

*Dear Parents, Guardians, and Students,*

*Welcome back to another exciting year at Tolland Middle School. Our staff is committed to providing an educational program that is developmentally responsive and created to meet the needs of each of our students. As a parent/guardian, please stay in contact with your child's teacher(s) via e-mail, phone calls, or notes.*

*Please take time to review the following program summaries and school procedures that accompany this student agenda. The material covered in our student/parent agenda is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Any information in this agenda is subject to unilateral revision or elimination from time to time without notice. We hope you will find this a useful reference and tool to help promote organization and communication between home and school. Our agenda, as well as other useful information, is available on our website: [www.tms.tolland.k12.ct.us](http://www.tms.tolland.k12.ct.us).*

*The partnership between school and home is very important to ensure student success. Our PTO provides many opportunities for parents to stay connected to their child and school, and contribute to the success of our school community. We invite our parents and guardians to become active members of our PTO. Meetings are usually held on the second Tuesday of the month at 7:00 p.m. in room 107 at TMS.*

*We value your comments and wish to work together with you to have Tolland Middle School be the best experience it can be. If there is anything we can help you with, please feel free to contact us at any time.*

*Have a wonderful year!*

Mary Grande  
Principal

J. Anthony Spangle  
Assistant Principal

#### **IMPORTANT TELEPHONE NUMBERS**

##### **TMS OFFICE 860-870-6860**

**Principal** - Mrs. Mary Grande  
**Secretary** - Mrs. Michelene Wry

##### **Guidance - 860-870-6864**

Counselor - Mrs. Alicia Miller - Grade 8  
Counselor - Miss Jenna Angello – Team 7 Gold  
Counselor - Mrs. Antonia Kapolas - Grade 6 and Team 7 Blue  
Secretary - Mrs. Tracey Campise

##### **Tolland School Lunch Program - 860-870-6853**

Director of Food Services - Mrs. Abby Kassman-Harned  
TMS Manager – Kim Brennan 860-870-6860 ext. 20127

##### **Family Resource Center – 860-870-6750**

**WEBSITE:** [www.tms.tolland.k12.ct.us](http://www.tms.tolland.k12.ct.us)

##### **FAX-860-870-5737**

**Assistant Principal** - Mr. J. Anthony Spangle  
**Secretary** - Mrs. Debbie Misiura

##### **Nurses - 860-870-6868**

Mrs. Laura Dolcelli, RN  
Mrs. Janet Sullivan, LPN

##### **FIRST STUDENT - 860-875-6378**

Bus Coordinator - Mrs. Terri Scheidel

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## EDUCATIONAL MISSION

Tolland Middle School is a **Safe** community where we take **Ownership** for our actions. We are **Active** learners who demonstrate **Respect** for individuals, our school and the world around us.

### Learning

- To acquire life skills and literacy in the core and unified arts curricula
- To develop the strategies necessary to gain problem solving and critical thinking skills
- To develop a desire for learning that sets the stage for lifelong learning

### Responsibility

- To foster a sense of self-discipline and direction whereby students are accountable for their own performance and behavior

### Attributes

- To nurture the qualities of honesty, creativity, perseverance, and self-worth
- To motivate and support students in their quest for personal excellence

## 2020-2021 TERM DATES

Quarter 1	09/08/2021 – 11/12/2021
Quarter 2	11/15/2021 – 01/28/2022
Quarter 3	01/31/2022 – 04/08/2022
Quarter 4	04/11/2022 – 06/21/2022

Trimester 1	09/08/2021 – 12/03/2021
Trimester 2	12/06/2021 – 03/18/2022
Trimester 3	03/21/2022 – 06/21/2022

Semester 1	09/08/2021 – 01/28/2022
Semester 2	01/31/2022 – 06/21/2022

**Dates are subject to change.**



# TOLLAND PUBLIC SCHOOLS

## District School Calendar

First Day: September 8, 2021  
Last Day of School: June 21, 2022  
182 Days

**2021 – 2022**

Approved by the BOE 1/28/21

August 2021								(school days) 0								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
	1	2	3	4	5	6	7				1	2	3	4	5	
	8	9	10	11	12	13	14		6	7	8	9	10	11	12	Prof. Development 16
	15	16	17	18	19	20	21		13	14	15	16*	17	18	19	In-Service 23
	22	23	24	25	26	27	28		20	21	22	23	24	25	26	Presidents Day 21
	29	30	31						27	28						February Break 21-22
September 2021								(school days) 17								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
Teacher In-Service 2,3,7				1	2	3	4				1	2	3*	4*	5	Parent Conferences 3-4
Labor Day 6	5	6	7	8	9	10	11		6	7	8	9	10	11	12	
First Day of School 8	12	13	14	15*	16	17	18		13	14	15	16*	17	18	19	Prof. Development 16
Prof. Development 15	19	20	21	22	23	24	25		20	21	22	23	24	25	26	
	26	27	28	29	30				27	28	29	30	31			
October 2021								(school days) 20								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
						1	2							1	2	
	3	4	5	6	7	8	9		3	4	5	6*	7	8	9	Prof. Development 6
Columbus Day 11	10	11	12	13	14	15	16		10	11	12	13	14	15	16	Good Friday 15
Prof. Development 20	17	18	19	20*	21	22	23		17	18	19	20	21	22	23	Spring Break 18-22
	24/31	25	26	27	28	29	30		24	25	26	27	28	29	30	
November 2021								(school days) 18								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
Parent Conferences 4-5		1	2	3	4*	5	6		1	2	3	4	5	6	7	
	7	8	9	10	11	12	13		8	9	10	11	12	13	14	
Prof. Development 17	14	15	16	17*	18	19	20		15	16	17	18*	19	20	21	Prof. Development 18
Thanksgiving Break 24-26	21	22	23	24	25	26	27		22	23	24	25	26	27	28	
	28	29	30						29	30	31					Memorial Day 30
December 2021								(school days) 17								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
				1	2	3	4					1	2	3	4	
Prof. Development 8	5	6	7	8*	9	10	11		5	6	7	8	9	10	11	Projected Last Day 21
	12	13	14	15	16	17	18		12	13	14	15	16	17	18	
Winter Break 24-31	19	20	21	22	23*	24	25		19	20	21*	22	23	24	25	
Christmas 25	26	27	28	29	30	31			26	27	28	29	30			
January 2022								(school days) 19								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
New Year's Day 1							1							1	2	
	2	3	4	5	6	7	8		3	4	5	6	7	8	9	
MLK Day 17	9	10	11	12	13	14	15		10	11	12	13	14	15	16	
In-Service (K-8) 27	16	17	18	19	20	21	22		17	18	19	20	21	22	23	
Mid-Semester Day 27	23/30	24/31	25	26	27	28	29		24/31	25	26	27	28	29	30	
February 2022								(school days) 23								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
			1	2	3	4	5				1	2	3*	4*	5	Parent Conferences 3-4
	6	7	8	9	10	11	12		6	7	8	9	10	11	12	
	13	14	15	16*	17	18	19		13	14	15	16*	17	18	19	Prof. Development 16
	20	21	22	23	24	25	26		20	21	22	23	24	25	26	
	27	28							27	28	29	30	31			
March 2022								(school days) 23								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
			1	2	3*	4*	5				1	2	3*	4*	5	Parent Conferences 3-4
	6	7	8	9	10	11	12		6	7	8	9	10	11	12	
	13	14	15	16*	17	18	19		13	14	15	16*	17	18	19	Prof. Development 16
	20	21	22	23	24	25	26		20	21	22	23	24	25	26	
	27	28	29	30	31				27	28	29	30	31			
April 2022								(school days) 15								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
						1	2							1	2	
	3	4	5	6*	7	8	9		3	4	5	6*	7	8	9	Prof. Development 6
	10	11	12	13	14	15	16		10	11	12	13	14	15	16	Good Friday 15
	17	18	19	20	21	22	23		17	18	19	20	21	22	23	Spring Break 18-22
	24	25	26	27	28	29	30		24	25	26	27	28	29	30	
May 2022								(school days) 21								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
	1	2	3	4	5	6	7		1	2	3	4	5	6	7	
	8	9	10	11	12	13	14		8	9	10	11	12	13	14	
	15	16	17	18*	19	20	21		15	16	17	18*	19	20	21	Prof. Development 18
	22	23	24	25	26	27	28		22	23	24	25	26	27	28	
	29	30	31						29	30	31					Memorial Day 30
June 2022								(school days) 15								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
				1	2	3	4					1	2	3	4	
	5	6	7	8	9	10	11		5	6	7	8	9	10	11	Projected Last Day 21
	12	13	14	15	16	17	18		12	13	14	15	16	17	18	
	19	20	21*	22	23	24	25		19	20	21*	22	23	24	25	
	26	27	28	29	30				26	27	28	29	30			
July 2022								(school days) 19								
	S	M	T	W	TH	F	S		S	M	T	W	TH	F	S	
						1	2							1	2	
	3	4	5	6	7	8	9		3	4	5	6	7	8	9	
	10	11	12	13	14	15	16		10	11	12	13	14	15	16	
	17	18	19	20	21	22	23		17	18	19	20	21	22	23	
	24/31	25	26	27	28	29	30		24/31	25	26	27	28	29	30	

