



Brooklyn Middle School

Student Handbook 2004-2005

Dear Students, Parents, and Guardians,

Welcome to the Brooklyn Middle School for the 2004-05 school year. We will continue our commitment to maintaining a program of academic rigor and an atmosphere of mutual respect throughout our school. These focal points will guide us through an exciting year.

This agenda booklet is provided to all students as a tool to help them complete schoolwork and generally organize all their daily, weekly and monthly responsibilities. We will require students to keep it with them at all times and will consider it as a regular complement to schoolbooks. Students must purchase another at a cost of \$6.50 if it is lost. We also hope this agenda will provide another means of informing parents about their child's progress at school. If you have any questions about this program, which is designed to help students learn to study, please feel free to call us.

Included in this agenda is the Student Handbook. Take the time to read it with your child. Please note page twenty-four which should be signed and returned to school by Friday, September 10, 2004. Again, we look forward to working with you during the coming year and, as always, welcome any comments about how we may mutually improve our school.

Matthew Carroll

Matthew Carroll
Principal

Mary Beth Sweet

Mary Beth Sweet
Assistant Principal

BROOKLYN MIDDLE SCHOOL

MISSION

Brooklyn Middle School is committed to providing a quality educational program which meets the unique needs of pre- and early adolescent children. The school will balance skills and content instruction with opportunities for personal and social development in order to guide the child toward his/her greatest potential and an increased sense of self-worth.

Brooklyn Middle School will strive to create a school environment that:

- addresses the diverse academic, social, physical, emotional, and cultural needs of the children of Brooklyn.
- helps students become proficient in academic skills.
- provides opportunities for students to develop independence and responsibility.
- provides opportunities for students to understand group dynamics and cooperative learning strategies, especially as they impact on school life.
- places a greater emphasis on the process of learning than on the coverage of content.
- encourages critical thinking, inquiry, and problem solving through activities that relate to the students' daily life experiences.
- emphasizes interdisciplinary instruction.
- promotes parent and community involvement in the school through positive, open communication.

The middle school child is a child in transition. The staff is committed, with enthusiasm and dedication, to helping each student through these formative and challenging years.

BROOKLYN MIDDLE SCHOOL

**119 Gorman Road
Brooklyn, CT 06234
Phone: 860-774-9153
FAX: 860-774-6938**

**Web Page:
www.brooklyn.ctschool.net
e-mail addresses:
(last name of staff member)
@brooklyn.ctschool.net**

* * *

SCHOOL PERSONNEL

BOARD OF EDUCATION

Mr. Kenneth Swartz, Chairman
Mrs. Blair Mondor, Vice Chairman
Mrs. Mae Lyons, Secretary/Treasurer
Mrs. Christine Boyle
Ms. Deborah Cornman
Mrs. Valerie Downs

SUPERINTENDENT OF SCHOOLS

Dr. Louise S. Berry

MIDDLE SCHOOL FACULTY

2004-2005

Mr. Matthew Carroll
Principal

Mrs. Mary Beth Sweet
Assistant Principal
Grade 7 Reading

Mrs. Holly D-McCarthy
Director, Special Education

Grade 5 Team

Mrs. Kathi Dumaine-Savage
Mrs. Robin Joly
Mrs. Kelly King
Miss Cristine Waldron
Mrs. Diane Wimmer

Grade 6 Team

Mrs. Kathleen Green
Mrs. Sharon Loughlin
Miss Enrica Novello
Mrs. Dianne Socquet
Mrs. Peterson

