school, parents will be notified. Parents are expected to be available and to provide transportation. If a child stays home due of illness, please call the nurse or main office to report the absence. Emergency contact information must be current and updated when changes occur.

Student Transportation Expectations and Procedures

The school day begins when a student is waiting for the school bus and is over when a student is dropped off from the school bus. Proper conduct while waiting for, boarding, riding, and disembarking from a bus is extremely important. Any behavior which distracts the driver endangers all passengers. In the interest of safety, students must comply with the following rules:

- Follow directions the first time they are given.
- The bus driver serves in the same capacity on the school bus as a teacher in the classroom. Respect and show courtesy for this authority at all times.
- Remain seated at all times in assigned seat.
- Keep hands and feet to yourself.
- Food & drinks are not allowed on the bus.
- Use conversational tone and appropriate language.
- Loose objects (i.e. footballs, basketballs, etc.) and animals are not allowed on the bus. Prior arrangements for large objects may be made with the driver and administration.
- Keep the bus clean.
- Drivers may reassign seats at any time for any reason.
- Use of electronic devices is not permitted on the bus without permission from the bus driver in coordination with the principal.

Student Transportation Consequences

When student behavior does not meet expectations, a bus incident report will be written by the bus driver. The seriousness and frequency of incidents on the bus during the school year will be considered in determining consequences at the discretion of the principal. Bus incident reports may be communicated directly with parents. Progressive discipline for student transportation issues is as follows: warning, possible seat move, silent lunch, bus suspension, removal from bus.

Academic Information

Student Evaluation and Assessment

Report cards are issued on a 12-week trimester schedule and progress reports will be distributed throughout the marking term. Marks will close prior to issuance of report cards as determined by the teacher. Parents are requested to review and sign the report card envelope and return it to school within one week if the student is in jeopardy or receiving failing grades. Student grades will be accessible and updated every three weeks and visible on the PowerSchool Parent Portal. Various forms of school correspondence with parents and students will be utilized in the attempt to communicate individual academic progress in addition to the trimester reporting.

Grading

A+ 97-100	B+ 87-89	C+ 77-79	D 60-69
A 94-96	B 84-86	C 74-76	F <60
A- 90-93	B- 80-83	C- 70-73	

Homework

Homework is to support the development of skills and learning activities that take place in the classroom. It is important that the teacher, student, and parent work together to make learning a priority, inside and outside of the classroom.

Student Responsibilities

- Review and understand the purpose, requirements, and criteria for evaluation of the assignment.
- Ask for further explanation if original directions for homework are not completely understood.
- Understand the time frame for assignments and plan accordingly.
- When absent, make up work right away.
- When no other assignments are given, review, preview or improve assignments.
- Put in full effort.
- Maintain system for recording and remembering.

Parent/Guardian Support

- Arrange a quiet, suitable place for their child to work.
- Support and encourage their child to complete homework assignments.
- Understand the value of various types of homework, since the value differs under different circumstances.
- Contact the teacher in the event of questions or concerns.
- Have your child read 20-30 minutes every day.

Honor Roll

All students are eligible to earn honor roll distinctions. There are two categories:

High Honors: student who earns grades of 90% or higher in all subjects

Honors: student who earns 80% or higher in all subjects

Extra Help

A student may seek extra help from his/her teachers as needed. Time may be arranged with the teacher before or after school or at a time convenient during the day. Teachers may request that a student meet during lunch or after school if it is apparent that the student is having greater difficulty.

Parent/Guardian Conferences

Parent/guardian conferences are held twice a year. For parents'/guardians' convenience, conferences are scheduled so that afternoon and evening times are available. Parents/guardians are encouraged to discuss their children's progress on a regular basis. At any time throughout the year, parents/guardians may schedule time for conferences with teachers, the guidance counselor, or principal by contacting the school office. Teachers have common planning during the day which can be used for parent/guardian meetings as needed.

Parent/ Guardian conferences will take place November 25 & 26 and March 5 & 6.

