Bailey Middle School
A Collaborative Effort Toward Success

SOARING TO NEW HEIGHTS

West Haven, CT

Parent - Student Handbook
2019 - 2020

Schools Committed to Excellence
Visit our Website: www.whschools.org
## West Haven Department of Education

**School Calendar 2019-2020**

<table>
<thead>
<tr>
<th>July</th>
<th>August 6/5</th>
<th>September 19/18</th>
<th>October 21/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>T</td>
<td>W</td>
<td>TH</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November 18/17</th>
<th>December 15/15</th>
<th>January 21/21</th>
<th>February 18/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>T</td>
<td>W</td>
<td>TH</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
</tbody>
</table>

**Holidays**
- July 4 & 5: Independence Day (Non-Cert Holiday)
- Aug 20 & 21: New Teacher Orientation
- Aug 22 & 23: Para Prof Day – Full day
- Aug 26: School Orientation (1/2 day for teachers)
- Sept 2: Labor Day (Non-Cert Holiday)
- Sept 10: Prof. Development for Staff, No school for students
- Sept 30: Rosh Hashanah
- October 9: Yom Kippur
- October 14: Columbus Day (Non-Cert Holiday)
- Nov 5: Election Day (No School for Students)
- Nov 11: Veteran’s Day (Non-Cert Holiday)
- Nov 21: Half-Day for students
- Nov 28 & 29: Thanksgiving (Non-Cert Holiday)
- Dec 20: Half-Day for students
- Dec 23–Jan 1: Winter Recess (Dec 23, 24, 25 & Jan 1, Non-Cert Holidays)
- Jan 20: Martin Luther King Day (Non-Cert Holiday)
- Feb 17 & 18: Winter Break (Feb 17 Non-Cert Holiday)
- April 10: Good Friday (Non-Cert Holiday)
- April 13–17: Spring Recess
- May 25: Memorial Day (Non-Cert Holiday)
- June 10: Last Day of School

*Refer to Parent Visiting Schedule for additional dates*

### Report Cards
Parents can review up to date grades & information by signing into:
[https://ps.whschools.org](https://ps.whschools.org)

**Kdg.- Grade 4:** December 12, March 23, Last Day of School

**Grades 5-6:** November 18, February 6, April 9, Last Day of School

**Grades 7-12:** November 18, February 6, April 9, Last Report Card Mailed Late June, Early July

### Parent Visiting Day
- **October 21:** Bailey School - No school for Bailey School Students.
- **October 22:** High School - No school for High School Students.
- **October 23:** Carrigan School - No school for Carrigan School Students.
- **October 24:** Elementary School - No school for Elementary School Students.

### Parent Visiting Night
- **March 9:** Bailey School - ½ day session for Bailey School.
- **March 10:** High School - ½ day session for High School.
- **March 11:** Elementary School - ½ day session for Elementary School.
- **March 12:** Carrigan School - ½ day session for Carrigan School.

### Ranking Periods

**Kindergarten – Grade 2:**
- August 26 – November 27: 60 Days
- December 2 – March 9: 60 Days
- March 10– June 9: 60 Days

**Grades 3-12:**
- August 26 – November 4: 45 Days
- November 6 – January 23: 45 Days
- January 24 – March 30: 45 Days
- March 31: – June 10: 45 Days

**Staff Development**
(Half day session for students)
- **September 18, Dec 11, March 4, April 1, May 6, June 3**

- **No School**
  Parent Visiting – see schedule at left for your child’s school hours
  **Half day session for students**

  > Signifies Non-Cert Holidays
  Student Days = 180
  Teacher Days = 184

Snow days will be added on after June 10. If there are more than 5 snow days or school closings, the BOE reserves the right to amend this calendar.
WEST HAVEN DEPARTMENT OF EDUCATION
BOARD OF EDUCATION

Rosemary Russo, Chairman    Robert Guthrie Vice-Chairman
Susan K. Walker, Secretary/Treasurer
Lauren Aceto, Patrick R. Leigh
Patricia Libero, James Morrissey
Karen B. Pacelli, Rosa Richardson

ADMINISTRATION

Neil C. Cavallaro, Superintendent
Dr. Anne Druzelowski, Assistant Superintendent

SCHOOLS

Harry M. Bailey Middle School, 106 Morgan Lane
   Robert Bohan, Principal/Safe School Climate Specialist

   May V. Carrigan Middle School, 2 Tetlow Street
   Richard Weber, Principal/Safe School Climate Specialist

   Forest School, 95 Burwell Road
   Thomas Hunt III, Principal/Safe School Climate Specialist

   Seth G. Haley School, 146 South Street
   AJ Palermo, Principal/Safe School Climate Specialist

   Edith E. Mackrille School, 806 Jones Hill Road
   Judith Drenzek, Principal/Safe School Climate Specialist

   Alma E. Pagels School, 26 Benham Hill Road
   Gary Palermo, Principal/Safe School Climate Specialist

   Savin Rock Community School, 50 Park Street
   Taryn Driend, Principal/Safe School Climate Specialist

   Washington School, 369 Washington Ave
   Twana Shirden, Principal/Safe School Climate Specialist

   West Haven High School, 1 McDonough Plaza
   Dana Paredes, Principal/Safe School Climate Specialist

BAILEY MIDDLE SCHOOL ADMINISTRATORS

Principal
Robert F. Bohan

Assistant Principals
Scott Shand        Stacy Sutton

Absentee Line: Bailey Middle School – 203-937-4380 (Press 7)
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accelerated Courses</td>
</tr>
<tr>
<td>After School Activities</td>
</tr>
<tr>
<td>AHERA Notification</td>
</tr>
<tr>
<td>Assemblies</td>
</tr>
<tr>
<td>Attendance</td>
</tr>
<tr>
<td>Bus Rules</td>
</tr>
<tr>
<td>Cafeteria Rules</td>
</tr>
<tr>
<td>Child Abuse and Neglect</td>
</tr>
<tr>
<td>Classroom/Hallway Expectations</td>
</tr>
<tr>
<td>Devices Not Permitted In School</td>
</tr>
<tr>
<td>Discipline Guidelines/Consequences</td>
</tr>
<tr>
<td>Dress Code</td>
</tr>
<tr>
<td>Evening Activities</td>
</tr>
<tr>
<td>Field Trips</td>
</tr>
<tr>
<td>Grade Information</td>
</tr>
<tr>
<td>Health Services</td>
</tr>
<tr>
<td>Inclement Weather/School Closing</td>
</tr>
<tr>
<td>Library</td>
</tr>
<tr>
<td>Lockers/Backpacks</td>
</tr>
<tr>
<td>Parent Conferences</td>
</tr>
<tr>
<td>Parent Portal</td>
</tr>
<tr>
<td>Passes</td>
</tr>
<tr>
<td>Protocols for Classroom Observation</td>
</tr>
<tr>
<td>PTSA</td>
</tr>
<tr>
<td>Registration Forms/Residency</td>
</tr>
<tr>
<td>School Calendar</td>
</tr>
<tr>
<td>School Hours</td>
</tr>
<tr>
<td>School Policy Regarding Social Media/Cell Phones</td>
</tr>
<tr>
<td>Search and Seizure</td>
</tr>
<tr>
<td>Smoking Ban Policy/Tobacco Vaping</td>
</tr>
<tr>
<td>Support Services</td>
</tr>
<tr>
<td>Technology &amp; Instruction</td>
</tr>
<tr>
<td>Telephones</td>
</tr>
<tr>
<td>Text Books/Instructional Materials</td>
</tr>
<tr>
<td>Unfulfilled Obligations</td>
</tr>
<tr>
<td>Vandalism</td>
</tr>
<tr>
<td>Video Surveillance/Visitors</td>
</tr>
<tr>
<td>WHITTLE</td>
</tr>
<tr>
<td>Positive Safe School Climate</td>
</tr>
<tr>
<td>Sexual Harassment</td>
</tr>
<tr>
<td>Drug and Alcohol Policy</td>
</tr>
<tr>
<td>West Haven Schools Standard of Conduct</td>
</tr>
<tr>
<td>Parent Consent &amp; Acknowledge of Receipt</td>
</tr>
</tbody>
</table>
WELCOME TO HARRY M. BAILEY MIDDLE SCHOOL

The Bailey Middle School staff is honored to become an extended part of your family over the next year or two. Our goal at Bailey is to positively impact our students’ lives educationally, emotionally, and socially in order to set them up with a strong foundation for their educational careers both inside and outside of the classroom. We look forward to working with you, as a family, so that each child can reach his or her personal goals while at Bailey, as well as meet the goals set for them by the staff at Bailey Middle School.

At Bailey we strive to, not only, provide a challenging academic program, but to provide a secure, safe, and caring environment for students, so that they may, confidently and comfortably, take on the challenges of our academic program.

The Bailey Middle School Program of Study will offer you the core academic courses (English Language Arts, Social Studies, Science, and Math) as well as electives such as Tech Education, Computer Instruction, STEM, Chorus, Band, Spanish, Physical Education, Health and Art.

It is our hope at Bailey to form a strong bond with each child and his or her family. Together we will become Bailey Middle School. We will fill it up with our collective celebrations and successes. We will work together to overcome the obstacles and challenges that may stand in our way. At Bailey, one person is not more important than any other person. Always remember that together WE ARE BAILEY!

Sincerely,

Rob Bohan

MISSION STATEMENT

The mission of Harry M. Bailey Middle School is to ensure that our students reach their highest potential as independent, self-sufficient learners within an environment that maintains an appreciation and respect for individuals as well as diverse cultures. Through a system characterized by mastery of a common core of knowledge, skills, values, and a variety of educational experiences, students shall progress at their optimal pace, focusing on a commitment of becoming lifelong learners.
ACCELERATED COURSES

Bailey Middle School offers an accelerated program in Language Arts and Mathematics. Accelerated classes follow the district curriculum framework. However the accelerated pacing provides opportunities for differentiation in the level of analysis and synthesis of information in reading and writing, problem solving, critical thinking, discussion, and independent work. Multiple criteria with high achievement scores are utilized for entry into either Language Arts and/or Mathematics. It is expected that potential students will meet the criteria of all the components inclusive of, Final Course Grades, Readiness/Skills Tests, and a common rubric to evaluate the student’s willingness and readiness for the academic rigor of the accelerated program.

AFTER SCHOOL ACTIVITIES

All after school activities and obligations will begin promptly at 2:25 p.m. Students must use their lockers immediately after school and then report directly to their activities. Students who leave the building prior to reporting to their activities will not be allowed to return. When a student's activity is over, the student must leave the building immediately if she/he is a walker. If the student is a bus rider, she/he must report to the designated school building area to wait for a late bus. Students are not to wander through the building, use their lockers or remain on school property when their activities are over.

AHERA NOTIFICATION

Please be advised that an Asbestos re-inspection was made of the entire school system according to AHERA Regulation in CFR 40 Part 763. A report of the inspection for each school and the required Asbestos Management Plan is in the custody of the principal of each school and is kept at the main office of each school. A master copy for each school is also kept in the Maintenance Department office in the 255 Meloy Road, West Haven, CT 06516. These reports and Management Plans are available for your inspection as required by the AHERA Regulation in CFR 40 Part 763.

1. Inspections: Every three years
2. Response actions: scheduled asbestos abatement work and operations and Maintenance activities.
3. Periodic surveillance. (Done every six months, August and January)

ASSEMBLIES

Assemblies will be for specific groups. Students will be passing in the halls while other classes are in session. Therefore passing must be orderly and quiet. The procedure will be as follows:

- Teachers will take attendance and escort their class to the auditorium.
- Students must stay together as an entire class.
- Students are to be seated as close to the stage or designated areas and take every seat.
- Teachers will remain with their class for the entire assembly to assure all students will act appropriately and respectfully to the speaker and audience.
ATTENDANCE

Bailey Middle School is a better place with you in it!

Please be sure your child regularly attends school.

Missing School = Missing Out

Attendance Guidelines/Procedures for Middle School Students

Connecticut State Board of Education
Definitions of Excused and Unexcused Absences
Adopted June 27, 2012

The following definitions are for use by Connecticut school districts and schools for the purpose of carrying out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading and disciplinary action).

