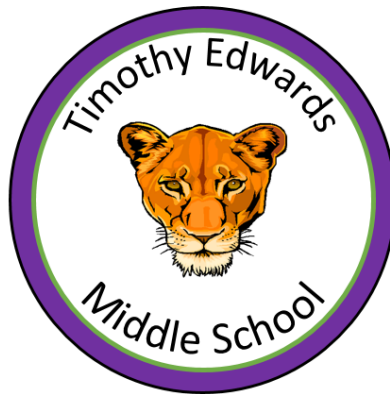


2023-2024 STUDENT HANDBOOK



TIMOTHY EDWARDS MIDDLE SCHOOL

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www.southwindsorschools.org/tems

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SOUTH WINDSOR PUBLIC SCHOOLS VISION STATEMENT

The South Windsor Public Schools promotes an engaging and dynamic culture of learning that prepares students to achieve their own individual excellence. Within an emotionally safe environment, educators will foster students' academic, social and personal growth. Our students will demonstrate critical and creative thinking, self-direction, collaboration, adaptability, kindness, compassion, and civic responsibility. The South Windsor Public School graduate will possess a learner's mindset, exhibit resilience and social consciousness and be empowered to participate in an ever-changing global society.

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PRINCIPAL'S MESSAGE

TEMS STATEMENT OF PHILOSOPHY

Welcome to the 2023-2024 school year!

I believe that middle school is a unique and special time for students and their families. We value each of our learners as individuals, recognizing how each one of our students offers a special gift to the world we live in.

My hope is that students will stay curious and use this time at Timothy Edwards Middle School to learn, explore and be inspired. This year, we are committed to accelerating learning by establishing learner-centered environments, using evidence-based learning approaches, and maintaining high expectations for all.

Please make yourself familiar with this handbook's contents, as it contains important information to help students be successful in school. Know that the staff at Timothy Edwards Middle School is committed to supporting and challenging students to be the best they can be!

Sincerely,

Candice Irwin

Principal

Timothy Edwards Middle School is a place where children are inspired to grow and learn in a caring atmosphere of respect, exploration, and discovery. Those of us at Timothy Edwards recognize and appreciate the special needs and uniqueness of adolescents and are committed to their academic and personal growth. We believe that our charge as educators is:

- to offer intellectual challenge in both a disciplinary and interdisciplinary setting which provides all students opportunities to read, write, use technology, work collaboratively and apply learning to real-life problems and situations
- to address the needs of each student as an individual in order to maximize their potential as a learner
- to foster in each child a sense of belonging and an appreciation for self and others by creating small communities for learning through teaming
- to provide opportunities to learn and explore what it means to be a contributing citizen of the world.

We at Timothy Edwards Middle School are committed to these goals. Our educational climate is fostered by a supportive, collegial environment. This results in an atmosphere of reflection and discussion where learning is enjoyed, knowledge is gained and applied, life-long learning is modeled, and interpersonal skills are developed.

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. The full text of all South Windsor Board of Education policies referenced in this handbook is available on the district website at www.southwindsorschools.org/boe.

NON-DISCRIMINATION

It is the policy of the Board that any form of discrimination or harassment on the basis of color, race, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, or gender identity or expression or veteran status. [#5025]

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA, an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment. In order to fulfill its obligation under Section 504/ADA, South Windsor Public Schools recognizes its responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs. In this regard, South Windsor Public Schools prohibits discrimination against any person with a disability in any of the services, programs or activities of the school system. Anyone who wishes to file a grievance/complaint with the district, or who has questions or concerns about this policy, should contact the Assistant Superintendent for Personnel and Administration (who serves as the Section 504/ADA Coordinator for the South Windsor Public Schools) at (860) 291-1215. [#5024]

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. South Windsor Public Schools reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others. A list of holidays and cultural observances is available under the "[Calendar](#)" section of the website.

Students may be excused from participating in those parts of a program or curriculum involving a religious theme which conflict with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided at the beginning of each school day for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. We believe that how each child spends this time in silent meditation is a personal and private concern; therefore, we ask parents to determine how your child will observe this period. Please discuss and instruct your child as to the manner in which they will observe this brief period of silent meditation. If you do not wish your child to participate please inform the principal so a proper accommodation can be provided.

ATTENDANCE

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for ensuring that students attend school with the parent or other person having control of the child. In addition, the Board of Education takes seriously the issue of chronic absenteeism. Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. A student must remain in school until age 18, unless they graduate or get written consent from a parent/guardian on a district provided form to leave school at age 17. Rules regarding attendance are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered “unexcused absences.”

It is mandatory that students attend all of their assigned classes. Class attendance is not only necessary for maintaining good grades, but it also meets the school’s responsibility of knowing where each student is at all times during the day. Students should be on time and prepared for class. Any student who skips a class may face disciplinary consequences, and students who exhibit a habit of being tardy to class, including lunch, may be referred to the Associate Principal’s office for disciplinary action.

Although the school will maintain records and keep parents informed within the limit of its capability, daily attendance information is viewable through Parent Portal. Parents and students are expected to keep accurate attendance records, and to contact the school’s main office to get help in verifying attendance at any time during the year.

Absence

“Absence” means any day during which a student is not considered “in attendance” at his/her assigned school, or on a school-sponsored activity (e.g., field trip) for at least one half of the school day. This includes excused absences, unexcused absences, or an in-school suspension that is greater than or equal to one-half of a school day. A student serving an out-of-school suspension or expulsion will always be considered absent. Any student enrolled in grades kindergarten to twelve, inclusive, shall be permitted to take two mental health wellness days during the school year, which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days.

- **Chronic Absenteeism.** A student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that they have been enrolled is considered to be a “chronically absent child.” (For example, a student enrolled for the entire 182-day school year would be considered chronically absent if they were absent for 18 days or more.) Such a student will be subject to review by the attendance review team and a chronic absenteeism prevention and intervention plan developed by the TEMS MTSS team.
- **Truancy.** Any student between the ages of 5 to 18 who has four (4) unexcused absences in one month, or ten (10) unexcused absences in a school year, will be considered truant. When a student is truant, a school administrator shall schedule a meeting with the student’s guardian(s) and appropriate school personnel to review and evaluate the reasons for the student’s truancy. When a student is truant, school administration shall provide notice to the student’s parent or guardian of the information concerning the existence and availability of the 2-1-1 Infoline program, and other pediatric mental and behavioral health screening services and tools. When a student is truant, an appropriate school mental health specialist, as determined by the District, shall conduct an evaluation of the student to determine if additional behavioral health interventions are necessary for the well-being of the child.

Reporting an Absence or Dismissal

If a student is not expected to be in attendance for all or any portion of the school day, the parent or other person responsible for the child must notify the school prior to 9:00 a.m. There are two options for reporting a school absence:

<p>Through PowerSchool Parent Portal. Parents may also report an absence by completing the Attendance Form in their PowerSchool Parent Portal account. (This method of reporting will satisfy the written documentation requirement for Level One absences 1-9; however, it does not satisfy the written documentation for Level Two absences 10+) <i>If you need assistance with your PowerSchool Parent Portal username/password, please click here.</i></p>	<p>By Telephone. Parents may report an absence by calling the school's attendance line, 860-648-5030, and provide the student's full name, reason for the absence, and a phone number where the parent/guardian can be reached. (Telephone reporting must be followed up with written documentation, as described below, in order for an absence to be considered Excused)</p>
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Parents are responsible for reporting an absence; however, per Board policy and state guidelines, the school determines whether the absence is Excused.