Student Promotion and Retention

Philosophy

It is the philosophy of the Board of Education that all students are placed in instructional programs in which they can achieve academically, as well as emotionally, socially, and physically. Students are assigned to grades for organizational and record keeping purposes. Grade placement is not, however, the only basis for organizing classes. Instructional groups in reading, math and other subjects may be developed in order to provide instruction at the level at which students, given positive motivation and appropriate instruction, will progress satisfactorily through their middle school programs. Students will normally progress annually from grade to grade or level to level. Exceptions may be made when, in the judgment of the certified staff, such exceptions are in the best educational interest of the student involved. Exceptions will be made only after prior notification and explanation to each student's parent or guardian, but the final decision will rest with school administration.

Guidelines

If any of the following conditions exist, a student will be considered at risk for retention:

- If a student has failed two or more of the following academic courses for the school year, Language Arts, Reading, Math, Science, Social Studies, or grade 7 or 8 Spanish.
- If a student has not attended school on a regular basis and has a record of excessive absences. Generally, more than 20 absences in a year will be considered excessive.

Procedures

The classroom teacher shall closely examine all available data and develop an accelerated program or teaching strategy to meet the needs of any student who is at risk. Parents/guardians will be called in for a conference. The teacher will refer the student to the Baldwin Student Assistance Team/SRBI process for help in meeting the needs of the student. If necessary, the student will be referred to the Planning and Placement Team for possible evaluation of any disabilities. A final decision concerning the student's placement will be made jointly by the team and the parents/guardians with the best interests of the student serving as the primary criteria in the decision making process. If the parents/guardians disagree with the team's recommendation, Board policy allows the administrators to make the final decision.

Considerations

The following factors will be considered in determining promotion or retention: age; academic ability and achievement; work and study habits; physical development; social maturity; emotional maturity; attendance record; behavior; placement of siblings.

Participation in Commencement Ceremonies

It is our school's goal that all students be allowed to participate in the end of the year ceremonies for the completion of grade eight. However, a student may be excluded from participation if he/she has not completed all necessary coursework required for graduation. In cases where students can complete an alternative plan during the summer months, consideration will be given to allow participation in commencement. In other cases, such as disregard for school property, school rules, or other behavior, which shall be deemed inappropriate, a student may be barred from participation. The decision regarding participation will be made by the principal. Parents/guardians will be notified immediately and the reason(s) for the decision will be explained.

Student Records

If you are planning on moving out the Town of Canterbury, you should notify the school office before you move so that the necessary papers may be completed. Cumulative health records will be forwarded to the district to which a student is transferring as quickly as possible. Educational records will be forwarded on request to a school in which a student intends to enroll. Educational records may be sent with or without written consent on behalf of transferring students in order to ensure compliance with the Buckley Amendment. In such cases, parents/guardians would be notified and will receive a copy upon request.

The following individuals are permitted access to records without consent: administrators and other professional staff members, board of education members, and persons with whom the school board has contracted to perform certain tasks (i.e. attorneys, auditors, consultants).

Student Information/ Student Activities

Athletics

A variety of athletic activities may be offered at Baldwin Middle School, such as but not limited to soccer, basketball, softball, baseball, track and cheerleading. Students in grades 5-8 are eligible to try out. Selection on a team will be based on level of skill and ability to safely participate. A current physical exam (within the past 12 months) form must be on file in the health office prior to a student trying out or participating in a sport, and must remain current throughout the sport season. Students are representatives of Dr. Helen Baldwin Middle School and are expected to follow behavioral expectations whenever and wherever they play. Membership on a team is a privilege and players may be removed from participation as a consequence.