EXCUSED ABSENCES

A student’s absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student’s return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

A. For absences one through nine, a student’s absences from school are considered excused when the student’s parent/guardian approves such absence and submits appropriate documentation; and

B. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:
   1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
   2. Student’s observance of a religious holiday;
   3. Death in the student’s family or other emergency beyond the control of the student’s family;
   4. Mandated court appearances (additional documentation required);
   5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
   6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.
UNEXCUSED ABSENCES

A student’s absence from school shall be considered unexcused unless they meet one of the following criteria:

A. The absence meets the definition for an excused absence (including documentation requirements); or
B. The absence meets the definition of a disciplinary absence.

DISCIPLINARY ABSENCES

Absences that are the result of school or district disciplinary action are excluded from these definitions.

The Connecticut State Board of Education policy states that “A student is considered to be ‘in attendance’ if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.” A student not meeting the definition of ‘in attendance’ is considered absent.

Such documentation should include a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism. For example, if a student is out sick two consecutive days, that student must submit the appropriate documentation covering both sick days. If a student is out sick two nonconsecutive days, that student must submit the appropriate documentation following each absence. Schools should take steps to allow non-English speaking parents/guardians to submit documentation in their native language.

PRINCIPAL REVIEW

At the middle school level, a total of ten (10) absences, whether excused or unexcused, will require a review by the principal. At the discretion of the principal, after consultation with the school nurse, each future absence beyond ten (10) may require a doctor’s note. After ten (10) absences, whether excused or unexcused, the principal may refer the situation to the school’s guidance department.

"Tardy" is defined as after the start of the school day.

"Early departure" is defined as a departure any time prior to the scheduled end of the school day.

Late to school and early departures will be treated in a manner similar to absences. For middle school students, four (4) “lates” to school or early departures will constitute one unexcused absence. If a student is not in attendance a minimum of three (3) hours on a regular school day, it will be considered an absence. After the 9th late to school, points will assigned for every late to school and disciplinary action will follow.

Please utilize the school’s absentee number to report your child will be absent from school – 203-937-4380 (Press 7)

PARENT PORTAL

When perusing the Parent Portal via PowerSchool to view absences, the following codes will be used pertaining to attendance:

UA - Unexcused Absence
UAC - Unexcused Absence/Parental Contact
D - Dismissal
T - Tardy
ATTENDANCE AND POSSIBLE RETENTION

For the middle school level, students absent more than twenty (20) days each school year shall be seriously considered for retention, unless the Intervention Team which may include principals, teachers and other appropriate staff members, determines that the student is eligible for advancement to the next grade. These absences include all legitimate illness absences and any or all other reasons a student may have for staying home or a parent may have for keeping a student home. Evidence of extraordinary illness must include statements from a physician and appeals should be made in writing to the Guidance Department.

TRUANCY

The West Haven Board of Education maintains a policy concerning Truancy in compliance with Connecticut General Statutes, Section 10-198A, states that a child enrolled in school between the ages of 5 - 18 -- inclusive -- is TRUANT when he/she has four (4) unexcused absences in any one month OR ten (10) unexcused absences in any school year. Parents will receive notification when a student's total unexcused absences reach statutory limits for truancy and will be required to work with the school to develop a plan to insure that the student attends school regularly. For the purpose of determining truancy, an unexcused absence shall be one in which there has been no communication from the parent or guardian as to the reason for the absence, or there has been no reasonable explanation provided by the parent or guardian for the absence.

DISMISSAL FROM SCHOOL

Students should be dismissed only for emergencies. Every applicant for dismissal must bring a note from a parent or guardian to the main office. The note should explain why the early dismissal is necessary.

STUDENTS WILL ONLY BE RELEASED WHEN A PARENT OR GUARDIAN COMES TO THE MAIN OFFICE AND SIGNS THE CHILD OUT. NO CHILD WILL BE PERMITTED TO WALK HOME WITHOUT AUTHORIZATION. STUDENTS ARE ONLY PHYSICALLY RELEASED TO AN EMERGENCY CONTACT DESIGNEE WITH PARENTAL PERMISSION.
BUS RULES

The following rules and procedures will apply to those students attending schools in the City of West Haven who wish to ride on the buses furnished by the City and the Board of Education.

1. Students are required to ride on their assigned bus only. When necessary parents/guardians must send in a signed and dated note to an administrator requesting their child to be allowed to ride on a different bus. This request may be denied based on safety and/or discipline concerns.

2. The driver shall be in charge of the bus, may assign seats and shall not permit any misbehavior inclusive of but not limited to throwing items, yelling, and use of profane language, destruction of property, vandalism, disruptive behavior, or smoking.

3. The bus driver shall report any student who breaks the above rules, or in any way endangers others, to a school administrator, who shall be responsible for corrective action.

4. Students must be seated and not leave their seats until the bus has stopped. When leaving the bus, no student shall attempt to injure or disturb others who are attempting to get off.

5. The loading and unloading of students from the bus shall be made at designated places only. The proper authorities, in cooperation with the Department of Police, shall arrange for these stops.

6. If the above regulations are violated; students may be suspended pursuant to P.A. 83-119 and Sec. 10-233C of the Connecticut General Statutes.

7. There will be a 30 school day probation period upon the return from any bus suspension.
   FIRST OFFENSE: A warning letter will be mailed (or sent home via the student) to parent(s) or guardian informing them of the incident, stating the possibility of future disciplinary action if behavior does not improve and possibly requesting a conference.
   SECOND OFFENSE: Suspension from riding the bus for a minimum of one day. A written notification will be mailed home (or sent home via the student).
   THIRD OFFENSE: Suspension from riding the bus for a minimum of one week. A written notification will be mailed home (or sent home via the student).
   FOURTH OFFENSE: Suspension from riding the bus for two weeks. A written notification will be mailed home (or sent home via the student).

Each succeeding offense may be a two week suspension, but not to exceed regulations pursuant to P.A. 83-119 and Sec. 10-233c of the Connecticut General Statutes.

Any offense deemed serious by an administrator may result in immediate suspension without prior warning.

Unless school officials have a written notification to do otherwise, students will be placed on their regular buses to return home at the end of the day.

If your child is entitled to transportation, the Board of Education requires that the parent or guardian read the rules and regulations.
CAFETERIA RULES

1. Students are to deposit all wrappers, cartons, and left over food in the trash barrels.
2. Students are not to throw anything in the cafeteria. This includes throwing debris towards a trash can. This behavior may result in disciplinary action.
3. Should a student accidentally spill food or drink on a table or floor she/he will clean the table, chair or floor.
4. No food should be removed from the cafeteria. Food and drink, which is taken from the cafeteria, will be confiscated and may not be returned to the student.
5. No one is to be out of his/her seat without permission. Students must wait for their table to be called before they line up to get their lunch or exit the lunch room at the end of the lunch period.
6. Students not following these specific behavioral guidelines or exhibiting other behavior deemed inappropriate by an administrator or staff member will be subject to disciplinary action.

CHILD ABUSE AND NEGLECT

West Haven School District personnel, including but not limited to teachers, administrators, social workers, guidance counselors, school nurses, and paraprofessionals responsible for the care and education of children, shall report to the Connecticut Department of Children and Families, (DCF) where there is reasonable cause to suspect or believe that any child under the age of eighteen is in danger of being abused, is being abused, and/or is being neglected.
Reference: Policy #5141.4 - 5141.41(b)

CLASSROOM & HALLWAY EXPECTATIONS

CLASSROOM: Each student is expected to behave appropriately and with respect for others so that teachers and students can engage in the teaching and learning process. Students should come to class prepared with the appropriate materials needed for each class. Inappropriate behavior in class or disrespectful behavior toward teachers or classmates is unacceptable, and may result in consequences.

PASSING: Students should move through the hallways at an appropriate pace so that they can safely arrive at their assigned class on time. Inappropriate behavior or disrespectful behavior during passing time may result in consequences.

PUNCTUALITY: It is the responsibility of each student to be on time for school and classes. Students who accumulate an excessive number of late to school or classes may be assigned to a Teacher Detention, Central Detention, Central Detention with Probation, BASE, ISS, or OSS.
DEVICES/ITEMS NOT PERMITTED IN SCHOOL

- Radios, Cameras
- Walkmans/Discmans/IPods/MP3 Players
- Beepers, etc.
- Electronic Games, Video Games, etc.
- Lasers (including replica/facsimile of), flashlights
- Other Electronic Devices (tools, curling irons, etc.)
- Skateboards/Scooters
- Roller blades/Shoes with wheels
- Playing/Trading Cards, Yo-yos, toys, etc.
- Weapons, including but not limited to Facsimile/Replica Weapons
- Lighters, Matches, Fireworks, Stink Bombs, Smoke Bombs, Flammable items, etc.
- Any other items considered inappropriate or disruptive (i.e. balloons, flowers, stuffed animals, etc.)

These items MUST NOT be brought to school. If they are, they will be confiscated and only be returned to the student's parent or guardian. The school is not responsible for trying to recover lost or stolen items. All unclaimed items will be disposed of if not claimed by the parent by the end of the school year.

**Cellular Phones** - While permitted in schools, (Refer to Board Policy 5131.81), cellular phones MUST BE POWERED OFF and put inside his/her locker. *If a student violates the Cell Phone Policy, the phone will be confiscated and returned to the student by an administrator at the end of the school day with a verbal warning. If a student violates the policy for a 2nd time, the phone will be confiscated, returned to the student by an administrator at the end of the day, and the student will be assigned a Central Detention. If a student violates the policy for a 3rd time, the phone will be confiscated, the student will be assigned a Central Detention with probation, and a parent/guardian will have to come to the school to retrieve the phone. Additional violations may result in more serious consequences.*

DISCIPLINE GUIDELINES/CONSEQUENCES

*All cases of student behavior will be treated individually. Depending on the specifics of the behavior incident, the following are the Levels of Consequences that may be assigned to students by Bailey’s administration.*

**TEACHER DETENTION**: (2:30 to 3:00, bus transportation will be provided)

A. Administration or teachers may assign, as appropriate, depending on the behavior incident.
B. The teacher will contact parents to inform them of the incident and the date of the detention.
C. Failure on the part of the student to complete a teacher detention assignment may lead to a referral to the office. It may be recommended that the teacher detention be increased to a Central Detention.
D. Failure on the part of the student to complete the Central Detention may lead to a Central Detention with probation, or more serious consequences.

**CENTRAL DETENTION**: (2:30 to 4:30, bus transportation will be provided.)

A. Administration may assign, as appropriate, depending on the behavior incident.
B. Administration will contact parents to inform them of the incident and consequence.
C. Failure on the part of the student to complete a central detention assignment may lead to a central detention with probation.
D. Failure on the part of the student to complete a rescheduled central detention with probation may lead to more serious consequences.
CENTRAL DETENTION WITH PROBATION: (Probation being a 30 day restriction on all school activities.)

A. Administration may assign, as appropriate, depending on the behavior incident.
B. Administration will contact parents to inform them of the incident and consequence.
C. Failure on the part of the student to complete a central detention with probation assignment may lead to more serious consequences.

B.A.S.E. BEHAVIORAL ACADEMIC SUPPORT ENVIRONMENT: (Regular school hours, student will be excluded from the mainstream, with probation.)

A. Administration may assign, as appropriate, depending on the behavior incident.
B. Administration will contact parents to inform them of the incident and consequence.
C. A BASE assignment may be for 1 to 5 days, depending on the incident.
D. Failure on the part of the student to comply with the guidelines for BASE may result in the BASE assignment being converted to an O.S.S. (Out of School Suspension)

I.S.S. IN SCHOOL SUSPENSION: (Regular school hours, student will be excluded from the mainstream, with probation.)

A. Administration may assign, as appropriate, depending on the behavior incident.
B. Administration will contact parents to inform them of the incident and consequence.
C. An ISS assignment may be for 1 to 5 days, depending on the incident.
D. Failure on the part of the student to comply with the guidelines for ISS may result in the ISS assignment being converted to an O.S.S. (Out of School Suspension)

O.S.S. OUT OF SCHOOL SUSPENSION: (Student is restricted from attending school, probation included.)

A. Administration may assign, as appropriate, depending on the behavior incident.
B. Administration will contact parents to inform them of the incident and consequence.
C. An OSS assignment may be for 1 to 10 days, depending on the incident.
D. Student assignments will be provided. It is the parent’s responsibility to come to the school to pick up the assignments. All work is expected to be completed by the student, and graded reviewed/graded by the teachers.

