All students will be required to submit a verification form that they have read the 2018-2019 TMS Student/Parent Handbook, including but not limited to the following policies:

- Code of Conduct
- Sexual Harassment Policy
- Cell Phone/Electronic Device Policy
- Grading Policy
- Homework Policy
- Acceptable Educational Use of the Internet, Networks and Internet Safety Policy
- Attendance Policy
- Bullying Policy
- Dress Code Policy
- Student/Parent/School Compact
Dear Students and Parents,

Welcome to the 2018-2019 school year! I am very excited to be serving as the Principal of Torrington Middle School. Over the summer months, I have had the opportunity to meet with community members, parents, teachers, and many students. The Torrington Middle School community is very strong and will achieve new heights by continuing to work together with all families. I recognize that as your new Principal, I have a tremendous responsibility to the school community to help all Torrington children gain access and opportunities to achieve the American dream. It is a role that I do not take lightly. I am very thankful to be working with a great staff and Administrative team who has been working to transition me into my new role. I am extremely honored to be selected to serve as the next Principal of Torrington Middle School.

First, I would like to inform you about a change to our Administrative Team. Dr. Mary Ann Buchanan has been appointed Interim Principal of Southwest Elementary School. We wish her the best as she takes the next step in her very promising career. Additionally, it is my pleasure to introduce Ms. Leanne Maguire as our newly appointed Assistant Principal at Torrington Middle School. Ms. Maguire is a very accomplished teacher who has spent her entire career in the Torrington Public Schools as both an exemplary Elementary and Middle school teacher. We are happy to have Ms. Maguire on our team.

Second, I would like to take the opportunity to tell you a little about myself. First, I am a lifelong public school educator who has worked as a High School Social Studies Teacher, a Central Office Administrator, an Assistant Principal, a Middle School Principal, and a High School Principal over the last eighteen years. I believe that public education is one of our country’s greatest contributions to the world and is essential to help develop an educated citizenry, which is necessary to uphold American democratic ideals of freedom and social justice. Second, I believe that every child can learn under the right circumstances. Education is the great equalizer in our society and opens the doors to countless opportunities. Receiving an excellent education, which prepares students for college, will help our children achieve their future dreams. As a graduate of the University of Delaware, Rutgers University, and the University of Connecticut, I am living my dream of serving as your Principal and am committed to helping our students receive the best education possible. Finally, I am a proponent of the “Turning Points” Philosophy of schooling, which operates on the assumption that every adolescent child regardless of age, race, gender, and/or socioeconomic status is at a “turning point” in his/her life while attending middle school. Parents, teachers, community members, and all adults who work with children must collaborate and work together to make each and every child’s “turning point” a successful one, which prepares them for college and future careers. I truly look forward to working with all of you to ensure that our children’s “turning points” are ones that will ultimately lead to college and career success while simultaneously providing them with access to the American dream.

Finally, over the next 60 days, I will be focusing my efforts to learning about the internal workings of Torrington Middle School. I plan on also becoming acquainted with our teachers, students, parents, and school community. I intend to regularly communicate with our school community to provide updates regarding our school and your child. I welcome your input and our future collaboration as we will continue to build upon Torrington Middle School’s past successes together. If you have any questions, please do not hesitate to drop me a note at bolkowski@torrington.org or stop by the Main Office to make an appointment. My door is always open.

Sincerely,

Bryan Olkowski

Mr. Bryan Olkowski

The Torrington Board of Education does not discriminate in any of its programs, activities or employment practices on the basis of any protected class status.
Torrington Middle School Mission Statement

Torrington Middle School fosters a challenging learning environment that inspires high expectations for achievement through instructional practices that embrace individual differences and learning styles. Our school values respect, responsibility and safety. We believe education is a shared responsibility of the school, student, home and community.

The Torrington Board of Education is an Equal Opportunity Employer

The Torrington Board of Education is an Equal Opportunity Employer and education institution and does not discriminate on the basis of race, religion, color, sex, national origin, age, or handicap, nor does it tolerate sexual harassment.

Concerns regarding discrimination or harassment should be forwarded to the following formally appointed hearing officer Kim Schulte, Director of Human Resources, Torrington Board of Education, 355 Migeon Avenue, Torrington, CT 06790, at 489-2327.

Students Right to Due Process

In a democratic society, students have a right to understand and discuss why certain actions have been taken or certain policies exist. The following guidelines have been set up for Student Due Process:

1. The student must be informed of the charges/accusations against him/her, the evidence in support of the charges, and be given the opportunity to respond.

2. The student has the right to confront his/her accuser and present evidence or testimony in his/her own defense.

3. After a decision has been rendered, the student/parent has the right to appeal to a higher authority.

NO CHILD LEFT BEHIND ACT OF 2001

Notification to Parents

Parents of all children in a school or program supported by Title I funds may request information regarding the professional qualifications of the students' classroom teachers. Upon request, this information will be provided in a timely fashion and will include:

- Whether their child's teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher has provided instruction to the child;
- Whether their child's teacher is teaching under an emergency or other provisional status pursuant to which one or more state criteria have been waived;
- The baccalaureate degree major of their child's teacher, as well as any other graduate certification and/or degree the teacher holds, including the major field of the certification or degree; and
- Whether their child is being provided services by a paraprofessional, and, if so, the paraprofessional's qualifications.
Who’s Who at Torrington Middle School

Principal
Mr. Bryan Olkowski  (860) 496-4050 Ext. 1158

Assistant Principals
Mr. Charles McSpiritt  (860) 496-4050 Ext. 1162
Mrs. Leanne Maguire  (860) 496-4050 Ext. 1100

Guidance Office
Mrs. Kristy Ramsey—Grade 6  (860) 496-4050 Ext. 1159
Mrs. Ali Therrien—Grade 7  (860) 496-4050 Ext. 1157
Mrs. Nancy Priemer—Grade 8  (860) 469-4050 Ext. 1156

Social Workers
Mrs. Debra Carroll  (860) 496-4050 Ext. 1153
Mrs. Christel Doyle  (860) 496-4050 Ext. 1169

Secretaries
Mrs. Frances Cimino  (860) 496-4050 Ext. 1164
Mrs. Traci Belcher  (860) 496-4050 Ext. 1165
Mrs. Mary Graziani  (860) 496-4050 Ext. 1199
Administrative Assistant
Mrs. Patricia Rebecchi  (860) 496-4050 Ext. 1163

Health Office
(860) 496-4050 Ext. 1143
Fax (860) 485-6366
<table>
<thead>
<tr>
<th>Lunch/HR Block</th>
<th>Grade 6</th>
<th>Lunch</th>
<th>HR</th>
<th>Lunch/HR Block</th>
<th>Grade 7</th>
<th>Lunch</th>
<th>HR</th>
<th>Lunch/HR Block</th>
<th>Grade 8</th>
<th>Lunch</th>
<th>HR</th>
<th>Lunch/HR Block</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>7:50 - 8:40</td>
<td></td>
<td></td>
<td>1</td>
<td>7:50 - 8:40</td>
<td></td>
<td></td>
<td>1</td>
<td>7:50 - 8:40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8:43 - 9:31</td>
<td></td>
<td>Lavender/Pink</td>
<td>2</td>
<td>8:43 - 9:31</td>
<td></td>
<td>Green/Purple</td>
<td>2</td>
<td>8:43 - 9:31</td>
<td></td>
<td>Yellow/Blue</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>11:19 - 12:07</td>
<td></td>
<td>Lavender/Pink</td>
<td>5</td>
<td>12:10 - 12:58</td>
<td></td>
<td>Green/Purple</td>
<td>5</td>
<td>12:10 - 12:58</td>
<td></td>
<td>Red</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>1:01 - 1:49</td>
<td>11:49 - 12:07</td>
<td>Lunch</td>
<td>7</td>
<td>1:01 - 1:49</td>
<td>11:37 - 12:07</td>
<td>Lunch</td>
<td>7</td>
<td>1:01 - 1:49</td>
<td>12:28 - 12:58</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Updated: July 2018
### TMS Wednesday Advisory Bell Schedule 2018-2019

<table>
<thead>
<tr>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>1</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td>7:50 - 8:35</td>
<td>7:50 - 8:35</td>
<td>7:50 - 8:35</td>
</tr>
<tr>
<td>ADV</td>
<td>ADV</td>
<td>ADV</td>
</tr>
<tr>
<td>8:38 – 8:58</td>
<td>8:38 – 8:58</td>
<td>8:38 – 8:58</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>2</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>9:01 - 9:46</td>
<td>9:01 - 9:46</td>
<td>9:01 - 9:46</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>3</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>9:49 - 10:34</td>
<td>9:49 - 10:34</td>
<td>9:49 - 10:34</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>4</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

**Lunch/HR Block**

#### Grade 6
- **HR**
  - Lavender/Pink: 10:37 - 11:07
  - Aqua: 10:37 - 10:55
- **Lunch**
  - Lavender/Pink: 11:10 - 11:28
  - Aqua: 10:58 - 11:28