Participation Guidelines

1. Student athletes must be in attendance for a minimum of one-half day (3 hours) to participate in games and/or practices that day.
2. The school will notify the Athletic Director and/or coach whenever a student athlete's grade(s) falls below 70% during the marking term (utilizing the three week reporting timeframe). This serves as a means to involve more aspects in supporting the student's academic success.
3. Student athletes with more than one D or any F's on their most recent report card or progress report (in any class) will be ineligible to participate for a period of up to three weeks, or until they raise their grade(s) to a minimum of 70% at the next reporting timeframe (three week report). If a student athlete does not raise their average to or above 70% within that reporting period, they will be off the team for the remainder of the season. If the student athlete's grades are maintained, then he/she will be allowed to continue participation in that sport.
4. If a student athlete serves detention on the day of an activity, practice, or game; he/she may not participate until the detention is completed. If behavioral concerns repeat, then there may be the possibility of the student being suspended from participation in athletics for that season. If there a team behavioral concern that does not meet school expectations, the team may forfeit scheduled games.
5. Student athletes must return clean uniforms at the end of the season. Lost or damaged uniforms must be paid for.

Student spectators may stay after school to watch games only if accompanied by a parent/guardian, or have written permission from a parent/guardian to watch a game with a staff member. Written permission should be given to the homeroom teacher in the morning of the event.

Book Bags

While book bags may be used to transfer books to and from school, they are not allowed to be used during the school day except to and from PE class. Book bags will be stored appropriately upon entering school and taken home at dismissal. The rationale behind this is classroom space and safety.

Cologne and Perfume Expectations

Recognizing that students and staff may have sensitivity and/or allergic reactions to various fragrant products, students and staff are not permitted to wear or bring perfume and/or cologne to school. Regular hygiene is encouraged, including the use of roll-on and stick deodorants/antiperspirant; however, sprays of any kind are not permitted.

Acceptable Use Policy

District resources have been invested in computer technology to broaden instruction and to prepare students for life in a digital society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents/guardians will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents/guardians should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using district equipment, while on district property, or at a district sponsored activity unless the posting is approved by a teacher. The district will not be liable for information posted by students on social media websites, such as Facebook, Instagram, Snap-Chat, Twitter, YouTube, etc., when the student is not engaged in district activities and not using district equipment.

The district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and; any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the district and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to use filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

The school provides students and staff access to the Internet. Guidelines have been established for the safe use of the Internet. If a student violates the guidelines, access privileges may be terminated, appropriate disciplinary action taken, and all future access may be denied. To use a computer students are required to read and sign a contract called the Student Network Responsibility Contract. Network etiquette and digital citizenship includes:

1. Be polite. No abusive messages are to be sent.
2. Use appropriate language.
3. Anything pertaining to illegal activities is strictly forbidden.
4. The personal address or telephone number of any person is not to be revealed.
5. Email messages are not to be forwarded or distributed without permission from the author.
6. The network is not to be used in such a way as to disrupt its use by others.

Electronic Devices / Cell Phones

Students shall not possess or use a laser pointer and attachments, or a remotely activated paging device while on school property, on school transportation or while attending a school sponsored activity on or off school property. Tablets and eReaders, laptop computers, other electronic devices may not be used during school, unless permission is granted by a staff member. It is important for students to know the appropriate use of cell phones during the school day. Cell phones and appropriate tools and apps may be used in the classroom setting with teacher guidance, supervision, and permission. Cell phones are not to be used for social connections and gaming for any reason any time during the school day. Students will receive a warning if they are using cell phones inappropriately. Following the documented first warning, the cell phone will be confiscated and turned into the main office until the end of the school day with parent contact. Following the documented third incident, the cell phone will be confiscated and turned into the main office and will be returned to the student when their parent is able to pick up the device at the school.

Disciplinary action may be taken against any student for using a cellular telephone, or other electronic device that is otherwise not banned by this policy, in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student rules of conduct. Repeated violation of this policy may result in appropriate school discipline including, but not limited to, school suspension.