PROBATION PERIOD: Exclusion from all school sponsored activities for a period of thirty (30) calendar days from the date of the incident.
Your child may be assigned to Behavioral Academic Support Environment (B.A.S.E) or In School Suspension (I.S.S.) for disciplinary reasons or behavioral support. Behavioral Academic Support Environment (B.A.S.E) is a removal from the classroom environment. Students may be removed and placed in BASE for part of or a whole academic period and/or a day or consecutive days. BASE encourages students to change their behavior, assists students in understanding the results of negative choices, teaches self-discipline, and provides students an opportunity to get caught up on school work. While in BASE, students will be required to complete a self-reflection form, plus any and all assignments sent by their teachers.

- Students assigned to BASE/ISS will be required to hand in all electronic devices to the BASE/ISS teacher at the beginning of the school day. Refusal to do so, will lead to the BASE assignment being converted to an OSS. These devices will be returned to students at the end of the school day.

- Any disruptive or disrespectful behavior in the BASE/ISS setting may result in immediate suspension from school (OSS-Out of School Suspension). You will be required to pick up your child and remove him/her from school. Another person may pick up your child (i.e.; grandparent, etc.) with prior notification and with proper identification at the time of pickup.

- Students will not be allowed to go to their lockers during BASE/ISS. Upon entering the school building at the start of the school day, your child should report directly to the designated BASE/ISS classroom.

- Your child will eat lunch with the BASE/ISS teacher. He or she may bring a bag lunch from home (no glass bottles) or purchase lunch from the cafeteria. If your child receives free or reduced lunch the school cafeteria will provide a bag lunch.

- All BASE/ISS assignments come with a 30 day probation period. During the time that your child is on probation, your child is not allowed to participate in any extra curricula activities at the school.

- There may be an occasion where your child will be assigned to BASE strictly as an academic support. In that case, there will be no probation period with the assignment.

BASE/ISS is a structured environment designed to give your child behavioral/academic support. To be effective we need your cooperation. Please go over the guidelines and expectations with your child.
DRESS CODE

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the educational process. The Board also reserves the right to require specific clothing, footwear, and safety equipment for the protection of students in specialized programs such as art, physical education and science.

Nothing in these regulations shall intrude on the constitutional or statutory rights of any student; however, students may not create a threat to the good order of the school and learning or cause disruption of any recognized school function. The exercise of such rights by students must be consistent with the public purposes for which the public schools have been established.

Generally, the students are expected to dress and groom themselves for the business of school so as to neither distract other students or teachers, disrupt the educational process, or pose a health or safety threat to anyone. At no time should any student’s undergarments be visible. Clothing should be clean, not torn, free from promotion of, or reference to drugs, alcohol and tobacco, and offensive signs, symbols or words. Hats, clothing and attire which have an expression or insignia which are obscene or libelous, which may incite or inflame hostilities among students, or is disruptive to the educational process are prohibited. Hats are considered outerwear and are required to be left in lockers, along with coats, jackets, gloves and other accessories. The intent of this code is to encourage all concerned to dress, groom, and conduct themselves in keeping with an atmosphere which reflects a sensitivity to and respect for self and others and the overall functions of the school. The following clothing styles and accessories are specifically prohibited:

1. Extremely brief garments are not permitted. Examples of such garments include, but are not limited to: garments in which any midriff skin is easily exposed, skirts/shorts shorter that mid-thigh length, spaghetti straps, halter tops, tube tops, tank tops, see-through/mesh clothing, backless shirts, or any other item that is inappropriate for the educational environment. All shirts must have sleeves or a T-shirt underneath.
2. Flip flops, slides, sandals or other type shoes that may be unsafe or lack toe coverage and a proper back heal support.
3. Undergarments worn as outerwear. Pants are required to be worn at the waist.
4. Visible undergarments, loungewear or pajamas.
5. Words printed or otherwise, on the seat of the garments.
6. Combs, brushes, hairspray, perfume and other lotions/sprays.
7. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes, chains or studs attached.
8. Attire or accessories that depict logos, or emblems that encourage the use of drugs, tobacco products, alcoholic beverages or inappropriate words.
9. Hats, do-rags or any type of headgear, bandanas, jackets/coats or boots normally worn as outerwear.
10. Wearing of sunglasses or non-prescriptive glasses, head phones and microphones, etc.
11. Clothing, accessories and manners of grooming which by their color, arrangement, symbol, trademark or other attributes signify membership/recognition of a gang, fraternity or sorority.

Students whose dress and grooming does not conform to these standards or is deemed inappropriate, distracting, disruptive or dangerous to personal safety shall be subject to administrative action. The students will be warned by the Principal or designee and advised as to what adjustments must be made. If the student fails to remedy the problem, the parents will be contacted. If the problem remains uncorrected, the student may be disciplined, (i.e., suspension or expulsion for violation of the dress code).
EVENING ACTIVITIES

We welcome and encourage student attendance at evening activities (i.e., chorus/band concerts, plays, teacher/parent conferences, etc.); however, if the student is participating they must be accompanied by an adult.

FIELD TRIPS

Field trips are educational experiences for students that add to and enhance the curriculum. Students who attend field trips are expected to follow all school policies and procedures during that time (dress code, behavior code, etc.).

At the discretion of an administrator, a student may be excluded from a field trip or any extra-curricular activity. The administrator will take into consideration the student’s academic standing, disciplinary history, and/or any debt or registration obligation at the time the trip is announced. Those students who are not eligible to participate are expected to report to school and will be given work to supplement the material being covered during the trip. Parents and students will be notified as to the reason why the child cannot participate in a field trip and are encouraged to meet and discuss those reasons with the academic team and/or administrator.

Reimbursements for prepaid activities may not always be possible.

GRADING INFORMATION

The academic year is divided into four marking periods. A student's grades in each class will be based on some or all of the following: daily work, class participation, homework assignments, projects, tests and overall effort. PARENTS CAN KEEP UP-TO-DATE ON STUDENT’S PROGRESS USING THEIR ACCESS ID TO POWERSCHOOL PARENT PORTAL.

Students are graded on a system where an A represents excellent, B good, C average, D poor and F failure. Students should be aware of their grade throughout the year, based on the work and effort they are achieving in class. Progress reports for all students are sent home at the mid-point of each ranking period. Students are encouraged to seek additional help when experiencing difficulty. The staff is available for after school office hours and students should also consult with counselors for other tutoring opportunities.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is made up of students who have, prior to the induction ceremony in the Spring, achieved a 3.8 average for two out of three ranking periods, and who have consistently demonstrated respect and proper behavior toward staff and students.
H.M. Bailey Middle School Grading Guidelines

✓ Passing grade for all courses (academic core and electives) is a D- (60) yearly average.

✓ Students are expected to pass all of their academic courses as well as their elective courses with a minimum D- (60) yearly average in each class.

✓ Students who fail 1 or 2 of their academic courses (English Language Arts, Social Studies, Science, and Math) for the year, must attend Bailey’s Summer School Program at his/her parent’s expense.

✓ Students attending summer school must successfully pass the course(s) with a passing grade (minimum D- [60]) or they will be considered for retention.

✓ Students who fail more than 2 academic courses (English Language Arts, Social Studies, Science, and Math) will be considered for retention, and/or may be required to attend summer school for at least 2 of the failed courses.

✓ Students with failing grades at the time of any field trip, or school sponsored events, may be excluded from participating in the event(s).
**GRADING SYSTEM**

<table>
<thead>
<tr>
<th>Numerical Averages</th>
<th>Grade</th>
<th>Numerical Averages</th>
<th>Grade</th>
<th>Numerical Averages</th>
<th>Grade</th>
<th>Numerical Averages</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-97</td>
<td>A+</td>
<td>89-87</td>
<td>B+</td>
<td>79-77</td>
<td>C+</td>
<td>69-67</td>
<td>D+</td>
</tr>
<tr>
<td>96-93</td>
<td>A</td>
<td>86-83</td>
<td>B</td>
<td>76-73</td>
<td>C</td>
<td>66-63</td>
<td>D</td>
</tr>
<tr>
<td>92-90</td>
<td>A-</td>
<td>82-80</td>
<td>B-</td>
<td>72-70</td>
<td>C-</td>
<td>62-60</td>
<td>D-</td>
</tr>
</tbody>
</table>

Students should be aware of their grades throughout the year, based on the work and effort they are achieving in class. Parents can continually monitor students’ grades through the Parent Portal on PowerSchool.

**GRADES RELATING TO HONOR ROLL**

Honors are awarded to students who receive a 3.4 grade point average. A 3.8 average is required for high honors.

**HEALTH SERVICES**

School health services, in each school, are directed by a registered nurse. School nurses provide professional expertise so that student health needs can be identified, assessed and monitored. Emphasis is on prevention of disease and promotion of good health, health counseling and health education. School nurses work closely with school, home and community agencies.

**HEALTH PROBLEM/SPECIAL NEEDS**: If your child has a medical problem or special needs, information should be shared with the school nurse.

**EMERGENCY INFORMATION**: Every child should have a written record of information with home, work, cell numbers, and emergency contacts. This information is supplied by the parent/guardian. Any change in information, phone numbers or contact persons should be immediately shared with school personnel. It is extremely important for all information to be current. Emergency contacts should be notified by parent/guardian and available to take responsibility for your child if you can't be reached.

**ILLNESS/ACCIDENT/ATTENDANCE**: If your child is unable to attend school for any reason, the parent/guardian must notify the school and follow the Board Attendance Policy. Each school has a telephone number for attendance.

**GUIDELINES FOR ILLNESS**:  
1. **Fever**: Fever of 100 or more, keep your child home until temperature is normal for twenty-four hours.
2. **Vomiting and Diarrhea**: Keep your child home if either occurs during the evening or before school.

*Communicable Illness/Infectious Disease*: Communicable illness such as strep throat, impetigo, pink eye, head lice, ringworm, chicken pox, etc., should be reported to the school nurse. Guidelines for returning to school are as directed by the school nurse. Please feel free to contact your school nurse if you have any questions.

Reference Policy#5141.22, #5141.221
MEDICATION IN SCHOOL: Prescribed medication will be administered during school hours only if it is not possible to achieve the desired effects by home administration. All medication administered in school must be:

- Brought to school by parent or responsible adult.
- In original pharmacy container with name of student, authorized prescriber, name of medication, dosage and frequency.
- Given to school nurse or in her absence, the school principal.
- Accompanied by a signed authorization from authorized prescriber and parent/guardian with time to be taken, reason and duration. (Forms are available from the school nurse.)
- Aspirin, Tylenol, or any over the counter medications must follow the same rules, except the container must be a new unopened one.
- No more than a 3 month supply will be accepted.
- Any unused medication must be picked up by a parent or responsible adult or it will be destroyed after one week.

Option: Parents may come to school and administer the medication.
Reference: Policy #5141.21

Standing Order: For students who experience a life threatening allergic reaction (anaphylaxis) to food, medication or other substance while at school, school nurses follow the standing order of the school medical advisor to administer epinephrine when no order from the student’s doctor or health provider is on file.

PA 14-176 allows non-medical personnel, including principals, teachers and others who have been trained to administer epinephrine as emergency first aid to administer epinephrine to students with no history of allergies without parent permission when the school nurse is absent or unavailable. Parents must submit written notice to the school nurse if epinephrine shall not be administered according to this statute.

Epinephrine is the first choice medication for anaphylaxis. If epinephrine is given to your child, you will be notified.

Refusal To Permit Administration Of Epinephrine For Emergency First Aid
Connecticut law requires the school nurse and other qualified school personnel in all public schools to maintain epinephrine in cartridge injectors (EpiPens) for the purpose of administering emergency care to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. State law permits the parent or guardian of a student to submit written notice to the school nurse and to the Supervisor, School Health Services that epinephrine shall not be administered by qualified school personnel to such student in emergency situations.

A form is available from the school nurse for those parents/guardians who refuse to have epinephrine administered to their child. The refusal is valid for only the 2017-2018 school year.

You must come to school and sign the form in the presence of the school nurse.
**PHYSICAL EXAMINATIONS AND IMMUNIZATIONS:** New entrants must provide written evidence of a physical examination and immunizations before a child is enrolled in school (Sec. 10-206 of the State Statutes). Evidence from other school districts will be accepted, if the student is a transfer, as long as all requirements are complete. Physical examinations and immunizations for all students must comply with State of Connecticut and local requirements. Without written evidence of physical examination and adequate immunizations, a child will be excluded from school. Children entering school must be cleared by the school nurse. All questions may be directed to your school nurse.