#### Grade 7
- **HR**
  - Green/Purple: 11:25 - 11:55
  - Orange: 11:25 - 11:43
- **Lunch**
  - Green/Purple: 11:58 - 12:16
  - Orange: 11:46 - 12:16

#### Grade 8
- **HR**
  - Yellow/Blue: 12:13 - 12:43
  - Red: 12:13 - 12:31
- **Lunch**
  - Yellow/Blue: 12:46 - 1:04
  - Red: 12:34 - 1:04

**Advisory will meet every Wednesday. Music rotation during Period 7 will also occur on alternating Wednesdays as follows:**

**Grade 6:** Sept 5, 19; Oct 3, 17, 31; Nov 14, 28; Dec 12; Jan 2, 16, 30; Feb 13, 27; March 13, 27; April 10, 24; May 8, 22; June 5

**Grades 7/8:** Sept 12, 26; Oct 10, 24; Nov 7, 21; Dec 5, 19; Jan 9, 23; Feb 6, 20; March 6, 20; April 3; May 1, 15, 29; June 12

**Music rotation throughout the school year will be Grade 6 meets on Mondays/Thursdays; and Grades 7/8 meets on Tuesdays/Fridays.**

Updated: July 2018
### Two-Hour Delay Schedule 2018-2019

<table>
<thead>
<tr>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9:50 - 10:28</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>10:31 - 11:01</td>
<td>2</td>
</tr>
<tr>
<td>Lunch/HR Block</td>
<td>Lunch/HR Block</td>
<td>Lunch/HR Block</td>
</tr>
<tr>
<td>Lavender/Pink</td>
<td>Green/Purple</td>
<td>Yellow/Blue</td>
</tr>
<tr>
<td>Aqua</td>
<td>Orange</td>
<td>Red</td>
</tr>
</tbody>
</table>

### Early Dismissal Schedule with Lunch Waves 2018-2019

<table>
<thead>
<tr>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:50 - 8:28</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>8:31 - 9:01</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>9:04 - 9:34</td>
<td>3</td>
</tr>
<tr>
<td>Lunch/HR Block</td>
<td>Lunch/HR Block</td>
<td>Lunch/HR Block</td>
</tr>
<tr>
<td>Lavender/Pink</td>
<td>Green/Purple</td>
<td>Yellow/Blue</td>
</tr>
<tr>
<td>Aqua</td>
<td>Orange</td>
<td>Red</td>
</tr>
</tbody>
</table>

Updated: July 2018
ARRIVAL

Students should arrive at Torrington Middle School no sooner than 7:35 AM. Students who are driven to school MUST be dropped off at the SIDE of the building near the Gym. They may not be dropped off in the front of the building. Vehicles may not drive in the bus lanes or in the faculty/staff parking lots. Students must enter the building through the designated grade level entrances: Grade 8 – Auditorium Entrance, Grade 7 - Gym Entrance, Grade 6 – Main Entrance. All students must report to designated areas until dismissal to first period.

CANCELLATIONS, DELAYED OPENINGS, EARLY SCHOOL DISMISSAL

If school must be closed or delayed because of inclement weather or some other emergency, an announcement will be made over the following:

**Radio Stations:** WZBG 97.3FM Litchfield, WTIC 1080AM Hartford, WDRC 102.9FM Hartford.

**Television Stations:** WFSB Channel 3 Hartford, WTNH Channel 8 New Haven, and WTIC Channel 4 Hartford.

Information concerning closings or delays may also be obtained on the website, [www.torrington.org](http://www.torrington.org) or by calling Torrington Middle School at 496-4050. A recorded message will give the latest information available concerning changes in the school day. Parents may register at their local school to sign up for the ALERT NOW notification.

EARLY STUDENT DISMISSAL

Students belong in school for the entire school day. We ask that all appointments (dental, medical, etc.) be scheduled outside of the school day. If a student must be removed from school:

1. Written notification of the date, time and duration of the time out of school must be received by the office the morning of dismissal.

2. The student must stop in the office on the morning of the dismissal to present the note and to pick up an "Early Dismissal Pass" which is given to the teacher at the time of dismissal.

3. The teacher signs the pass and sends the student to the office to be picked up by the authorized party.

4. The parent or authorized person MUST show photo ID and sign the student out in the main office.

5. Students who return to school on the day of a dismissal MUST report to the office to receive a pass to return to class.

Students are not allowed to leave school alone to walk to appointments during school hours.

BEGINNING OF SCHOOL DAY PROCEDURES

The first bell is at 7:45 am. If students arrive before this time, they are to proceed to the designated waiting areas. From 7:45 am until 7:50 am Students may go to their lockers and then report to first period.