Grade 7 Team

Mrs. Kathleen Backes
Language Arts
Mrs. Christina Dymek-Thompson

Math

Miss Betsy Riedy
Social Studies

Mr. Robert Plucenik
Science

Grade 8 Team

Mr. James Bejma
Science

Mrs. Dianne Hawes
Math

Mr. James Schaffer
Language Arts

Mrs. Jane Hatzberger
Social Studies

Mrs. Donna Jackson
Exploratory Spanish

Related Arts Team

Mrs. Christine Ferreira
Art

Mr. Jeffrey Kelleher
Instrumental Music, Band,
Gr. 5 Music

Mr. Thomas Lazuk
Physical Education/Health

Mr. Glen Lessig
Computer Education

Mr. Marc Quevillon
Technology Education

Mrs. Kathryn Stellitano
Librarian
Gr. 7 Reading

Ms. Kristen Rigazio
Physical Education/Health

Mrs. Patricia Dehls
Chorus
Gr. 6, 7 & 8 Music

Support Services

Mrs. Jane Bernier
Special Education

Mr. Kevin Collins
Speech Therapist

Mrs. Joanne Bell
Gr. 5 & 6 Remedial/Tutorial
Gr. 7 Reading

Mrs. Martha Dunn
Special Education

Mrs. Lori Gibb
Speech Therapist
Mrs. Anne Marie Kniffin
Social Worker
Mr. David Partyka
Social Worker
Mrs. Nancy Strauss
Special Education
Mrs. Holly Morin
Gr. 7 & 8 Remedial/Tutorial
Gr. 7 Reading

EDUCATIONAL RESOURCE ROOM

Mr. David Chartier
Director

INSTRUCTIONAL AIDE STAFF

Mr. Norman Chartier
Mrs. Kerry Corvello
Mr. Michael Manso
Mrs. Patricia O'Brien
Mrs. Marcia Poludniak
Mrs. Maria Reynolds
Mrs. Maureen Sorel
Mrs. Margaret Swagger
Mrs. Pauline Wells
Mr. John Ywarski

SCHOOL PSYCHOLOGIST

Ms. Amy Schatz

SCHOOL NURSE

Mrs. Sherry MacFarland

SECRETARIAL

Ms. Maria Bashaw
Special Ed/Middle School
Secretary
Mrs. Denise Geeza
Middle School Secretary
Miss Carol Krzys
Financial Secretary
Mrs. Jeannine Lowell
Ass't Financial Secretary
Mrs. Karen Clark
Ass't Financial Secretary

LUNCH PROGRAM STAFF

Mrs. Wendy Kivela, Director
Mrs. Lori Denomme
Mrs. Nancy Perkins

MAINTENANCE STAFF

Mr. David Kowolenko
Property Services Director

Mr. Douglas Bryer
Mr. John Cole
Mrs. Carol Hebert
Mr. Adelard LeMay
Mrs. Darla Pigeon

TRANSPORTATION

FIRST STUDENT BUS COMPANY

Mrs. Judith Ames, Supervisor

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GENERAL PROCEDURES

ACCIDENTS

A student who suffers an accident during school hours or on the way to or from school, whether on the school bus, bike riding or walking, should report the circumstances to the school nurse.

Medical assistance will be provided as appropriate and the home notified if the situation so warrants.

Student accident insurance will be made available to each parent during the month of September.

ANIMALS IN SCHOOL

The following are guidelines regarding live animals in classrooms.

1. Animals may be brought to school as part of a specific education lesson. Animals must be privately transported.

2. Teachers must submit a written request to the Principal with information about the animal and the activity at least three school days prior to the lesson.

3. Owners of domesticated animals must show proof of rabies vaccination prior to the activity.

4. No wild animals are permitted.

5. Animals will be allowed to be housed in classrooms only for a specified

and appropriate education purpose for the time necessary to achieve the educational goal.

ATTENDANCE/ABSENCE

Attendance at school is mandated for every child age 7 - 15 and there are strict laws concerning truant students. All students are expected to be in school with the exception of the following excused absences:

1. serious illness or death in the family
2. serious illness or injury to the student
3. religious observances
4. emergency situations
5. extended absences must be approved in advance by the administration. Students will not be given school work in advance of the absence. Make-up work will be assigned when student returns to school.

All absences must be accounted for by a parent/guardian. Parents, may report their child's absence to the school three ways: (1) call the school at 774-9153 and press 2 and inform Mrs. MacFarland, (2) e-mail Mrs. MacFarland at macfarland@brooklyn.ctschool.net, (3) send a note in with the child upon returning to school. Otherwise, absences are counted as unexcused.

After the first unexcused absence, a verification form will be sent home via the student. After the third unexcused absence, the school will contact the home seeking explanations for the absences. When a student has 4 unexcused absences in a month or 10 unexcused absences in a year, a meeting will be held with the Assistant Principal and the parent/guardian. If the parent/guardian fails to attend this required meeting or fails to cooperate with the school, the Superintendent will file a "family with service needs" petition with the Court. Twenty or more unexcused

absences in a year will automatically result in a petition with the Court.