Reference: Policy #5141.3(A)

**SPORTS PHYSICALS/SPORTS OFFERED:** If your child plans to participate in a sport sponsored by Bailey Middle School they must have a current sports physical on record at Bailey. A sports physical will be good for 13 months from the date it was done, and therefore must be updated yearly. The state mandated Blue Form for physicals is the same form used for sports physical clearance. This must be on file in the Medical Office at Bailey before your child can even try out. Sports offered at Bailey for girls: soccer in the fall, basketball in the winter and softball in the spring. Sports offered for boys: soccer in the fall, basketball in the winter and baseball in the spring.

**HEALTH SCREENINGS:** Hearing screenings are required for Grade 8 students. Postural screenings are required for students in grades 7 and 8.

**MEDICAL AND DENTAL APPOINTMENTS:** Appointments should be scheduled for after school hours when possible. Each time a child is dismissed, he/she misses valuable class time and is required to make up any work covered during his/her absence.

**HOMEBOUND:** When a student is unable to attend school for medical or other reasons, for an extended period of time, it may be possible to have instruction take place in the home. Parents are urged to contact the school when their child must be absent for a period of 10 days or more. The Board of Education shall provide homebound and hospitalized instruction when recommended by the Planning and Placement Team (PPT), for medical or psychological reasons, or at the discretion of the superintendent. (Policy 6173a)

**PROCEDURE FOR STUDENTS USING CRUTCHES AND ELEVATORS:**

a. Students need a written statement from their physician as to the nature and duration of the problem, use of crutches, use of elevator, gym restrictions or other accommodations.

b. If a student is returning to school after an injury the parent/guardian must accompany the student to school or contact the school nurse.

c. Students on crutches may use a buddy system to assist with carrying books to classes and locker.

d. Students are expected to maintain proper safety procedures with their crutches. Using crutches to trip or poke other students is cause for disciplinary action.

e. Students that require a wheelchair in school need a doctor’s note and parent/guardian must notify the nurse prior to the student returning to school.

f. Students on crutches will report to the medical room on their first day at school. The nurse will issue a pass for early dismissal from classes and, an elevator key for use while on crutches. Elevator keys must be returned when no longer needed.

g. Students need a written doctor's order to resume full activity, including physical education.
INCLEMENT WEATHER/SCHOOL CLOSING

There are four (4) alternatives available when coping with inclement weather. It is extremely important that your phone numbers are updated with your child’s school, so you receive important school information.

1. CLOSING: Parents will receive a phone call or watch WTNH 8, NBC, WFSB 3 or FOX CT so not to tie up the schools’ telephone lines. When school closes early or is cancelled, EVERYTHING (EXCEPT THE RINK) will close. That includes all evening activities, night school, community use of buildings, etc.

2. TWO HOUR DELAYED OPENING: Regular bus schedule delayed by two hours. Teaching staff and students arrive two hours later than normal. Dismissal is at the regular time. Continue to listen to your phone message or TV stations in the event if it is necessary to further delay the opening of schools or the closing of schools. Morning special education pre-school classes are automatically cancelled.

3. EARLY CLOSINGS – SPECIAL FOUR-HOUR SCHEDULE: High school buses will begin trips at 11:50 a.m., middle schools at 12:15 p.m., and elementary schools at 1:20 p.m., Forest School 12:55. Delays may be expected depending upon the severity of driving conditions. Parents should make provisions for someone to care for youngsters if they work or do not expect to be home to receive them early.

There will be no afternoon special education pre-school classes.

LIBRARY

With the ever-growing need to access and effectively utilize print and non-print information, it is the intent of the Library Media Specialist to prepare every student to meet this challenge. The Library Media Curriculum provides lessons for classes and individual students in skill-building use of library media resources. Today's Library Media Services are a viable part of education, which is now considered the hub of the educational process. Responsible Use Rules for the Internet (see page 39) apply while in the Library Computer Lab.

LOCKERS/BACKPACKS

It is your responsibility to keep your locker locked at all times. Backpacks and personal property such as outdoor clothing, hats and books, when not in use, must be kept in your locker at all times. Physical education classes have gym lockers available to them. Students are not to decorate their lockers with labels, pictures, etc. that have self-adhesive backings.

PARENT CONFERENCES

Parent/Teacher Conference Days are available throughout the school year. The published November and March meetings are intended for a brief exchange of general information. If a parent requires a more detailed information conference, the parent is encouraged to call their child’s team leader for an appointment to meet with the teacher(s) during the school day team period.

PARENT PORTAL

The West Haven School System utilizes PowerSchool, a computer based program that keeps track of students academics, attendance and demographics. The Parent Portal allows parents access to their child’s grades and assignments. It also links to the classroom teacher’s email.

A notice will be mailed home to parents at the beginning of the school year which will contain information on how to enter the website, ps.whschools.org, as well as the parent’s user name and password.
PASSES

Students who are in the corridors during class time must have a pass. Students must not report to the main office, nurse's office, or counseling office without a pass from that office or from the teacher whose class he/she is scheduled to be in during that period. Students are required to show their passes to any adult who may ask to see them. This must be done in a courteous and respectful manner.

PROTOCOLS FOR CLASSROOM OBSERVATIONS

West haven Public Schools (WHPS) welcomes parents and service providers to be a part of our educational community. We understand that students find the most success when parents are active participants in the educational process. In order to ensure there is no disruption to the educational environment WHPS has developed a protocol for classroom observations. Please contact the principal to obtain a copy of the procedures as well as the observation request form.

PTSA

The district middle school has a very active (PTSA) Parent Teacher Student Association. Their numerous sponsored activities compliment the learning experience for all students attending our school. Their work and existence as a support unit is an invaluable part of the district middle schools community and all parents and teachers are encouraged to support as well as become an active member.

REGISTRATION FORMS/RESIDENCY

At the opening of the school year, all parents and/or guardians of students attending the West Haven Public Schools are required to complete a registration form and to provide two proofs of residency. As evidence of residency, the parent/guardian of each child must supply the school officials with two (2) of the most recent documents such as:

- Current Mortgage or Lease – check the date of the lease
- A current utility bill – bills should not be more than 30 days old.

The residency policy, #5118 (3), requires all students – without exception – produce two (2) bona fide proofs that they live in West Haven. As evidence of residency, the parent/guardian of each child must send to the school a current mortgage statement or current lease provision (must have address, landlord’s signature, occupancy dates and telephone number) and a current utility bill (within the past 30 days). We do not accept any other forms of proof. (Such as: expired leases, tax bills, insurance bills, shut off notices)

SCHOOL CALENDAR

Parents should note the current important days and plan accordingly. A copy of the school year calendar for the Middle School is on the inside front cover.

SCHOOL HOURS

Please refer to inside back cover.
Bailey Middle School Social Media Guidelines

Social Media, such as Facebook, Twitter, YouTube, personal texting, and others, are powerful tools of communication that have significant impact on your personal reputation as well as on the Bailey Middle School community. It is every student’s responsibility to use Social Media responsibly as a member of Bailey Middle School.

Please use the following guidelines when posting on Social Media sites.

- Never pretend to be someone else by hacking into an account or creating a fake account and using another student’s name. Tracking tools enable supposedly anonymous posts to be traced back to the authors.
- Think twice before posting. Privacy does not exist in the world of Social Media. Consider what could happen if a post becomes widely known and how that may reflect on your reputation, the reputation of your family and friends, the reputation of another student, and the reputation of your school. Moreover, the information you place on line could jeopardize your future when applying to high school, college or even applying for a job as a student or a young adult. Therefore, there will be no negative posting or texting about another student at Bailey. There will be no inappropriate or embarrassing photos posted of another student.
- Be respectful and thoughtful. As a student of Bailey Middle School, be mindful of the school’s commitment to showing respect and dignity for all people. Treat others the way you would like them to treat you while posting on Social Media sites.
- Remember that the use of phones and other electronic devices is not allowed during the day at Bailey Middle School. Therefore, there will be no videotaping or picture taking anywhere in the building.
- Always remember that Cyber-bullying is the willful and repeatedly bullying or harassment of another person or persons through the medium of Social Media, which includes electronic text. Students who engage in Cyber-bullying on Social Media sites, including electronic text, may be disciplined by Bailey Middle School administrators as needed. CYBER-BULLYING is ILLEGAL.

Students are expected to follow all guidelines pertaining to electronic communication and use of technology within the school community as outlined within the Board of Education School Climate Policy and Electronic Information Resources Policy.

IN ADDITION, Bailey students involved with initiating, promoting and/or aiding in any conflicts and/or disruptions within the school community, through the use of social media resources (Facebook, Vine, emails, Instagram, texts, twitter, etc.), will be subject to disciplinary referral and consequences.

Cell Phones

No use of a cell phone/smartwatch or other personal communication device will be permitted during school hours. These devices must be turned off or on silent and left in backpacks and stored in the student’s locker or other place designated by building administration. The exception is when the use of a cell phone is authorized in a classroom for academic purposes with the consent of the teacher. If a student has a cell phone or other personal communication device on their person they may be subject to disciplinary action.
The U.S. Supreme Court upheld the authority of school officials to conduct searches of students, lockers and bags, and established the standard to review the legality of such searches. The Court held that school officials can search students based on a reasonable suspicion that the search will uncover evidence that the student has violated the law or school rules.

**SMOKING BAN POLICY**

The West Haven Board of Education voted at its meeting of August 25, 1997 to accept the recommendation of the Policy Committee to establish a smoking ban inclusive of all school buildings and grounds. Any student smoking or in possession of tobacco products, (i.e. cigarettes, cigars, chewing tobacco, etc.) or any type of e cigarette will be suspended. Note: It is ILLEGAL for people under 18 years of age to purchase cigarettes.

**TOBACCO VAPING**

Bailey Middle School prohibits possession, distribution, or the use of vaping devices or vaping paraphernalia on school property, at any school event, or on school buses. Students found possessing, distributing, or using these devices are subject to discipline and consequences.

**SUPPORT SERVICES**

Administrators, counselors, or teachers may refer students to the school social worker or psychologist. Upon assessment the student's program may be modified accordingly.
Dear Parents,

We continue to serve and challenge students in our Computer and Technology program. The use of these Resources will permit students to reach out to many people to share information, learn concepts, and research subjects. With the educational opportunity comes responsibility. The West Haven Board of Education has approved an Electronic Information Resources Policy (copy attached) in which the Board Permits the use of electronic information resources in the schools to educate, conduct research, and to inform.

The District will take steps, such as using filtering programs, access controls, and monitoring by teachers, to restrict access to controversial material. On a global information network, such as the Internet, however, it is impossible to restrict access to all potentially inappropriate materials. It is the responsibility, therefore, of students, parents and staff to understand and abide by the Board’s Electronic Information Resources Policy to ensure that access to those resources provided by the District is not abused.

Enclosed is a Responsible Use Agreement for Electronic Information Resources. Please review this Agreement and the Board’s policy with your child so that he or she will understand his or her responsibilities when accessing and using the District’s electronic information resources. Compliance with this agreement by all users of these resources will help protect all students from misuse of those resources, and it will help protect the computer equipment from abuse.

Failure to abide with the agreement and the Board’s policy may result in:

- The loss of privilege to use this educational tool
- Disciplinary action
- The assessment of costs as reimbursement for damage caused by willful misuse.

If you wish your child to be able to access the Internet, please be sure your child returns the signed Responsible Use Agreement to his or her classroom or homeroom promptly. If you have any questions concerning the Board’s policy or the Responsible Use Agreement, please do not hesitate to contact me or your child’s teacher. **No child will be allowed to access the Internet alone if this form is not signed and returned, however there may be times when they will take part in teacher directed instruction on the Internet.**

Sincerely,

Neil C. Cavallaro
TECHNOLOGY AND INSTRUCTION

ELECTRONIC INFORMATION RESOURCES POLICY

Electronic information resources, such as local area computer networks, CD-ROMs, software programs and the Internet may be used in the schools to educate and to inform. The District's connection to the Internet will provide access to local, national and international sources of information and collaboration opportunities, which are vital to intellectual inquiry in our schools. Access to the Internet will provide students and staff with electronic mail ("e-mail") communication; information and news services; public domain software and shareware of all types; and connections to many libraries, companies, agencies and businesses.

On a global information network, such as the Internet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. It is the responsibility, therefore, of students, parents and staff to learn and abide by this Electronic Information Resources Policy to ensure that the access to electronic information resources provided by the District is undertaken for educational and research purposes only and is not abused.

The District shall take steps, such as using filtering programs, access controls, and active supervision by staff to monitor and/or restrict access to the electronic information resources. Active supervision by staff means that staff is present when students are using the electronic resources, observing and interacting with students as they use the resources, and actively promoting the responsible use standard.