- All students who are not in their first period by 7:50 am MUST report to the Front Office and are considered tardy. Upon the tenth tardy to school, students will be referred to the Torrington Middle School administration. Office discipline and parental contact will be made.
- No student will be admitted to first period without a late pass.
<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>VM Ext</th>
<th>Last</th>
<th>First</th>
<th>VM Ext</th>
<th>Last</th>
<th>First</th>
<th>VM Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autunno</td>
<td>Maureen</td>
<td>3182</td>
<td>Jasmin</td>
<td>Corinne</td>
<td>3138</td>
<td>Ward de Leon</td>
<td>Christina</td>
<td>3136</td>
</tr>
<tr>
<td>Barnett</td>
<td>Patricia</td>
<td>3103</td>
<td>Kaminski</td>
<td>Eva</td>
<td>3139</td>
<td>Weingart</td>
<td>Liz</td>
<td>3183</td>
</tr>
<tr>
<td>Beckett</td>
<td>Jason</td>
<td>3104</td>
<td>Kelleher</td>
<td>James</td>
<td>3168</td>
<td>Whaley</td>
<td>Gina</td>
<td>3184</td>
</tr>
<tr>
<td>Belcher</td>
<td>Traci</td>
<td>1165</td>
<td>Kiernan</td>
<td>Brian</td>
<td>3140</td>
<td>Wilson</td>
<td>Heidi</td>
<td>3185</td>
</tr>
<tr>
<td>Boland</td>
<td>Colleen</td>
<td>3157</td>
<td>Lafreniere</td>
<td>Jason</td>
<td>3141</td>
<td>Wronski</td>
<td>Jonathan</td>
<td>3556</td>
</tr>
<tr>
<td>Bradshaw</td>
<td>Teri</td>
<td>3106</td>
<td>Lariccia</td>
<td>Lindsay</td>
<td>3142</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brewer</td>
<td>Sara</td>
<td>3108</td>
<td>Maguire</td>
<td>Leanne</td>
<td>1100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brody</td>
<td>Bridget</td>
<td>3170</td>
<td>Majewski</td>
<td>Deb</td>
<td>1166</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brown</td>
<td>Lisa</td>
<td>3107</td>
<td>Mangelinkx</td>
<td>Mark</td>
<td>3145</td>
<td>Olkowski</td>
<td>Bryan</td>
<td>1158</td>
</tr>
<tr>
<td>Browning</td>
<td>Julie</td>
<td>3155</td>
<td>May</td>
<td>Bonnie</td>
<td>3147</td>
<td>McSpiritt</td>
<td>Charlie</td>
<td>1162</td>
</tr>
<tr>
<td>Browning</td>
<td>Kelley</td>
<td>3128</td>
<td>McSpiritt</td>
<td>Charlie</td>
<td>1162</td>
<td>Maguire</td>
<td>Leanne</td>
<td>1100</td>
</tr>
<tr>
<td>Budge</td>
<td>John</td>
<td>3132</td>
<td>Mesaragno</td>
<td>Melissa</td>
<td>3302</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buyak</td>
<td>Jackie</td>
<td>3109</td>
<td>Milanese</td>
<td>Trina</td>
<td>3148</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calabrese</td>
<td>Angelo</td>
<td>3110</td>
<td>Minnerly</td>
<td>Tara</td>
<td>3149</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canciani</td>
<td>Susan</td>
<td>3111</td>
<td>Molino</td>
<td>Nick</td>
<td>3150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carr</td>
<td>Dora</td>
<td>3112</td>
<td>Mulligan</td>
<td>Rhea</td>
<td>3133</td>
<td></td>
<td>Auditorium</td>
<td>1124</td>
</tr>
<tr>
<td>Carroll</td>
<td>Deb</td>
<td>1153</td>
<td>Musselman</td>
<td>Maryann</td>
<td>3152</td>
<td>Cafeteria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cassady</td>
<td>Carrie</td>
<td>3161</td>
<td>Oates</td>
<td>Susan</td>
<td>1132</td>
<td>Custodians</td>
<td></td>
<td>1138</td>
</tr>
<tr>
<td>Centrella</td>
<td>Kara</td>
<td>3162</td>
<td>Olkowski</td>
<td>Bryan</td>
<td>1158</td>
<td></td>
<td>Health Room</td>
<td>1210</td>
</tr>
<tr>
<td>Ciardicello</td>
<td>Nicole</td>
<td>3187</td>
<td>Orr</td>
<td>Kate</td>
<td>3154</td>
<td>IS5</td>
<td></td>
<td>1310</td>
</tr>
<tr>
<td>Ciccarrelli</td>
<td>Jill</td>
<td>3588</td>
<td>Owens-Hicks</td>
<td>Lisa</td>
<td>3156</td>
<td>Jason Lab</td>
<td></td>
<td>1312</td>
</tr>
<tr>
<td>Cimino</td>
<td>Fran</td>
<td>3164</td>
<td>Pantaleo</td>
<td>Megan</td>
<td>3167</td>
<td>Media Center</td>
<td></td>
<td>1150</td>
</tr>
<tr>
<td>Clare</td>
<td>Michele</td>
<td>3114</td>
<td>Patterson</td>
<td>Karl</td>
<td>1160</td>
<td>Nurse's Office</td>
<td></td>
<td>1166</td>
</tr>
<tr>
<td>Colwell</td>
<td>Suzanne</td>
<td>1137</td>
<td>Pepper</td>
<td>Jim</td>
<td>3158</td>
<td>OT Room</td>
<td></td>
<td>1132</td>
</tr>
<tr>
<td>Coppola</td>
<td>Lara</td>
<td>3116</td>
<td>Pepper</td>
<td>Luke</td>
<td>3160</td>
<td>Supply Room</td>
<td></td>
<td>1167</td>
</tr>
<tr>
<td>Crosby</td>
<td>Alana</td>
<td>3137</td>
<td>Petricone</td>
<td>Dee Dee</td>
<td>3159</td>
<td>Teacher's Lounge</td>
<td></td>
<td>1131</td>
</tr>
<tr>
<td>D'Iorio</td>
<td>Tara</td>
<td>3122</td>
<td>Pollock</td>
<td>Stacey</td>
<td>3113</td>
<td>TV Lab</td>
<td></td>
<td>1142</td>
</tr>
<tr>
<td>Daley</td>
<td>Ashley</td>
<td>3115</td>
<td>Pratt</td>
<td>Erika</td>
<td>3163</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daley</td>
<td>Beth</td>
<td>3117</td>
<td>Preato</td>
<td>Viktora</td>
<td>3105</td>
<td></td>
<td>Central Office</td>
<td>489-2327</td>
</tr>
<tr>
<td>David</td>
<td>Patricia</td>
<td>3181</td>
<td>Priemer</td>
<td>Nancy</td>
<td>1156</td>
<td></td>
<td>East</td>
<td>489-2303</td>
</tr>
<tr>
<td>Dawson</td>
<td>Tricia</td>
<td>3119</td>
<td>Putnam</td>
<td>Marina</td>
<td>3165</td>
<td></td>
<td>Forbes</td>
<td>489-2500</td>
</tr>
<tr>
<td>DeLaRosa</td>
<td>Steven</td>
<td>3203</td>
<td>Ramsey</td>
<td>Kristl</td>
<td>1159</td>
<td></td>
<td>Southwest</td>
<td>489-2311</td>
</tr>
<tr>
<td>DiAferio</td>
<td>Susan</td>
<td>3275</td>
<td>Rebocchi</td>
<td>Trish</td>
<td>1163</td>
<td></td>
<td>Torrington</td>
<td>489-2300</td>
</tr>
<tr>
<td>DiPasquale</td>
<td>Paul</td>
<td>3120</td>
<td>Schroeder</td>
<td>Joan</td>
<td>3169</td>
<td></td>
<td>THS</td>
<td>489-2294</td>
</tr>
<tr>
<td>Doyle</td>
<td>Christel</td>
<td>1161</td>
<td>Schwartz</td>
<td>Bernadette</td>
<td>3118</td>
<td>Vogel-Wetmore</td>
<td></td>
<td>489-2570</td>
</tr>
<tr>
<td>Ehrler</td>
<td>Tom</td>
<td>3124</td>
<td>Skinner</td>
<td>Andrew</td>
<td>3123</td>
<td></td>
<td>All-Star Transp.</td>
<td>489-3444</td>
</tr>
<tr>
<td>Ewart</td>
<td>Sue</td>
<td>3125</td>
<td>Spallinger</td>
<td>Suzanne</td>
<td>3173</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fike</td>
<td>Megan</td>
<td>3146</td>
<td>Starcopol</td>
<td>Marielle</td>
<td>3174</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fitzgerald</td>
<td>James</td>
<td>3127</td>
<td>Sterling</td>
<td>Hilary</td>
<td>3175</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frazer</td>
<td>Dawn</td>
<td>3153</td>
<td>Sundell</td>
<td>Susan</td>
<td>3276</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fritch</td>
<td>Mike</td>
<td>3129</td>
<td>Synnett</td>
<td>Doreen</td>
<td>3177</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fritch</td>
<td>Susan</td>
<td>3130</td>
<td>Therault</td>
<td>Sandra</td>
<td>3640</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gelormino</td>
<td>Veronica</td>
<td>3131</td>
<td>Therrien</td>
<td>Ali</td>
<td>1157</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graziani</td>
<td>Mary</td>
<td>1199</td>
<td>Thomas</td>
<td>Ken</td>
<td>1138</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Room</td>
<td></td>
<td>1210</td>
<td>Translator Ext.</td>
<td></td>
<td>3322</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hodgkins</td>
<td>Dan</td>
<td>3134</td>
<td>Vaccarelli</td>
<td>William</td>
<td>3179</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hood</td>
<td>Julie-Anne</td>
<td>3151</td>
<td>Verbickas</td>
<td>Samantha</td>
<td>3180</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISS Room</td>
<td></td>
<td>1310</td>
<td>Videtto</td>
<td>Tyler</td>
<td>3278</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TMS ADMINISTRATORS:**

**IMPORTANT NUMBERS:**

**DISTRICT NUMBERS:**

---

**Want to send an email?**

**Email Format:**

`firstinitiallastname@torrington.org`

For example: Jo Smith

`jsmith@torrington.org`

---

Revised 8/24/2018
Academics

Torrington Middle School students study various combinations of reading, language arts, study skills, mathematics, science, social studies, art, music, technology education, computers, health, foreign language, and physical education. The Middle School program of study concentrates on the mastery of basic skills in these areas:

The **Language Arts** program is designed to increase the skill level of students in the areas of reading, writing, speaking, and listening through active participation in the learning process. The Language Arts program utilizes process writing and a literature-based approach to expose students to a wide range of learning experiences. Students are encouraged to read a variety of materials for pleasure.

The **Mathematics** program is designed to expand the mathematical understanding of our students. Utilizing a blend of inquiry and traditional methods, students will demonstrate their performance in a student-centered atmosphere. Algebra is offered at TMS for high school credit.

The **Music** program offers band, chorus, and orchestra for our students. These music ensembles meet during the Enhancement period. Students are provided small group lessons weekly. Students are encouraged to join a music program. An appreciation for music follows throughout one's lifetime, so we encourage students to take advantage of our music program.

The **Social Studies** program is designed to develop civic competence, to examine global connections, and to recognize contributions of past and present cultures. The social studies program promotes active participation in the learning process through teacher/student discussions, cooperative learning, individual and group projects, and technology.

The **Science** program is state-of-the-art. Our curriculum is written for students to demonstrate their knowledge in the following areas: Nature of Science, History of Science, Science and Technology, Astronomy, Geology and Natural Resources, Oceanography, Meteorology, Earth History and Dynamics, Characteristics of Living Things, Cells, Genetics, Evolution, Ecosystems, Human Biology, Issues in Bioethics, Structure of Matter, Reactions and Interactions, Force and Motion, Energy Sources and Transformations, Heat and Temperature, Magnetism and Electricity, Sound and Light. Students are actively involved in our performance-based science program.

The **World Language Program** in grades six, seven and eight is for students who meet academic requirements. It is designed to give the students an exposure to French, Italian, or Spanish.

**Exploratory Subjects:** In accordance with the middle school philosophy, each student is required to take unified arts subjects while at Torrington Middle School. These subjects include art, music, technology education, and information processing. The instructional methodology for these subjects is a "hands-on" approach. Each subject has unique and specific requirements for the successful completion of the course objectives.

**Physical Education and Health:** State law requires all students take Physical Education and Health. For Physical Education class, students are required to have a change of clothes for class, which consists of a T-shirt, shorts, and sneakers. A sweatshirt and sweatpants may be worn over the T-shirt and shorts. The physical education grade is based on having a change of clothes, participating in the class activity, demonstrating physical fitness improvement, and having knowledge of the rules and strategies of the presented sports. Class activities are designed to promote an appreciation for life-long physical fitness. Students may be excused from class with a doctor's note.

**Pupil Personnel Services:** School counselors, school psychologists, speech pathologists and social workers act as a resource and support for all students, teachers, administrators and parents in dealing with the intellectual, emotional, physical, and social changes that occur during adolescence and which impact academic achievement.
Learning Resource Center: Specialized programs of study are available for a variety of special needs students. Special Education personnel work closely with the mainstream teachers to meet students’ individual needs and to service students within mainstream settings whenever possible. Courses of study in the LRC include math, language arts, science, social studies, pre-vocational education, media arts and resource support. Some students are selected for a more independent form of special education through total mainstreaming with direct support within the classroom.