School Dances

School dances are held at various times throughout the school year and are open only to students currently enrolled at DHBMS (grades to be determined). Students who are absent or suspended on the day of the dance, or who owe a missed detention, cannot attend. Students are not permitted to leave and then re-enter the dance. All students should arrange for their parents/guardians to pick them up promptly at the end of the dance. Dance rules will be reviewed and signed before the dance. Students who chose not to follow the dance rules may lose the privilege of attending the next school dance or not be allowed to stay at the dance. Parents or guardians must sign students out at the end of the dance. Proper dress is required. Any student arriving in inappropriate clothes will not be allowed to stay.

Field Trips

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity.

Bathrooms

All students must ask permission to use the bathrooms. Passes will be given to students. Students are expected to keep the bathrooms clean. If feeling ill, students should report to the nurse's office. Assigned bathroom times may be issued if deemed necessary due to inappropriate behavior in the bathroom. It is recommended that only one student be granted bathroom permission at a time. Any student who defaces any aspect of the bathrooms will be subject to consequences. Parents/guardians will be held financially responsible for damage.

Lockers

Students in grades 7 & 8 are assigned lockers where they can keep textbooks, classroom materials, backpacks and personal belongings. Students are expected to keep their lockers neat and orderly. Valuables should be left at home. The school is not responsible for any loss or damage to student property.

Lost and Found

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. After a reasonable amount of time, lost and found items may be donated or discarded.

Classroom Passes

During the school day, students are expected to go directly to their scheduled classes unless they are accompanied by a teacher or have a pass from a staff member. Students failing to comply with the

policy regarding passes are subject to disciplinary consequences. Tardiness to class or to school may be considered a pass violation.

School Store

Students operate a student store. A wide range of school supplies and special items are available for sale. Store hours will be posted.

Student Valuables

Students should not to bring large amounts of money or other valuables to school. Not only do they disturb classes, but they are often lost or stolen.
Students should not leave valuables in desks or lockers. On occasion, electronic devices may be carried into school with the specific permission of a teacher or administrator. Bringing inappropriate materials may result in discipline. Cell phones must be turned off during school hours or they will be confiscated. Students wearing glasses or watches should keep track of these articles at all times. Students are responsible for their personal property.

Student Telephone Use

The office phone should be used by students for emergencies only. Parents should not call for their children when classes are in session, except in cases of emergency.

Student Textbook Responsibility

The school provides books to all students. Reasonable wear and tear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. All school books must be covered at teacher discretion. Lost textbooks must be paid for and replaced immediately. Fines must be paid to the office at the time of loss. Damaged or lost books must be paid for before the final report card can be issued.

Student Insurance

Students injured on school property or during school activities are not covered by school insurance. Parents of students who do not have health plans are encouraged to participate in the student insurance program, which is available at a nominal cost. When students insured under this plan are injured at school, they will be given claim forms from the nurse's office. These forms must be completed by parents/guardians and presented to the respective physicians or hospitals. The school merely acts as an intermediate in supplying the insurance forms, and assumes no liability for any subsequent negotiations with the company.

Student Services

Guidance Counseling Program

The guidance program provides assistance to students in a variety of programs and services. Students are counseled to satisfy their basic needs through more effective and responsible behavioral choices. Services are established through Student Assistance Team (SAT) meetings, Planning and Placement Team (PPT) meetings, and/or parent/guardian or student request.

Library Use

All students are encouraged to use the school library when their class schedules permit. Students must have a pass issued by their teacher. No more than two students from a class may be given passes. All students must check in and out of the library with the librarian.

Books signed out by a student are the responsibility of the student until such time as the books are checked back into the library. Students are financially responsible for damage to and/or loss of library materials. Any student who fails to return library materials or does not pay for lost or damaged materials will be denied his/her borrowing privileges. Payment for lost or damaged materials must be made before the final report card can be issued. A quiet atmosphere shall be maintained and any student who fails to follow the rules of the library will be denied its use.

Physical Education

Physical education is a requirement for all students. To be excused from gym classes for a period of time, students must submit to the nurse a written request from a physician. A note from a parent/guardian requesting a student be excused from class for one day must state the reason and may or may not be approved by the nurse. All students are required to wear rubber soled shoes.