Students who have missed work because of an absence must make up this work within twice the number of days that they were absent. The responsibility of this make-up work lies with the student.

Students who arrive after 8:00 a.m. must report to the office. A student without a written excuse will be considered unexcused tardy. When a student has 4 unexcused tardies in a marking period he/she will be issued a detention.

ATTENDANCE AT ALL EXTRA-CURRICULAR ACTIVITIES

All students are encouraged to attend extra-curricular activities after school.

Once inside the school for an activity, a student must remain in the school until the end of the activity. School rules, as found in this student handbook, apply to all school sponsored activities. Students whose behavior cannot be controlled by the administrator on duty will be referred to their parents or the police.

Students must make prior arrangements for permission and rides relevant to any after school activity. Parents are expected to pick up their child promptly at the end of all activities. Under no circumstances will students be allowed to seek permission on the day of the activity.

In order for a student to be eligible for an after-school activity, he/she must be in attendance at school before 11:15 a.m. and should not have left school due to illness during the school day.

AUDITORIUM

School wide or class assemblies will be held periodically throughout the school year. Students are expected to arrive with their class teacher at the assembly in a silent, orderly manner, immediately ready to begin the program.

Students are expected to applaud to show appreciation and respect for performers and programs. This will be the only acceptable form of student response.

Student requests for particular assembly programs should be forwarded through designated representatives to the Student Council.

BICYCLES/

SKATEBOARDS/SCOOTERS

A permission slip to ride bicycles, scooters and skateboards to and from school may be obtained from the Assistant Principal. Upon return of the signed permission sheet by parents/guardians, students may use the above mentioned vehicles.

Students should not arrive at school before 7:25 a.m. Upon arrival, bikes, scooters and skateboards are not to be ridden.

Upon dismissal, after the last bus has left, students riding the above are to leave the school grounds, including the elementary school, and may not return until after 4:00 p.m.

BULLETIN BOARDS

Any student wishing to use a hallway bulletin board should contact the art teacher.

BUS BEHAVIOR AND CONSEQUENCES

Students are expected to: sit in their designated seats and remain seated until their destination is reached; keep their hands and feet to themselves; refrain from eating or drinking on the bus; keep their hands and heads inside the bus at all times; and be respectful and courteous to fellow passengers and the driver. Repeated violations of the above may lead to the loss of bus riding privileges.

The following conduct may lead to suspension and/or expulsion from school, possible police intervention: obscene gestures or language to the bus driver; theft or destruction of bus equipment; smoking; fighting; passing, possessing, using, selling, or being under the influence of drugs or alcohol; or the possession of a weapon(s).

During the 2003-04 school year, the School Improvement Team (SIT) composed of parents, teachers and administration met and discussed actions to improve bus behavior. The team decided to allow the use of walkman-type audio devices on the daily bus runs for the first marking period. Students must adhere to the following guidelines: (1) Each student must listen only to their own walkman. (2) Headphones must be used with the walkman. (3) Volume must be inaudible to those around them. (4) Students may only listen to appropriate music. (5) Each student must be responsible for their own equipment. Neither the bus company or the school will be responsible for loss or damage to equipment. (6) Upon arrival at school all equipment and music must be placed in each student's locker. Above items not placed in a student's locker will be confiscated and returned to the student on the last day of the present marking period.

This plan will be in effect for the first marking period of the 2004-05 school year. At the end of this trial period, the SIT team

will evaluate the merits of the plan and continue, modify, or eliminate walkman-type use. Parents will be notified of this decision.

CANCELLATION/DELAY OF SCHOOL

If it is necessary that school be canceled or delayed on any school day, the following radio stations will carry that information starting at 6:15 a.m.

WINY - Putnam 1350
WTIC - Hartford 1080
WILI - Willimantic 1400

The cancellation of school during the school day will be announced over radio station WINY.

DANCES

All students attending Middle School dances must have written permission from a parent or guardian. Brooklyn Middle School students must bring this permission slip to the dance and give it to a teacher chaperone.

All guests who are invited to a dance by a Brooklyn Middle School student must have written permission from their parent or guardian to attend that dance. The Brooklyn student must submit this permission slip for approval to the Middle School office at least two school days prior to the day of the dance.