- **Level One - Absences 1 - 9.** Absences 1 – 9 are considered Excused for any reason reported and approved by the parent.
- **Level Two - Absences 10+.** For the 10th absence and all absences thereafter, absences will be considered Excused only for one of the reasons listed below, subject to the school's receipt of the written documentation indicated:

In order for a Level Two absence to be Excused, the appropriate written documentation must be submitted to the school within 10 days of a student's return to school. E-Collect reporting of level two absences does not satisfy the written documentation requirement.

- Student illness verified by a medical professional
- Religious holidays
- Funeral or death in the family
- Other emergency beyond the control of the family
- Extraordinary educational opportunities
- Lack of transportation that is normally provided by the district

Military Absences

Notwithstanding the reasons outlined above, as described in BOE Policy 5001, a student aged 5 to 18 whose parent or legal guardian is an active duty member of the armed forces shall be granted ten (10) days of excused absences in any school year.

Unexcused Absences

After absence 9, all absences are considered "Unexcused" unless the absence is due to one of the reasons listed under Level Two above and written documentation (if required) has been provided. An "Unexcused" absence is any absence for at least one half of a regularly scheduled school day which either is not excused (as outlined above) or is considered a disciplinary absence. When in doubt, the determination of whether an absence is excused will be made by the building principal or his/her designee. Any student serving an out-of-school suspension or expulsion will be considered absent; such absence is not considered excused or unexcused for attendance and truancy purposes.

Tardiness

All students should arrive at school no later than 7:50 a.m. in order to be in their first period class on time. Parents should call the school's attendance line to report that a student will be late to school and include the reason for the late arrival. Parents who notify the school via the attendance line do not need to come into the office with the student; however, tardy students should report directly to the office to receive a pass to class. Arrivals to school that occur after the completion of one half of the school day will be treated as an absence.

Dismissal from School

Students may not leave school property at any time during the school day for any reason without the consent of the main office or the school nurse. Failure to obtain permission before leaving school may result in disciplinary action. All students must be signed out by a parent/guardian in the office; persons other than parent/guardian will be required to provide photo ID. Dismissals that occur before the completion of one half of the school day will be treated as an absence. Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods.

If a student needs to be dismissed prior to the end of the school day, they must present a parent or guardian permission note to the main office upon arrival to school in the morning, or the parent/guardian may notify the school by leaving a message on the attendance line. In the event a student requires dismissal from school due to illness, the school nurse will contact the parent/guardian directly. Students are required to be dismissed by the nurse for an illness during the school day.

Mental Health Wellness Days

Any student enrolled in grades kindergarten to twelve, inclusive, shall be permitted to take two mental health wellness days during the school year, during which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days. Mental health wellness days shall be excused when permission by the student's parent/guardian is documented by the student's school, regardless of the number of absences a student has accrued in the school year. Mental health wellness days will not be included in reporting or referrals related to truancy. Mental health wellness day will count as an "absence" for determining chronic absenteeism.

Makeup Work

Students are responsible for contacting their teachers for missed assignments. If a student is absent due to illness or suspension, the student is expected to make up the homework that was required for that day(s). The teacher will develop reasonable timelines for makeup work. Students on school-sponsored field trips will have an extended period of time to complete schoolwork which may have been missed as a result of their participation in the trip.

Withdrawal

If a student is to be withdrawn or unenrolled from school, a parent or guardian must appear in person at the school counseling office to complete a [Withdrawal Form](#). It is requested that the form be completed no less than one week prior to the student's last day of school ("withdrawal date"). Before the withdrawal date, the student must return all books (textbooks and library books), athletic uniforms or equipment, and their district issued Chromebook. Any outstanding financial obligations must also be satisfied before the withdrawal date.

If a student is transferring to a new school, we request that parents complete a Release of Records form before we send the student's academic records and cumulative file to the receiving school. If no Release of Records form is on file and we are notified that a child has been enrolled in a new school, we are obligated to transfer the child's records within ten days. In such instances, the parent will receive a letter notifying them of the records transfer.

COMMUNICATIONS

South Windsor Public Schools uses the PowerSchool platform and its suite of products to communicate with parents, students and staff. PowerSchool is a web-based student information system that allows administrators at the district and school level to manage student information. PowerSchool is also the tool that teachers use to enter classroom-specific data such as grades and attendance. As a web-based tool, PowerSchool and its components can be viewed either online or through a mobile app. Information regarding PowerSchool and the components described below is available on our website. If you need assistance with your PowerSchool Parent Portal username/password please click [here](#).

SchoolMessenger Notification System

The SchoolMessenger notification system uses phone and email to provide timely communication to parents and staff on matters such as school delays and closings, early dismissals, and school or district emergencies. School principals or other district administrators also use SchoolMessenger to provide families with general information or important non-emergency reminders such as school events, district testing, etc. The district will use the contact information on file to send messages to parents. Any communication received through SchoolMessenger will be the most reliable source of accurate information. To learn more about customizing the SchoolMessenger profile, visit our website.

Parent Portal

Parent Portal is the tool within PowerSchool that helps us foster communication between the school and parents. Through Parent Portal, parents can view student grades and attendance; contact teachers through embedded email links; update student information electronically; and manage School Messenger preferences. The "Forms" feature in Parent Portal is also used to report student absences (see "Reporting Absences" in the Attendance section above) and to register for Sports. If you need assistance with your PowerSchool Parent Portal username/password please click [here](#).

Student Information System

The "Student Information System" houses student profile data including parent contact numbers, mailing address, emergency contact information and doctor/medical information. If a student becomes ill, or there is an emergency or weather related early dismissal, it is imperative that we be able to reach parents/guardians, or someone else who has

been designated to act on the parent/guardian's behalf. Student information is entered electronically into our student information system. Parents are required to review and update this data at the beginning of each school year. In addition to student data, parents are also asked to acknowledge certain policies and notifications mandated by law, also through Parent Portal.

Channels of Communications

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher; (2) school counselor; (3) curriculum supervisor; (4) principal/associate principals; (5) superintendent/central office; and (6) board of education.

Parent Conferences

Parents are encouraged to become partners in their child's educational success. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators, may initiate a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

Student Deliveries

Occasionally parents or guardians will deliver forgotten homework assignments, lunches, instruments or other school essentials for a student. These items must arrive prior to 11:00 a.m. as they are distributed to students during lunch times so as not to disturb classes. Students will be contacted during class for emergencies only.

ACADEMICS AND EDUCATIONAL OPPORTUNITIES

It is important to approach all school work honestly. Cheating on homework and/or a test is unacceptable. Students who cheat, forge, or plagiarize may receive appropriate disciplinary action.

Grades Reflected on Report Cards

For the purpose of averaging term grades, final exam marks, and final grades, the following numerical and letter grade scale is used:

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

The following letter grades may also appear on report cards:

- I = Incomplete due to illness or extended absence *
- MN = Excused from PE for medical reasons
- NC = No credit due to attendance
- P = Pass
- W = Withdrawn

* Students have 10 days to make-up work before a report card grade is calculated. All fourth quarter incomplete work must be made up by July 1 unless other arrangements are made with the teacher through the school counselor and approved by an administrator. For information regarding "Academic Probation," see the Athletic Academic Eligibility section of the Athletic Handbook.

Grading System

Unweighted GPAs are calculated each marking period using the chart below to determine honor roll status and extracurricular eligibility. Each letter grade carries a point value. Each point value is multiplied by the credit equivalent of the course and the sum of these values is then divided by the total number of credits earned to arrive at a GPA.