<ul style="list-style-type: none"> <li>In-Service (NS)</li> <li>Conferences</li> <li>District Closed</li> <li>Prof. Development (Early Release)</li> </ul>	<p>*Early Dismissal Day – All District</p> <p><u>THS Mid Semester Date-</u> January 27, 2022 Grades 9-12 K-8 Teacher In-Service</p> <p><b>** Please note this is subject to change based on weather</b></p>	<p><u>Parent Teacher Conferences</u></p> <p>November 4 -Early Release K-12 November 5 – No school for students</p> <p>March 3 &amp; 4 – Early Release K-12</p>
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The last day of school is scheduled for Tuesday, June 21, 2022. Please note, where possible, snow or emergency days will first be made up through June days. If, however, such snow or emergency days push the last day of school potentially into the last week of June, days may need to be taken from April or other vacations as needed. According to Connecticut General Statute 10-15 and 10-259 the school year must be at least 180 days and cannot extend past the last day of June. The school calendar is posted on the Tolland Public Schools website at <http://www.tolland.k12.ct.us>

\* **Early Dismissal Days-** September 15, September 20, November 4, November 17, December 8, December 23, February 16, March 3, March 4, March 16, April 6, May 18, June 21

**THS Mid Semester Date-** January 27, 2022 \*\* Please note this is subject to change based on weather

#### 2021-2022 Term Dates

Quarter 1 - September – November, Quarter 2 - November – January, Quarter 3 - February – April, Quarter 4 - April - June

Trimester 1 - September – December, Trimester 2 - December – March, Trimester 3 - March - June

Semester 1 - September – January, Semester 2 - February - June

\*\* Please note these are subject to change based on weather

#### **SCHOOL HOURS**

<b>SCHOOL(S)</b>	<b>START</b>	<b>END</b>
<b>Tolland High School</b>		
Regular School Day	7:15	1:43
2-Hour Delay	9:15	1:43
Early Dismissal/Exam Days	7:15	10:45
<b>Tolland Middle School</b>		
Regular School Day	8:00	2:30
2-Hour Delay	10:00	2:30
Early Dismissal	8:00	11:45
<b>Tolland Intermediate School</b>		
Regular School Day	8:50	3:20
2-Hour Delay	10:50	3:20
Early Dismissal	8:50	12:45
<b>Birch Grove Primary School</b>		
Regular School Day	8:50	3:20
2-Hour Delay	10:50	3:20
Early Dismissal	8:50	12:45

#### **2021-2022 HOLIDAYS AND CULTURAL OBSERVANCES**

TPS encourages all students and staff members to appreciate and be respectful of each other's heritage and cultural diversity. The following is a list of dates for secular holidays as well as other festivals and holy days observed in our community. Additional information regarding these and other celebrations is available on our website.

Labor Day	September 6, 2021
Rosh Hashanah	September 7 - 8, 2021
Yom Kippur	September 16, 2021
Columbus Day	October 11, 2021
Diwali	November 4, 2021
Veterans Day	November 11, 2021
Thanksgiving Day	November 25, 2021
Hanukkah begins	November 28, 2021
Christmas	December 25, 2021
Kwanzaa begins	December 26, 2021
New Year's Day	January 1, 2022
Three Kings Day	January 6, 2022
Martin Luther King Jr. Day	January 17, 2022
President's Day	February 21, 2022
Holi	March 17, 2022
Ramadan begins	April 2, 2022
Passover begins	April 15, 2022
Good Friday	April 15, 2022
Greek Orthodox Easter	April 24, 2022
Eid al Fitr	May 2, 2022
Memorial Day	May 30, 2022

■ indicates days on which schools are close

#### **OUR SCHOOLS**

**Tolland High School**  
Thomas Poland, Principal  
Kimberly Marinan, Assistant Principal  
One Eagle Hill  
Phone: 870-6818  
Fax: 870-6826  
<http://www.ths.tolland.k12.ct.us/>

**Tolland Middle School**  
Mary Grande, Principal  
Anthony Spangle, Assistant Principal  
One Falcon Way  
Phone: 870-6860  
Fax: 870-5737  
<http://www.tms.tolland.k12.ct.us/>

**Tolland Intermediate School**  
Jim Dineen, Principal  
Jennifer Merritt, Assistant Principal  
96 Old Post Road  
Phone: 870-6885  
Fax: 872-7126  
<http://www.tis.tolland.k12.ct.us/>

**Birch Grove Primary School**  
Tom Swanson, Principal  
Suzanne Guglietta, Assistant Principal  
247 Rhodes Road  
Phone: 870-6750  
Fax: 870-6754  
<http://www.bgp.tolland.k12.ct.us/>

**Tolland Public Schools**  
Walter Willett, Ph.D, Superintendent  
51 Tolland Green  
Phone: 870-6850  
Fax: 870-7737  
<http://www.tolland.k12.ct.us/>

# GENERAL INFORMATION

## STUDENT LOCKERS

Students will be assigned locks and lockers. Only school issued locks may be used. Combinations should be kept confidential, and locks should be locked when lockers are not attended. Designated school personnel may open and search any locker if there is reason to believe items therein might be dangerous or prohibited.

## LOST AND FOUND

Any clothing, books, locks, or personal items found will be turned in to the office lost and found. We encourage students who have lost something to check as needed. Periodically, unclaimed items are discarded or donated to charity. The best way to insure prompt return of lost items is to have them labeled with the student's full name.

## SCHOOL LUNCH

The school lunch program is intended to provide students with a variety of nutritious lunch choices. Each lunch will provide at minimum the following components: meat or meat alternative, vegetable and/or fruit, bread or bread alternative, and milk. In addition, an *à la carte* menu is available. Applications for monetary assistance for lunches can be obtained by contacting the Food Service Director (860-870-6853) or the TMS Guidance Department (860-870-6864).

## ACADEMIC PRACTICE

Academic practice (homework) is an integral part of the education program at Tolland Middle School and is assigned to all students on a regular basis. Academic practice reinforces skills learned at school and is fundamental to each student's learning and development. The amount of academic practice may vary. Recreational reading should be a habit in addition to daily assignments. For more information, see BOE Policy and Regulation 6020.

## EXTRA HELP

Extra help is available to any student who requests it and is provided by the teachers on specified afternoons. Teachers may request that students having difficulty remain for extra help. Students may ride the late bus home as long as they sign up in the office by noon.

## ABSENCE FROM SCHOOL

Pursuant to state statutes and in an effort to provide all students with continuity of instructional experience, the Board of Education requires all students to attend school on scheduled days. Tolland Administrative Regulation #5010 defines "absence" as: any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip) for at least one half of the school day. School attendance is important for learning to occur. When a child is absent, a parent or guardian should call the nurses' office 860-870-6868 and leave a message with the student's full name, grade, and the reason for the absence. Students will be allowed up to two days to make up work for every one day of excused absence. Work will be collected by the guidance department for students absent from school for three or more consecutive days (excused). Parents are encouraged to call the school 24 hours prior to picking up work. The school has a legal obligation to report an excessive number of absences to the Superior Court. \*See Truancy. Beyond nine verified absences, only certain reasons with accompanying documentation are accepted (CT statute 10-210).

## TRUANCY

Any student five to eighteen years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year is considered truant. Connecticut General Statute Section 10-184 provides that each parent or other person having control of a student in grades K-12, is obligated to cause the child to attend school regularly during the hours and time school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction in studies taught in the Tolland Public Schools. Failure by parents or guardians to assure that a child attends school may be seen as educational neglect which can lead to school officials filing a written complaint with the Superior Court pursuant to Conn. Gen. Stat. 46b-149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs. (Adopted from Board of Education Policy series 5010)

## FAMILY TRAVEL/VACATION

Student absence from class for purposes of family travel or vacation results in a loss of valuable instructional time. If circumstances demand that students accompany their parents/guardians on travel or vacation during the school year, disciplinary action will not be taken. **Parents and students are urged to consult the school calendars and plan vacation time during the dates when school is not in session.** Requests for homework for anticipated periods of absence are processed through the guidance office. Once notified, teachers will have two days to provide parents with work prior to an anticipated period of absence.