All guests at Middle School dances must be a seventh or eighth grade student.

DRESS CODE

Students are expected to come to school in neat and suitable attire that does

not create a distraction to others or cause a disruption of the learning environment.

- Clothing or accessories with vulgar expressions, which depict drugs, alcohol, tobacco products, or contain sexual wording or pictures, or inherently contains unreasonable potential to upset and hurt others are prohibited.

- Torn or cut-off clothing, tank tops, halter tops, spaghetti-strap tops, transparent clothing are prohibited.

- Jackets, coats and hats may not be worn in school, but layered clothing for added warmth is acceptable. Head coverings of any kind, including, but not limited to, scarves, bandanas, masks, kerchiefs, athletic headbands, caps or hoods are prohibited.

- Shirts, blouses, and see-through clothing which reveal the abdomen, chest, or undergarments are prohibited.

- Miniskirts or pants which reveal undergarments are prohibited.

- Backpacks and/or book bags must be stored in lockers.

- Sunglasses (unless required by a medical order) are prohibited.

- Spiked or studded bracelets, oversized or multi-finger rings, belts, or any other article of attire with spikes or studs attached, or chains (worn or displayed), are prohibited.

- Footwear which marks/damages floors or is a safety hazard is prohibited.

The school administration is the final authority regarding the appropriateness of dress and grooming.

EIGHTH GRADE CLASS OFFICERS

Any student who wishes to run for eighth grade class offices must receive recommendations from three or more seventh grade classroom teachers and one administrator.

Elected class officers will be removed for the following reasons:

- any out of school suspension
- a failing grade in any subject on the report card

In the event of removal of the class president, the vice president will assume that office. If the vice president, secretary, or treasurer are removed from office, new elections will be held.

ELECTRONIC DEVICES

Electronic devices such as CD players, Game Boys, cellular phones, etc. are not allowed in school. Students bringing these items will have them taken away and returned at the end of each marking period. Students may be allowed to use walkmans on field trips if permission is granted by the supervising teacher.

ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC SPORTS AND CHEERLEADING

The following are criteria for eligibility for participation in Brooklyn Middle School Sports.

Academic

Student must have a passing grade in all subjects as indicated on the most current report card. A student will be removed from a sports program at the close of school on the day he/she receives a report card with a failing mark when report cards are issued.

Behavioral

Any student who has received two suspensions during the marking period prior to a sport will be ineligible to participate in

that sport. Any student who receives two suspensions while participating in a sport shall be removed from that sport. However, the administration has the right to remove or exclude any student from participating in any sport when a student has been given one suspension for extremely grievous behavior.

Prior to students participating in tryouts and athletic activities, including cheerleading, students must have on file a current physical examination which was given after May 1st of the current year. Sports physicals are offered by the school at the beginning of the school year for a nominal fee. This physical covers the student the entire school year for all sports offered.

EMERGENCY DRILLS

FIRE DRILLS

Fire drills are held to ensure the safety and protection of all students. Unannounced fire drills will be held throughout the school year. Students will follow displayed escape routes and teacher's directions to evacuate the building as quickly as possible. Students should exit the building walking in a single file and remain silent. An administrator will inform staff and students when the building should be reentered.

INTRUDER DRILLS

Intruder drills are held to ensure the safety and protection of all students. Unannounced intruder drills will be held throughout the school year on a regular basis. This procedure will be used if a situation warrants students to remain in classrooms. In these drills, a pre-established code will be announced over the public address system and the school will be locked down. An "all clear" announcement will signal the drill has ended.

FUNDRAISING

During the 2004-05 school year it is anticipated that all students will participate in two fundraising activities. The annual magazine drive will commence in the fall and the PTO will organize an effort in the spring. These two events have been approved by the School Board. All other fundraising activities are prohibited.

GRADING AND MARKS

For the 2004-05 school year, report cards will be issued to all students on the following dates: Nov. 10th, Jan. 28th and April 14th. Final reports will be mailed home at the end of school. Additionally, progress reports will be given to students on Oct. 1st, Dec. 10th, March 4th and May 13th.