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

Recognition of Academic Achievement/Academic Excellence

Every student is eligible for recognition at the end of each quarter based on the criteria below. Based on a 4.3 GPA scale, students who earn between a 4.0 and a 4.3 GPA will be awarded an electronic certificate for Academic Excellence and their name will be published in the newspaper, and students who earn between a 3.5 and a 3.99 GPA will be awarded an electronic certificate for Academic Achievement and their names will also be published in the newspaper. A blank grade or a pass (P) will not be counted. Any D, incomplete (I), or failing grade (F) will mean elimination from the recognition.

Report Cards

Student grades are continually updated in PowerSchool, and both students and parents are encouraged to monitor progress throughout the school year. Official student progress will be reported to parents at the end of each quarter. Report cards will be distributed electronically via SchoolMessenger. (If needed, printed copies of report cards can be requested from the school's main office.) Parents who wish to have any additional information about their child's progress or placement should contact the school counseling office.

Middle School Students Earning High School Credit

High school elective credit will be granted to middle school students for courses successfully completed with a passing grade in grade levels seven and eight so long as the primary focus of the course corresponds directly to the subject matter of a specified course requirement at the high school level. Currently, this policy aligns with Algebra I, II and Geometry. The earned credit will satisfy STEM Elective credit within the South Windsor High School Graduation Policy. All earned grades will be placed on the student's SWHS transcript, but without associated grade average points. More detailed information regarding SWHS graduation requirements can be found [here](#).

Multilingual Learners

Parents of identified English Learner (EL) students will be notified of their child's qualification. Students in the EL program will be assessed annually using the state mandated English proficiency test. In addition, any EL student with beginning proficiency in English may be eligible to receive pass/fail grades for their courses. EL students receive both instruction in English as well as tutor support in academic courses.

Homework

Homework is an important aspect of the learning process. It is the student's responsibility to do all work assigned on time and to the best of his/her ability. If a student is absent for three or more days, please contact the counseling secretary for class work at (860) 648-5033. Please allow 24 hours from the date of request for counseling to prepare the work request.

Extra Help

Students may always seek extra help from his/her teachers if the work is difficult or if the student has been absent. Our schedule allows for opportunities to receive help during the day during the "What I Need" block, though it may be necessary for a student to request extra help outside of the school day. Each teacher is available at least one day, usually Monday, Wednesday, or Thursday, after school until 4:05 p.m. for extra help sessions or makeup. Students should make arrangements with their teachers for when to stay.

Standardized Testing/Assessments

Smarter Balanced assessments in English language arts (ELA) and mathematics are administered annually to all students in grades 3 through 8 as part of Connecticut's summative assessment system. In addition, the NGSS (Next Generation Science Standards) test is administered to students in grades 5 and 8. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. In order to graduate from high school, students must meet district standards for graduation, as well as complete the required number and distribution of course credits. These summative assessments are one of the measures used to determine if students have met the identified district standards.

Library/Media Center

The Library Media Center is a place for students to read and do research as well as to borrow and return books. Students are responsible for returning library books on time and in good condition. There are no fines for overdue books; however, students will be charged the replacement cost for books that are damaged or not returned. All students must come to the library with a pass from their subject teacher during the school day.

TECHNOLOGY

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education provides computers, a computer network, Internet access and an email system, as well as other electronic devices that access the network such as wireless and/or portable electronic hand-held equipment. These items are intended to enhance both the educational opportunities for our students and the business operations of the district. Students must abide by all policies and applicable regulations outlined in the "Use of District Computer Systems and Internet Safety" policy, as well as all other applicable technology policies. (BOE Policies 6003, 6004, 6012, 5010).

Students at all levels will be provided instruction on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. It is expected that users will act in a responsible manner in accordance with district standards as well as state and federal laws. Anyone who is aware of problems with or misuse of district computer systems, or has a question regarding the proper use of these computer systems, should notify his/her teacher or principal immediately.

In order to ensure that the district's Internet connection is used in the appropriate manner, the district has implemented a system developed to filter out Internet sites with content/materials considered by the administration to be inappropriate, harmful or unacceptable for student viewing. Such content includes, but is not limited to, child pornography or material which is considered obscene or harmful to minors. The district considers attempts to disable or circumvent established filtering a violation of acceptable use.

The equipment, infrastructure and software are not to be used for personal gain by any student or staff member. It is important that students and parents understand that the district, as the owner of the computer systems, reserves the right to monitor and review the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes.

Use of Private Technological Devices by Students

Students may possess privately-owned technological devices on school property and/or during school sponsored activities, in accordance with Board policy 5010 and any applicable administrative regulations. For the purposes of the policy, "privately owned technological devices" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc.

Privately-owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff or unless necessary for a student to access the district's digital learning platform. Please see the sections on cell phone use and social media for more information about school expectations.

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging or disrupting Board technology resources;
- Accessing or attempting to access any material that is obscene; obscene as to minors, or contains pornography;
- Cyberbullying;
- Accessing or using social media accounts during the school day;
- Using such device to violate any school rules, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

A student's privately owned technological device may be searched if the device is on Board property or in a student's possession at a school-sponsored activity, if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Violations of this policy by a student shall result in disciplinary action and

may result in confiscation of the electronic device. The confiscated item will be returned to the child's parent/guardian unless administration deems it appropriate to return to the student at the close of the instructional day.

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technology device is stolen, lost, or damaged, while the device is on school property or during a school-sponsored activity, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately-owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately-owned technological devices with other students.

The Board considers access to its technology resources to be a privilege and not a right. Misuse of any technology device or resource in any manner inconsistent with Board policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately-owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

One-to-One Devices: Chromebooks

Chromebooks or other devices, as appropriate for the needs of the student, (collectively, "1:1 devices") are issued to students in grades 3-12. These 1:1 devices are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Pursuant to Board policy 6012, students are held personally and monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning assigned district electronic devices. Students and parents must sign the device checkout form before being issued a device. Any and all district owned, school-provided devices must be returned to the school upon a student's withdrawal from the district, or at the school's request.

South Windsor Public Schools reserves the right to monitor and supervise the use of its property. Users should not have expectations of personal privacy when using any of its systems or district-issued devices.

From time to time, students may be required to return their device for maintenance and compliance with board policies. All efforts will be made to ensure that this will not interfere with the student's use of the device for learning. Detailed information regarding student responsibilities, Chromebook use and care, and available insurance protection is included in South Windsor Public Schools "[1:1 Device Handbook for Students](#)" (available on our website, or from the school's main office).

Social Media While at TE

Social media applications are not to be used during the school day. Students will not use their personal, or district-provided, devices to access these services. Student posting on social media accounts which disrupts the school or learning environment may be subject to the student code of conduct and referral to school administration. South Windsor Board of Education policy 6003, in part, prohibits: accessing or attempting to access social networking sites (e.g. Facebook, X, Instagram, Snapchat, TikTok, etc.) without a legitimate educational purpose.

Student Cell Phone Policy at TE

Students may possess cell phones pursuant to board policy 5010, as listed above. The administrative expectation regarding cell phones during the school day is that students have their phones in backpacks / lockers / pockets and are not accessing the phone throughout the academic day. As middle school students develop their skills as digital citizens, we recognize the importance cell phones may play in their lives. However, accessing apps and digital messaging services during the school day may distract or disrupt the learning environment for students and others; doing so may be subject to consequences per the student code of conduct.

Should it be absolutely necessary, the most effective way for parents/guardians to reach a student during the day is to contact TE's main office at (860) 648-5030. Attempting to directly contact a student by text or call during the day may interrupt the educational environment for the student.