TRAINING AND EDUCATION

All staff shall be trained prior to instructing others (students or staff) in their (electronic information resources) access or use.

All students with access to electronic information resources shall be taught to evaluate the appropriateness of these resources and to use them responsibly to meet the students' educational and research goals. This training shall include information, responsible use of the network and the use of copyrighted and licensed materials.

Staff shall be permitted to offer training in the use of electronic information resources for parents.

RESPONSIBLE USE STANDARDS

A. All electronic information resources shall be used only for educational and research purposes and only as those purposes are consistent with the educational objectives of the West Haven Board of Education.

B. All students and staff using electronic information resources shall act in a responsible, ethical and legal matter.

C. Students shall use electronic information resources only with the permission of a staff member.

D. A staff member shall actively supervise student use of the Internet.

E. All users of electronic information resources shall be considerate of other users and their privacy and shall use polite and appropriate language at all times while assessing and using these resources.
F. Student users of electronic information resources shall not give out personal information other than first name and school e-mail address.

G. Staff users may only give out personal information about themselves.

H. All users of electronic information resources shall make responsible decisions while accessing and using these resources.

I. Users of electronic information resources shall not knowingly degrade or disrupt the electronic information resources, services or equipment; this includes, but is not limited to, tampering with computer hardware and software, vandalizing data or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services or to personal files of other users, and violating copyright laws.

J. All users of electronic information resources shall immediately report any problems or breaches of these responsibilities, or any inappropriate messages received, to the appropriate staff.

K. All users of electronic information resources shall avoid all other activities that are considered to be inappropriate in the non-electronic school environment.

L. All users of electronic information resources shall be prohibited from using the resources for any commercials or retail transactions unless authorized by central office.

M. All users of electronic information resources shall be prohibited from encrypting or password protecting any file or access to computers in such a way as to make such files or their information content inaccessible to Administration.

NOTICE TO PARENTS, STUDENTS AND STAFF

The Department of Education shall distribute a copy of this policy to parents, students and staff.

Electronic Information Resources Access Agreement

The Department of Education shall develop an Electronic Information Resources Access Agreement which shall be signed by all student users and their parents as a pre-condition to use of the District's electronic information resources.

RIGHT OF ACCESS AND REVIEW

All material, which is electronically stored on the District's computers, is the property of the West Haven School District. The Board retains the right to access, review, edit, restrict or limit access to, and delete all user files and any material stored on any system provided by the District. It is the responsibility of all users to maintain a backup of their files.

In the event the administration believes that a professional staff member's file is inappropriate or otherwise needs to be restricted, edited or deleted, it will be copied to an appropriate storage medium. The professional staff member will be then notified. In the event or a dispute, the file shall be secured by the administrator (except in the case of illegal use of software which may be deleted) until a resolution is reached. Any dispute concerning a teacher's file or information shall be resolved in accordance with Article 1, Section 2c of the collective bargaining agreement between the West Haven Federation of Teachers and the Board.
LOST, DAMAGED OR UNAVAILABLE MATERIAL

The Board makes no warranties of any kind, whether express or implied for the service it is providing. The Board shall not be liable for damages suffered by the user either from the users or the Board errors or omissions. Such damage may include, but is not limited to loss of data resulting from delay, improper deliveries, or service interruptions.

Use of information obtained from these resources is made at the user's risk and the Board specifically denies any liability for the accuracy or quality of the information obtained through these resources.

PENALTIES FOR VIOLATIONS

The use of the District's electronic information resources is a privilege-not a right and inappropriate use shall result in disciplinary action.

Any user of electronic information resources who is found to have violated any provision of this policy shall also be subject to having his or her privilege to access and use of electronic information resources revoked and shall be required to compensate the District or others for damage caused by his or her violation of this policy. Any user of electronic information resources who is found to have violated any provision of this policy shall also be subject to the school and district's disciplinary procedures and to prosecution if the inappropriate use of these resources is a violation of local, state and federal laws.

TELEPHONES

Students are allowed to use a designated office telephone only in cases of EXTREME EMERGENCIES. Students are responsible for bringing books and other materials to school, for remembering their lunches and lunch money, for prearranging special transportation requirements with their parents and for notifying the school in advance of any appointments, which may require early dismissal. Students may not use the telephone for any of these reasons. If a student must use the telephone, this procedure must be followed:

1. The student must request a pass from his/her classroom teacher after stating the reason for the need to use the phone.

2. The teacher will make an initial judgment relative to the emergency nature of the request.

3. The student will make the phone call in the presence of a staff member. That staff member will refer any student who misuses this procedure to the office for discipline.

4. NOTE: Parents are reminded that students may be given messages at the changing of classes, unless it is urgent and the child will be called to the office immediately. Parents please refrain from calling or texting your child’s phone during the school day. Within the school setting, students must refrain from using their cell phones to contact parents/guardians. Such contact may result in a disciplinary action.
TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIAL

Students are responsible for the care of any and all textbooks and instructional materials, which are used by him/her. Please do your best to maintain the materials and equipment in good working order, and be sure that books are kept neat and clean. All textbooks are required to be kept covered. Students may be charged the full replacement cost for any lost or damaged materials, which are assigned to him/her.

UNFULFILLED OBLIGATIONS

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before the student officially withdraws from the West Haven School System. Students who have not fulfilled these obligations will be denied report cards, transcripts, recommendations, and copies of any other records from the school system. Other obligations including residency proofs, required medical documentation, signed acknowledgments of this handbook and understanding its contents will exclude student participation in all extra-curricular activities including educational excursions.

If any outstanding debt or registration obligation is not fulfilled, students will be excluded from participating in the “Night of Recognition” and/or end-of year celebrations/events.

VANDALISM

Any and all acts of vandalism to school property, including staff property, will result in suspension, possible arrest and recommendation for expulsion. Parents/guardians will also be responsible for payment to replace or repair such damage. (See addendum suspension/expulsion policy)

VIDEO SURVEILLANCE

The West Haven School System has installed interior and exterior security cameras at Bailey Middle School.

VISITORS

Visitors are not allowed in the building during school hours unless they have permission from a school administrator. Students are not allowed to bring friends or relatives to spend a day at school unless previously arranged by a school administrator and the student's parent. Parents/Guardians must register in the Main Office when visiting the school. In order to avoid scheduling conflicts, parents/guardians are encouraged to make appointments to meet with staff members when necessary.

WHITTLE (CHANNEL ONE)

The Whittle Educational Network is a comprehensive package of programs and equipment designed to provide teachers with innovative tools to help meet the needs of today's students. The concept for Whittle Educational Network grew out of discussions with teachers and administrators about the daily challenges they face, their goals for the future, and the means they will need to meet those goals. Through hundreds of hours of programs each year, the Network furnishes timely and useful information to enhance education and to keep students informed and involved.

Channel One is a daily twelve-minute news-and-information program designed to offer students a regular opportunity to digest the events of the day, and connect significance of those events to their own lives. Channel One is produced in New York, and transmitted through the Whittle Educational Network.
POSITIVE SAFE SCHOOL CLIMATE

HARASSMENT, DISCRIMINATION AND BULLYING PROHIBITED

The Board of Education does not discriminate based upon race, color, national origin, religion, sex, sexual orientation, gender identity and expression, disability, marital status or age against its students and staff.

The Board prohibits acts of bullying, harassment, or discrimination. A safe and civil environment in school is necessary for individuals to work, learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both an individual's ability to perform and a school's ability to educate its individuals in a safe environment; and since individuals learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Definitions:

Bullying is:

The repeated use by one or more students of written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

a) Causes physical or emotional harm to such student or damage to such student's property;

b) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;

c) Creates a hostile environment at school for such student (bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate);

d) Infringes on the rights of such student at school; or

e) Substantially disrupts the education process or the orderly operation of a school.

Anti-Bullying Program

The Board has adopted a multi-faceted anti-bullying program that includes the adoption of a Safe School Climate Plan to be implemented in each school in the district, the appointment of a Safe School Climate Specialist in each school, the designation or establishment of a Safe School Committee in each school and the appointment by the Supt. of Schools of a District Safe School Climate Coordinator.

The Safe School Climate Plan is incorporated into Policy 5131.911 which may be accessed on the Board and individual school websites and is available at each district school or at the Board offices. The plan includes, but is not limited to, annual parental and student notification of the complaint process, in-service training for all school employees, reporting requirements of all school employees, offering separate meetings with school personnel and parents of both victims and perpetrators, requirements for case by case intervention for victims and perpetrators that may include counseling and discipline, establishment of safety support plans for victims, annual provision of the safe school climate plan to all school employees, allowance of anonymous reports of bullying by students only, distribution of biannual climate assessments, adoption of a prevention and intervention strategy and requirements for notification of verified instances of bullying to parents of the victim and perpetrator within 48 hours of the completion of an investigation, and procedures for the maintenance of reports and investigations of bullying and the maintenance of a log of verified incidents of bullying.
Harassment may take many forms, including but not limited to verbal or written acts, name calling, graphic statements, pictures, or other conduct that may be physically threatening, harmful, or humiliating and may occur through the use of written, verbal or electronic communications. Harassment includes sexual harassment which is defined as any unwelcome conduct of a sexual nature. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

For full definitions of harassment, discrimination and bullying and to access the entire safe school climate plan refer to the Positive Safe School Climate Policy.

Reporting:

A standardized form is to be used by students, parents, staff or others to make a written report of either harassment, discrimination or bullying. This form is available on the district website, at the Board offices, at each district school available through the school’s safe school climate specialist, and may also be obtained through a district civil rights coordinator.

Bullying

Reports of suspected bullying against a West Haven Public School student by another student(s) in the school district that either occurs on school property, at any school sponsored-function or activity whether or not it occurs on school grounds, on a school bus, bus stop or on a school owned or leased vehicle are to be reported by a student, parent, school employees or other individuals to the safe school climate specialist at the student’s school or to the appropriate district civil rights coordinator directly. Incidents occurring outside of school involving students in the school district may be actionable if a case-by-case determination by the safe school climate specialist or civil rights coordinator confirms that the alleged conduct either creates a hostile environment at school for the student, infringes on his/her rights at school or substantially disrupts the educational process or the orderly operation of school. Reports of bullying will be investigated by a Safe School Climate Specialist or his designee and resolutions determined in accordance with the District’s Safe School Climate Plan and any additional guidelines issued by the Superintendent of Schools or his designees, as well as in accordance with state and federal law.

Harassment or discrimination:

If any student, parent or employee feels he/she has been the victim of discrimination or harassment by an adult or student, he/she should seek the help of the appropriate Civil Rights Coordinator, or their Safe School Climate Specialist. The Safe School Climate Specialist shall be responsible for referring the complainant to the appropriate coordinator for investigation when discrimination/discriminatory harassment is alleged.

Grievance procedures are provided below for complaints under Title VI, Title VII, Title II and Section 504 and will be followed in instances when a complaint of harassment, discrimination, or bullying is based upon race, color, national origin, religion, sex, sexual orientation, gender identify or expression, disability, marital status or age and constitutes allegations of an actionable civil rights violation.
Grievance Procedures for Discrimination/Discriminatory Harassment

The following grievance procedure shall be utilized by any student, parent or employee in making a complaint or inquiry concerning alleged discrimination, harassment, or Section 504 complaint in the West Haven Public Schools. Officials shall be governed by this procedure:

**Level I:** The complainant shall discuss the alleged discriminatory act or practice with the appropriate Civil Rights Coordinator, Safe School Climate specialist or the individual closest to the daily decision-making level. This will normally be a principal, teacher, counselor, department chairperson, head custodian or cafeteria manager. If satisfaction cannot be achieved through informal discussion, the following procedure must be initialed.

**Level II:** The complainant shall, within forty (40) calendar days of the alleged incident, on forms provided, put the complaint in writing and file it with either the Safe School Climate Specialist at his/her school or the appropriate Civil Rights Coordinator. Complaints lodged with a Safe School Climate Specialist adjudged by him/her to contain allegations of discrimination/discriminatory harassment must be promptly forwarded to an appropriate Civil Rights Coordinator. Within five (5) working days of receipt by the Civil Rights Coordinator a conference must be held. The Civil Rights Coordinator should interview the complainant and consider all documents offered before rendering a response. Within five (5) working days following the conference, the complaint must be resolved to the satisfaction of both parties or be referred to the Superintendent of Schools. Within five (5) working days, the Civil Rights Officer shall notify the Superintendent and must notify the complainant of this notification. The Board will be apprised by the Superintendent of any grievance reaching Level II.