HOMEWORK
See BOE Policy #6110R

STUDY HALL
Study hall is for serious studying or reading. Students who have study hall in their schedule are required to come prepared to use their time wisely. The rules governing study halls are listed below. Students are expected to cooperate fully.

STUDY HALL PROCEDURES:
- Students may leave the room with a signed student agenda/hallway passport from the teacher they are going to see.
- Students may use the computer lab with a signed student agenda/hallway passport from the teacher that assigned the work.
- Students work quietly on homework or projects.

INTERNET USE
Students and parents will be required to sign the Internet Acceptable Use Policy Form as indicated below when they begin school. Violations to this policy will be handled according to the discipline policy.

USER AGREEMENT 2018-2019 INTERNET ACCEPTABLE USE POLICY
THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

Student Users:
I understand and will abide by this Internet Acceptable Use Policy. I further understand that violation of terms and conditions is contrary to acceptable use in the Torrington School District. I also understand that school staff may monitor my use of the Internet. Should I commit any violation, my individual access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken. The use of the network and equipment purchased by district is a privilege and not a right. Students and staff have no expectation of privacy in any material that is stored, transmitted or received via the District’s network or computers.

Note: If you are under the age of 18, a parent or guardian must also read and sign this agreement.

STUDENT NAME: ______________________________________________________
STUDENT SIGNATURE: ________________________________________________

SCHOOL: ________________________ Grade: ____________________ Date: __________

Parent or Guardian:
As the parent or guardian of this student, I have read the Torrington Internet Acceptable Use Policy as stated above. I understand that access to the Internet is designed for educational purposes and the Torrington School District has taken precautions to eliminate material that is inappropriate in school. I understand that the Torrington School District will, to the extent possible, control access to network news sources, chat groups, and electronic bulletin boards that are considered inappropriate. However, I also recognize that it is impossible for the Torrington School District to restrict access to all controversial materials. Accordingly, I will not hold the school district responsible for materials acquired on the network. I further understand that this student’s privileges may be restricted or suspended and school disciplinary action and/or appropriate legal action may be taken for failure to adhere to any provision of this policy. I hereby give my permission for my child to use the Internet in school.

PARENT OR-guardian: ___________________________________________________

SIGNATURE: _________________________________________________________ DATE: ____________________

Note: This form will be completed by all students and parents, if appropriate, in grades 4 through 12.
MISSED WORK DUE TO ABSENCE
The responsibility and initiative for making up work rests with the student. Students are expected to see their teachers for all missing assignments and check Power School/Parent Portal due to an absence from school. After a longer absence, students are expected to have all missing assignments made up through arrangements with the teacher. *The school cannot legitimize absences for vacation by giving work in advance.* Children who miss school will be allowed to make up the work when they return. It must be noted that no amount of make-up work will equal the quality time of classroom instruction and interaction.

Homework Make-up Required by Absence
Parents may call the school requesting homework for their children after being absent from school. Calls should be made before 9:00 a.m. in order to give the office time to notify all teachers of the request. Students will make arrangements with the teacher to make up missing assignments during their absences. Please do not call the school for assignments on the first day of an absence. It is suggested that students develop a “buddy system” network of classmates who can be called to learn about assignments on the first day of an absence. Homework will be provided for students who are on out-of-school suspension.

GRADING
The grading system is as follows:

```
A+ = 100-98  B+ = 89-88  C+ = 79-78  D+ = 69-68
A  = 97-94    B  = 89-88  C  = 77-74  D  = 67-65
A- = 93-90    B- = 83-80  C- = 73-70  F  = below 65
INC = Incomplete
```

Incomplete grades at the end of each marking period must be made up within 10 school days. If you have any questions, please call your child’s teacher at 496-4050.

HOMEWORK CENTER
The homework center will be available on late bus days for students wishing to work on assignments. Students will have computers and resource materials available for use, and the center will be staffed with an instructional assistant. Under certain circumstances students may be required to attend homework center. All TMS behavioral rules must be observed.

LOST AND DAMAGED BOOKS
All textbooks and school equipment are the property of the Town of Torrington, and are to be preserved carefully. Each student is personally responsible for the care of his/her textbooks and for any other school equipment or apparatus assigned to his/her care. When textbooks are given out at the start of the school year, the condition of the book will be recorded by the teacher. Students who abuse or lose school property will be charged for its replacement. Unpaid charges will mean withholding of student report cards. Students who fail to return books and other materials which belong to the school, by due dates, may be assigned consequences according to procedures set up by the Librarian Media Specialist, teachers, and administration. At the end of the school year, students who owe lunch loans, books or other school items, will be prohibited from attending school social functions (such as class night), and promotion. Final report cards are withheld if students still have unpaid loans or possess school materials after school closes.

MEDIA CENTER
The Media Center (Library) is equipped with print and non-print materials to serve the Torrington community. Materials are selected to support the curriculum and to provide students with recreational reading. Students are invited to use the books, magazines, newspapers, CD’s, computers and other materials that are housed in the Media Center. Students are able to look for materials through the on-line card catalog and are encouraged to ask the library staff for help if they are unable to find what they need. The Media Center is open during regular school hours and on Late Bus days (Tuesday & Wednesday).
Students are responsible for any books and materials signed out. Students must pay for or replace any lost or unreturned books or materials. Fines are charged for overdue materials.

Use of the Media Center: Students may come to the library in a group with classroom teachers or they may come individually with a pass from either the library staff or a classroom teacher.

PARENT PORTAL

Parents and students are encouraged to access the Parent Portal Site of Power School to monitor assignments, check on student progress, check quiz and test grades, homework completion, check attendance, check academic progress, check Viking Point Status (Home Room Grade) and communicate with teachers.

PROGRESS REPORTS/REPORT CARDS

Midway and the end of each trimester, progress reports and report cards are sent home with students. Parents are encouraged to call teachers with concerns.

PROMOTION/RETENTION

Promotion for students in grade six, seven, and eight is based on successful development and academic achievement for the year. Academic achievement is measured by the yearly average. Promotion requires adequate yearly progress in major subject areas. For purpose of promotion, the total development of the student is considered. Factors considered in determining retention include ability, academic performance, effort, maturity and attendance. Retention recommendations are made to the Administrator by a team of people, including teachers, guidance counselors, the school social worker, the school psychologist.

STUDENT RECOGNITION AWARD - VIKING AWARD

Students receive recognition for academic, civic, and personal achievement through team and grade-level award assemblies, honor roll, and individual awards. In addition, students may be nominated monthly for the Torrington Middle School Viking Award. Students are eligible for the award only once per school year. The criteria for selection are based upon exemplary performance in one or more of the following areas:

- Cooperation, Honesty, Responsibility, Service to School, Effort, Respect, Significant Improvement,
- Trustworthiness

STUDENT RECORDS

Parents have a right to review their child's records. If you wish to do so or have any questions regarding your child's records, please contact their Administrator.
School attendance is mandatory in the State of Connecticut, is an integral component of student success, and is a matter of self-discipline, which will prove important later in life. As such, students are expected to be in school, on time, every day. Absences from school must be verified as outlined in board policy.

The school day begins at 7:45 AM. Students must report directly to their designated area for their grade. Eighth grade students report to the auditorium, seventh grade students report to the gymnasium; sixth grade students report to the cafeteria.

The first bell is at 7:50 AM. If students arrive before this time, they are to proceed to the designated waiting areas. From 7:45 AM until 7:50 AM Students may go to their lockers and then report to first period.

- All students who are not in their first period class by 7:50 AM MUST report to the Front Office and are considered tardy. Upon the tenth tardy to school, students will be referred to the Torrington Middle School administration. Office discipline and parental contact will be made.
- No student will be admitted to homeroom without a late pass.

Moreover, in order to participate in such events, the student must remain in school until the end of the school day. Exceptions to the policy are absences for funerals, medical appointments, field trips, or other activities pre-approved by the school administration. If a student will be absent, a parent/guardian must call the school office by 9:00 AM. If no call is received by 9:00 AM, the school will contact the parent/guardian to determine the student’s whereabouts. In case of illness during the school day, students must report to the school nurse for evaluation and/or dismissal.

See Board of Education Policy #6006

Good attendance makes learning easier so absence from school should be limited to personal illness or emergencies.

1. Parents or guardians MUST verify all absences by calling the school or by writing a note to the school. Parents are requested to call the office before 9:00 AM on that day of the absence. The office will contact homes to verify an absence if a call or note is not received.
   
   To report an absence call the school office. Please check the website for updated phone extension.

   Please speak slowly and clearly giving your child’s full name (please spell last name) homeroom number and teacher’s name.

2. According to the Board of Education’s policy, the district reserves the right to require a physician’s or other appropriate certification for absences of four days in a month, or a total of fifteen days in the school year.

3. An excused absence from school is defined as one of the following: personal illness, death in the immediate family, written parental request (approved in advance), and school sponsored activity, religious holiday, extraordinary educational opportunities, extreme emergency, and personal extenuating circumstances. Unexcused absence may result in after school detention.