BULLYING AND HARASSMENT

The South Windsor Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. (Board Policy #5011.) In accordance with state law and the District's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior or teen dating violence on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (1) causes physical or emotional harm to an individual; (2) places an individual in reasonable fear of physical or emotional harm; or (3) infringes on the rights or opportunities of an individual at school. (Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited. Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

Harassment

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, sexual orientation, gender identity or expression, 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/guardians are urged to reinforce with their child(ren) that if they are harassed or sees harassment happening to someone else that they 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 they have been harassed is encouraged to report the incident to the principal. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

Sexual Harassment

South Windsor Board of Education policy forbids sexual harassment and seeks to maintain a learning environment free from sexual harassment, insults, and intimidation. Evidence of reprisal against a complainant or witness shall be viewed as a violation of this policy. Sexual harassment has been clearly established as a form of sexual discrimination. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, other offensive verbal or physical conduct that is sexual in nature, the display or circulation of written materials or pictures degrading to gender, any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual employment or student grades or status; or (2) submission to or rejection of such conduct by an individual is used as the basis for employment or schooling decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or school performance or of creating an intimidating, hostile or offensive working or school environment. Specific behaviors (that are unwanted and sexual in nature) that could constitute sexual harassment include touching, sexual rumors, verbal comments, sexual name calling, pulling at clothes, rape or attempted rape, inappropriate displays of affection, inappropriate statements of a sexual nature, leers, gestures, jokes/cartoons/pictures.

Any student who believes he or she has been subject to sexual harassment should report the incident immediately to the principal, associate principal, or school counselor. All incidents shall be investigated in accordance with the applicable complaint procedures which the Superintendent shall adopt by regulation. The district will respect the confidentiality rights of the complainant and the individual(s) against whom the complaint has been filed as much as reasonably possible, given the necessity to investigate allegations and take disciplinary action when sexual harassment has occurred.

Any employee or student found to have engaged in sexual harassment will be subject to immediate disciplinary action, up to and including discharge from employment, expulsion from school, or referral to legal authorities for prosecution as judged appropriate on a case-by-case basis.

Reporting of Child Abuse, Neglect or Sexual Assault

The Board of Education has a legal and ethical obligation to report suspected child abuse, neglect and sexual assault. Mandated reporters include all school employees, including the superintendent, administrators, teachers, substitute teachers, school counselors, school paraprofessionals and athletic coaches, as well as licensed nurses, physicians, psychologists and social workers who are either employed by the Board or who work in one of the district's schools, or any other person who in the performance of his or her duties has regular contact with students and who provides services to or on behalf of students enrolled in South Windsor Public Schools. Such individuals who have reasonable cause to suspect or believe that a child has been abused, neglected, placed in imminent risk of serious harm, or sexually assaulted by a school employee is required to report such abuse, neglect or risk and/or sexual assault. A mandated reporter's suspicions may be based on factors including, but not limited to, observations, allegations, or facts provided by a child, victim or third party. Suspicion or belief does not require certainty or probable cause.

The District shall provide in-service training regarding the requirements and obligations of mandated reporters to each employee, and each school employee is required to complete a refresher training program not later than three years after completion of the initial training program. State law prohibits retaliation against a mandated reporter for fulfilling his/her obligations to report suspected child abuse or neglect. The Board shall not retaliate against any mandated reporter for his/her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect.

CONDUCT AND DISCIPLINE

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. Students should strive to be an active participant of a community that creates a positive learning environment through relationship building and consistent, good decisions. Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Per Board policy, students may be disciplined for conduct on or off school grounds or at any school-sponsored activity "that endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board." In determining whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider (but such consideration shall not be limited to) the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in C.G.S. Section 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol and/or drugs.

Disciplinary consequences are defined by board policy as follows:

- **“In-School Suspension”** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- **“Suspension”** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided that no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- **“Expulsion”** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
- **“Emergency”** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to the disciplinary consequences described above include the following. A full list of all actions and/or offenses which may lead to disciplinary consequences is contained in Board of Education Policy #5002; this list may be updated or changed from time to time and is incorporated by reference herein.

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry, gender identity or expression or any other characteristic protected by law.
7. Refusal by a student to identify themselves to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, on school transportation, or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon. (BOE policy #1007)
12. Possession of any ammunition for any weapon described above.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g., e-cigarettes), electronic cannabis delivery system, vapor products drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco,

- drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to, glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
 17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
 18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
 19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
 20. Trespassing on school grounds while on out-of-school suspension or expulsion.
 21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
 22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
 23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
 24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
 25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
 26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
 27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
 28. Possession and/or use of a beeper or paging device on school grounds or at a school sponsored activity without the written permission of the principal or his/her designee.
 29. Unauthorized use of, or tampering with, any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
 30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
 31. Hazing.
 32. Bullying (as defined in BOE Policy #5011).
 33. Cyberbullying (as defined in BOE Policy #5011).
 34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, including but not limited to violating school or district health and safety protocols, regardless of whether the conduct is intended as a joke.
 35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
 36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
 37. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
 38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
 39. Engaging in teen dating violence (as defined under "Bullying and Harassment above).

40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

Violation of policies and procedures (including, but not limited to, those outlined above) may result in disciplinary action. Teachers and administrators have the right to take disciplinary action against disruptive behavior in the classroom and the building. Disciplinary consequences may include but are not limited to detention, suspension, community service, or expulsion. Additionally, students should be aware that the school campus is not immune to the law. Illegal acts of any kind will not be tolerated and can result in referral to the proper authorities. Video cameras are installed at Timothy Edwards Middle School for the purposes of supplementing security measures and ensuring safety.

A student may be removed from class by a teacher or administrator if they deliberately cause a serious disruption of the educational process. "Removal" is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes. A student may not be removed from class more than six (6) times in one school year, nor more than twice in one week, unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation. The parent/guardian of any minor student removed from class shall be given notice of such disciplinary action within 24 hours of the time the student was removed from class.

Students may be detained after school by a teacher or administrator for any infraction, unacceptable behavior, or academic issues. Parents will be notified 24 hours in advance if a student is asked to serve a detention. Each student must bring sufficient materials and books to study for the entire detention period. Detention runs from 2:45 - 4:05 p.m. Failure to serve a detention will be reported to the associate principal's office for review and/or further disciplinary action.

Dress Code

In accordance with South Windsor Board of Education policy 5012, the expectations for student dress at TE is to maintain an environment conducive to the educational process. Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

The following items are prohibited from being worn during the academic school day:

- a. footwear which mars floors or is a safety hazard;
- b. sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
- c. spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff;
- d. attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures;
- e. attire or accessories depicting or suggesting violence, that provokes others to act violently, causes others to be intimidated by fear of violence, or that constitutes "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika;
- f. attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages;
- g. shirts and/or blouses that reveal the chest or undergarments;
- h. see-through clothing;
- i. shorts, miniskirts, or pants that reveal the upper thigh or undergarments;

Backpacks and/or book bags may be permitted, on an individual basis with administrator approval or in compliance with a student's IEP or 504, to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.

Search and Seizure

A student and their effects may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or Board policy. The way the search is conducted should be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Lockers, desks and other storage areas provided by the

district for use by students are the property of South Windsor Public Schools. The Board of Education authorizes administration and/or law enforcement to search lockers and other school property for the presence of weapons, contraband or other items which may endanger the health, safety or welfare of the students or others.

All searches of students shall be conducted or directed by an authorized school administrator in the presence of a witness. A search of a student's handbag, gym bag, cellular telephone, personal electronic device or similar personal property carried by a student, as well as the search of a student's person, may be conducted if there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. Any evidence of illegal conduct or conduct violative of the rules of the school produced as a result of searches according to these regulations shall be subject to seizure. Where required by law and otherwise at the option of the building principal, such evidence shall be submitted to the Police Department for proper disposition. Evidence not submitted to the Police Department shall be disposed of as directed by the building principal.