**Level III:** Within ten (10) working days after receipt of such complaint, the Superintendent must hold a hearing; and within five (5) working days of the hearing, resolve the complaint, negotiate a long-term solution or refer the matter to the Board of Education for consideration.

**Level IV:** The Board of Education, Superintendent and the Civil Rights Officers shall proceed in accordance with appropriate laws or regulations.

If harassment is found, immediate and appropriate action will be taken to stop the harassment and deter its recurrence. The Board is committed to providing a safe educational environment free from discrimination.

In addition to the internal complaint procedures set forth herein, complaints of discrimination and/or discriminatory harassment can be reported to:

Office for Civil Rights  
U.S. Department of Education  
5 Post Office Square, 8th Floor  
Boston, MA 02109-3921  
Telephone: 617-289-0111  
Fax: 617-289-0150; TDD: 877-521-2172  
Email: OCR.Boston@ed.gov  
http://www2.ed.gov/about/offices/list/ocr/complaintintro.html
Employees who wish to report discrimination complaints may report to:

Connecticut Commission on Human Rights and Opportunities
25 Sigourney Street
Hartford, CT 06106
Telephone: 860-541-3400
Connecticut Toll Free 1-800-477-5737
Fax: 860-246-5068; TDD: 860-541-3459
http://www.ct.gov/chro/site/default.asp

The following is a list of safe school climate specialists as well as a list of district civil rights coordinators:

The following is a list of safe school climate specialists by school as well as a list of district civil rights coordinators:

Safe School Climate Specialists: Gary Palermo, Principal, Pagels School 26 Benham Hill Rd, West Haven, CT 06516 203-931-6840

District Safe School Climate Coordinator: Jolene Barnes, Personnel Director, PO Box 26010, West Haven, CT 06516 203-937-4300 ext. 7129

District Civil Rights Coordinators: Jolene Barnes, Personnel Director, P.O. Box 26010, West Haven, CT 06516 203-937-4300 ext. 7129

Title VI Coordinator: Jolene Barnes, Personnel Director, P.O. Box 26010, West Haven, CT 06516 203-937-4300 ext. 7129

Title VII Coordinator: Jolene Barnes, Personnel Director, P.O. Box 26010, West Haven, CT 06516 203-937-4300 ext. 7129

Title IX Coordinator: Jolene Barnes, Personnel Director, P.O. Box 26010, West Haven, CT 06516 203-937-4300 ext. 7129

Title II Coordinator: Jolene Barnes, Personnel Director, P.O. Box 26010, West Haven, CT 06516 203-937-4333

Section 504 Coordinator: Joseph Lucibello, Director of Pupil Services, P.O. Box 26010, West Haven, CT 06516 203-937-4333
SEXUAL HARASSMENT

It is the policy of the West Haven Board of Education not to tolerate verbal or physical conduct by any person, who harasses, disrupts or interferes with another's work or educational environment or which creates an intimidating, offensive or hostile work or educational environment. People have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment.

Any person who believes himself or herself to have been subject to sexual harassment may file a grievance with the Title IX Coordinator in accordance with the Sexual Harassment Grievance Procedure. The West Haven Board of Education designates as Title IX/Equity Coordinator: Jolene Barnes, Personnel Director, PO Box 26010, West Haven, CT 06516 or 203-937-4300 ext. 7129.

Bailey Middle School’s Title IX/Equity Coordinator is Amy Singer, Social Worker, 106 Morgan Lane, West Haven, CT 06516 or 203-937-4380.

All West Haven Board of Education Policies can be found by going to www.whschools.org click the Board of Education tab at the top, and then click policies.

School Title IX/Equity Coordinators

West Haven High School – Monica Thompson, Teacher and Mike Barracco, Teacher 1 McDonough Plaza, West Haven, CT 06516 203-937-4360

Bailey Middle School – Amy Singer, Social Worker, 106 Morgan Lane, West Haven, CT 06516 203-937-4380

Carrigan Intermediate School – Alicia Limosani, Vice - Principal, 2 Tetlow Street, West Haven, CT 06516 203-937-4390

Forest School – Karen Wyskiel, Social Worker, 95 Burwell Street, West Haven, CT 06516 203-931-6800

Mackrille School – Natalie Pacelli, Social Worker, 806 Jones Hill Road, West Haven, CT 06516 203-931-6820

Pagels School – Joanne Guthrie, Social Worker, 26 Benham Hill Road, West Haven, CT 06516 203-931-6840

Savin Rock School – Donna Maus, 50 Park Street, West Haven, CT 06516 203-931-6850

Seth Haley School – Jamene Farrell, Social Worker, 146 South Street, West Haven, CT 06516 203-931-6810


Reference: Policy #5145.5
West Haven Board of Education
Drug and Alcohol Policy #5131.6

Students

Drug and Alcohol

Drug/Mood Altering Substance/Alcohol - shall include any alcohol or malt beverage, any drug listed as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood.

Examples of the above include, but are not limited to: beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the School District policy for the administration of medication to students in school. (See subdivision (8) of section 19-433 of C.G.S. and section 30-1 of Liquor Control Act.)

Support System - is a multi-disciplinary team composed of school personnel (teacher, staff, administrators, nurses, counselors) and other members of the community. This team has been trained to understand and work on the issues of chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students and employees coming to their attention through the procedures outlined in this policy.

Professional School Personnel - those employees specified in Section 10-154 (a), (b) and (c) of the General Statutes.

Distributing - deliver, sell, pass, share or give any alcohol, drug or mood altering substance, as defined by this policy, from one person to another or to aid therein.

Cooperative Behavior - shall be defined as the willingness of a person to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the support system.

Uncooperative Behavior - is resistance or refusal, verbal, physical or passive, on the part of a person to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the support system.

Drug Paraphernalia - includes any utensil or item, which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes and bowls.
Students
Drug and Alcohol

School Guidelines

As an integral part of the West Haven School System Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substances and alcohol related incidents. The West Haven School System will provide a safe and healthy environment for students and employees with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

Rules and Regulations

1. A student or employee who on school grounds, during a school session, or anywhere at a school-sponsored activity, is under the influence of alcohol, drugs or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined below.

2. Professional school personnel shall refer people suspected of being users, possessors, or sellers of an alcohol, drug or mood altering substance to the building administrator, or any member of the Support Team who will then inform the building administrator, except when such information is obtained under the confidentiality procedures of Section 10-154 of the Connecticut General Statutes.

3. Within 24 hours of receiving this information, the building administrator, using the assistance of the Support Team, shall gather and document all relevant facts and information including the date, time and place of alcohol, drug abuse, nature of that abuse, physical and emotional effects on the person involved, location of any alcohol/drugs seized, results of analysis of said alcohol/drugs, witnesses present, and any other information which may be relevant to a decision with regard to this person.

1. Poison Control Center: UCONN 1-800-222-1222
   Emergency Number 911

   a. If a person shows the signs and symptoms of alcohol/drug intoxication, the nurse shall be notified immediately. It is advisable to have someone remain to assist the nurse to begin the necessary telephone contacts while she is caring for the person. After the nurse's assessment of the person's condition, he/she shall proceed to take whatever measures seem most appropriate.
Students
Drug and Alcohol

I. Give immediate necessary First Aid.
II. Ascertain, if possible, name, amount and dosage of drug ingested.
III. Contact the Poison Control Center (if person is unconscious, attempt to arouse, but give nothing by mouth).
IV. Contact 911 for appropriate transportation to a Hospital Emergency Room. Contact closest listed next of kin.
VI. Contact Emergency Room to advise them of person's condition, name, age, parent's name and telephone; name, amount of dosage of drug ingested, if known, and expected time of arrival. (It is advisable, in severe emergencies, to make plans for person to be transported to a Hospital Emergency Room rather than to a physician's office for medical treatment).

b. Immediately after the person receives necessary emergency care, the administrator shall record all of the relevant facts including his/her observations and the nurse shall record his/her findings and assessment.

Follow up procedures should begin as soon as possible after the emergency phase subsides. If it has been necessary to remove the person because of condition to a hospital/physician, after the person is treated and returns to school, the procedure as outlined below under FIRST or SECOND violation, whichever is pertinent, will be followed.

Students
Alcohol, Drugs, and Tobacco

Drug and Alcohol Distribution in the School

School personnel are forbidden to act in a law enforcement capacity. All individuals suspected of drug or alcohol distribution on school property or at a school sponsored activity must be reported to a school administrator who, after determining that distribution has occurred, will call a law enforcement official.

In all cases of emergency or of clear danger, the schools will cooperate with the police.

Whenever a student is expelled for the sale or distribution of drugs or alcohol, the student will be referred for counseling and rehabilitation. The name of the student will be sent to the commissioner of education within thirty days after the student is expelled. Whenever the Board of Education notifies a student between the ages of sixteen and eighteen or the parents or guardians of such students that an expulsion hearing will be held, the notification will include a statement that the Board is not required to offer an alternative educational opportunity to any student who is found guilty of offering for sale or distribution alcohol or controlled drugs on school property or at a school sponsored activity.
Students
Alcohol, Drugs, and Tobacco

Drug and Alcohol Distribution in the School

Emergencies

If a student's condition or behavior creates an emergency situation, which may be due to drug or alcohol activity, the actions toward the student should be channeled through the school nurse under the direction of the principal.

A professional staff person perceiving a student to be under the influence of alcohol, drugs, or other substances will immediately notify the principal and the school nurse giving all pertinent information. Written records of the incident will be kept in the principal's confidential file.

The school nurse will advise the school principal of the severity of the emergency.

If it is determined that a student under the influence of drugs or alcohol is in need of immediate medical attention, the student will be transported to an area hospital and the parent notified.

If immediate medical attention is not required, the parent or guardian will be called and asked to take the student home.

Students treated for emergencies related to alcohol or drug abuse will be suspended from school.

Students suspended from school for possession and/or uses of a controlled drug or alcoholic beverage are required to meet with the student's parents or guardian, a guidance counselor, department of student services mental health professional, and school nurse. Corrective plans will be recommended and the parents notified in writing at the time of suspension. Arrangements for further follow-up contact will be made.

In the event that a student is hospitalized for alcohol, drug, or substance abuse related problems, the planning and placement team will convene and consult with the student's medical and/or psychiatric advisers, his/her parents or guardian and, if feasible, with the student to plan an individualized education program. The Board of Education will assume legitimate educational costs.

The student will remain on the individualized education program until such time as medical opinion, the planning and placement team, the parents or guardian, and the student conclude it is no longer necessary. Readmission to schools will be on the advice of the student's medical or psychiatric consultant(s).

Instruction

The professional staff shall become more aware of the problem, and become more expert in recognition of the symptoms of such use. Annually, teachers in each grade shall emphasize the effect of alcohol, nicotine, tobacco, and drugs on health, character, and personality development wherever appropriate in the health education program and such other context, which touch on the subject.