4. An unexcused absence from school is any absence that is not defined as an excused absence as stated above.

5. If there is no parent contact, the student needs to bring a note to the office within 10 school days of the student’s return to school that includes the following: full name of student, date of absence, grade and homeroom of student, specific reason for absence.

6. Students absent from school during the day may not return to school for after-school activities.

7. Students MUST be present in school for a minimum of 4 ½ hours to participate in after school activities.

8. A student, age five (5) to eighteen (18), whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student’s parent or legal guardian with respect to the parent’s leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student’s teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.
EMERGENCY CLOSING

Closing of school due to severe weather will be announced over radio station WZBG FM97.3 (Litchfield) and WTIC FM 96.5 (Hartford) and television channels 3, 8, 30, and the school district website.  www.torrington.org

Torrington Middle School Code of Conduct/Honor

PHILOSOPHY

Torrington Public Schools has a belief that strong academics are positively linked with appropriate learning behaviors while students are in school. The faculty also believes that school – home partnerships are critical for ensuring strong learning. Our philosophy is one that includes building community among students and all members of the school district and the development of strong interpersonal problem solving skills, which a student will carry through life. Our school-wide expectations of Respect, Responsibility, and Safety are demonstrated throughout the school. Students are recognized for demonstrating our behavior expectations. In each instance of an office referral, the school administration will determine the appropriate consequence. For students in our schools, the classroom is a smaller version of home and family. The classroom teacher is the primary person who structures routines and classroom management, which affects discipline. Students who violate the rights of others or who violate district or school rules shall be subject to disciplinary measures. The classroom teacher is the best person to handle school discipline, and in most cases the discipline is managed well at the classroom level. However, there are times when student behavior warrants administrative involvement. Office referrals for discipline are a last resort. See a copy of the office referral form. Tier 1 behaviors are defined as those that can be resolved by teacher intervention. Tier 2 infractions are behaviors that are persistent and significantly impact classroom instruction and student learning. Tier 3 infractions will result in an automatic office referral.

GENERAL EXPECTATIONS FOR BEHAVIOR

It is always expected that a student shall follow reasonable requests of teachers, administrators, and other district employees and shall respond to requests for information from these persons in a truthful manner.

Expectations are based upon:

<table>
<thead>
<tr>
<th>Respect:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate the value of people, places, &amp; things.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsibility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take control of your words and actions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make healthy and informed choices.</td>
</tr>
</tbody>
</table>
# TMS Behavior Definitions

<table>
<thead>
<tr>
<th>Minor Problem Behavior</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defiance/Insubordination/Non-Compliance</td>
<td>Student engages in brief or low-intensity failure to follow directions or a reasonable request.</td>
</tr>
<tr>
<td>Disrespect/Meanness</td>
<td>Despite redirection, student delivers low-intensity act or dismissive messages not following environment protocol.</td>
</tr>
<tr>
<td>Disruption</td>
<td>Brief low intensity disruption of school environment.</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Student wears clothing that violates the dress code guidelines defined by the school/district.</td>
</tr>
<tr>
<td>Inappropriate Language</td>
<td>Use of profanity or disrespectful language. Student verbal/non-verbal reaction is apologetic.</td>
</tr>
<tr>
<td>Other</td>
<td>Student engages in any other minor problem behaviors that do not fall within the above categories.</td>
</tr>
<tr>
<td>Physical Contact/Physical Aggression</td>
<td>Student engages in non-serious, but inappropriate physical contact (e.g. horseplay, kissing).</td>
</tr>
<tr>
<td>Property Misuse</td>
<td>Student engages in low-intensity misuse of property.</td>
</tr>
<tr>
<td>Tardy</td>
<td>Student arrives at class after the bell (or designated start time).</td>
</tr>
<tr>
<td>Technology Violation</td>
<td>Student engages in non-serious, but inappropriate use of electronic devices as defined by school district.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Problem Behavior</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abusive Language/Inappropriate Language/Profanity</td>
<td>Student delivers inappropriate verbal message directed at a person or group of people that includes swearing, name calling, or use of words in a mean way.</td>
</tr>
<tr>
<td>Arson</td>
<td>Student plans and/or participates in malicious burning of property.</td>
</tr>
<tr>
<td>Bomb Threat/False Alarm</td>
<td>Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.</td>
</tr>
<tr>
<td>Bullying</td>
<td>Repeated acts of meanness, including oral, written, electronic or physical.</td>
</tr>
<tr>
<td>Defiance/Insubordination/Non-Compliance</td>
<td>Student refuses to follow directions or a reasonable request that results in a safety concern and/or significant disruption to the educational setting.</td>
</tr>
<tr>
<td>Disruption</td>
<td>Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.</td>
</tr>
<tr>
<td>Fighting</td>
<td>Student is involved in mutual participation in an incident involving physical violence.</td>
</tr>
<tr>
<td>Forgery/Theft/Plagiarism</td>
<td>Student has signed a person’s name without that person’s permission, or claims someone else’s work as their own.</td>
</tr>
<tr>
<td>Property Theft</td>
<td>Student is involved by being in possession of, having passed on, or being responsible for removing someone else’s property.</td>
</tr>
<tr>
<td>Gang Affiliation Display</td>
<td>Student uses gesture, dress, and/or speech to display affiliation with a gang.</td>
</tr>
<tr>
<td>Harassment</td>
<td>The delivery of repeated disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.</td>
</tr>
<tr>
<td>Inappropriate Display of Affection</td>
<td>Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.</td>
</tr>
<tr>
<td>Inappropriate Location/Out of Bounds Area</td>
<td>Student is in an area that is outside of school boundaries (as defined by school).</td>
</tr>
<tr>
<td>Lying/Cheating</td>
<td>Student delivers message that is untrue and/or deliberately violates rules.</td>
</tr>
<tr>
<td>Other Behavior</td>
<td>Student engages in problem behavior not listed.</td>
</tr>
<tr>
<td>Physical Aggression</td>
<td>Student engages in actions where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).</td>
</tr>
<tr>
<td>Property Damage/Vandalism</td>
<td>Student participates in an activity that results in destruction or disfigurement of property.</td>
</tr>
<tr>
<td>Skip class</td>
<td>Student avoids reporting to assigned area/class.</td>
</tr>
<tr>
<td>Technology Violation</td>
<td>Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.</td>
</tr>
<tr>
<td>Truancy</td>
<td>Student receives (4) unexcused absences in any one month or (10) in any one school year.</td>
</tr>
<tr>
<td>Use/Possession of Alcohol</td>
<td>Student is/was in possession of or is using alcohol.</td>
</tr>
<tr>
<td>Use/Possession of Combustibles</td>
<td>Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid).</td>
</tr>
<tr>
<td>Use/Possession of Drugs</td>
<td>Student is/was in possession of or is using illegal drugs/substances or imitations.</td>
</tr>
<tr>
<td>Use/Possession of Tobacco</td>
<td>Student is/was in possession of or is using tobacco (cigarettes - real, electronic or synthetic)</td>
</tr>
<tr>
<td>Use/Possession of Weapons</td>
<td>Student is/was in possession of a knife (&gt; 6 in., &lt; 6 in.) and gun (real or look alike), or other objects readily capable of causing bodily harm.</td>
</tr>
</tbody>
</table>
Tier 4 – Most Serious Safety Concerns
Administrative Intervention
Mandatory expulsion hearings
• The process and criteria for expelling students from public schools is governed by state law (Connecticut General Statutes § 10-233d)

Tier 3 – Serious Safety Concerns
Administrative Intervention
May include Tier 1, 2, & 3 consequences plus:
May result in
• Suspension/Expulsion
• Police referral
• Restitution

Tier 2 – Disruptive/Offensive Behavior
Administrative Intervention
May include Tier 1 consequences plus:
• Referral to RTI team
• Functional Behavior Assessment
• Behavior Intervention Plan
• Confiscation of prohibited item(s)
• Loss of Privilege
• Office Detention/Suspension

Tier 1 – Rules Violation
Teacher documents reoccurring violation and following attempts to remedy at the classroom level and completes the referral form and submits it to the appropriate administrator.
May include:
• Conference with student
• Parent/Teacher Conference
• Parent contact
• Teacher Detention
• Loss of Privilege
• Mediation

Notes
• Behaviors that will result in disciplinary action included, but are not limited to, those listed in the triangle.

• The school administration reserves the right to take disciplinary action it deems appropriate to the specific situation or necessary to maintain the safety and integrity of the learning environment.
DISCIPLINE TRIANGLE

The discipline triangle on the following page illustrates the various tiers of school discipline policy. Areas within the shaded areas of the triangle list types of violations, behavior and safety concerns, increasing in seriousness moving up the triangle. Disciplinary actions for each tier are listed in the boxes to the left of the triangle. While most discipline issues will follow the triangle, it is important to note that there are other behaviors not listed that may result in disciplinary action. Additionally, the school administration reserves the right to take disciplinary action it deems appropriate to the specific situation or necessary to maintain the safety and integrity of the learning environment.
INFRACTIONS:

Inappropriate Language/Socially rude behavior: Language or behavior which is offensive, humiliating and/or hurtful, including comments that are verbal or written and offensive in nature regarding race, religion, ethnic background, sexual orientation, disability, or personal appearance.