Video Recorders on School Buses and on School Campus

Video cameras are installed at Timothy Edwards Middle School as well as on all South Windsor school buses for the purposes of supplementing security measures and ensuring safety. Videos are not available to be viewed by parents or students.

EXTRACURRICULAR ACTIVITIES

TEMS is proud of its extracurricular activities. We believe that a total school program includes participation in activities outside the classroom, and every student should have the opportunity to participate in these experiences. Students will have many opportunities to meet new people and participate in a wide variety of activities, including sports, music and drama, student ambassadors, outdoor education, and many others. Participation in extracurricular activities is a privilege. A student must accept responsibility for his/her own actions and meet the academic guidelines for participation. Students should watch and listen to the morning announcements for information about the clubs, activities and sports they are interested in.

<p align="center">Extracurricular Activities (These activities require either a tryout or an audition)</p>	<p align="center">Co-Curricular Activities (These activities require a nomination and/or sign up)</p>
<ul style="list-style-type: none"> ● Entertainers ● Festival Jazz Band ● Interscholastic Sports <ul style="list-style-type: none"> Fall: Field Hockey, Soccer, Cross-Country Winter: Basketball, Cheerleading Spring: Track, Softball, Baseball ● Spotlight Show Choir ● TE TV News 	<ul style="list-style-type: none"> ● Cougar Community Service Club ● Literary Magazine Club ● Math Counts ● Mentoring ● Outdoor Ed. ● Ski/Snowboard/Golf Club (South Windsor Rec Dept) ● Intramurals ● Yearbook ● TEAM After School Activities

Academic Eligibility for Extracurricular Activities

At the beginning of a new school year, all students are eligible to try out or audition for any extracurricular activity. Beginning after quarter one, students must possess a minimum GPA of 2.0, in addition to passing grades (no F's in any subject areas) in the quarter prior to the tryout, to be eligible for tryouts or auditions. Failure to maintain a 2.0 GPA during the course of the season or activity will result in the following interventions:

- A two week probation period will be implemented in which the student will be disqualified from any practices, games, rehearsals, etc. related to their activity.
- An academic hearing will be scheduled by the student's school counselor. Members of the review board may include: the student, a parent, a team teacher and/or encore teacher, school counselor, the activity supervisor, and an administrator.

After the two week probation, the review board will determine whether or not the student qualifies to resume participation based on progress toward targeted academic goals and positive work habits. Lack of progress toward the established goals will result in dismissal from the activity.

Athletics

TEMS offers both intramural and interscholastic athletic opportunities for students. Students who try out and are selected for an interscholastic team will be provided with an Athletic Handbook outlining all athletic policies and procedures. Additional information regarding our Athletic program, including Academic Eligibility and Probation, is available on the school website.

The rules and expectations for student-athletes are outlined in the Athletic Handbook. Students may not participate in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian reviews and acknowledges the Concussion Education Plan and Sudden Cardiac Arrest informed consent forms. Both are included in the registration process for any sport, and are also viewable on the Athletics section of the school's website.

Athletics at TE follow the recommendations and guidelines for middle level interscholastic athletics adopted by the CIAC, which state, in part:

Interscholastic athletics for middle school boys and girls in Connecticut are considered to be an integral part of the total educational program. It goes without saying that they should supplement, rather than serve as a substitute for, the traditional physical education and intramural programs in our member schools. The purposes of the interscholastic guidelines are as follows. To recommend interscholastic athletic guidelines in Connecticut middle schools so that they make the maximum contribution to the physical, mental, emotional, social and moral growth of member school participants.

- *To develop intelligent recognition of the proper place of interscholastic athletics in the education of our youth.*
- *To nurture cordial relationships among member schools, coaches and officials by encouraging optimum standards of sportsmanship and citizenship.*
- *To promote a program of interscholastic athletics that will provide for equitable competition among schools.*

Attendance Requirements for Extracurricular Activities and Athletics

Students who are absent from school or who are dismissed early from school for reasons of illness may not participate in ANY after-school activities (including club meetings, concerts, or dances) or athletic events (games and practices) on the day of the absence unless prior administrative permission is granted. Students must be in attendance at school for at least half of the school day or they will be considered absent.

Dances and Social Events

School dances or social events may be scheduled periodically during the school year. Students are expected to dress appropriately for all dances. Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance. Attendance at a dance is a privilege and may be revoked due to discipline or academic reasons at the discretion of administration.

1. The dances begin at 6:00 p.m. and end promptly at 8:00 p.m. at which time students are required to leave the school and school grounds. **Students must be picked up promptly at 8:00 p.m.**
2. Students are not allowed to leave the dance/event and return.
3. The dance/event is for Timothy Edwards' students only. Students from other schools will not be admitted.
4. Students **MUST** remain at the dance from the time of their arrival until 8:00 p.m. Only those students whose parents arrive to pick them up prior to 8:00 will be allowed to leave early.
5. We encourage students to enjoy and participate in dancing. However, certain types of dances and activities which include pushing, running, slam dancing, other types of physical behavior, or inappropriate displays of affection are unacceptable and dangerous. Students engaging in these activities may be sent home and/or barred from future dances.
6. Public displays of affection are not appropriate at school.
7. Dances are an extension of school life. The school administration reserves the right to prohibit a student from attending dances.
8. Students who have not been in school for a minimum of four (4) hours the day of the event, suspended from school, or have an in-school suspension on the day of the dance may not attend the dance.

9. Tickets for dances and events which necessitate admission are sold in advance, the week of the event. Tickets are on sale in the main lobby. Students are only able to purchase one ticket for themselves.

Field Trips

Field trips are carefully planned educational experiences and are part of the curriculum. Transportation to and from the activity must be by a school provided bus. Each student must complete and return a signed permission slip before participating in any field trip or school-sponsored activity. A student may be refused attendance on a field trip by an administrator for a specific behavioral reason(s). Students are reminded that all school rules are in effect during field trips. Furthermore, personal belongings lost while on a field trip or other school sponsored activity are not insured by the district.

The South Windsor Board of Education is the sponsor of field trips. Given the uncertainty of global events and the concern for the safety of participants, the South Windsor Board of Education reserves the right to cancel a field trip without any liability to participants. Should any field trip be canceled for the reason of safety, the South Windsor Board of Education, its staff and agents assume no responsibility or liability for financial loss, inconvenience or disappointment as a result of the cancellation. If a field trip is canceled, students will not suffer negative academic consequences.

SCHOOL SECURITY AND SAFETY

The District has developed and maintains an emergency disaster preparedness and response plan for implementation as needed. The Plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery. Practice/emergency drills will be conducted routinely throughout the school year. In every instance where students are involved in an **actual emergency**, parents will be notified of the nature of the emergency, the procedures, and the reason why that particular course of action was taken.

Emergency Response Drills

Throughout the school year, students are expected to practice the appropriate actions, responses, and behaviors for emergency situations. These emergencies may include, but are not limited to, fire drills, intruder simulations, dangers from natural disasters (hurricanes, severe lightning) or medical emergencies and evacuations. The purpose of these drills is to give students a rehearsal of the expected behaviors so that in the unfortunate event of an emergency situation, students will respond in a safe manner. The key to making these drills successful is for each student to carefully follow the instructions of staff members. Any student who disregards safety drill protocol or instruction may be subject to disciplinary consequences.