Health Services

Emergency first aid is available for in-school illnesses or accidents from 8:00 a.m. until the last bus departs at the end of the school day. In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed. All students should have a written pass from the faculty or staff member on duty before reporting to the health room. If the health room is closed, students should report to the main office. Parents of students with health problems are to report the problems to the school nurse at the beginning of the school year or when such problems are present.

Whenever a child has received a serious/significant injury to his/her head while at school, his/her parent/guardian will be notified of the injury by the nurse (either by phone call, email, or a note sent home).

Health Screenings: The following screenings be conducted yearly by the school nurse as mandated by Connecticut State Law:

Hearing:	Students in Grade 5
Vision:	Students in Grade 5
Scoliosis:	Females: Students in Grades 5 and 7
	Males: Students in Grade 8

Immunizations

As mandated by Connecticut law, new students entering school must have proof of immunization on file in the health office prior to starting school. All students must meet the State of Connecticut immunization regulations for their respective grade level.

Medications

If it is necessary for students to receive medication (prescription or over-the-counter) during school hours, the medication must be transported to school by a parent or guardian, along with an Authorization For the Administration of Medicine By School Personnel form completed by the student's physician. Medications must be in the original container. Prescription medication must have a current pharmacy label. All medication (prescription and over the counter) must be stored in the health office and dispensed by the nurse or trained designee. Acetaminophen (Tylenol) may be administered only with the written permission of the parent or guardian. A single dose of medication will be prepared by the nurse to administer during a field trip. Multiple doses of medication for longer field trips require specific physician authorization and pharmacy packaging.

Failure to observe these guidelines will be grounds for immediate confiscation of the medication for possible referral to the student's parents/guardians or to police authorities. Only students who have been approved to participate in the Self Administration of Medication Program will be allowed to carry medication (inhalers and epi-pens only) on their person. No other medication (including aspirin or Tylenol) is to be kept in student's possession. Unauthorized medication will be confiscated if found in student's possession. Students who take improper amounts of medication or who take medication without proper notification and supervision will be subject to the same consequences outlined under Drug and Alcohol Use and/or Abuse.

Physical Examinations

Students in grade 6 are required to undergo a physical examination and be properly immunized against common childhood diseases. Proof of compliance is required prior to entering grade 7. A record of all immunizations required by law must be on file. Physicals are required for all students participating in interscholastic sports. Physicals must be current within 12 months and must remain current the sport season. The form must be on file in the health office prior to the student trying out for the sport.

Student Behavioral Expectations

Student Code of Conduct

Students are expected to act appropriately throughout the school day to peers and staff members. Students are expected to respond to reasonable requests made by staff members and teachers. Refusal to comply with reasonable expectations will result in progressive disciplinary actions. Parents/guardians will be informed of concerning behaviors.

To clarify the definition of "act appropriately", please see the following:

Students are expected to be academically honest. Students are not expected to share work, plagiarize, or cheat.

Students are expected to respond to an adult's request in a reasonable time and manner. Students are not expected to talk back, refuse reasonable requests of behavioral change, or be defiant.

Students are expected to show respect to self and others. Students are not expected to talk back, be socially rude in terms of tone and body language.

Students are expected to pay attention and not disrupt class and others. Students are not expected to interrupt by talking to others, out of turn, making noises or gestures that interrupt the learning environment.

Students are expected to dress appropriately.

Students are expected to keep their hands and body to themselves. Students are not expected to touch another person in any unwanted manner such as poking, teasing, or hitting.

Students are expected to use appropriate language. Students are not expected to swear, use racial or sexually suggestive terms, or offensive gestures.

Students are expected to use school materials appropriately. Students are not expected to destroy, damage, or alter school or others property.

The above are basic behavioral expectations and will be addressed by teachers and administrators. They constitute minor behavioral infractions and can become major issues with continued occurrences. There are many possible actions that a teacher and the principal may utilize to redirect a student to behave in an appropriate manner.