Notification of pending "F's" will appear in the Progress Reports or on an Academic Evaluation form. An Academic Evaluation form may be used any time the teacher feels class performance by a student merits such consideration or upon parental request.

Any extended illness or other prolonged absence, may require a student to receive an incomplete grade. All unfinished work must be completed within two (2) weeks of the report card issue date.

Students in Grades 5 and 6 will be given letter grades in math, science, social studies, and language arts. All other subjects will be graded on a pass/fail basis.

Students in Grades 7 and 8 will be given letter grades in all subjects except physical education and health, which will be graded pass/fail.

Cheating is considered a form of dishonesty and should be a serious

concern to students. Any evidence of cheating on tests, quizzes, exams, term assignments and/or projects shall result in a mark of zero for that specific activity. Disciplinary measures will also be taken. Parents shall be notified by the teacher if such a problem exists and a conference scheduled.

HEALTH SERVICES

A school nurse is on duty to assist students who have become ill or injured during school hours. Your family physician should be consulted for illnesses or injuries that occur at home. In the nurse's absence, an administrator will be responsible for dispensing medications.

Connecticut State Law and Regulations require a physician's or dentist's written order and parent or guardian's authorization for a nurse to dispense prescription medications as well as acetaminophen (Tylenol), ibuprofen, aspirin, or aspirin-like products. Parents who need to authorize dispensing of medications must obtain the appropriate forms which are available in the school office. A new form is required each school year.

Long term medical excuses from physical education classes must be signed by a physician and given to the nurse. Parents may excuse their child from physical education class for one day by submitting a note directly to the instructor.

Connecticut State Law requires:

1. All students in grade six must have a physical examination - the Pediatric Center offers physicals at the school free of charge for all sixth grade students.

2. Before entering the seventh grade, all students must have:

- Report of physical examination (CT blue form) signed by a physician.
- 2nd dose of Measles Vaccine (usually given as MMR).
- Minimum of one dose of the 3 dose Hepatitis B Vaccine Series.
- Proof from a physician that your child has had varicella (chicken pox) or the Varicella Vaccine.

3. Parents/guardians should be aware that students entering the eighth grade must show proof of receiving all three doses of hepatitis B.

HOMEWORK POLICY

It is the belief of the Brooklyn Middle School that homework serves an important educational function; specifically, to enhance and enrich the learning process. Additionally, homework teaches responsibility and independence as well as study skills.

Although the relationship of homework to academic success is affected by many variables, it has been generally accepted, that when homework is appropriate and when it is carefully assigned, learning improves.

Guidelines for Homework Assignments

Students in the Middle School are expected to have homework nightly. Grades 5 and 6 will have assignments 50 - 60 minutes in length. Students in grades 7 and 8 should expect to have nightly assignments of 70 - 80 minutes. Long range assignments may also be given.

Suggestions For Parents

The times listed above are intended to serve as a guideline. If a student is spending considerably more or less time on

homework, parents should contact their child's teacher.

HONOR ROLL

A student will be placed on the academic honor roll for each marking period based upon the following criteria:

Criteria for High Honors

No grade lower than A-
 No "Needs Improvement" or "Failing" marks in Pass/Fail subjects
 No 3, 4, or 5 in Effort
 No 13, 14, or 15 in Conduct

Criteria for Honors

No grade lower than B-
 No "Needs Improvement" or "Failing" marks in Pass/Fail subjects
 One (1) 3 in Effort - No 4 or 5
 One (1) 13 in Conduct - No 14 or 15

Requirements for Participation at Honors Recognition Night

HIGH HONORS

A student in Grades 6, 7 and 8 must have met high honors requirements for each of the first, second, and third marking periods.

A student in Grade 5 must have met high honors requirements for the second and third marking periods.

HONORS

A student in Grades 6, 7 and 8 must have met the honors requirements for each of the first, second, and third marking periods.

A student in Grade 5 must have met honors requirements for the second and third marking periods.

LIBRARY

All students are encouraged to use the school library when the librarian is on duty and their class schedules permit.

All library books/materials are due back on the second Wednesday after being checked out. Books/materials may be renewed at any time for an additional two weeks. If a student has failed to return or renew the overdue books/materials one week after the due date, further loaning privileges will be denied until these items are paid for or returned. If items are owed to the library at the end of the year, report cards will be held until the items are paid for or returned.