NOTES FROM HOME

Notes from home should be given to the homeroom teacher during homeroom and should contain the student’s full name, the date, and the details. Notes are needed for the following:

- Absence
- Tardiness
- Early dismissal (Students must also be signed out in the office by a parent or guardian.)
- Extra help
- Whenever students do not ride their regular buses home (e.g., being picked up, Girl Scout meeting, etc.)

All students must be signed out in the main office before leaving the building.  
Parents must provide the school permission (in the form of written consent) to allow other adults to pick up their child/children.

STUDENT AFTER-SCHOOL POLICY

Students may only stay after school with a teacher or for an organized TMS activity.

For safety reasons, students cannot remain after school unless they are accounted for by the main office and under the supervision of an adult. This policy encourages student responsibility and organizational skills, as students are to take an active role in the process of obtaining permission from a parent and the school.

Students who wish to stay after school on any given day must come to the main office and contact a parent. They must be able to get in touch with the parent in person, so please provide your son or daughter a contact number that will allow them to do so. Students may also present a note from a parent or guardian giving them permission to stay after school. This note must be brought to the main office by the student. Once the child has parental permission to stay after, they will sign up for a “Red Pass” for that day that will allow them to be in the building. Students needing to take the 4:15 p.m. Late Bus (Monday – Thursday), need to sign up in the main office prior to 12:00 noon. Any student in the building after 3:00 p.m. who is no longer working with a teacher must report to the After School Quiet Study located in the cafeteria. Students must present a pass from their teacher in order to enter the cafeteria. Students should confirm with their teacher first that he/she is available on the day they wish to stay after. If a student is an active member or team member of a school sponsored club or sport, he/she will not need to call a parent – attendance will be processed by the club or sport itself.

Due to the importance of the school being aware of the children that are in the building, students are encouraged to follow the steps necessary to notify parents and the school. While most students will follow the policy, there will be disciplinary consequences for students choosing to abuse the privilege of staying after school. If a student remains in the school building without permission, he/she may be subject to the following consequences:

1 <sup>st</sup> occurrence	1 office detention
2 <sup>nd</sup> occurrence	2 office detentions, prohibited from staying after school for one week
3 <sup>rd</sup> occurrence	1 extended detention, prohibited from staying after school for two weeks
4 <sup>th</sup> occurrence	1 day ISS, prohibited from staying after school for one month, letter to parents
5 <sup>th</sup> occurrence	Prohibited from staying after school for rest of the school year, final letter home to parent

Students wishing to use the school library after school must get permission from the librarian prior to the end of the school day. Students may use the library for quiet study, reading, and research. Students are not permitted to use a computer for recreational purposes. The library closes at 3:15 p.m.

## **TRANSPORTATION**

Students are to ride their buses home unless they have a note to remain after school for an activity. If a situation arises that makes it necessary for a student to be picked up after school, the school should be contacted by 1:30 p.m. so that the message can be delivered to the student before the buses leave.

Students should be told the procedure to follow in the event of a missed bus (i.e., call parent, neighbor, relative, walk, etc.). *Students should report to the office immediately if they miss their bus home.*

Parents are responsible for the transportation of students participating in after school activities. We would appreciate students being picked up promptly. The advisors must remain until all students have left school after these activities.

Students may not take a different bus to or from school.

## **VOLUNTEERS**

We appreciate it when community members volunteer in our school. Please contact the school office at 860-870-6860 if you have questions about how you can help enrich our school community.

## **SCHOOL VISITATIONS**

Parents are always welcome to visit Tolland Middle School. All visitors must report to the office upon entering the building. As times change and Tolland's population grows, it is difficult to track everyone who is in the building and where they are without your cooperation. Therefore, for security reasons, all visitors are asked to sign in upon arrival and to wear a visitor's badge. In order to maintain continuity of instruction and avoid disruptions, visitors are not allowed into classrooms during the school day without prior consent of the team and/or principal.

Student visitors are not permitted at Tolland Middle School.

## **SCHOOL CLOSING ANNOUNCEMENTS**

Announcements regarding the cancellation, delayed opening, or early dismissal of school will be made by automated message and on local television stations starting at approximately 7:00 a.m. Also, [www.NBC30.com/closings](http://www.NBC30.com/closings) will provide email notification of closings. Simply log on to their website and provide your email address.

There may be times during the year when it is necessary to dismiss school early. Parents will be notified by the automated message system as needed.

## **STUDENT SERVICES**

Student services are those support services that help students to benefit from the school's instructional programs. The goal of these services is to provide opportunities for additional help, knowledge, and self-understanding to students and parents. In addition, these services offer support and consultation to the general education staff so that academic potential will be maximized. The following is a brief description of these student services.

### **EARLY INTERVENTION PROJECT TEAM**

The goal of the EIP is to improve student performance through early identification, accurate assessment of problems, and pro-active efforts to assist students. The EIP team utilizes a holistic approach to student development and is concerned with social, emotional, physical, and intellectual growth.

Referral to an EIP meeting can be made by staff members, parents, and/or peers. The EIP team develops alternative teaching strategies and supportive services to benefit the child so that learning progress and success can be achieved.

### **GUIDANCE**

The four components of the TMS guidance program are as follows:

- Individual Planning - emphasis is on the individual with regard to advising, appraisal, and long-term planning.
- Responsive Services - emphasis is placed on counseling, consultation, and referral. Previous groups have included stress management, divorce, bereavement, peer, and anger management.
- Guidance Program Support - curriculum, staff and program development, parent newsletters, community speakers, records management, orientation programs, etc.
- Guidance Curriculum Topics - self-understanding, interpersonal relationships, career exploration, stress management, rules, peer pressure, study skills, and decision-making. Guidance counselors visit classrooms regularly to present lessons.

Counselors assist students with scheduling and course selection. They consult regularly with teachers and administrators on behalf of the students regarding academic areas, attendance problems, behavioral areas, peer and social issues, and family and adjustment issues. Counselors are available to arrange teacher/team conferences and to implement progress reports, homework sheets, or other academic communications as appropriate.

Requests for academic practice or student work for long-term absences due to illness are processed through the guidance office via note or phone call. Twenty-four hour notice is necessary to provide such work.

### **SPEECH AND LANGUAGE SPECIALIST**

The Speech and Language Specialist works with children who demonstrate significant weaknesses in their speech and/or language development. Those weaknesses could be in the areas of articulation, language, speech fluency, voice use, or general communication skills. Using a functional approach, children are evaluated, and a plan of action is developed as part of their overall curriculum.

### **SPECIAL EDUCATION**

The Board of Education supports special education classes and regional special education programs for youngsters with disabilities. Occasionally, a student with severe or very complex educational needs may be enrolled in one of these programs based on the decision of the Planning and Placement team (PPT).

Special Education staff (resource teachers, speech/language clinicians, school psychologists, paraprofessionals) may also work in the regular classroom to help special education students. This is part of the district goal to include students in their least restrictive environment.

## **RESOURCE ROOMS**

Resource teachers and several resource room paraprofessionals are on staff to assist children with health impairments, language and learning disabilities, social-emotional or behavioral difficulties, and other conditions which impact their learning. Resource room teachers assist in evaluating students who are referred for this program.

Placement is based on the decision of the Planning and Placement Team in accordance with state and federal regulations. Resource assistance is sometimes provided in the resource room and sometimes in the regular classroom. Resource room staff also work with integrated groups of special needs students in the regular classroom setting.

## **SCHOOL PSYCHOLOGIST**

The school psychologist is available to counsel and test students referred by the Planning and Placement Team. The psychologist also acts in the capacity of advisor to the school staff and parents.

## STUDENT ACTIVITIES

### LEADERSHIP GROUPS

The Student Council (grades seven and eight), Student Government (grade six), and grade eight officers are leadership groups which serve both the school and the community. Some of the activities sponsored include canned food and toy drives, dances for grades seven and eight, Funtastic Friday Night Bash, and school spirit events.

### FIELD TRIPS/EXTRACURRICULAR ACTIVITIES

Administration may prohibit students from going on field trips and attending extracurricular activities based on behavior, discipline, or safety concerns. Students placed on Restriction are prohibited from attending field trips and attending extracurricular activities and will lose any and all money paid. All TMS rules and regulations are in effect while students are on field trips and attending extracurricular activities.