Options may include:

A student may be asked to discontinue concerning behaviors.
A student may be asked to move to a different seat/ location.
A student may be asked to spend time with a teacher during lunch.
A student may be asked to work with a behavior plan or contract.
A student may be asked to notify their parents of the situation.
A student may be asked to stay after class to discuss the concerning behaviors.
A student may be asked to stay after school for a detention.
A student may be asked to pay restitution for a vandalizing act.
Based on severity of the behaviors, a student may be referred to teacher team meeting agenda.
Based on severity of the behaviors, a student may be referred to school counselor for support.
Based on severity of the behaviors, a student may be referred to the principal or superintendent.
Based on severity of the behaviors, a student may be suspended from school or student transportation.
Based on severity of the behaviors, a student may be reported to the local police department.
Based on severity of the behaviors, a student may be referred to Board of Education for expulsion.

**Note: All suspensions shall be in-school suspensions unless the administration determines that the student poses a danger to persons or property or such a disruption of the educational process that the student will be excluded from school during the time of the suspension.*

Categories in which students will be referred for disciplinary consequences are (but not limited to) academic dishonesty, defiance/non-compliance, disrespect, disruption, dress code, forgery, harassment, bullying, threatening, possession of inappropriate items, inappropriate physical contact, inappropriate PDA, inappropriate language, and repeated offenses.

Disciplinary Due Process

Student behavior will be documented and records maintained for the duration of their time at Dr. Helen Baldwin Middle School. When concerning behaviors occur, a student will be made aware of this concern by the teacher or staff member present. If redirection needs the assistance of the principal, a report will be made to the principal's office. The principal will then investigate the concerning behaviors and meet with the student and staff members as needed. Communication will be made to the student's parents/guardians. Any progressive discipline that involves suspension will be reported to the Office of the Superintendent.

Cafeteria Expectations

Students are expected to bring lunch money to the cafeteria before reporting to homeroom or send it to the office with the homeroom folder. All funds deposited to the cafeteria should be labeled with the student name, grade level, and lunch identification number.

In order to keep the cafeteria safe and orderly, students are expected to:

- Walk quietly in line without cutting.
- Choose a seat and remain in that seat.
- Raise hand to receive permission to move.
- Use good table manners and do not trade food.
- Use conversational tones when speaking.
- Welcome others to join the table; no seat saving allowed.
- Everyone is responsible for cleaning the table and floor area.
- Supervisors will dismiss students to clean tables and get in line.
- Finish all food and beverages before leaving cafeteria.
- Silence when the lights go off (no talking).

Public Display of Affection

The Dr. Helen Baldwin Middle School recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity.

Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but is not limited to:

- Kissing
- Holding hands
- Fondling
- Cuddling
- Inappropriate touching
- Excessive hugging

Inappropriate Public Displays of Affection (PDA) is not appropriate for the workplace or the learning environment and will not be tolerated. Students caught engaging in such practices are subject to progressive discipline that will include verbal/ written Warning and parents being informed of the issue;not be able to participate in the weekly class reward or may be assigned after school detention (transportation will need to be arranged) and possible subsequent offenses may occur as needed.

Recess Expectations

Students are expected to enjoy their recreational time in an appropriate and safe manner.

- Non-contact games can be played on blacktop or grass.
- Foam balls are allowed on playground.
- Food and drink not allowed during afternoon recess.
- Food and drink may be allowed during morning recess.