LOCKS AND LOCKERS

All students will be assigned corridor and gym lockers. Students must use these lockers, particularly in the locker room, to secure school and personal items.

Students who lose their gym locks will be required to pay for a replacement.

Students who damage corridor or gym lockers will be required to pay for the cost of repairs.

Corridor and gym lockers are the property of the Brooklyn Middle School. Students should expect that lockers may be searched at the discretion of the administration.

LOST AND FOUND

Lost articles will be placed in a container in a storage area. Students should see the Assistant Principal for missing items.

Articles will be donated/disposed of every two (2) weeks.

LUNCH PROGRAM

Daily breakfast and hot lunch programs are offered to students. Students may also purchase milk (1/2 pint) to drink with their lunch brought from home.

Students who have signed up for lunch and do not have their money will be served lunch and issued a voucher which must be paid for the next day.

Vouchers will not be issued to students who have three unpaid vouchers. Students who have unpaid vouchers at the end of the school year will not be issued their report cards until vouchers are paid.

Free/reduced lunch application forms will be distributed to all students the first week of school. Completed applications must be returned by October 1st.

Ice cream and snacks are available at each lunch. A student may purchase one ice cream and/or one snack only at each lunch. A student must eat lunch in order to purchase ice cream and/or a snack.

NATIONAL JUNIOR HONOR SOCIETY

The Brooklyn Middle School is a member of the National Junior Honor Society. A student will be considered eligible for selection to the NJHS if such student is in the seventh or eighth grade at the BMS, and has satisfied the following criteria:

CLASS OF 2005 NJHS QUALIFICATIONS

There are changes in eligibility for acceptance into the Brooklyn National Junior Honor Society. Please note below that the academic and behavioral criteria have been elevated from previous years.

- a cumulative grade average of A- for at least the 6 previous, consecutive marking periods, with no single grade below a B-
- all conduct and effort for 6 previous, consecutive quarters must be 1,2,11, or 12. A student may still qualify if they receive one 3 or one 13. A 3 and a 13 combined will disqualify a student.
- no more than two referrals to the ERR (for behavioral issues, or one full day to ERR) by the administration or a staff member during the current school year
- no more than three recorded warnings for behavioral issues in the cafeteria during the current school year
- no more than one detention for the current school year
- recommendation by the student's grade level teachers
- In addition, students are required to fill out a student activity form and submit an essay if the above qualifications are met.

Grade 8 National Junior Honor Society members are required to maintain the above standards.

PASSES

Students wishing to go from one area of the building to another during the school day must receive a written pass from a staff member.

Passes may be restricted or denied to students who act irresponsibly.

SCHOOL PROPERTY

Once a student has been issued school property, such as books, uniforms, etc., the full responsibility for the care of that property rests with the student.

SCHOOL VISITATIONS

Parents who are considering enrolling their child at Brooklyn Middle School should contact the administration. An administrator will arrange a time and date for this "shadowing" experience. Visitations for any other purpose are not permitted.

STUDENT PLACEMENT REQUESTS

Parents of fifth grade students may make a request for a specific sixth grade homeroom teacher at the March parent - teacher conferences. Requests for a seventh and eighth grade TAG (Teacher Advisory Group) should be made to the principal before May 1st.

TELEPHONES

Students will be allowed to use office/classroom telephones to call parents for needed school items. Students will not be permitted to use the phone to make social arrangements. All personal/social plans should be made outside of school.

A pay telephone is located in the Commons area and may be used by students without permission after bus dismissal each school day.

WALKING TO SCHOOL

Students wishing to walk to and from school at any time during the school year are required to submit to the office a note signed by a parent/guardian.

BEHAVIORAL EXPECTATIONS OF STUDENTS AND CONSEQUENCES FOR VIOLATION OF SCHOOL RULES

Brooklyn Middle School strives to provide a safe, secure environment for its students. School staff are directed to maintain an atmosphere conducive to education in school. Brooklyn Middle School students are expected to show respect for people within their school and school property.

There are established general school rules which apply to all students in all school areas. They are:

walking and talking quietly

keeping hands and feet to oneself
speaking to one another courteously
refraining from using chewing gum
following teachers' instructions

Additionally, there are guidelines which are specific to certain locations within the school. Classrooms, cafeteria, library, auditorium, etc., each has its own requirements. Staff members shall inform students of the rules for these areas.