Lockdown

If there is an emergency or hazardous condition in the building or on school grounds, an announcement will be made if a lockdown is necessary. The terms of the lockdown will be indicated in plain language, stating a modified or full lockdown. A modified lockdown allows for classroom activities to continue. In a full lockdown students should remain in the classroom out of sight and silent until an Administrator ends the lockdown via intercom. Passage outside of the classroom is restricted; there is no movement in the building.

Fire Alarm

When a fire alarm sounds (a continuous sounding of horns), students must leave the building according to directions posted in the classroom. Teachers should lead the group, and the last student should close the door and turn off the lights. If the fire alarm sounds during passing time or lunch, students must leave the building by the nearest exit. Fire extinguishers are placed throughout the school for emergency use only. Misuse, tampering, and/or discharge of any fire extinguisher for any reason other than its intended use will result in serious school disciplinary action and referral to appropriate authorities.

Student/Parent Reunification

In the event of an emergency situation that warrants building evacuation or early school closing, the school is prepared to provide an orderly and coordinated reunification of students and families. It is imperative that parents/

guardians cooperate with school personnel during the reunification process and follow the established procedures. In some situations, students will only be released to their parent/guardian; however, in some situations students may also be released to an emergency contact identified in PowerSchool. Because an emergency could involve the local police and fire departments, it is critical that the streets and parking lots surrounding the school be kept completely clear. Parents are not to come to the school to pick up their child(ren) unless directed to do by SchoolMessenger or a school administrator.

Defibrillators in Schools (AEDs)

In order to assist individuals who may experience sudden cardiac arrest or similar life-threatening emergency during the school's normal operational hours, during school-sponsored athletic practices and athletic events taking place on school grounds, or during school sponsored events not occurring during the normal operational hours of the school, the South Windsor Board of Education maintains at each school under the board's jurisdiction, automatic external defibrillators and school personnel trained in the operation of such automatic external defibrillators and the use of cardiopulmonary resuscitation. It is the policy of the South Windsor Board of Education to support the use of these automatic external defibrillators by trained school personnel during medically appropriate circumstances.

Emergency Notification-School Cancellations/Delays

In addition to SchoolMessenger communications, information relating to school cancellations, delayed openings and early dismissals will also be available from local media as well as the district website. Please do not call media outlets, the police department or Board of Education Office for school closing information. Students should have a plan for getting into their home when school closes early. In the rare event of an emergency while school is in session (i.e., power failure, weather emergency), a protocol has been established in each school which will ensure the safety of all students and staff. In addition, emergency plans are in place with the South Windsor Police and Fire Departments.

SPECIAL EDUCATION AND STUDENT SERVICES

The district provides a continuum of specialized services which support the academic, social, emotional, behavioral, and physical needs of students with disabilities. Any parent with questions about these programs should contact the school counseling office. The coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in the district or by other organizations.

The District utilizes a Multi-Tiered System of Supports (MTSS), a framework for continuous improvement that is systematic, prevention-focused, and data-informed, to provide a continuum of supports responsive to the needs of all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum. Any child identified as possibly needing special education and/or related services must be referred to a special education Planning and Placement Team (PPT) for evaluation. The PPT will determine whether special education services are required. The PPT is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs. Parents must give their consent before any evaluation can be done or any services can begin.

Based upon the diagnostic findings of the evaluation study, an Individualized Education Plan will be developed by the PPT, with parental involvement. As required by law, parents will be provided information at PPT meetings about their right to have advisors and paraprofessionals attend PPT meetings.

School Counseling

The role of a school counselor centers on each student's social-emotional development, academic achievement/ advisement, and career/future planning. These areas are covered through classroom lessons, individual conferencing, family meetings, and in conjunction with school-based teams. School counselors are committed to meeting the needs of each individual student and family. School counselors recognize that students need an opportunity to talk with someone about things that are important to them. These opportunities to talk may be personal, social, educational or vocational in nature. Students can schedule an appointment via the school counseling secretary, or by stopping by the school counseling office before school, during lunch, between classes or after school. TEMS school counselor contact information can be found [here](#).

Seclusion and Restraint (Use of)

The Board of Education seeks to foster a safe and positive learning environment for all students. In accordance with policy and accompanying regulations, South Windsor Board of Education employees will restrict the use of physical restraint or seclusion of students to emergency situations if needed to maintain the safety of the student or another individual. The use of restraint or seclusion will be used only by trained school staff in emergency situations only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

Psychotropic Drug Use

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before they may attend school, be evaluated to determine eligibility for special education or receive special education.

Homeless Students

As defined by federal and state statutes, homeless students who reside in the South Windsor district, are staying in a temporary shelter within the South Windsor district, or who are enrolled in South Windsor Public Schools and are displaced from their district of residence, are entitled to free school privileges. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate any existing barriers to their education which may exist in district policies or practices, in compliance with all applicable federal and state laws. Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness.

HEALTH SERVICES

The nurse's office is accessible to all students during the school day. Any student who wishes to see the nurse must obtain a pass before coming to the Health Room. If a student becomes ill during the school day, the nurse will contact a parent for a medical dismissal. Emergency contacts and medical information must be reviewed and updated through PowerSchool at the start of each school year. It is important that voicemail boxes are setup so that contacts can receive necessary messages.

The health and safety of our students, staff and entire school community is our highest priority. **It is absolutely critical that students and staff who show any signs of illness stay home and not report to school.** If you have questions about the health of your child/yourself, or the health of anyone in your family, please contact your school directly and speak with the school nurse or principal.

Specific guidance relating to COVID-19 is available on our website, as well as CDC and DPH. Generally speaking, students who are sick should remain home.

- **Fever:** If a student has a temperature of 100.0 or higher without fever reducing medication, they should stay (or will be sent) home. The student may return to school after the temperature is normal (under 100.0) for 24 hours without fever reducing medication.
- **Infections:** If a student has a medical condition that has been deemed contagious (e.g., strep throat, pink eye, etc.), they must be excluded from school until they have been under medical treatment for 24 hours and cleared for a return to school by a physician.
- **Accidents/Injuries:** All accidents or injuries on school property must be reported to the nurse within 24 hours. If a student has a serious illness or accident outside of school, the parent should inform the nurse about the student's health condition. Any student who wishes to be excused from physical education class, or who requires use of the elevator, must bring a written doctor's note to the nurse before reporting to class.

Health Assessments and Immunizations

The Board of Education adheres to state laws and regulations that pertain to school immunizations, health assessments and oral health assessments. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under state law. It is also the policy of the Board of Education to ensure that all enrolled students are adequately immunized against communicable diseases, unless exempted by

law. Parents wishing their child to be exempted or excused from required state immunizations must request such exemption as outlined in board policy and regulations. Parents who believe their child is eligible for a medical exemption should contact their child's physician. A list of immunization requirements is on the state Health Assessment Record and available on our website.

Physical examinations are required in 7th grade. Students transferring from another state need a physical completed within one year of entry into South Windsor Public Schools. Students transferring from another country need a physical completed in the state of Connecticut and may be required to provide additional paperwork. An updated Health Assessment Record is required to be completed and submitted to the school nurse's office by no later than the first day of school. All items with an asterisk (*) on the Health Assessment Record must be completely filled out by the physician, APRN or PA performing the exam. Any questions regarding immunizations or the State Health Assessment Record should be directed to the school nurse.