It is desired that the administration make use of in-service training sessions for both certified and non-certified staff in order to achieve the goals of this board-adopted regulation, and that full cooperation with community agencies be given wherever such cooperation can work to the advantage of the student.
### Students

#### Drug and Alcohol

<table>
<thead>
<tr>
<th>Situation/Category</th>
<th>Immediate Action</th>
<th>Investigation</th>
<th>Notification of Parents</th>
<th>Notification of Police</th>
<th>Disposition of substance</th>
<th>Discipline/Rehabilitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Person is suspected of drug or alcohol use. No violation or physical evidence.</td>
<td>Person is informed of available help and encouraged to seek assistance.</td>
<td>Limited to help from Support Team.</td>
<td>Limited to behavior problems.</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>II</td>
<td>Person contacts staff member on behalf of another person.</td>
<td>Person is encouraged to get person with problem to personally seek help.</td>
<td>Limited to help from Support Team.</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>III</td>
<td>Person volunteers information about personal drug or alcohol use and seeks help.</td>
<td>Person is informed of services and encouraged to seek help.</td>
<td>Limited to help from Support Team.</td>
<td>Only with the consent of the student, unless there is a clear and imminent danger.</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>IV</td>
<td>Person has a drug or alcohol medical emergency.</td>
<td>Nurse summoned immediately. Person transported to medical facility.</td>
<td>Administration investigates; may include a search of person, locker and other possessions.</td>
<td>Notification in case of health problem or medical emergency.</td>
<td>Yes</td>
<td>Analysis will be made</td>
</tr>
<tr>
<td>V</td>
<td>Person possessing drug paraphernalia. No evidence of use.</td>
<td>Administrator is summoned. Paraphernalia is confiscated. Anecdotal report made.</td>
<td>Person, locker and possessions searched. Confiscation of substance.</td>
<td>Yes</td>
<td>Yes</td>
<td>Analysis if warranted</td>
</tr>
<tr>
<td>Situation/Category</td>
<td>Immediate Action</td>
<td>Investigation</td>
<td>Notification of Parents</td>
<td>Notification of Police</td>
<td>Disposition of substance</td>
<td>Discipline/Rehabilitation</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------</td>
<td>---------------</td>
<td>-------------------------</td>
<td>-----------------------</td>
<td>------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>VI Person possesses, uses or is under the influence. 1st offense, cooperative behavior.</td>
<td>Administrator is summoned. Staff member writes anecdotal report of incident.</td>
<td>Person, locker, and possessions are searched. Confiscation of substance.</td>
<td>Yes, parental conference arranged as soon as possible.</td>
<td>Yes</td>
<td>Analysis will be made.</td>
<td>Informal hearing. 5-10 day suspension. If employee without pay. Required to participate in support program. Phone #’s of certified agency(s)</td>
</tr>
<tr>
<td>VII Person possesses, uses, is under the influence at a school related activity on or off school property.</td>
<td>Chaperone will contact the group advisor or administrator.</td>
<td>Person, locker, and possessions are searched. Confiscation of substance.</td>
<td>Yes</td>
<td>Yes</td>
<td>Analysis will be made.</td>
<td>Parent may pick up student, or student may be sent home at the parents expense. Further discipline will follow per 1st or 2nd offense procedures.</td>
</tr>
<tr>
<td>VIII Person is caught again possessing, using, or under the influence.</td>
<td>Chaperone will contact the group advisor or administrator.</td>
<td>Person, locker, and possessions are searched. Confiscation of substance.</td>
<td>Yes, requested to come to administrator’s office immediately.</td>
<td>Yes</td>
<td>Analysis will be made.</td>
<td>Informal hearing, 10 day suspension. Formal hearing for expulsion. Return to school only after assessment by a licensed abuse facility and compliance with recommendation of facility.</td>
</tr>
<tr>
<td>IX Person is distributing a drug, alcohol or controlled substance.</td>
<td>Chaperone will contact the group advisor or administrator.</td>
<td>Person, locker, and possessions are searched. Confiscation of substance.</td>
<td>Yes, requested to come to administrator’s office immediately.</td>
<td>Yes, in order that they may take further action.</td>
<td>Analysis will be made.</td>
<td>Informal hearing, 10 day suspension. Formal hearing for expulsion. Return to school only after assessment by a licensed abuse facility and compliance with recommendation of facility.</td>
</tr>
</tbody>
</table>
Summarization of Drug and Alcohol Administration Guidelines - (continued)

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study
10-154a Professional communications between teacher or nurse and student. Surrender of physical evidence obtained from students.
10-220b Policy statements on drugs.
10-221(d) Boards of education to prescribe rules.
10-233d Expulsion of pupils. Hearing format. Age limitation for the provision of an alternative educational opportunity; exceptions.
21a-240 Definitions. (8) "Controlled drugs".
21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing.
21a-278 Penalty for illegal manufacture, distribution, sale, prescription or administration by non-drug-dependent person.

Regulation approved: April 5, 1999
WEST HAVEN PUBLIC SCHOOLS
West Haven, Connecticut
WEST HAVEN PUBLIC SCHOOLS  
STANDARD OF CONDUCT  
Policy #5114-A  

EXCLUSION OF PUPIL

If pupils seriously disrupt the educational process, endanger themselves or others, or commit conduct, which is incompatible with the educational process, on or off school grounds, it may become necessary to exclude them from the classroom and/or school setting.

**Definitions**

a) **Exclusion** means any denial of public school privileges to a pupil for disciplinary purposes.

b) **Removal** means an exclusion of a pupil from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety minutes.

c) **School - Sponsored Activity** means any activity sponsored, recognized, or authorized by the Board and includes activities conducted on or off school property.

d) **In-School Suspension** means an exclusion from regular classroom activity for no more than five (5) 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; and provided further that no pupil shall be placed in in-school suspension more than fifteen (15) times or a total of fifty (50) days in one year, whichever results in fewer days of exclusion. If the in-school suspension limits are exhausted, other disciplinary alternatives may be considered.

e) **Suspension** means an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed; and further provided no pupil 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 pupil is granted a formal hearing as provided below.

f) **Expulsion** means an exclusion from school privileges for more than ten (10) consecutive school days provided such exclusion shall not extend beyond one calendar year. Such period of expulsion may extend into the school year following the school year in which the exclusion was imposed.

g) **Deadly weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, "billy club", blackjack, bludgeon, or metal knuckles.

h) **Dangerous Instrument** means any instrument, article or substance, which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury.

**Martial arts weapon** means a nun-chuk, Kama, kasari-fundo, octagon sai, tonfa or Chinese star, etc.

i) **Firearm** means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device, provided that such term shall include a shotgun, sawed-off shotgun, machine gun, rifle, pistol, revolver or other weapon whether loaded or unloaded.
**Destructive device** means any explosive, incendiary, or poison gas bomb, grenade, or similar device, or any combination of parts from which such a device may readily be assembled.

1) **Emergency** means any situation under which the continued presence of the pupil in school poses such a danger to persons or property or such a disruption to the educational process that the pupil may be immediately excluded from school, with a hearing delayed until a time as soon after the exclusion of the pupil as possible.

m) **Informal hearing** means an opportunity for the pupil to meet with an administrator, be informed of the reasons for the disciplinary action proposed, and be given an opportunity to explain the situation.

n) **Formal hearing** means a hearing before at least three members of the Board of Education or an impartial hearing board conducted pursuant to Sections 10-233d, 4-176e to 4-180a and 4-181a of the Connecticut General Statutes.

a) **Removal**

A pupil may be removed from class if he/she causes a serious disruption of the educational process within the classroom, provided no pupil shall be removed from class more than six (6) times in any school year nor more than twice in one week unless such pupil is referred to the building principal or his/her designee and granted an informal hearing.

The school shall designate an area to which teachers shall send pupils who are removed from the classroom. The principal or his/her designee shall be notified of the name of the pupil removed and the reason for the removal, and shall notify the parent or guardian of any minor pupil removed from class within twenty-four hours of the removal and the reasons therefore.

**In-School Suspension**

b) A pupil may be assigned an in-school suspension if his/her conduct endangers persons or property, or is seriously disruptive of the educational process, or violates a publicized policy of the Board of Education. No pupil shall be placed in in-school suspension without an informal hearing before the principal or his/her designee. Whenever administration seeks to impose an in-school suspension period on a pupil with a disability requiring special education or accommodations, the administrator shall determine the number of days of in-school suspension or suspension already imposed on said pupil during the school year, and to initiate compliance with state and federal special education laws and regulations with respect to holding an IEP team or § 504 team meeting if necessary.
Out of School Suspension

A pupil may be suspended from school if his/her conduct on school grounds or at a school-sponsored activity endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board of Education. Such disruption may include inciting any form of conflict by using physical force or verbal and/or written catalysts. A pupil may also be suspended if his or her conduct off school grounds violates a publicized policy of the Board of Education and is seriously disruptive of the educational process.

1) A pupil may be suspended from transportation services and/or from school if his or her conduct while waiting or receiving transportation to and from school endangers persons or property or violates a publicized policy of the Board of Education.

3) In considering whether a pupil's conduct is seriously disruptive of the educational process, the administration may consider, but such consideration shall not be limited to:

(i) Whether the incident occurred within close proximity of a school;
(ii) Whether other students from the school were involved or whether there was any gang involvement;
(iii) Whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, and whether any injuries occurred;
(iv) Whether the conduct involved the use of alcohol.

4) In determining the length of the suspension period, the administration may consider evidence of past disciplinary problems, which have led to removal from a classroom, suspension, or expulsion of a pupil.

5) Unless an emergency exists, no pupil shall be suspended without an informal hearing.

6) Whenever administration seeks to impose a suspension period on a pupil with a disability requiring special education or accommodations, the administrator shall determine the number of days of in-school suspension or suspension already imposed on said pupil during the school year, and to initiate compliance with state and federal special education laws and regulations with respect to holding an IEP team or 504 team meeting if necessary.

7) Whenever a pupil is suspended, the principal or his/her designee shall, within twenty-four hours, notify the superintendent or his/her designee of the name of the pupil and the reasons for disciplinary action. The principal or his/her designee shall also notify any minor pupil's parent or guardian of the suspension, orally or in writing within twenty-four hours.
8) Any pupil who is suspended shall be given a reasonable opportunity to complete any class work including, but not limited to, examinations, which such pupil missed during the period of suspension.

9) Whenever a pupil is suspended, notice of the suspension and conduct for which the pupil was suspended shall be included on the pupil's cumulative educational record, and shall be expunged only if the pupil graduates from high school.

d) **Expulsion**

1) The Board of Education, at a meeting of three or more members of the Board, or an impartial hearing board, may expel any pupil whose conduct on school grounds endangers persons or property, is seriously disruptive to the educational process, or violates a publicized policy of the Board of Education, or whose conduct off school grounds violates a publicized policy of the Board of Education and is seriously disruptive to the educational process.

In considering whether a pupil's conduct is seriously disruptive of the educational process, the administration may consider, but such consideration shall not be limited to:

2) (i) Whether the incident occurred within close proximity of a school;
   (ii) Whether other students from the school were involved or whether there was any gang involvement;
   (iii) Whether the conduct involved violence, threats of violence, or the unlawful use of weapon, and whether any injuries occurred;
   (iv) Whether the conduct involved the use of alcohol.

Expulsion proceedings shall be required, except as provided below in paragraph (11), whenever there is reason to believe that any pupil:

(i) On school grounds or at a school sponsored activity, was in possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon;
(ii) Off school grounds, unlawfully possessed a firearm, or possessed and used a firearm, deadly weapon, dangerous instrument or martial arts weapon in the commission of a crime;
(iii) On or off school grounds, offered for sale or distribution a controlled substance whose manufacture, distribution, sale, prescription, dispensing, transporting with intent to sell or dispense, offering or administering is subject to criminal penalties under applicable laws of the State of Connecticut.

Any pupil found by the Board of Education or impartial hearing board to have committed such conduct shall be expelled for one calendar year, provided the Board of Education or impartial hearing board may modify the period of expulsion for a pupil on a case-by-case basis.
4) Unless an emergency exists, no pupil shall be expelled without a formal hearing conducted by the Board of Education or impartial hearing board. If such emergency exists, such a hearing shall be held as soon after the expulsion as possible. The Superintendent or his/her designee shall notify the parent or guardian of any minor pupil expelled within twenty-four hours of the decision.

5) In determining the length of the expulsion and the nature of the alternative educational opportunity to be provided to the pupil during the period of any expulsion imposed, the Board of Education or impartial hearing board may consider evidence of past disciplinary problems, which have led to removal from a classroom, suspension, or expulsion of each pupil.

6) Any pupil under sixteen (16) years of age, and any pupil between the ages of sixteen (16) and eighteen (18) expelled for the first time, shall be offered an alternative educational opportunity during any period of expulsion imposed; provided, however, that such an alternative educational opportunity shall not be required for any pupil between the ages of sixteen (16) and eighteen (18) who is expelled for conduct which endangers persons involving possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon on school grounds or at a school sponsored activity, or offering a controlled substance for sale or distribution on school grounds or at a school sponsored activity.

7) The alternative educational opportunity for any pupil over the age of sixteen (16) may include placement in an adult education program. Any pupil between the ages of sixteen (16) and eighteen (18) who has previously been expelled from school, and any pupil over the age of eighteen (18) at the time of expulsion, may be offered an alternative educational opportunity in the sole discretion of the Board of Education.

8) If a pupil is expelled for possession of a firearm or deadly weapon on school grounds or at a school sponsored activity, the principal or his/her designee shall report the violation to the West Haven Police Department or other appropriate authority.

9) If a pupil is expelled for offering a controlled substance for sale or distribution on school grounds or at a school sponsored activity, the principal or his/her designee shall refer the pupil to an appropriate State or local agency for rehabilitation, intervention, or job training, or any combination thereof, and inform the agency of that referral.
10) Whenever a pupil is expelled, notice of the expulsion and the conduct for which the pupil was expelled shall be included on the pupil's cumulative educational record, and except for notice of an expulsion for possession of a firearm or deadly weapon, shall be expunged from the pupil's record if the pupil graduates from high school.