Student Dress Code

All students are expected to dress and groom themselves neatly in clothes that are suitable and appropriate for school activities. Students are not to wear tank tops, bare midriff styles, short shorts/skirts, hats, visors, sweatbands, sheer clothing or coats intended for outdoors. Shorts and skirts must reach mid-thigh, approximately the length of your longest finger when standing. Slogans on shirts should be appropriate (no drug, alcohol, tobacco or sexually suggestive references). No gang related dress will be permitted. Metal studded belts and/or buckles, halters, metal studded jewelry, thick chains, ripped clothing, transparent clothing, bandannas and any mode of dress that is unsafe, disruptive to school operations and the education process in general or contrary to law is not permitted. Any school dress which impairs safety or discomfort to others, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited. The final decision on this will be made by the principal. When a student is wearing inappropriate attire, he/she will stay in the main office until the situation is resolved. This may involve a call home to get appropriate clothes.

Warm Weather Update:

The Dr. Helen Baldwin Middle School recognizes that as the weather becomes warmer there is a shift in student attire at school. It is expected that students come to school in a neat and appropriately attired for the school day. Students are expected to wear clothing that does not reveal undergarments, are not see through fabrics, are safe for the school environment. Slippers are not acceptable for the school day nor are high heeled shoes. Pajamas are not acceptable and it is encouraged that flip flops not be worn. Shirts must have at least 1" of fabric on the shoulder and should not reveal undergarments. Shorts and skirts (rompers) should be as long as the person's longest finger when standing straight with arms to the side.

These procedures have been standard student dress code expectations across the country and for decades and the Dr. Helen Baldwin Middle School seeks to maintain decorum and appropriate expectations for students while in a learning environment. When a student violates this dress code, he/she will be given an opportunity to amend their attire and then if unable, a parent will be called to provide clothing for their child.

Out of School Conduct Code

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the education process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

- Sale, possession, use, or distribution of dangerous weapons or facsimiles, including martial art weapons.
- Use, possession, or distribution of illegal drugs.
- Violent conduct.
- Making of a bomb or bomb threat.
- Threatening to harm or kill another student or member of the staff, where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process. PA 95-304, PA 96-244, PA 98-139, C.G.S. 10-233c.

Searches

Desks and school lockers are the property of the school for temporary use by students. Desks, lockers or other school property may be searched by the principal or someone appointed by the principal if there is reason to believe that the search will show evidence that a student has broken either school rules or the law. Students may also be searched for the same reasons. A search may be made of purses, backpacks, outer coats and jackets, footwear, pockets, belts, hair and hats. The scope of the search will be reasonably related to the circumstances which justified the search.

Threats

All threats are taken seriously and immediately investigated. If evidence suggests that threatening statements or behaviors have occurred, progressive disciplinary action is taken and the Office of the Superintendent is notified. Local police authority may be notified if determined necessary.

Weapons

Possession or use of a knife, gun, laser pointers, water guns, air guns, paintball guns, fireworks, flame throwers, or any other object that might be considered a weapon is prohibited. As of October 1, 1994, students found to have possessed a weapon on school grounds or a school sponsored activity must be expelled. The Gun-Free Schools Act, 20 U.S.C. Section 8921.

Student Wellness

Equal Opportunity

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law. Mrs. Jodi Davis is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Bullying

Bullying of a student by another student is prohibited. Bullying is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school sponsored activity, or on a school bus which acts are committed more than once against any student during the school year. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance of safety in school. Such behavior will result in disciplinary action. Examples of bullying include, but are not limited to:

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

"Cyber bullying" includes but is not limited to the following misuses of technology: Harassing, teasing, intimidating, threatening, defaming another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. Also, sending sexually explicit pictures of minors is considered child pornography and anyone that takes, sends, forwards, or keeps these images may be prosecuted both in the State of CT and/or federally.

Student and/or their parent/guardian may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to a teacher or administrator, who will promptly reduce the complaint to writing and forward it to the principal for review and action.

Students and parents/guardians are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the school administration but no disciplinary action shall be taken solely on the basis of an anonymous report.

Pupil services personnel and administrators are responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend a meeting at school. There is a Bullying Reporting Form available on the school website as needed to be completed by any person aware of this act occurring.