### DANCES

Dances are held periodically for seventh and eighth grade students. A sixth grade dance is held in the spring. Only students enrolled in Tolland Middle School are permitted to attend. Administration may prohibit students from attending dances based on behavior, discipline, or safety concerns.

### ACADEMIC ELIGIBILITY

Students must attend school for one half of the school day in order to participate in extracurricular activities on that day. This includes social and musical activities. Students who have been assigned suspension for a particular day may not participate in extracurricular activities that day.

### EIGHTH GRADE PROMOTION CEREMONY

Only students meeting the requirements for promotion are permitted to participate in the ceremony. **Students must attend school for one half of the school day in order to participate in promotion.** Tickets will be given to students prior to the ceremony. Due to occupancy guidelines, family/friends will **not** be admitted into the ceremony without a ticket.

### INTERSCHOLASTIC SPORTS

Registration for sports will be done online through the Family ID database ([www.familyid.com](http://www.familyid.com)). All registrations must be completed for each sport prior to the deadlines below, as the registration is automatically removed from the database at 12:01 a.m. the morning following the deadline. The link to the Family ID database will also be available through our website ([www.tms.tolland.k12.ct.us](http://www.tms.tolland.k12.ct.us)). Please see our website for more information and eligibility requirements. Direct questions to the Athletic Director, Todd Zenczak at [tzenczak@tolland.k12.ct](mailto:tzenczak@tolland.k12.ct).

#### Athlete Eligibility:

Students must be in good academic standing and have received no more than five (5) office detentions and/or two (2) suspensions during the current quarter to participate. Students who have an average below 70 in two or more subjects at the time of tryouts will not be allowed to

SEASON	SPORT	DEADLINE
FALL	Boys Soccer, Girls Soccer, Cross Country	July 31, 2021
WINTER	Boys Basketball, Girls Basketball, Cheerleading	November 6, 2021
SPRING	Baseball, Softball, Track	March 5, 2022

participate in sports for that season.

### Pre-season Parent Meetings

The CIAC requires each team to conduct a mandatory pre-season parent meeting. This meeting provides parents with important information regarding the impending season. Items of importance to be discussed at this meeting include CIAC eligibility requirements, team goals, injury (including concussion awareness), insurance procedures, team attendance policies, playing time considerations, hazing prevention, tryout procedures, substance abuse/chemical health, and anything else the coach deems necessary for athletes and their parents to know. Parents should make every effort to attend the pre-season parent meeting.

The conflicts that arise between performing arts and sports happen frequently. We value both athletics and the performing arts in developing the whole child and recognize the positive benefits (i.e. academic, behavioral, social) that result from students' participation. In order to protect the students, we have put in place measures that all advisers, band/chorus directors, and coaches will adhere to that will permit students to be as actively involved as they would like to be. The purpose for this is to prevent conflicts between coaches/advisers and, most importantly, ensure that the students didn't feel penalized for their investment in multiple programs. All of these will occur without academic or participatory consequences. As a result, the following protocols will be used at Tolland Middle School:

Sports practice will take precedence over all non-dress rehearsal events.

Dress rehearsals and performances will take precedence over practice (including tryouts) and all non- tournament competitions.

Tournament/State Championship competitions will take precedence over dress rehearsals and/or performances.

## **HEALTH AND SAFETY**

### **BUILDING SAFETY**

In order to minimize the chance of panic, various emergency drills are conducted at regular intervals throughout the school year so students know exactly what to do. When the alarm is activated, students will move quickly and silently out of the building. Directions are posted in each classroom. Students should familiarize themselves with the exit maps.

### **PHYSICALS**

By law, physical examinations are required for students in grades two, six, and ten. A health form is available in the offices of the school nurse and the school district's physician. This form must be completed by both parent and physician.

All students will have a scoliosis screening during physical education classes. Students who do not pass the screening will be seen by the school nurse, and if necessary, a follow-up letter will be mailed to the parent. Once referred, the student will need to be examined by a physician and a note from him/her should be sent to the school nurse.

If you do not want your child examined during a physical education class, please let us know in writing that you will have this examination done by your own physician.

### **IMMUNIZATIONS**

In accordance with state law, the Tolland Board of Education requires each child to be protected by adequate immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, prior to enrolling in any program or school under its jurisdiction. For more specific information on this topic please contact the school nurse.

### **MEDICATIONS**

All medications must be brought to school by parents in their original containers. No medication may be carried on the bus.

The only medications which may be carried by students during the day are pocket inhalers or Epi-pens. If a student must carry either of these medications, his/her parent and/or physician is responsible for instructing the student in its use. In these situations, a Medication Authorization form must be filed with the school nurse, informing him/her that the student is carrying medication.

Any student found in possession of, or to be distributing any medication on school grounds will be subject to disciplinary action.

### **ACCIDENT INSURANCE**

The school does not carry accident insurance on individual students. Parents are offered the opportunity to purchase such insurance through a private carrier at a group rate. Information and application procedures will be available on the District website.

Students who participate in interscholastic sports must have some kind of accident insurance.

### **EMERGENCY PROCEDURE FORMS**

Each year students are given an Emergency Procedure Form to be completed by a parent or guardian. This form provides the school with vital information in case of accident or illness. We request that this form be reviewed for accuracy and returned as soon as possible and that the information be updated when appropriate during the school year.

*Please provide your email address*, if you have one. There is a space for it on the form. All email addresses will be added to the school's news distribution list.

## **ASBESTOS NOTIFICATION**

This notification is to make building occupants aware of the asbestos management plan, which is located in the mail room of the school. The management plan describes the locations of all known asbestos containing materials within the building and can be made available to any interested person by contacting the main office or school principal.

The Town of Tolland is presently undergoing a mandatory re-inspection of all school buildings. These inspections will continue at three year intervals while asbestos remains in the building. Trained maintenance personnel will periodically inspect known asbestos locations and reassess the condition of the material.

## **PESTICIDE APPLICATION NOTIFICATION**

The Tolland Board of Education is required by Public Act 99-165 to issue a statement of policy regarding the application of pesticides in schools and grounds. This statement of policy shall be made to all staff and to all parents or guardians of students enrolled in schools under the control of the Tolland Public Schools. This statement will be made annually at the beginning of the year.

An Integrated Pest Management Plan is in place for the Tolland Public Schools. This plan requires that alternative methods be employed prior to using a pesticide. Whenever it is deemed necessary to apply a pesticide, it will be done so during a period when school is not in session and there are no planned activities on school grounds. All individuals applying pesticides will hold the proper State of Connecticut certificates. Children will not be allowed to enter an area where such application has been made until it is safe to do so according to the provisions on the pesticide label.

Public Act 99-165 also allows for the notification of staff and parents or guardians of students prior to application of pesticide. Any individuals who wish to be notified may register at the school office to receive notice. Notice will be mailed so as to be received 24 hours prior to pesticide application.

## **AWARDS**

### **SCHOOL AWARDS**

At the end of every school year, an awards ceremony is held to honor the notable achievements of our students. The Student Awards Ceremony acknowledges students in areas such as academics, athletics, citizenship, character, and physical fitness. Students who have earned an award and their families, are invited to the ceremony through a written invitation sent to the student's home. If you have questions about the ceremony, please contact Principal Grande in the main office.

# STUDENT ACHIEVEMENT

## REPORTS TO PARENTS

Tolland Middle School separates academic skills and behaviors in reporting progress to parents. Academic grades can be viewed any time on the PowerSchool Parent Portal. If you do not have log in information, please contact the school. Parents may request quarterly paper copies of these reports if they so desire. Academic behaviors will be reported through the “SOAR Progress Report” which will be distributed four times a year.

At the beginning of each course, the teacher advises students of the objectives and the methods by which they are graded, including value of homework, weight of tests and quizzes, etc. These objectives and grading policies are shared with parents at Open House and are available from the teacher upon request.

## ACADEMIC GRADE

100 - 90	Advanced Understanding
89 – 80	Developed
79 – 65	Proficient
64 or less	Limited Evidence of Skill Acquisition

Students receiving an Incomplete (I) will have two weeks after the closing of the quarter to complete and submit all work.

Students who score below a 65 on formative assessments (assessments other than selected benchmarks and unit tests) will be required to take the assessment again.

Students who score a 65 or above will have the opportunity to take the assessment again provided they ask the teacher to do so.

More information on the TMS grading policy is available on the website ([www.tms.tolland.k12.ct.us](http://www.tms.tolland.k12.ct.us)).