Bullying: BOE Policy 6010 (Revision: The new Act significantly revises the definition of “bullying.” As of July 1, 2011): bullying is defined as the repeated use by one or more students of a written, verbal, or electronic communication, such as cyber bullying, or a physical act or gesture directed at another student in the same school district, such as teen dating violence, that: (A) Causes physical or emotional harm to the student or damage to the student’s property, (B) places the student in reasonable fear of harm to himself or herself, or of damage to his or her property, (C) creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate), (D) infringes on the rights of the student at school, or (E) substantially disrupts the education process or the orderly operation of a school.

Cafeteria Misbehavior: Behavior that interferes with a civilized eating experience. Examples include but are not limited to: shouting, running, horseplay, failure to clean up after oneself, and throwing food.

Cheating/ Plagiarism: Quoting or paraphrasing work without proper citation. Submitting work as your own that was copied from or taken from another student/or source.

Class cut: Unauthorized absence from class.

Defiance of Authority: Not following a reasonable request from an adult.

Disruption to the Educational Process: Behaving in a way that interrupts the learning environment for self and/or others.

Dress code violation: Any violation of the dress expectations listed below.

Dress Expectations for School –

In keeping with our values of Respect, Responsibility and Safety, and to maintain an environment that is safe and conducive to the educational process, below are the expectations for dress for all students:

a. Attire or accessories that contain messages or images that would tend to be offensive or disruptive to the educational process, including racist messages or images; sexist messages or images; messages or images promoting the use of drugs, alcohol, or tobacco; profane or pornographic messages or images; messages that incite violence or constitute “fighting words”; or attire or accessories that promote or signify gang affiliation is prohibited.

b. Backpacks and/or book bags are viewed as a means of carrying books to and from school. Any bag worn on the back is considered a backpack. They are expected to be left in lockers during school time. Gym clothes for PE classes may be carried in bags when students are taking PE/Health.

c. See-through clothing, clothing revealing bare midriffs (front or back), sleeveless shirts with straps less than 3” in width, halter tops, tube tops, undershirts or underpants worn as outer garments, clothing with plunging necklines (front or back), clothing worn in such a manner as to expose undergarments is not allowed. Clothing normally worn as sleepwear is not allowed.

d. Footwear that mars floors, causes excessive noise, or creates a safety hazard will not be permitted.
e. Head coverings of any kind, including but not limited to hats, caps, scarves, bandanas, curlers, masks, headbands, visors, kerchiefs, athletic sweatbands, earmuffs, or hoods is not permitted. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours. However, approved coverings worn as part of a student’s religious beliefs shall be permitted.

f. Spiked or studded bracelets, oversized or multi-finger rings, belts or chains or any other articles of attire with spikes or studs attached; oversized metal belt buckles, or any other item of clothing or accessory that may present a safety hazard to the student, other students, or staff will not be permitted.

g. Outerwear must be secured in the student’s locker upon arrival to school. Coats, jackets, or attire normally worn as outerwear shall not be worn, carried, or kept in the classroom during the school day.

h. Sunglasses, headphones, or other electronic devices not prescribed for educational purposes are prohibited.

i. Skirts, shorts, skorts, dresses or jumpers shorter than fingertip length are prohibited.

j. Pants, skirts, skorts, and shorts must be worn or secured at waist level.

k. Leggings, only when covered with fingertip length skirts, shorts, skorts, dresses or jumpers, are permitted.

Aggression: Aggression/Risk of Injury - any behavior aimed at causing harm or pain, psychological harm, or personal injury or physical distraction. An important aspect of aggressive behavior is the intention underlying the actor’s behavior. Aggression can be direct or indirect, active or passive, and physical or verbal which may lead to a risk of injury. A risk of injury is an unexpected or undesirable event, especially one resulting in damage or harm to an individual. The use/possession of aerosols, spray deodorants, cologne, or perfumes at school is strictly prohibited.

Fighting: Mutual combat or physical interaction involving two or more participants.

Assault or Hazing: Physical assault, striking without provocation or retaliation or requiring physical actions as part of an initiation to a club, team and/or group.

Forgery/Identity theft: Signing someone else’s name to a document and/or pretending to be someone else.

Gambling/ Gaming: Gambling or playing games of chance for money or anything of value

Harassment: Offensive physical, verbal or visual comments or actions which are racial, ethnic, sexual or religious in nature. The exposure of intimate parts of the body will not be tolerated at any time during the school day or during school sponsored activities.

Hate Crime: Intimidation based on prejudice or bias when such person cruelly, and with specific intent to intimidate or harass another person because of the actual or perceived race, religion, ethnicity, disability, sexual orientation or gender identity or expression of such other person, does any of the following: causes physical contact with such other person; damages, destroys or defaces any real or personal property of such other person; threatens, by word or act, to cause physical harm to an individual or group.

Drug/Alcohol

Over-the-counter medication distribution/possession: Non-prescription medicines are not allowed in school except as noted in the medication policy.

Possession, consumption of or being under the influence of Controlled Substances, Prescription Drugs, and Alcohol on school grounds or a school-sponsored event: A student shall not be in possession or under the influence of drugs or alcohol at any time during school, on school transportation or at any school-sponsored activity.
Possession of smoking or other tobacco use: Students may not possess or use tobacco products of any kind in school or at school-sponsored activities.

Sale, distribution, or intent to distribute Controlled Substances, either prescription or non-prescription drugs or alcohol: A student shall not sell, offer to sell or distribute.

Weapon/fireworks: No student shall use or possess a weapon or fireworks on school property or at any school function.

Reporting or conspiracy to report a false alarm or a false bomb threat: Calling in, leaving a written message or pulling a fire alarm.

Loitering/Roaming: Presence outside of assigned area without permission and/or without a pass.

Tardy to class/school: Entering building or class after start time.

Theft:
- Possession of Stolen Goods: Possession of items without permission of owner.
- Robbery: Taking property from another by force, threat, and/or aggression.

Threatening: The stated or implied threat of bodily harm in verbal or written form or by gesture.

Transportation:
- Bus infraction: Referral by bus driver or Bus Company for inappropriate behavior on the bus.
- Driving violation on school property: Reckless or dangerous driving on school property.
- Parking violation on school property: Parking in an unauthorized spot or area or without appropriate permit.

Truancy: See Board of Education Policy #6210

Leaving school building/grounds: Presence outside the school building/off school grounds without permission or attempt to re-enter after unauthorized exit.

Use of electronic devices, including but not limited to cell phones: See Board of Education Policy (#6041) At TMS, cell phones and electronic devices may not be used, heard or displayed during the school day.

Vandalism to school property: Damage or defacement of school property.

Violation of Acceptable Use Policy: Any violation to the Internet Acceptable Use policy found under Internet Use in this handbook.
Consequences

DETENTION
Detentions are of two types, teacher detention and office detention.

Teachers may require students to meet with them after school to discuss classroom behavior and/or academic performance. One day’s notice of a detention assignment will be given.

If a student fails to report for detention, the teacher will attempt to contact his/her parents/guardians and then, based upon that outcome, will either reschedule the detention or refer the student to the appropriate Administrator. If a student is referred to the Administrator/transition leader for missing a teacher detention, he/she will be assigned an office detention. Teachers can hold after school detention on any school day Monday through Friday.

SUSPENSION – BOE Policy #6192
The administrative staff of the school shall have the right to suspend any student for breach of conduct for not more than ten (10) consecutive school days.

By telephone, the Administrator or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension, and state the cause(s) leading to the suspension.

- Whether the telephone contact is made with the parent or guardian of such minor student, the Administrator or designee shall forward a letter to such parent or guardian to the last address reported on school records (or to a newer address if known by the Administrator or designee) within one school day of the suspension action where practicable, and offer the parents or guardian an opportunity for a conference to discuss same.
- Notice of the original suspension shall be transmitted by the Administrator or designee to the superintendent of schools or designee.
- The student shall be allowed to complete any class work, including examinations, without penalty, missed while under suspension.
- The decision of the Administrator or designee with regard to disciplinary actions up to and including suspensions shall be final. In cases where the student has already been suspended or such suspension will result in the student being suspended, more than fifteen (15) times or fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing before the Board of Education. The Administrator or designee shall report the student to the Superintendent or designee and request a formal Board hearing.

DETERMINING IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION
At TMS, our goal is to keep as many students as possible in school and in a positive learning environment. In accordance with Section 10-233c of the Connecticut General Statutes, the conduct of a pupil that leads to suspension by the school administration is due to the following:

- Violation of a publicized policy; or
- Disruption of the educational process; or
- Endangerment to persons or property.

When the conduct of the pupil occurs on school grounds or at a school-sponsored activity, then one or more of the above elements must be established for disciplinary action.
If the conduct occurs off school grounds, then both of the following elements are necessary to lead to disciplinary action:

- Violation of a publicized policy; and
- Disruption of the educational process.