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 regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Child Abuse and Neglect

All school personnel are required by law (C.G.S. 17a-101) to report suspected cases of child abuse/neglect to DCF (Department of Children and Families.) Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use. Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

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

Drug, Tobacco, and Alcohol Use

The use, possession, and/or sale of alcoholic beverages, tobacco, tobacco products, and drugs are forbidden on school property. This prohibition applies to all students participating in all officially sanctioned school activities wherever they are conducted. This prohibition includes transportation to and from such activities on school buses and/or other officially sanctioned means of transportation. Misuse of any substance may be considered under this portion of the handbook. Discipline up to and including expulsion may be applied for a violation at the discretion of the Board of Education. Recognizing that drug use and abuse may be indicative of serious underlying problems, every effort will be made to offer a student help and assistance, including early identification, referral for treatment and aftercare support. Disciplinary procedures will be administered with the best interest of the student, school population, and community in mind.

Voluntary disclosure of drug/alcohol problem or self-referral: Students will be referred by the staff member to professional assistance (school counselor, school nurse, school psychologist, or an appropriate licensed agency). The student will be encouraged to seek help. Confidentiality will be maintained unless the safety of the student or others requires consultation with a school administrator.

Involuntary disclosure of drug/alcohol problem – If a student demonstrates symptoms of possible drug overdose, the situation will be handled as a medical emergency. Parents/guardians will be notified. If drug use is confirmed, the police will be notified. The student and his/her family will be referred to a community-based agency with services for drug and alcohol education, prevention, and treatment.

The same procedures will be followed if a student is caught in possession of drugs/alcohol, using drugs/alcohol, or in possession of any type of paraphernalia normally associated with the use of drugs/alcohol. Any physical evidence must be turned over to the building administrator and law enforcement agency immediately.

Consequences Drug and Alcohol use and/or Abuse: The student may be referred to the Superintendent for possible expulsion or other appropriate action.

Violation: The student will receive five (5) to ten (10) days out-of-school suspension. The student may receive in-school counseling upon return.

Sexual Harassment

It is the policy of the Board of Education to maintain learning and working environment that is free from sexual harassment.

No student, employee or school volunteer may harass a student, employee or school volunteer through conduct or communication of a sexual manner.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical. This includes insulting or degrading sexual remarks or conduct. Threats are not allowed and neither is anything that creates an intimidating, hostile or offensive work or educational environment.

Sexual harassment will result in disciplinary action up to and including expulsion. Any person who believes he/she has been a victim of sexual harassment is encouraged to report such complaints to the principal. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. If the student is not satisfied with the resolution, he/she may file an appeal with the Superintendent. Confidentiality will be maintained and no retaliation will be allowed to occur as a result of the complaint.

Suicide Prevention

Any student may seek assistance for himself/herself or a friend through any staff member. When a student makes a statement of suicidal thinking, or when it appears that a suicide attempt is possible, staff members are required to report this information to the guidance counselor or school psychologist or building principal and/or designee who will, in turn, notify the student's family and appropriate resource services. As a precaution, students will be closely supervised and students will be released only to the parents, guardians, or other responsible adults. If the parents/guardians cannot be reached, the case will be treated as a medical emergency and arrangements will be made to transport the student to a proper medical facility. As a follow up, the school guidance counselor will maintain contact with any outside resources to learn how the school can support the student.

The Student Assistance Team or the Planning and Placement Team will meet if there need to be changes in the student's program. Failure on the part of the family to take seriously and provide for the safety of the student in case of potential suicide will be considered emotional neglect and will be reported to the Department of Children and Families.

Dr. Helen Baldwin Middle School
Student Planning For Success
2019-2020

During the last school year, I was most proud of my performance in:

During the last school year, I put my efforts in improving:

As I look forward to this school year, I want to:

As I look forward to this school year, I seek to improve my skills in:

As I look forward to this school year, I think I will accomplish:

As I look forward to this school year, I think I will accomplish:

As I look forward to this school year, I think I will accomplish:

As I look forward to this school year, I want to remind myself that I should:
•   •   •   •