## TESTING

The Smarter Balanced Assessment Consortium (SBAC) test is administered to all students between January and June. Periodically, TMS will administer additional state mandated and/or federally mandated assessments. If you have any questions or concerns please contact the guidance office.

Benchmark tests are given in core curriculum subjects. These tests assess the effectiveness of the curricula and the progress of individual students in mastering the curricula. Test scores are incorporated into the normal student evaluation process for the quarter and are used as one component in determining student placement.

End of the year benchmarks are normally scheduled within the last week of school or within five school days of the last day. The exact dates will be established after the official last day of school has been determined. Students are expected to take benchmarks as scheduled. In the event of illness or extenuating circumstances, makeup dates can be arranged by written request to the principal stating the reason for the request.

## PROMOTION/RETENTION

Promotion to the next grade requires a passing grade in four of the following subjects: math, reading, social studies, science, and language arts. Retention is a very serious matter. School officials and parents will work closely together to do what is in the best interest of each student. Students who fail more than one major subject for the year are reviewed by a promotion/retention committee. In the event of a committee tie vote, the principal will make the final decision.

# **RULES AND REGULATIONS**

## **BEHAVIOR**

The school is a small community within the larger community of Tolland. We are all citizens of the community and have not only the rights and privileges but also the responsibilities and duties that accompany a free society. Therefore, there is a need for guidelines for behavior to make our school and our community a place where we can learn together, a place where we can live with mutual respect for one another.

All school personnel share responsibility for supervising the behavior of students and for ensuring that they meet the standards of conduct. Emphasis is placed on the growth of students in their progress toward self-discipline.

## **DRUGS/ALCOHOL**

Students found in the possession of, under the influence of, or distributing/selling of any illicit drugs or alcohol will be subject to disciplinary procedures described in the disciplinary guidelines.

## **DEADLY WEAPONS/CONTROLLED SUBSTANCES**

In keeping with Conn. Gen. Stat. 10-233d and the Gun-Free Schools Act, it shall be the policy of the Tolland Board of Education to expel a student for one full calendar year for:

- Possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm.
- Possession off school grounds of a deadly weapon, dangerous instrument, martial arts weapon, or firearm in the commission of a crime.
- Having engaged on or off school grounds in offering for sale or distribution a controlled substance, whose manufacturing, distribution, sale, prescription, dispensing, transporting of, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties.

(Adopted from Board of Education Policy, Series 5080)

## **SEARCH AND SEIZURE**

### **1. Search of a Student and His/Her Effects**

- A student and his/her effects may be searched by administration and/or law enforcement if there are “reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.”

### **2. Search of Locker, Desk and Other Storage Areas**

- Lockers, desks and other storage areas provided by the school system for use by students are the property of the school system and may be searched by administration and/or law enforcement. Such storage areas are provided for the temporary convenience of students only.
- When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.

(Adapted from Board of Education Policy series 5090)

## **SEX DISCRIMINATION/SEXUAL HARASSMENT (STUDENT)**

It is the policy of the Board of Education that any form of sexual harassment or sex discrimination is forbidden whether by students, Board employees or volunteers subject to the control of the Board. Students, Board employees and volunteers are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board’s sexual harassment/sex discrimination policy shall be subject to disciplinary action. (Adopted from Tolland Board of Education Board Policies: Series 5070)

## APPEARANCE AND DRESS

Administration reserves the right to determine what clothing or accessories may be inappropriate for school.

Students at Tolland Middle School are expected to wear clothing that is appropriate for a serious academic school setting. School attire serves a function. Students are expected to dress themselves for the business of school so as not to disrupt the educational process or pose a safety or health threat to anyone. In order to maintain an environment conducive to the educational process, the following items are prohibited:

- hoods pulled up covering the head
- bandannas
- capes
- chains
- footwear which mars floors or is a safety hazard
- hats (not including religious head coverings)
- pajamas/slippers
- sunglasses
- attire or accessories which contain offensive or disruptive writing or pictures likely to unduly disrupt the educational environment or which constitute “fighting words”
- attire or accessories which depict logo or emblems that are disruptive of the educational process, e.g., those that exhibit and/or promote profanity, sexism, racism, homophobia, drugs, alcohol, tobacco use, or items that could cause physical harm to the student, other students, or the staff
- attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students, or the staff
- see-through clothing, strapless shirts, shirts and tops which do not cover the lower half of the back or sides of the body
- shirts and/or blouses which reveal the abdomen when arms at the side, a bare chest, cleavage, or undergarments
- Shorts, miniskirts, or pants which reveal the upper half of the thigh or undergarments. shorts, skirts, and dresses should extend lower than student’s fist when arms are at the side
- Tank top straps must be at least the width of two fingers and the shirt must comply with all other rules of the dress code.
- Backpacks are to be kept in the student’s locker during the day. The student’s last period teacher may give permission for his/her students to have a backpack during this time.

Students who do not comply will be subject to the following:

1 <sup>st</sup> offense	Warning, student must change before returning to class
2 <sup>nd</sup> offense	Lunch detention, student must change before returning to class
3 <sup>rd</sup> offense	One office detention, student must change before returning to class
4 <sup>th</sup> offense	Two office detentions, student must change before returning to class
5 <sup>th</sup> offense	Two extended detentions, student must change before returning to class
6 <sup>th</sup> offense	One day suspension, student must change before returning to class

## HARASSMENT/BULLYING

The Tolland Board of Education promotes a safe and secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. Therefore, it shall be the policy of the board that bullying of a student by another student is prohibited. Bullying is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time.

Examples of bullying include, but are not limited to:

- physical violence and attacks.
- verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs.
- threats and intimidation.
- extortion or stealing of money and/or possessions.
- exclusion from peer groups within the school.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited. Students who engage in any act of bullying, while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials. (Adopted from Board of Education Policy series 5081)

## TOLLAND PUBLIC SCHOOLS SAFE SCHOOL CLIMATE PLAN DECEMBER 14, 2011

The Tolland Board of Education is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board policy. This plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying. Questions about the Safe School Climate Plan may be addressed to the District Safe School Climate Coordinator, Superintendent Walter Willett, at 860-870-6850.

Component	Actions	Person(s) Responsible	Timeline
Safe School Climate Plan	<ul style="list-style-type: none"> <li>Develop Safe School Climate Plan in accordance with PA 11-232</li> <li>Submit Safe School Climate Plan for Board approval</li> <li>Submit Board-approved Safe School Climate Plan to CSDE</li> <li>Publish Safe School Climate Plan on District Web Site and in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks</li> </ul>	Superintendent  Superintendent Superintendent  Safe School Climate District Coordinator	By January 1, 2012  By January 1, 2012 By January 1, 2012  By February 1, 2012
Safe School Climate Committee	<ul style="list-style-type: none"> <li>Appoint District Safe School Climate Coordinator</li> <li>Appoint Safe School Climate Specialist in each school</li> <li>Establish Safe School Climate Committee in accordance with PA 11-232 (include at least one parent/guardian of a student at the school)</li> <li>Establish roles, responsibilities and procedures for Safe School Climate Committee including:               <ul style="list-style-type: none"> <li>Receive copies of completed reports following investigations of bullying;</li> <li>Identify and address patterns of bullying among students in the schools;</li> <li>Review and make recommendation to amend school policies relating to bullying;</li> <li>Review and make recommendations to the district's safe school climate coordinator regarding the District's Safe School Climate plan based on issues and experiences specific to the school;</li> <li>Educate students, school employees and parents and guardians of students on issues relating to bullying;</li> <li>Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law;</li> <li>Perform any other duties as determined by the school principal that are related to the prevention, identification and response to school bullying for the school.</li> </ul> </li> </ul>	Superintendent Principal Safe School Climate District Coordinator and Safe School Climate Specialists Safe School Climate Committee	By July 1, 2012 By July 1, 2012 By July 1, 2012  By July 1, 2012
Notification Requirements	<ul style="list-style-type: none"> <li>Provide all school employees with a written or electronic copy of the school district Safe School Climate Plan.</li> <li>Notify students and parents or guardians of students of the process by which students may make reports of bullying.</li> <li>Provide students with notice of the definition of bullying, cyberbullying and the potential consequences of engaging in such acts by the inclusion of language in student codes of conduct concerning bullying.</li> <li>Publish Safe School Climate Plan on the school district's Internet web site and ensure that such plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.</li> </ul>	Safe School Climate District Coordinator  Safe School Climate District Coordinator  Safe School Climate District Coordinator  Safe School Climate District Coordinator	By July 1, 2012 and annually  By July 1, 2012 and annually  By July 1, 2012 and annually  By July 1, 2012 and annually