Similarly, if the conduct of the pupil occurs while the pupil is awaiting or receiving Transportation to and from school, the following elements are required:

- Violation of publicized policy; or
- Endangerment to persons or property.

Suspensions shall be in-school suspensions unless during the hearing the school administrator determines that the pupil being suspended poses such a danger to persons or property or such a disruption of the educational process that the suspensions should be out-of-school.

The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504) each contain a set of procedural protections to be applied when children with disabilities are subject to school disciplinary activity.

**PRINCIPAL HEARING**

In cases of repeated disruptive or unacceptable behavior, the appropriate Administrator has the option of referring the offending student to disciplinary hearing. During the hearing, the Principal will meet with the student, parent/guardian and appropriate school personnel to review the academic and disciplinary record of the student involved. As a result of the hearing, the Principal will take appropriate disciplinary measures to possibly include disciplinary probation, in-school suspension, out-of-school suspension and/or referral to outside agencies (counseling, probation, police, etc.). It is understood that the Disciplinary Hearing process will be used in appropriate cases in an effort to avoid referral to the Superintendent of Schools for consideration for expulsion from school.

**PROCEDURES GOVERNING EXPULSION**

School administrators may consider recommendation for expulsion of a student in a case where he/she has cause to believe the student has engaged in conduct on school grounds or at a school-sponsored activity which endangers persons or property, is seriously disruptive of the educational process or is in violation of a publicized Board policy.

School administrators must recommend expulsion proceedings in all cases against any student whom the administration reasonably believes:

- Was 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
- Off school grounds, possessed and used 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, deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime; or
- Was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. 21a240[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-227 and 21a-278.
- A "firearm" as defined in 18 USC 921 means any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas, 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.

- "Deadly weapon" means any weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, gravity knife, bill, blackjack, bludgeon, or metal knuckles.
- "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 injury, and includes a 'vehicle' as that term is defined in this section and includes a dog that has been commanded to attack (except police dogs on duty).
- A "martial arts weapon" includes a nunchaku, kama, kasari-fundo, octagon sai, tonfa, or Chinese star.

Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent, or his/her designee, determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board of Education can consider and act upon this recommendation. Notice of any suspension or expulsion and the conduct for which the pupil was suspended or expelled must be included in the student’s cumulative educational record. Notice of suspension is to be expunged upon high school graduation. Conn. Gen. Stat. 10-233c(e).

**PROCEDURAL DUE PROCESS**
Due process will be provided according to the following procedures:

1. Detention assigned by an Administrator may not be appealed.
2. In cases where suspension is imposed, a student shall be entitled to:
   - A formal meeting for discussion of charges and evidence with the Director of Secondary Education.
   - An opportunity to deny charges, rebut evidence
   - A right to appeal to the Principal. All appeals must be in writing, must specifically address the error/misinterpretation of the rules upon which the appeal is based, and must be submitted to the Office. A meeting with the Principal will then be scheduled. The decision of the Director of Secondary Education is final.
3. In the cases of expulsion by the Torrington Board of Education, students and their parents shall be provided a formal hearing prior to expulsion which guarantees the following:
   - The right to testify and produce friendly or affirmative witnesses
   - The right to demand that witnesses appear in person to answer questions

The Board may, however, refuse to allow a witness to testify if it is determined that the witness has been intimidated and therefore would provide inaccurate testimony. In this case, a deposition of the testimony will be issued to the student.
GRIEVANCE PROCEDURE TITLE VI, TITLE VII (CIVIL RIGHTS ACT, 1964); TITLE IX (EDUCATION AMENDMENTS, 1972); SECTION 504 (REHABILITATION ACT, 1973).

The Torrington Board of Education adopts the following grievance procedures in order to provide for prompt and equitable resolution of citizen, student, and employee complaints alleging any action, which is prohibited by Section 504, Title VI, VII, and IX.

- Any student, citizen, or employee will, in the case of an alleged violation, attempt resolution of the issue through the Administrator of the building in which the practice has allegedly occurred.
- If a person is not satisfied with the complaint response of the building Administrator, he/she may appeal the decision within ten calendar days, in writing. The appeal should be forwarded to the designated non-compliance officers. A review of the written complaint will take place within twenty calendar days.
- If the complainant is not willing to abide by the system-wide Non-Discrimination Compliance Officer’s recommendation, he/she may submit a written appeal for a hearing to the Board of Education within fifteen calendar days of receiving the decision.
- With at least ten calendar days’ notice given prior to the hearing, the Board of Education shall inform all parties involved of the date, the time and place of the hearing and of the right to present witness(s) and to legal counsel or other representation, if desired. The Board of Education shall hear all aspects of the appeal and shall reach a decision within thirty calendar days of the receipt of the written appeal. The decision shall be presented in writing to the complainant at its next regularly scheduled meeting. The Secretary of the Board of Education shall inform the parties of the Board’s action within five working days of the Board’s meeting.

The Torrington Board of Education does not knowingly condone discrimination on the basis of sex, age, race, and creed, national origin, physical handicap, in any services provided or operated by the Torrington Board of Education. A complete copy of that policy including a grievance procedure is available in the Board of Education office, 355 Migeon Avenue.
Torrington Middle School-Viking Values

Positive Behavior Intervention Support (PBIS) is a proactive, comprehensive, systemic and individualized continuum of support designed to provide opportunities to all students, including students with disabilities, for achieving social and learning success, while preventing problem behaviors. The school-wide expectations at TMS are Respect, Responsibility and Safety. In a nutshell: The concept of PBIS is to define the behavioral expectations in various settings, teach the expectations using consistent language throughout the building, model and hold students accountable, and acknowledge the students (individually and collectively) when expectations are met.

During the 2018-2019 School year, TMS will be implementing a discipline point system for students to maintain eligibility for school-sponsored activities. The goal is to enable optimal student learning. We believe that children learn best when they improve both academic and social-emotional skills that reflect our school-wide PBIS expectations. The approach consists of classroom and school-wide practices for deliberately helping children build academic and social-emotional competencies day in and day out, year in and year out. The information listed below outlines the Viking Values system.

Students may be recognized by staff members with a Blue Viking card for exhibiting an exemplary behavior that demonstrates the TMS values of people, places, and things; for taking control of words and actions; and for making healthy and informed choices. These behaviors are recognized as above and beyond our daily expectations. The actions showcase our school-wide PBIS (Positive Behavior Intervention Support) values of Respect, Responsibility and Safety.

Students may receive a Yellow Viking card for a behavior that interrupts the learning process. Examples of behaviors for which Yellow Viking cards are given are: tardiness; not being dressed in accordance with the dress code; not practicing self-control; not following directions; not cooperating; using inappropriate language; talking back to an adult; horsing around; being mean to others. Please note that these are examples of behaviors and cards may be issued for other behaviors that interrupt the educational process.

VIKING POINTS, ACADEMICS, AND ATTENDANCE WILL BE MONITORED AS THREE SEPARATE ENTITIES. All three entity expectations need to be met to participate in celebratory functions.

Viking Points - Students must maintain a minimum balance of 65 to participate in celebratory functions. Points are deducted for infractions and added for good choices.

Academics – Students must be passing ALL classes to participate at grade level and/or school-wide events.

Attendance - Students must be in compliance with district attendance policy.

VIKING VALUES REWARD ELIGIBILITY: All Viking Points, Academics, and Attendance will be evaluated to determine eligibility of participation. Below is the Vikings Points chart and timeline. Student progress will be discussed at weekly team meetings and the team teachers, guidance counselor, and administrator will review and determine student eligibility. Administration will make final determination of eligibility in
extenuating circumstances. Administration will also determine the eligibility date for special events and field trips. *It is our desire to create a strong academic and learning environment and to give all students the opportunity to achieve their goals to the fullest potential.*

**NOTE:** Permission slips cannot be accepted after the due date to allow adequate time to process paperwork to ensure the safety of all participants. Students must follow rules and regulations specific to the particular trip, as well as rules specified in the building disciplinary Codes of Conduct. **If a student is subject to disciplinary action that resulted in the loss of privilege to participate in a field trip, reimbursement will not occur for payment to venues occurs well in advance of the actual trip.**

**VIKING POINT CHART:** The information listed below outlines the disciplinary point system. All students in grades 6-8 begin each marking period with **100 points** and must maintain a minimum balance of **65** to participate in celebratory functions, special events and field trips. Points are deducted for infractions and added for good choices according to the table below.