11) Prior to conducting an expulsion hearing for a pupil requiring special education and related services, the pupil's planning and placement team shall convene to determine whether the misconduct was caused by the pupil's disability. If it is determined that the misconduct was caused by the disability, the pupil shall not be expelled. If it is determined that the misconduct was not caused by the disability, the expulsion hearing may proceed. Notwithstanding the provisions above relating to the provision of an alternative educational opportunity to pupils who are expelled from school, whenever a pupil requiring special education and related services is expelled, an alternative educational opportunity consistent with the pupil's educational needs and applicable State and Federal laws shall be provided during the period of expulsion.

12) Any expelled pupil may apply to the Superintendent of Schools for early readmission to school. The decision to grant or deny the pupil's request for readmission shall be at the sole discretion of the Superintendent of Schools, who may grant readmission conditioned on specified criteria.

**Conduct Leading to Disciplinary Action**

Students may be subject to disciplinary action including suspension or expulsion for conduct on or off school property, on school transportation, or at a school sponsored activity that endangers persons or property is seriously disruptive of the educational process, or that violates a publicized policy of the Board of Education. Such conduct includes, but is not limited to the following:

1) Willfully striking or assaulting a student, members of the school staff or any other individual;

2) Theft, including possession of stolen goods;

3) Use of obscene or profane language or gestures to a student or member of the school staff;

4) Commission of an act of discrimination or harassment toward any student or school staff member based on race, color, sexual orientation, religion, national origin, ancestry or disability;
5) Violation of smoking, dress, or transportation regulations;
6) Deliberate refusal to obey an order or directive from a member of the school staff, or disruptive classroom behavior;
7) Deliberate refusal by a student to identify himself/herself to a staff member when asked;
8) A walk-out from or sit-in within a classroom or school building;
9) Blackmailing, threatening, intimidating, or inciting violence against school staff or students;
10) Possession of any weapon, deadly weapon, pistol, knife, blackjack, bludgeon, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or facsimile or replica thereof;
11) Unauthorized entrance into any school building or aiding or abetting an unauthorized entrance;
12) Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire;
13) Violation of the Network/Internet policy;
14) Unauthorized possession, sale, and distribution, offering for sale or distribution, or consumption of a controlled substance, drug, narcotic, or alcoholic beverage. Controlled substances, drugs and narcotics may include but are not limited to amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs, and in addition those substances known as Methaqualone. Unauthorized use or possession of such substances shall mean use or possession without a valid prescription.
15) Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of dangerous drugs or narcotics, as defined in sub-paragraph (14) above.
16) Willful destruction of real, personal or school property, such as cutting, defacing or otherwise injuring property in any way;
17) Accumulation of minor offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention;
18) Trespassing on school grounds while on suspension or expulsion;
19) Falsely reporting an incident (such as a "bomb threat"/tampering with or engaging the fire alarm system) to school, to police or to the fire department;
20) Repeated and/or intentional defiance of school rules and the valid authority of teachers, supervisors, or administrators;

21) Repeated and/or intentional defiance of student transportation rules;

22) Class truancy and leaving school or school property without permission;

23) Possession or use of a laser pointer, beeper, or pager;

24) 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.

References:
Connecticut General Statutes § 10-233a - Definitions
Connecticut General Statutes § 10-233b - Removal of pupils from class
Connecticut General Statutes § 10-233c - Suspension of pupils
Connecticut General Statutes § 10-233d - Expulsion of pupils
Connecticut General Statutes § 10-233e - Notice as to disciplinary policies
Connecticut General Statutes § 10-233f - In-school suspension of pupils
Connecticut General Statutes § 10-233j - Possession and use of telecommunication devices 18
United States Code Annotated § 921 - Definition of firearm and destructive device Connecticut General Statutes § 53a-3 -Definitions of deadly weapon, dangerous instrument and martial arts weapons
20 United States Code Annotated § 1415 - the Individuals with Disabilities Education Act as amended 1997; procedural safeguards for students with disabilities

West Haven School System: Acceptable Usage Policy (Revision 1.01 10/2/97)

All West Haven Board of Education Policies can be found by going to www.whschools.org click the Board of Education tab at the top, and then click policies.
The West Haven Public School System is moving toward using more electronically based communications to better reach out community. The Parent/Student handbook for your child’s school configuration (elementary, intermediate, middle, or high school) is located on the West Haven Public Schools Website at www.whschools.org.

1. **Acknowledgement of Handbook (check box below)**

   [ ] I acknowledge my responsibility to review the West Haven Public Schools 2018-2019 Parent/Student Handbook, as published online and to review this information with my child. If I would like a hard copy, I understand it is my responsibility to request one from the school. Enrolling my child in the West Haven Public Schools constitutes my agreement to abide by all regulations, policies and procedures.

2. **Authorization to Photograph (check only one box below)**

   [ ] I give permission for my child to be photographed or videotaped for the purpose of visually depicting a program or activity for a presentation or publication.

   [ ] I do not give permission for my child to be photographed or videotaped for the purpose of visually depicting a program or activity for a presentation or publication.

**Biometric identification**

The West Haven School District has implemented a finger scanning program in all school cafeterias. This will speed up lunch lines, eliminate any risk of clerical check-out errors, and provide students an easy way to identify themselves when buying food. This method is called biometric identification.

**How does finger scanning identification work?**

The software will scan the finger to create and store individual templates of unique points that identify each student. Each time a student pays for food, the software again scans a student’s finger and finds a matching payment account in the database. **All students will be scanned into our system, unless the parent or guardian decline. Your child can continue paying with cash or a student ID number.**

If you have any questions, please do not hesitate to call Meg Kingston, Food Services at 203-937-4373. If you are choosing not to have your child participate in the finger scanning program, you must complete the form below and return to your child’s school.

[ ] Decline: I do not give permission for my child to be finger scanned.

**Student’s Name (please print above)** ______________________________ **Student’s Signature (above)** ______________________________

**Parent/Guardian Name (please print above)** ______________________________ **Parent/Guardian Signature (above)** ______________________________
El Sistema de las Escuelas Públicas de West Haven se está moviendo hacia el uso de comunicaciones basadas electrónicamente para alcanzar mejor a nuestra comunidad. El manual de Padres/Estudiantes de la configuración de la escuela de su niño/a (primaria, intermedia, secundaria o preparatoria) se encuentra en la página web de las Escuelas Públicas de West Haven [www.whschools.org](http://www.whschools.org).

1. **Reconocimiento de Recibo del Manual** (marque la caja abajo)

   - Reconozco mi responsabilidad de revisar el Manual 2018-2019 de Padres/Estudiantes de las Escuelas Públicas de West Haven, según publicado en línea y de revisar ésta información con mi niño/a. Si quisiera una copia, entiendo que es mi responsabilidad requerirla en la escuela. Matricular mi hijo/a en las Escuelas Públicas de West Haven constituye estar de acuerdo con seguir todas las regulaciones, políticas y procedimientos.

2. **Autorización a Fotografiar** (marque solo una caja abajo)

   - Doy permiso para que mi hijo/a sea fotografiado/a o videograbado/a con el propósito de visualmente representar un programa o actividad para una presentación o publicación.

   - No doy para que mi hijo/a sea fotografiado/a o videograbado/a con el propósito de visualmente representar un programa o actividad para una presentación o publicación.

### Identificación Biométrica

El Distrito de las Escuelas Públicas de West Haven ha implementado un programa de escaneo de huellas digitales en todas las cafeterías escolares. Esto acelerará las filas en el almuerzo, eliminará todo riesgo de que las cajeras cometan un error y proveerá a los estudiantes con una forma fácil de identificarse a sí mismos cuando compren sus alimentos. Este método es llamado identificación biométrica.

### ¿Cómo la identificación por huellas digitales funciona?

El programa de computadora escaneará el dedo para crear y guardar modelos individuales de puntos únicos que identifican a cada estudiante. Cada vez que un estudiante paga por sus alimentos, el programa computarizado escanea el dedo del estudiante otra vez y encuentra el pago que pertenece a su cuenta en la base de datos. **Todos los estudiantes serán escaneados por el Sistema, a menos que el padre o guardián lo decline. Su niño/a puede continuar pagando en efectivo o con el número de identificación de estudiante.**

Si Usted tiene alguna pregunta, por favor, no dude en llamar a Meg Kingston, Servicios de Alimentos, al 203-937-4373. **Si Usted escoge que su hijo/a no participe en el programa de escaneo de huellas digitales, Usted tiene que completar la forma abajo y regresarla a la escuela de su niño/a.**

- **Declinar:** No doy permiso para que se escanee las huellas digitales de mi hijo/a.

---

<table>
<thead>
<tr>
<th>Nombre del Estudiante (letra separada)</th>
<th>Firma del Estudiante (arriba)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nombre del Padre/Guardián (letra separada)</td>
<td>Firma del Padre/Guardián (arriba)</td>
</tr>
</tbody>
</table>
**SCHOOL HOURS**

School is open each day from 7:40 a.m. to 2:15 p.m. Students will enter the building at 7:40 a.m., go to their locker, and prepare for the school day. By the 7:45 a.m. bell, all students must be in their homeroom for attendance.

**In case of inclement weather:** For proper supervision to occur, students will not be allowed into the building until 7:30 a.m.

### Block Time Schedule 2019-2020

<table>
<thead>
<tr>
<th>Team</th>
<th>Grade</th>
<th>Block</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2</td>
<td>7</td>
<td>Students Enter</td>
<td>7:37</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeroom</td>
<td>7:45-7:55</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td></td>
<td>7:58-8:58</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>9:01-10:01</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td>10:04-11:04</td>
</tr>
<tr>
<td></td>
<td>4 Lunch A</td>
<td></td>
<td><strong>11:07-11:27</strong></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
<td>11:30-1:07</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td></td>
<td>1:10-2:10</td>
</tr>
<tr>
<td></td>
<td>Dismissal</td>
<td></td>
<td>2:13-2:20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Team</th>
<th>Grade</th>
<th>Block</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4</td>
<td>7</td>
<td>Students Enter</td>
<td>7:37</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeroom</td>
<td>7:45-7:55</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td></td>
<td>7:58-8:58</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>9:01-10:01</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td>10:04-11:04</td>
</tr>
<tr>
<td></td>
<td>4 Lunch B</td>
<td></td>
<td><strong>11:32-11:52</strong></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
<td>11:55-1:10</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td></td>
<td>1:13-2:13</td>
</tr>
<tr>
<td></td>
<td>Dismissal</td>
<td></td>
<td>2:13-2:20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Team</th>
<th>Grade</th>
<th>Block</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/6</td>
<td>7/8</td>
<td>Students Enter</td>
<td>7:37</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeroom</td>
<td>7:45-7:55</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td></td>
<td>7:58-8:58</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td>9:01-10:01</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td>10:04-11:04</td>
</tr>
<tr>
<td></td>
<td>4 Lunch C</td>
<td></td>
<td><strong>11:57-12:17</strong></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
<td>12:20-1:10</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td></td>
<td>1:13-2:13</td>
</tr>
<tr>
<td></td>
<td>Dismissal</td>
<td></td>
<td>2:13-2:20</td>
</tr>
<tr>
<td>Team</td>
<td>Grade</td>
<td>Block</td>
<td>Time</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>---------</td>
<td>-----------------</td>
</tr>
<tr>
<td>7/8</td>
<td>8</td>
<td>Students Enter</td>
<td>7:37</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeroom</td>
<td>7:45-7:55</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>7:58-8:58</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>9:01-10:01</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>10:04-11:04</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>11:07-12:19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lunch D</td>
<td>12:22-12:42</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>12:45-1:10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>1:13-2:13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dismissal</td>
<td>2:13-2:20</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Team</th>
<th>Grade</th>
<th>Block</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/10</td>
<td>8</td>
<td>Students Enter</td>
<td>7:37</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeroom</td>
<td>7:45-7:55</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>7:58-8:58</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>9:01-10:01</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>10:04-11:04</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>11:07-12:44</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lunch E</td>
<td>12:47-1:07</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>1:10-2:10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dismissal</td>
<td>2:13-2:20</td>
<td></td>
</tr>
</tbody>
</table>

West Haven Public Schools  
Committed to Excellence  

Visit our website:  [www.whschools.org](http://www.whschools.org)
Schools Committed to Excellence

WEST HAVEN
PUBLIC SCHOOLS