Students who violate the school rules mentioned above may be subject to the following consequences as appropriate:

1. Verbal warning
2. Parent contact
3. Elimination from social activities, assemblies and field trips
4. Lunch time detention
5. After school detention
6. Educational Resource Room (ERR) assignment
7. Out-of-school suspension

When a student has accumulated two (2) after-school detentions in one week, he/she will be required to serve one (1) day of ERR and may be referred to a child study team.

When a student misses an after-school detention, he/she will be issued detentions for two (2) days.

When a student has accumulated three (3) full day assignments to the Educational Resource Room (ERR), referral to a Child Study Team (CST) will occur.

INFRACTIONS WHICH MAY LEAD TO SUSPENSION

A. Verbal/Non Verbal abuse such as cursing, swearing, threats to staff and inappropriate gestures/comments to and or about staff

B. Verbal/Non-verbal harassment to students such as provoking, insulting, annoying, or threatening another student

C. Bullying which is defined as any overt acts by a student or group 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 in which acts are repeated against the same student over time.

D. Striking or assaulting a student, members of the school staff or other persons.

E. Sexual Harassment which is defined as any unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to:

1. Insulting or degrading sexual remarks or conduct;
2. Conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile, or offensive learning environment – such as the display in the educational setting of sexually suggestive objects or pictures.

F. Property Destruction (school or another person's)

G. Theft (school or another person's)

H. The use or possession of tobacco in any area of the school

For infractions A through H, a referral may be made to the Child Study Team (CST) or the PPT if appropriate.

INFRACTIONS WHICH WILL

LEAD TO SUSPENSION

The use or possession of alcohol or drugs in any area of the school

a) First Offense - 10 school-day suspension and contact of police

For the above infraction, if appropriate, the student will be referred to a PPT to determine if his/her behavior is a result of a handicapping condition.

b) Second Offense - Referral to Board of Education for consideration of expulsion and contact of police

Following any out-of-school suspension, parents are expected to participate in a conference with the administration prior to student's return to school.

PROCEDURES GOVERNING SUSPENSION

A. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the record by the administration when the student completes the eighth grade.

B. Unless an emergency situation requiring the student's immediate removal exists, no student shall be suspended prior to having an informal hearing before the principal or his/her designee at which the student is informed as to the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.

C. The Principal or his/her designee shall, by telephone, immediately notify the parent/guardian of the student to be suspended, and the reason(s) for suspension. A parent/guardian is expected to participate in a conference.

D. The Principal or his/her designee shall forward a written report of the details relevant to (B) above to the parent/guardian and the Superintendent within one school day of the suspension.

E. Following a written or oral notification, the parent/guardian of student may request the Superintendent to review the circumstances leading to the suspension.

F. Textbooks and homework are to be provided each pupil for the duration of the suspension period and the student shall be expected to complete any class work, including examinations, which he or she missed while under suspension.

G. When a student has accumulated two suspensions within a marking period for any infractions listed under Suspension Infractions, said student shall be ineligible for participation in any after-school activity for the remainder of the activity or the end of the marking period, whichever is appropriate. However, the administration has the right to remove or exclude any student from participating in any after-school activity when a student has been given one suspension for extremely grievous behavior.

EXPULSION ON AND OFF SCHOOL PROPERTY

Expulsion

The Board of Education may expel any student whose conduct endangers persons or property or is seriously disruptive of the educational process, or

violates a published policy of the Board, provided that formal hearing is held under Connecticut General Statutes 4-177 through 4-180.

Disciplinary records will be considered in determining expulsion. Grounds for expulsion may occur on or off school property, while receiving or awaiting school transportation services, or at any school-sponsored activity. Examples of conduct which may lead to expulsion are:

- a. Willfully striking or assaulting a student or any member of the school staff.
- b. Theft.
- c. The use of obscene or profane language or gestures to a member of the school staff.
- d. Deliberate refusal to obey a member of the school staff.
- e. A walk-out from or a sit-in within a classroom or school building or class.
- f. Blackmailing, threatening or intimidating school staff or another student.
- g. Having in personal possession, any kind of weapon such as pistol, knife, blackjack, martial arts weapon etc. or weapon facsimile.
- h. Unauthorized possession, selling on or off school grounds, distribution or consumption of dangerous drugs, narcotics or alcoholic beverages (Dangerous drugs or narcotics shall mean any "controlled" drug as defined in C.G.S. 21a-240, subsection (8).
- i. Willful destruction of school

property or of property of staff members or other students.