Administration of Medication

Administering medicine in school is strictly regulated. For students who must take medication during school hours, including medication prescribed by a physician for short-term use (e.g., antibiotics), daily medication, medication needed only occasionally, over-the-counter medication, and medication for emergencies (such as Epi-Pens and inhalers), parents/guardians must provide the school nurse with their written permission and the written medical order of an authorized prescriber (physician, dentist, advanced practice registered nurse, or physician's assistant) authorizing the nurse to administer the medication. The permission and medical order must be in writing on South Windsor Public Schools' Medication Authorization Form* and is required to be on file in the nurse's office each time a medication is to be administered in school. The form must be signed by the authorized prescriber (defined in BOE policy 5013) who orders the medication, as well as the student's parent/guardian.

South Windsor BOE policy and Connecticut state law requires that medication be brought in by a parent or other responsible adult (over the age of 18) and given directly to the nurse. This person must remain to count the medication and to sign a form that verifies the amount. Prescription medication must be in a properly labeled pharmacy bottle and contain no more than a 3-month supply. Over the counter medication (i.e., Tylenol, Tums, Advil or Motrin etc.) must be brought in the original unopened container. Any medication remaining must be picked up by a parent or other responsible adult by the last day of school or within one week when a medication is discontinued.

Students may self-administer insulin through injection or insulin pump, provided the appropriate medication authorization forms are on file in the nurse's office. Students are permitted to carry on their person and self-administer rescue medications such as Epi-pens and asthma inhalers provided the appropriate medication authorization forms are on file in the nurse's office. Such medication should also be available in the nurse's office as a back-up in case of a medical emergency. Students who have a self-administration plan to carry their own rescue medications must keep them on or with their person at all times; it is not safe or appropriate to leave them in a locker. Students found in possession of any medication, over-the-counter or prescription, are subject to disciplinary action. Medication administration forms are available on the website.

During the school day or on field trips in the absence of a licensed nurse, only principals and teachers who have been properly trained may administer medications to students. Principals and teachers may administer oral, topical, inhalant, intranasal or auto-injector cartridge medications. Any scheduled or "as needed" medications will be sent on field trips.

Medication - Extracurricular Activities. The same state regulations and school policies apply to medication on field trips as in school during the school day. Students who have a self-administration plan are responsible for carrying their own medication on a field trip. It is best to speak with the school nurse well in advance of a field trip to make sure that your child will have access to appropriate medication and assistance, if needed, during a field trip. If a student requires medication during an extracurricular activity, the responsibility for administering the medication would fall on the student (with prior written approval by the prescriber and the parent), or to the parent prior to the activity. Per state regulations principals and teachers may not administer any medications during extracurricular activities.

Medication - Athletics. Certified coaches and athletic trainers may administer inhalers and cartridge injectors for allergic reactions to those students who have not been cleared to self-carry. The written order of the licensed

prescriber and the written authorization of the parent is required. An additional inhaler or cartridge injector must be provided by the parent to the coach for use during sports.

Individual Healthcare Plan (IHP)

An IHP is a written document, developed by the registered professional school nurse and implemented for the individual student with medical diagnoses or disabilities, in order to promote the student's health and wellbeing, prevent serious or life-threatening symptoms, and support the student's participation in an inclusive learning environment. IHPs are developed for students with health conditions or diagnoses meeting the following criteria:

- A. After collaborating with parents and receiving appropriate medical documentation, if the school nurse determines the student is at moderate to high risk of experiencing a serious or life-threatening symptom during the school day.
- B. The student has a recent history of serious or life-threatening symptoms and/or hospitalizations.
- C. The student may require specific or complex preventative measures, emergency actions, or interventions.
- D. Due to his/her age, developmental level or other factor(s), the student is unable to accurately report or describe symptoms or take independent action to prevent or self-manage symptoms.

Please contact the school nurse with any questions or concerns pertaining to your child's health.

Accidents

Although every precaution is taken, accidents to students may occur. When injuries occur, the school nurse administers first aid. If the injury requires the attention of a doctor, the parent will be notified. If a student has a serious illness or accident out of school, the parent should inform the nurse about the student's health condition. If an injury or illness occurs over the weekend, whenever possible, it is best to have the child examined by their own physician prior to sending him/her to school. Certain situations must be treated within a limited number of hours. A written doctor's note must be provided to the nurse's office for any student who is to be excused from physical education class.

All accidents or injuries on school property must be reported to the nurse within 24 hours.

Insurance

It is the responsibility of parents to provide health insurance coverage for their child(ren). The South Windsor Board of Education does not indemnify parents who do not have insurance coverage for their children. Student insurance is offered to all parents at a modest cost. Literature is sent home with students at the beginning of the school year and is always available in the school's main office. The South Windsor Board of Education approves the offering of student insurance, but it does not act as agent or administrator of the plan, nor will it serve as an arbitrator should a dispute or claim arise.

Wellness

Student wellness, including good nutrition and physical activity, is promoted through the district's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided. (BOE Policy #6006)

FOOD SERVICES

Breakfast and Lunch Options

A variety of breakfast and lunch options are available to students. Students are encouraged to make nutritious food choices. Food and beverages offered for sale to students will meet federal and state standards and guidelines. Additional information regarding food choices and menu options is available on the district website.

Food may not be delivered to students by outside vendors (i.e., pizza). Parents who need to drop off forgotten lunches are asked to do so by 11:00 a.m.; students will be called to the main office during lunch times so as not to disturb classes.

Breakfast

FREE BREAKFAST for ALL Students continues into 2023-2024.

Lunch

TEMS lunch meals will be offered at \$3.25 and a premium meal at \$3.75.

Free and Reduced Meal Benefits

Free and reduced-price school meal benefits are available to eligible families through the Free and Reduced Price Meal Application. The 2023-24 application is available on the district website. Additionally, a physical copy will be sent home with each student the first week of school. The instructions for filling out and submitting the application to the Food Service Department will be included. It is important to note that each family only needs to submit one application. While it is recommended to submit applications at the beginning of the school year, they can be submitted at any point due to changes in household income. Families who qualified in the previous year will retain their eligibility at the start of the year, allowing them time to submit a new application. The prior year qualification will remain valid until October 13, 2023. To ensure uninterrupted student meal benefits, please return applications promptly. Families eligible for reduced meals will receive additional information related to lunch meal pricing. Please watch for an email from the Food Service Department. Any questions related to Free and Reduced Meals please contact Food Service Specialist Lisa Clayton at 860-474-1499.

Cafeteria

TEMS takes pride in a clean and enjoyable cafeteria for students in which to socialize and eat lunch. Taking pride in our community, and our building, is a shared responsibility for all individuals at TE. Students and staff members will assist in maintaining the cleanliness and upkeep of our cafeteria and eating areas.

- Students are to go directly to the cafeteria and not loiter in the lavatories or corridors.
- Students must have permission from an adult to leave the cafeteria.
- Before being dismissed, students are responsible for disposing of their trash and picking up any rubbish on the floor after eating lunch; table wipes and brooms are provided for cleanup.
- Students must remain seated until they are dismissed by an adult.
- All students are expected to display good table manners and be courteous and considerate to fellow pupils, teachers, and cafeteria workers.

Violation of the cafeteria rules will result in either the loss of privilege to use the cafeteria, assigned seating, lunch detention(s), and/or other disciplinary consequences.

Food Allergies

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease. A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate provide food or dietary supplements on school grounds during the school day.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special

education law. The District's specific plan for managing students with life-threatening food allergies is posted on the District website.

TRANSPORTATION

Bus Rules and Regulations

Transportation is provided to all South Windsor Public Schools students in accordance with Board of Education policy. Bus stops are arranged at centralized locations. All students are expected to: (1) arrive at the bus stop 5 minutes before the bus is scheduled to arrive; (2) wait on the sidewalk or curbside, stand back ten feet from the road when possible; and (3) when on the bus, remain seated throughout the bus ride. All school rules are in effect at the bus stop.