Component	Actions	Person(s) Responsible	Timeline
Reporting Procedures	<ul style="list-style-type: none"> <li>Orally notify the Safe School Climate Specialist or school Administrator after being witness to acts of bullying or receiving reports of bullying.</li> <li>File a written report with the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying.</li> <li>Any student who believes s/he has been victim of bullying/cyberbullying may report the matter to any school employee, either in writing or anonymously.</li> <li>Parent(s)/guardians(s) may file written reports of Suspected bullying/cyber-bullying.</li> </ul>	<p>All School employees</p> <p>All School employees</p> <p>All Students</p> <p>All Parents</p>	<p>Within one school day after witnessing or receiving report</p> <p>Within two school days of oral notification</p> <p>Ongoing</p> <p>Ongoing</p>
Investigation	<ul style="list-style-type: none"> <li>Develop and disseminate investigation procedures that align with PA 11-232 and comply with FERPA</li> <li>Investigate all reports of bullying &amp; ensure that the investigation is completed in accordance with PA 11- 232.</li> <li>Determine whether the alleged conduct occurred &amp; whether such conduct constitutes bullying as defined in the district policy.</li> </ul>	<p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p>	<p>By July 1, 2012</p> <p>Upon receipt of report</p> <p>Upon completion of investigation</p>
Response to Verified Acts of Bullying	<ul style="list-style-type: none"> <li>Take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior, if it is determined that bullying has occurred.</li> <li>Notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. This notification shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying.</li> <li>Invite the parent(s)/guardians of students who engage in any verified acts of bullying after the completion of the investigation to a meeting at which the following will be shared: <ol style="list-style-type: none"> <li>A description of the verified act(s).</li> <li>A description of the school's interventions in response to the act(s).</li> <li>Any consequences that may result from the commission of any further acts of bullying.</li> </ol> <p><i>Except in rare circumstances, such meetings with parents and guardians should be held separately.</i></p> </li> <li>Develop a student safety support plan for any student against whom an act of bullying was directed. The plan shall address safety measures the school will take to protect such students against further acts of bullying.</li> <li>Develop case-by-case interventions to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.</li> <li>Notify the appropriate local law enforcement agency when principal, or designee, believes that any acts of bullying constitute criminal conduct.</li> </ul>	<p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Principal or designee</p>	<p>Upon determination that bullying has occurred</p> <p>48 hours after the completion of the investigation</p> <p>Upon determination that bullying has occurred.</p> <p>Upon determination that bullying has occurred</p> <p>Upon determination that bullying has occurred</p> <p>As appropriate</p>

Component	Actions	Person(s) Responsible	Timeline
Prevention and Intervention Strategy	<ul style="list-style-type: none"> <li>Identify effective evidence-based prevention and intervention strategies approved by CSDE. Strategies may include, but are not limited to the following: <ul style="list-style-type: none"> <li>Students will participate in an evidence-based approach, program or process approved by the State Department of Education that is designed to ensure a positive school climate &amp; prevent bullying.</li> <li>Students will be made aware school rules prohibiting bullying and harassment</li> <li>Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;</li> <li>Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school;</li> <li>Individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees;</li> <li>School-wide training related to safe school climate;</li> <li>Student peer training, education and support;</li> <li>Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.</li> <li>Implement the prevention and intervention strategies identified by the Safe School Climate Committee</li> <li>Provide students with access to evidence-based prevention and intervention strategies.</li> </ul> </li> </ul>	<p>Safe School Climate District Coordinator, Specialists and Safe School Climate Committee(s)</p> <p>All School Employees</p>	<p>By July 1, 2012</p> <p>Ongoing</p>
Assessment of School Climate	<ul style="list-style-type: none"> <li>Complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education for each school</li> <li>Submit assessment results for each school in the district to the State Department of Education</li> <li>Review data obtained from climate surveys to make necessary modifications to the district plan and ongoing practices.</li> </ul>	<p>Safe School Climate Committee</p> <p>Safe School Climate District Coordinator</p> <p>Safe School Climate Committee</p>	<p>By July 1, 2012, and biennially thereafter</p> <p>By July 1, 2012 and according to CSDE guidelines Annually</p>
Training	<ul style="list-style-type: none"> <li>Provide all certified school employees training on the prevention, identification and response to bullying and the prevention of and response to youth suicide. The training will be provided to teachers, administrators and pupil personnel who hold the initial educator certificate via in-service training.</li> <li>Provide all other school employees training provided by the State Department of Education.</li> </ul>	<p>Safe School Climate District Coordinator and Specialists</p> <p>CSDE</p>	<p>By July 1, 2012, and annually thereafter</p> <p>Annually</p>
Documentation and Record Keeping	<ul style="list-style-type: none"> <li>Establish a procedure for each school to</li> <li>Document and maintains records relating to reports and investigations of bullying in the school</li> <li>Maintain a list of the number of verified acts of bullying in the school and make such list available for public inspection. This public list must not contain any personally identifiable information about any student or information that might reasonably lead to the identification of any student.</li> <li>Report the number of verified acts of bullying in the district's schools to the Department of Education in such manner as prescribed by the Commissioner of Education.</li> </ul>	<p>Safe School Climate District Coordinator and Specialist</p> <p>Safe School Climate District Coordinator</p>	<p>By July 1, 2012</p> <p>Annually based on timeline established by CSDE</p>

## **PLAGIARISM POLICY**

A student who has plagiarized will serve an office detention or work after school to review/learn about plagiarism, transferring information into his/her own words, and proper documentation. Students demonstrating a pattern of behavior (3<sup>rd</sup> offense) will serve one day of internal suspension.

The student will receive a zero on the assignment. The student can resubmit the assignment for a maximum grade of 70%. If the student does not resubmit the assignment, the grade will be recorded as a non-completed assignment and averaged as a zero.

## **TARDINESS / SKIPPING CLASS**

Every time a student is tardy to class, the teacher will record the late arrival. The student will receive a verbal warning after the first tardy. Beginning with the second tardy and every tardy thereafter, the student will be assigned lunch detention by the teacher. If a student misses 10 or more minutes of class he/she will be referred to administration for skipping.

## **PASSES**

Students are expected to have a pass whenever they are out of class except during routine passing times.

## **CARE OF SCHOOL PROPERTY**

Responsibility for the use of school property including books, locks, and equipment rests with the students and their parents. Except for reasonable wear and tear, all items used by students are expected to be returned to the school in the condition in which they were borrowed. Students will be expected to pay for lost or damaged school property.

## **FOOD AND DRINK**

Students are not allowed to have food or drink (except water) outside of the cafeteria. This includes any food/drink brought into school.

## **SKATEBOARDS, ROLLERBLADES AND HEELIES**

Students are not permitted to use skateboards, rollerblades or heelies on school property.

## **ELECTRONIC DEVICES:**

All electronic devices are to be turned off and stored in one's locker for the duration of the school day (8:00 a.m. – 2:30 p.m.). This includes, but is not limited to cell phones, music players, video/DVD systems, and video game systems. Cell phones and cell phone cameras that are misused anywhere on school grounds and/or on any school field trip or function will also result in disciplinary action. Students who do not comply with this school policy will be subject to the following:

1 <sup>st</sup> occurrence	Warning, equipment returned to student at the end of the day
2 <sup>nd</sup> occurrence	Lunch detention, parent must pick up item
3 <sup>rd</sup> occurrence	One office detention, parent must pick up item
4 <sup>th</sup> occurrence	Two office detentions, parent must pick up item
5 <sup>th</sup> occurrence	Two extended detentions, parent must pick up item
6 <sup>th</sup> occurrence	One day suspension, parent must pick up item

Laser pointers are not permitted on school grounds or at school sponsored activities.

# BUS EXPECTATIONS

It is the aim of the Board of Education to provide safe, efficient transportation to all students attending school. The following regulations help ensure the safety of all students.

## RULES ON THE BUS

- There is to be no smoking or lighting of matches or other devices.
- No part of the body is to be extended out of bus windows.
- Students must remain seated. Changing of seats is not permitted.
- No object is to be thrown from within the bus for any reason.
- There is to be no interference with anyone passing to and from a seat.
- Food, including gum, is not to be eaten on the bus.
- Litter is to be kept off the floors and seats.
- There is to be no loud talking or profanity.
- Marking or defacing the bus is not permitted. Parents are liable for any damage done by their children.
- Skateboards are not permitted on the bus.
- Bulky items must be able to fit under the seat.
- Laser pointers are not permitted on the bus.
- There shall be no picture taking or videotaping on the bus.