Mandatory Expulsion

It shall be the policy of the Board to expel a student for one full calendar year if the student was:

1. in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 USC 921 as amended from time to time; or
2. off school grounds, possessed a firearm as defined in 18 USC 921, in violation of Conn. Gen. Stat. 29-35, or possessed and used a firearm as defined in 18 USC 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under section 952 of the Connecticut General Statutes; or
3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. §21a-240(9), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The following definitions shall be used in regard to the above:

- a. A "firearm" as defined in 18 USC 921 means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a muffler or silencer, or (d) any destructive device. As used in this definition, a "destructive device" includes

any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or a similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than ” in diameter. The term “destructive device” does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

b. “Deadly weapon” means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles.

c. “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, and includes a “vehicle.”

d. “Martial arts weapon” means a nunchaku, kama, kasarifundo, octagon sai, tonfa or chinese star.

e. “When considering whether conduct off school grounds is seriously disruptive of the educational process, the term “weapon” means any pistol or revolver, any dirk knife or switch knife, or any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any sling shot, black jack, sand bag, metal or brass knuckles, stiletto, knife,

the edged portion of the blade of which is four inches and over in length or martial arts weapon as defined above.

In keeping with Conn. Gen. Stat. §10-233d and the Gun Free Schools Act, it shall be the policy of the Board to expel a student for one full calendar year for conduct described in paragraphs 1, 2 and 3 of this Mandatory Expulsion section. The Board may modify the term of expulsion on a case-by-case basis.

If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall immediately convene an IEP team (PPT) or 504 team meeting to determine whether the misconduct was caused by the student’s disability. A student may be suspended for up to ten days pending the IEP team (PPT) or 504 team determination.

PROCEDURES FOR EXPULSION

Except in an emergency situation, the Board of Education shall, prior to expelling the student, conduct a hearing to be governed by the procedures outlined herein. Whenever an emergency exists, the hearing provided for above shall be held as soon as possible after the expulsion.

In determining the length of an expulsion and the nature of the alternative educational opportunity to be offered, the local or regional board of education, or the impartial hearing board may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of such pupil.

Whenever a student is expelled, notice of the expulsion and the conduct for which the pupil was expelled shall be included on the pupil’s cumulative education record. Such notice, except for notice of an expulsion based on possession

of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the local board of education when the student graduates from The Brooklyn Middle School.

If a pupil is expelled for possession of a firearm or deadly weapon, the board of education shall report the violation to the police department. If a pupil is expelled for the sale or distribution of a controlled substance, the board of education shall refer the pupil to an appropriate state or local agency for rehabilitation and intervention, or any combination thereof, and inform the agency of its action.

Whenever the board of education notifies a student under the age of sixteen and the parents or guardian of such pupil that an expulsion hearing will be held, the notification shall include a statement that the board of education shall offer an alternative educational opportunity to any student who is found to have engaged in the conduct described above.

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INTERROGATIONS

Although the Board of Education believes that school officials must cooperate with all law enforcement agencies, it has an obligation to protect the personal rights of all students and staff members.

Therefore: when law enforcement officials find it necessary to question a student within the school day or during extracurricular activities, the Principal or a designee will be present. An effort will be made to contact the parent/guardian having custody of the child so that they may be present for the questioning.

June, 2004

Dear Parents/Guardians:

Thank you for spending the time to speak with your child about this handbook and the accompanying agenda. We hope the school rules section gives useful information and the calendar provides a means of helping your child organize and complete school work.

Please sign below and return to school with your child by Friday, Sept. 10, 2004. If you have any questions, do not hesitate to call me.

Sincerely,

Matthew Carroll

Matthew Carroll
Principal

(Cut along the dotted line)

I have reviewed this booklet with my child, _____,
grade _____ .

Signature of Parent or Guardian

Date

Tag/Homeroom Teacher