Students are expected to conform to appropriate standards of behavior while being transported to and from school. Transportation may be denied to any student who does not behave properly on the bus. The decision to withhold transportation rests with the principal of the school, and in each case parents will be informed. Video cameras are installed on all South Windsor school buses for the purposes of supplementing security measures and ensuring safety. Bus videos are not available to be viewed by parents or students except under extenuating circumstances. The full text of South Windsor Bus Rules and Regulations is available on the "Transportation" section of the district website.

Emergency/Alternate Bus Transportation

Students are expected to ride the bus to which they are assigned. Emergency bus passes will only be given when circumstances arise that are out of the parent's control. If it is necessary for a student to get off the bus and/or ride another bus, an emergency bus pass must be requested. To acquire a bus pass, the student must bring written permission from his/her parent or guardian to the office where the emergency bus pass will be issued. This must be done at the start of the day prior to 8:20 am.

Any changes to a student's address which occur during the school year must be updated through our central registration office. Parents must submit a "Change of Address Request Form" (available on the district website), plus the required proof of residency documents, to the registrar's office at 1737 Main Street, South Windsor. Changes in transportation will not be implemented until this documentation is received.

Late Buses

Late buses accommodate students in grades 6-12. Late bus transportation is generally available every Monday, Wednesday, and Thursday for those students required to stay after school for school-related business, activities or detention. Late buses leave from the front of the school promptly at 4:10 p.m. Please note that late bus routes are different from the child's regular bus route. Students should check the late bus route on the bulletin board near the main office to find what bus they should ride home. Students may not leave the building after school then return to take the late bus home. All students who stay after school must be under the direct supervision of an adult. Late buses will be canceled in the event of early dismissals due to inclement weather or other emergencies. Conduct on late buses is expected to comply with the Bus Rules and Regulations.

Transportation Safety Complaints/Procedures

All questions/concerns regarding student transportation must be addressed to a building principal. If a building principal is not available to respond to questions/concerns, parents should contact the transportation office at (860) 291-1252. Parents should not board the bus or discuss any transportation issues with the bus driver, or contact the bus company or bus management to report problems or ask questions. All complaints concerning school transportation safety are to be made to the Transportation Coordinator. A written record of all complaints will be maintained.

FACILITIES

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place. Following dismissal, unless students are involved in a teacher/staff supervised activity, they are expected to leave the campus immediately.

Lockers

Lockers are the property of the school and are subject to routine administrative inspection. They should be kept clean and orderly to ensure their good working condition. Students should not share lockers or locker combinations with other students. **Lockers are not secure** and therefore students should leave expensive personal items at home (i.e. cell phones, iPods, AirPods / headphones, gaming devices, etc.). Neither Timothy Edwards nor the South Windsor Board of Education is responsible for lost or stolen items.

Pesticide Application

It is the policy of the South Windsor Board of Education to implement an integrated pest management plan to reduce the amount of pesticides applied in any building, or on the grounds of any South Windsor public school. The district will use all available pest control techniques, including judicious use of pesticides when warranted, to maintain a pest population at or below an acceptable level. The decision to apply pesticide in any building, or on the grounds of any South Windsor public school, is dependent on the results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticides shall be made in any building, or the grounds of any South Windsor public school, during regular school hours or planned activities at any school except as provided by Connecticut statute or regulation. Parents and staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

Green Cleaning Programs

A green cleaning program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents are notified of the District's green cleaning program at the beginning of each school year. A copy of the green cleaning program statement is viewable on the website and available from the school's main office. **No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.**

MISCELLANEOUS

Items to Leave at Home

School is a place to learn. Some items or "toys" can distract the educational process at school. In order to better focus on school activities the following items should be left at home.

- Spinners
- Dice
- Pets
- Skateboards/Rollerblades
- Toys / squirt guns
- Hair Paint
- Playing Cards
- Aerosol Type Items
- Cologne / Perfume
- Magic / Pokemon Cards
- Laser Pointers
- OrbeeZ/Gel blasters
- Televisions
- Portable Gaming Devices
- Large sums of money

If a student repeatedly violates this policy, administration may confiscate the item and require a parent or guardian to pick it up from the main office. Repeated violations may result in disciplinary action. Students should also consider the value of items brought to school, particularly expensive headphones such as Beats, AirPods, etc. Personal items may become damaged during a regular school day due to the number of students unintentionally interacting with property. If a privately owned item is lost or stolen, a report should be made to the building principal who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately-owned item that is stolen, lost or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately-owned item to other students.

Backpacks

Backpacks and bookbags are to be used to and from school only. During the school day they are to be kept in lockers. Any student who requires a backpack for medical reasons must receive permission from the nurse or an administrator.

Care of Instructional Materials

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers, and notebooks. Students are responsible for the care of books, equipment and supplies entrusted to their use. The Board of Education may impose sanctions against students who lose or damage textbooks and other educational materials and/or equipment. Library books, textbooks, and other educational materials are loaned to the students for their use, and shall be returned when requested by school administration. 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 aforementioned items. Students must pay the full replacement cost of any book or educational material lost or damaged beyond ordinary wear.

Parent Teacher Organization (PTO)

The Timothy Edwards PTO is comprised of parents, teachers, and administrators, and is committed to effective education at TEMS by facilitating communication among parents, staff, students, the Board of Education, and other schools in the community. In addition, the PTO provides several auxiliary services for the school and supports many school activities through active fundraising. All parents are invited to PTO meetings and are encouraged to contact TEMS directly for more information or questions regarding the PTO. Information regarding the dates, times and location of PTO meetings is available on our website.

Lost and Found

Any articles which are found in the school or on school grounds should be turned in at the (main office). Unclaimed articles will be disposed of and donated from time to time. Loss or suspected theft of personal or school property should be reported to the main office.

Visitors

Timothy Edwards Middle School prides itself on a high level of community and parent involvement in our school. We value having these adult visitors in our building. To ensure the safety of our students, all visitors must sign in and out at the safety desk. When arriving, all visitors will be issued a Visitor's Badge and are required to wear it while in the building. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

Volunteers

Visitors or volunteers are currently permitted in classrooms, cafeterias or office spaces. However, this is subject to change based on current health guidelines. All volunteers must complete a Volunteer Registration Form and be approved prior to volunteering. The Volunteer Registration Form can be found on the [district website](#).

CONFIDENTIALITY AND ACCESS TO STUDENT RECORDS

The Board of Education ("Board") complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records.

Parents and/or eligible students have the right to inspect and review all education records of the student unless such rights have been waived. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records. The Board's policy regarding confidentiality and access to student records is included in the annual student information update, and is viewable on the district website. Parents who wish to review records of their child should contact the building principal or the school counseling office. Students and parents who wish to release records to a third party must complete a Release of Information form available in the school counseling office.

Directory Information

Federal law permits South Windsor Public Schools to disclose a student's "directory information" without the consent of a parent. Directory information includes a student's name and address; major field(s) of study; participation in officially recognized activities and sports; and honors and awards received. This type of information will be used primarily for inclusion in school-related publications such as drama or music programs; a school yearbook; the honor roll or other recognition lists; graduation programs; and sports activity sheets when a student participates in athletics. Directory information will only include information that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information will not be released to a third party unless the release of such information is determined to be in the educational interests of the school district and is consistent with the district's obligations under state and federal law.

Parents have the right to "opt out" of directory information. However, if you opt out, this means your child's information will not be included in any of the publications mentioned above. If you wish to opt out of directory information, **you must notify the school's main office before September 15**. This choice will be effective for one school year.