## CONSEQUENCES FOR FAILING TO COMPLY WITH BUS REGULATIONS

1 <sup>st</sup> Offense	Lunch/office detention
2 <sup>nd</sup> Offense	Two office detentions, reassign seat
3 <sup>rd</sup> and subsequent offense(s)	Suspension of transportation privileges, reassign seat

Student seat assignments may be changed by Administration and/or the driver as needed.

Cleaning of the bus if applicable, in addition to discipline described above.

Parental or student concerns regarding behavioral or personnel issues on the buses should be referred to the student’s school administration. Concerns regarding bus routes, business/financial matters, and/or timeliness should be referred to the BOE business Manager at 860-870-6850.

To help us ensure the safety of all students, please review these bus safety rules with your child.

- The bus driver is in complete charge of the bus and the students while enroute to and from school.
- Students must ride their assigned buses, sit in their assigned seats, and load and depart at designated stops.
- Passengers leaving buses must cross in front of the bus under the direction of the bus driver. The bus shall not move until all passengers are safely on their side of the street.
- Students must stand off the roadway while waiting for the bus, and they may not cross the street until signaled to do so by the driver. The driver will not signal students to move from the bus stop until after the red lights stop flashing and the driver has verified that traffic has stopped.

# LUNCHEXPECTATIONS

In order to provide a safe and orderly environment during lunch, the following procedures are maintained.

1. In case of emergency or prior to delivering an announcement, the lights will be turned off. All students are expected to remain quiet while the lights are off. If one light is turned off, this is a warning for everyone to lower the volume.
2. For safety reasons, all students must report to the cafeteria at lunchtime. No students are permitted to leave the cafeteria unless directed to do so by supervising staff.
3. Students will line up single file to purchase lunch. They must enter through the designated hallway doors. Students must raise their hand for permission to leave the cafeteria, buy snacks, etc. After receiving permission to leave the cafeteria, students must sign out on the sign out sheets.
4. Students may choose their seat, but may not change seats during lunch. A maximum of 8 students are allowed on each side of a table.
5. Students are dismissed by table by supervising staff.
6. When exiting the cafeteria, students are expected to walk quietly in the hall as not to disturb other classes that are in session. Failure to comply with this rule will result in a referral to administration.

## Behavioral Expectations:

Students will remain seated after receiving their lunch. Students wishing to make additional purchases, or who have prearranged plans to meet with a teacher, must raise their hands and receive permission from supervising staff to leave the cafeteria. Students must have a pass from their teacher in order to leave the cafeteria.

- Students may not leave the cafeteria with food or drink (except water).
- Each student is responsible for his/her area clean-up.
- Proper table etiquette is expected at all times.
- Students will not throw food or any other object.
- Quiet social conversation is encouraged.

## Breaking of Cafeteria Rules:

1 <sup>st</sup> offense	Lunch/office detention
2 <sup>nd</sup> offense	Two lunch detentions/ two office detentions, assigned seat
3 <sup>rd</sup> offense	One week removal from cafeteria, assigned seat upon return
4 <sup>th</sup> offense	Two week removal from cafeteria, assigned seat upon return
5 <sup>th</sup> offense	One month removal from cafeteria, assigned seat upon return
6 <sup>th</sup> offense	Removal from cafeteria for remainder of year

Cleaning of the cafeteria if applicable (in addition to discipline described above). Student seating may be reassigned as needed.

Creating a substantial disruption (e.g. popping a bag or bottle) will result in a 2-day removal from the cafeteria (1<sup>st</sup> offense).

Groups of students demonstrating a pattern of disruptive behavior will be split up and given assigned seating.

1 <sup>st</sup> offense	Two weeks assigned seating
2 <sup>nd</sup> offense	Three weeks assigned seating
3 <sup>rd</sup> offense	Four weeks assigned seating

## **DISCIPLINARY GUIDELINES**

Students have the responsibility to know and respect the rules and regulations of the school and behave in a manner appropriate to good citizenship. The seriousness of the offense and its resulting consequence is open to interpretation by the administration. Disciplinary problems not listed will be handled in a manner consistent with the following:

### **OFFENSE**

### **CONSEQUENCE**

After school violation	Refer to Student After School Policy (p. 6).
Assault/Sexual Assault	Up to 10 days suspension to expulsion (may notify police)
Breaking of bus rules	Refer to Bus Expectations Policy (page 20).
Breaking of cafeteria rules	Refer to Lunch Expectations Policy (page 21). Bullying/Hazing/Harassment
(Any act of harassment based on an individual's sex, , sexual orientation race, color, religion, disability, national origin, or ancestry.)	Up to 10 days suspension to expulsion. Possible suspension from or or removal from team. (may notify police)
Cheating	One detention. Student will receive a zero on the assignment. Student can retake the assignment for a maximum grade of 70%. If the student does not re-take the assignment, the grade will be recorded as a non-completed assignment and averaged as a zero. Students demonstrating a pattern of behavior (3 <sup>rd</sup> offense) will serve one day of internal suspension.
Creation of a slambook (any document that disparages, insults, or embarrasses students or staff)	One day suspension to 10 days suspension
Destruction or vandalism of school, bus, or personal property	Up to 10 days suspension and payment to repair or replace damaged BOE property (may notify police)
Disrespect for people in authority/ Insubordination/Disruptive Behavior/ Disrespecting other students	One detention to 10 days suspension
Distribution/sale of alcohol, drugs, or substances, on or off school property	Ten days out of school suspension, possible expulsion, police notification controlled
Dress code violation	Refer to Appearance and Dress Policy, page 15
Field trip misbehavior	Teacher consequence up to 10 days suspension to expulsion with possible suspension from future field trips
Fighting/Altercation	Up to 10 days suspension to expulsion, may notify police
Gambling	One detention to suspension(s)
Hall pass abuse	Teacher or team consequence (including but not limited to restricted hall pass/escort) to suspension(s)
Inciting or creating a substantial disruption in at school activity	Up to 10 days suspension. Possible expulsion. Possible school or police notification.
Leaving school grounds	Two extended detentions to 10 days suspension (may notify police)
Lying/misrepresenting the truth/forgery	One detention to suspension

**OFFENSE**

“Pantsing” (pulling down another student’s pants)

Plagiarism

Possession of inappropriate, naked, or pictures, images, materials

Possession/consumption/under the influence of alcohol, drugs or a controlled substance at school or school function

Possession of drug paraphernalia

Possession of an electronic device

Possession of matches or other lighting devices

Possession of dangerous materials/instruments (knives, weapons, shank, etc.)

Public display of affection

Risk of injury

Selling items for profit

Skipping class (missing 10 or more minutes of class)

Skipping detention (office or teacher)

Skipping school

Smoking, possession of cigarettes, tobacco products, including vapor liquid and/or paraphernalia, on school grounds, buses, or at school-sponsored activities

Tardiness to class

Theft

Threatening/intimidating/blackmailing

Violation of Acceptable Use Policy

Writing or speaking profanities or obscenities

**CONSEQUENCE**

One day suspension to 10 days suspension

See Plagiarism Policy (page 19)

Up to 10 days suspension to expulsion, possible police or pornographic notification

Up to 10 days suspension to expulsion, may notify police

Up to 10 days suspension, possible expulsion, possible police notification.

Refer to Electronic Device Policy (page 19).

One extended detention to suspension(s)

Up to 10 days suspension to possible expulsion (may notify police)

Warning to suspension(s)

Up to 10 days suspension (may notify police)

One detention to suspension(s)

One detention to suspension(s) (possible escort for two weeks)

Two detentions to suspension (s)

Two extended detentions to suspension(s)

Up to 10 days suspension

Refer to Tardiness Policy (page 19).

Up to 10 days suspension (may notify police)

Up to 10 days suspension to expulsion, possible police notification.

Office detention(s) to suspension(s) restricted from activity/use of Computer (two week restriction)

One detention to 10 days of suspension

## **END OF THE YEAR ACTIVITIES**

End of the year trip(s) and/or activities are a privilege. If a student has a failing average for the year in two or more classes in math, science social studies or language arts at the time of the end of the year activity, the student will be prohibited from participation. In addition, Administration may prohibit students from participating in End of the Year Activities based on behavior, discipline, or safety concerns. The student will lose any and all money paid for the activity.

## **RESTRICTION**

Students who have accumulated a total of 20 demerits are placed on restriction. Any student placed on restriction is prohibited from attending, observing, or participating in any extra- curricular activities including, but not limited to: after school sports, clubs, activities, dances, field day, End of the Year Activities, and field trips. The student will lose any and all money paid for the activity.

## **DEMERIT WEIGHTING SYSTEM**

Lunch Detention = .5 demerit

Office Detention = 1.0 demerit

Extended Detention = 1.5 demerits

In-School Suspension = 2.0 demerits

Out of School Suspension = 2.0 demerits

Suspension of Bus Riding Privileges = 2.0 demerits

Students will serve any assigned discipline, e.g. detentions, in-school suspensions, on the first available day(s) the student is in school.

## **CRITERIA FOR LOSS OF SOAR PRIVILEGES (30 DAYS)**

- Student incurs any major disciplinary infraction
- Student incurs a pattern of minor disciplinary infractions (three or more minors)
- Student did not cooperate and/or work in good faith during the Community Block or Service Project
- Student is not working up to his/her potential in a teacher's class

## **ACCOUNTABILITY RESTRICTION**

Any student with any outstanding Accountability Restrictions for lost books, locks, replacement costs, cafeteria balances, etc., will not be allowed to participate in activities including dances, field day, End of the Year Activities, and non-curriculum related field trips. The student will lose any and all money paid for the activity.

### **ACCEPTABLE USE OF THE INTERNET**

Tolland schools are connected to each other and to the Internet through networks in each building. A wealth of instructional resources is available on the Internet and teachers use its resources to enhance the delivery of educational content. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, and to share information with Internet users throughout the world. Effective performance of computer and telecommunications networks, whether local or global, relies upon users' adherence to established standards of proper conduct. Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited.

## STUDENT RECORDS

Under Federal law, parents and students have extensive rights with regard to student records. These rights may be exercised by parents while the students are children, and these rights transfer to the students themselves when they reach the age of eighteen. Parents have the right to:

1. inspect and review the student's educational records.
2. request the amendment of the student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of a student's privacy rights or other rights.
3. consent to disclosure of personally identifiable information contained in the student's educational record, except to the extent that the Family Educational Rights & Privacy Act regulation authorizes disclosure without consent.
4. file with the U.S. Department of Education a complaint concerning alleged failures by the Tolland Public Schools to comply with federal regulations.
5. obtain a copy of the Tolland Public Schools policies for student education records. Copies of these policies are located in the Board of Education office and in the principal's office of each school in the district.

(Adopted from Tolland Board of Education, Series 5050)

## SURVEYS / CURRICULAR MATERIALS

Administrators, teachers, other staff members and the Tolland Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of the prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related, to a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner. Parents/guardians have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program. Surveys conducted for other agencies, organizations or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to the content and purpose. The results of such approved surveys must be shared with the superintendent of schools.

Parents/guardians have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Parents or Guardians of a student shall have the right to inspect, upon request, any instructional material used as part of the educational curriculum. (Adopted from Tolland Board of Education, Series 6080)

## NOTICE OF RELEASE OF INFORMATION

The district may release information falling within the definition of directory information when the district deems the release to be in the best interests of the district. For example, the directory information component permits the district to put names in the local newspapers for academic or other achievements, photos of students on the district's website, and the like ( unless a particular parent has objected to the release of such information). Districts use the directory information component most frequently when they want to publicize basic information about students. The information would not be disclosed to third parties (even upon request) unless the district determined that such disclosure would be in the best interest of the district.

## CIVIL RIGHTS COMPLIANCE STATEMENT

The Tolland Board of Education hereby advises students, parents, employees and the general public that it does not discriminate on the basis of race, color, religion, age, gender, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), genetic information, or gender identity or expression, in its educational opportunities (including career and technical\*), activities, and employment practices as set forth in compliance with Office of Civil Rights, Title VI, Title IX, the Boy Scouts of America Equal Access Act and Section 504 of the Rehabilitation Act. Any person having inquiries concerning the Tolland Public Schools' compliance with the Title VI, Title IX and Section 504, should contact either the Title IX Coordinator, Suzanne Waterhouse, Human Resource Generalist, Board of Education, [51 Tolland Green, Tolland CT 06084](mailto:swaterhouse@tolland.k12.ct.us), via telephone at 860-870-6850 x 3, or via email at [swaterhouse@tolland.k12.ct.us](mailto:swaterhouse@tolland.k12.ct.us) or the 504 Coordinator, Patricia Hess, Director of Pupil Services, Tolland High School, One Eagle Hill, Tolland, CT 06084, via telephone at 860-870-6818 or via email at [phess@tolland.k12.ct.us](mailto:phess@tolland.k12.ct.us). The Middle School's Title IX coordinator is Anthony Spangle, Assistant Principal, One Falcon Way, Tolland, CT 06084, 860-870-6860 or [aspangle@tolland.k12.ct.us](mailto:aspangle@tolland.k12.ct.us).

\*Tolland offers courses in Family Consumer Science, Business, Technology Education, Computer Science and Fine Arts in which students may opt to and are encouraged to enroll in any course. All courses and prerequisites are described in the course catalog which can be found on-line at [www.ths.tolland.k12.ct.us/support\\_services/counseling/2018-2019\\_t\\_h\\_s\\_course\\_catalog](http://www.ths.tolland.k12.ct.us/support_services/counseling/2018-2019_t_h_s_course_catalog)

This policy requires that students be notified of their rights and that grievance procedures be provided for handling student complaints. The Tolland school system believes strongly in the idea of equal opportunity for all students. If a student feels that he/she has been sexually harassed or discriminated against, the student should contact the appropriate compliance coordinator who will review and explain the grievance procedures with the student and answer any questions. A copy of the grievance procedure is located in each school library, principal's office, and guidance office.

## **Tolland Public Schools Pledge for Chromebook Use**

1. I will take good care of my Chromebook.
2. I will not leave my Chromebook in an unsupervised area.
3. I will not loan my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will ensure that I have done what is needed to have my Chromebook ready for use each day.
6. I will keep food and beverages away from my Chromebook.
7. I will not attempt to take apart or repair the Chromebook.
8. I will carry and transport the Chromebook properly.
9. I will only use my Chromebook for educational appropriate use.
10. I will not alter or remove the asset tag from the Chromebook.
11. I will report any problems or damage to the appropriate school personnel in a timely manner.
12. I will follow all Board of Education Policies & Regulations governing technology or that can be used in conjunction with technology.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to pay for the replacement of items in accordance with the insurance program.

Further information about our technology guidelines can be found in the Tolland Public Schools 1:1 Chromebook Program Information Packet.

## Policy Regarding Sex Discrimination and Sexual Harassment

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

### Definitions

Sex discrimination occurs when a person, because of his or her gender, is denied participation in or the benefits of any education program.

Sexual harassment: While it is difficult to define sexual harassment precisely, it includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct by an individual is used and/or threatened to be used as a basis for making any educational decision affecting a student or
2. such conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress
2. unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching
3. display of sexually suggestive objects, or use of sexually suggestive or obscene comments, invitations, letters, notes, slurs, jokes, pictures, cartoons, epithets or gestures

### Procedure

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to report promptly complaints of sex discrimination or sexual harassment to the appropriate personnel. The district will investigate such complaints promptly and will take corrective action where appropriate. The district will maintain confidentiality to the extent possible. The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The school district will periodically provide staff development for district administrators and periodically distribute this policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual harassment and sex discrimination. (Approved by the Board of Education 2/12/03)

### **CIVIL RIGHTS COMPLIANCE COORDINATORS**

Mr. J. Anthony Spangle  
Assistant Principal  
Title IX Coordinator  
Tolland Middle School  
One Falcon Way  
Tolland, CT 06084  
860-870-6860, ext. 20902

Mrs. Suzanne Waterhouse  
Human Resources  
Title IX Coordinator  
Tolland Board of Education  
51 Tolland Green  
Tolland, CT 06084  
860-870-6850, ext. 50912

Mrs. Patty Hess  
Director of Pupil Services  
Sec. 504 Coordinator  
Tolland High School  
One Eagle Hill  
Tolland, CT 06084  
860-870-6818, ext. 6

Walter Willett, Ph.D  
Superintendent of Schools  
Title VI Coordinator  
Tolland High School  
One Eagle Hill  
Tolland, CT 06084  
860-870-6818 ext. 10905

# HALL PASS LOG

**Name:** \_\_\_\_\_

[illegible]

**G = Guidance**  
**L = Locker**  
**LB = Library**

**N = Nurse**  
**O = Office**  
**R = Restroom**

## HALL PASS LOG

**Name:** \_\_\_\_\_

[illegible]

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