<table>
<thead>
<tr>
<th>Infractions</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow Viking Card</td>
<td>-1</td>
</tr>
<tr>
<td>Teacher detention</td>
<td>-5</td>
</tr>
<tr>
<td>Office detention (Lunch or After School)</td>
<td>-5</td>
</tr>
<tr>
<td>Bus Referral</td>
<td>-5</td>
</tr>
<tr>
<td>ISS – In School Suspension (per incident, not # of days)</td>
<td>-15</td>
</tr>
<tr>
<td>Bus Suspension (per incident, not # of days)</td>
<td>-20</td>
</tr>
<tr>
<td>OSS – Out of School Suspension (per incident, not # of days)</td>
<td>-25</td>
</tr>
<tr>
<td><strong>Good Choices</strong></td>
<td></td>
</tr>
<tr>
<td>Blue Viking Card</td>
<td>+1</td>
</tr>
<tr>
<td>Positive Bus Referral</td>
<td>+5</td>
</tr>
<tr>
<td>No Yellow Card per marking period</td>
<td>+5</td>
</tr>
<tr>
<td>No Bus Referral per marking period</td>
<td>+5</td>
</tr>
</tbody>
</table>
## VIKING VALUES TIMELINE

<table>
<thead>
<tr>
<th>Marking Period</th>
<th>Time frame</th>
<th>Date – pending no school cancellations</th>
<th>Reward Dates*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Progress Report Due Date</td>
<td>10/11/18</td>
<td>10/19/18</td>
</tr>
<tr>
<td>1</td>
<td>End of Marking Period Date</td>
<td>11/28/18</td>
<td>12/14/18</td>
</tr>
<tr>
<td>2</td>
<td>Progress Report Due Date</td>
<td>1/18/19</td>
<td>1/31/19</td>
</tr>
<tr>
<td>2</td>
<td>End of Marking Period Date</td>
<td>3/6/19</td>
<td>3/22/19</td>
</tr>
<tr>
<td>3</td>
<td>Progress Report Due Date</td>
<td>4/24/19</td>
<td>5/3/19</td>
</tr>
<tr>
<td>3</td>
<td>End of Marking Period Date</td>
<td>6/7/19</td>
<td>6/14/19</td>
</tr>
</tbody>
</table>

Dates are subject to change.

---

### Extra-Curricular Activities

Students at Torrington Middle School who are participating in any extracurricular activities must **have a passing grade, D or higher, in all subjects for the previous marking period to tryout**. For example, anyone who wants to participate in winter activities needs to be passing all subjects in the first marking period and anyone who tries out for a spring activity needs to be passing in second or third marking period as reflected in the tryout date. **Students remaining after school for extracurricular activities must be picked up promptly following the end of the activity.**

### CLUBS AND GROUPS

Many clubs and activities advised by faculty members meet periodically after school or during the study hall period. Announcements concerning these upcoming clubs and activities are made during morning announcements and scroll on the TV announcements. These announcements keep the students informed about the time, location, and specific details of clubs and other extracurricular activities offered at our school.

Among the clubs and activities that may be offered are:

- Art Club
- Drama Club
- Jazz Band
- TMS News Team
- Italian Club
- Ski/Snowboard Club
- Debate Team
- Student Council
- Yearbook
ATHLETICS

Athletics offer an opportunity for students to practice the school’s expectations of Respect, Responsibility and Safety in a setting other than school. Our school teams, called the “Vikings” compete with neighboring schools as part of our sports program. To try out and be selected as a member of a sports team, **students must have a passing grade, D or higher, in all subjects for the previous marking period to tryout**, i.e. anyone trying out for a winter sports needs to passing all subjects in the first marking period and anyone trying out for a spring sports needs to be passing in the second or third marking period as reflected in the tryout date. Fall athletes need to have been successfully promoted to their next grade.

In order to try out, all students need to provide the coach with the following documents prior to tryouts:

- a signed **sports physical form** performed within the last 13 months,
- signed permission slip

Students must report to the designated tryout area at the time of tryouts to be considered for the sport.

In order to remain eligible for entire season, students must be passing all subjects at the time of progress reports. At TMS, the term “student athlete” first emphasizes academics. Coaches and teachers reserve the right to limit athletes’ participation throughout the season as academic needs dictate. If a student misses a practice or game because of detention or suspension the coach of the team has the authority to place the student on suspension or probation.

Programs that *may* be offered:

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>Basketball</td>
<td>Softball</td>
</tr>
<tr>
<td>Volleyball (Girls)</td>
<td>(Boys/Girls)</td>
<td>Baseball</td>
</tr>
<tr>
<td>Soccer (Boys/Girls)</td>
<td>Dance Team</td>
<td>Track</td>
</tr>
</tbody>
</table>

Torrington Middle School has a proud tradition of hospitality and good sportsmanship. All athletes, students, and spectators are expected to conduct themselves in a manner that reflects positively on our school and community.

NATIONAL JUNIOR HONOR SOCIETY

The honor society seeks students who excel academically and display qualities of leadership, integrity, and citizenship. New members are selected from grade 7 (and possibly grade 8) each year. Students who have made the honor roll three (3) times during the academic year are notified of eligibility and receive an application form/questionnaire that must be completed and returned for consideration.

STUDENT COUNCIL

The Student Council seeks students who believe in making a positive difference and are willing to put their beliefs into action. The Student Council sponsors several events throughout the school year for the greater good of Torrington Middle School and our local community.
Guidance and Counseling

COUNSELORS AND SPECIALISTS
The Guidance Department’s primary goal is to assist students in gaining an understanding of themselves so that they may make informed decisions regarding their present and future directions.

The Guidance Department is comprised of counselors, social workers, and office support personnel. Referred students will also have access to the Behavior Health Specialist through Center for Youth and Families (CYF).

FUNCTIONS AND SERVICES
All students of Torrington Middle School and their parents/guardians are encouraged to utilize the services offered through the Guidance Department. Students may make an appointment to see their counselor via the guidance secretarial staff. Study halls may be used for these individual sessions. Parents are encouraged to call for an appointment so that time can be set aside for their needs.

Services provided:

<table>
<thead>
<tr>
<th>ACADEMIC</th>
<th>PERSONAL/SOCIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Counseling</td>
<td>• Personal Counseling</td>
</tr>
<tr>
<td>• Student Success Plans</td>
<td>• Crisis Response</td>
</tr>
<tr>
<td>• Individual Planning</td>
<td>• Suicide Prevention</td>
</tr>
<tr>
<td>• Tutoring match</td>
<td>• Problem Solving</td>
</tr>
</tbody>
</table>

Modes of service:
• Individual student meetings (planned or responsive)
• Group Meetings/Sessions
• Comprehensive Classroom Lessons
• Informational Sessions
• Collaboration within and outside school

Confidentiality is an important part of all professional relationships. It is essential to know, however, that by law or by sound ethical practices, there are situations whereby a counselor is required to disclose information that affects student safety or the safety of others. To avoid any misunderstanding between the student and counselor, it is best for the student to clarify any issue that is expected to be held in confidence.
Health Services

The major purpose of the school health program is to maintain, improve and promote the health of the school child. The program should include appropriate supervision of the physical, mental, emotional and social aspects of school life. The goal of good health is primarily the parents’ responsibility. The school nurses work with parents to promote the health of their child so that the child may fully benefit from their educational program. It is important that parents notify the nurse of any medical problem that may influence the students; performance at school or that may require the assistance of the nurse during the school day.

State of Connecticut Mandatory School Physicals and Immunizations (Public Act 91-327)
Strictly Enforced

Screenings
In compliance with the Connecticut General Statutes, Public act 80-440, the Torrington Board of Education will provide screenings for your children. Please be advised that screenings do not take the place of periodic medical evaluations. Screenings using procedures recommended by the State Board of Health and Education are:
1. Vision – Grade K-6 inclusive; Grade 9
2. Hearing – Grade K-3 inclusive; Grade 5 and 8
3. Postural - Grade 6* - 9 inclusive; * Postural screening is done as a part of the mandated Health Assessment in Grade 6
4. Head Lice – Periodic checks as necessary.

Medications
With each new school year, it is important to review the policy for the administration of medicine in schools, as set forth by the State of Connecticut. Therefore, it is very important that you read the following information:
1. Medication should be given at home if at all possible. Most medications, including antibiotics, can be spread out over a 24 hour period.
2. A required medical form must be completed. This includes a written order from a physician or dentist and a written authorization from a parent or guardian.
3. All medications must be delivered to school by a parent or other responsible adult and given directly to the school nurse or in her absence, the Administrator.
4. No more than a 45 school day supply of a medication shall be delivered to school. Those parents who purchase medication in bulk supplies must advise their suppliers (Pharmacies) to package medication in the 45 day increments for use in the school.
5. All of the above applies to non-prescription medication (i.e., Benadryl or Tylenol) as well. Non-prescription medication must be delivered in a sealed container.
6. All prescription medication must be delivered in the original container and labeled with: name of child, name of drug, strength, dosage, frequency, physician or dentist’s name

Illness/Injury
The primary responsibility of the school nurse is to treat illness and injury that occurs at school. It is important that the parents notify the nurse of any serious injury or illness that would influence a student’s performance at school or that could require the assistance of the nurse during the school day.

Please contact the school nurse at 496-4050 ext. 1143 in regard to any health problems or concerns. It is the purpose of the Torrington Public School health department to support a student’s academic potential through good physical and mental health habits.
EMERGENCY CONTACT INFORMATION
We urge parents to notify the school, through the nurse, of any information regarding health, illnesses, injuries or medical condition as well as changes to contact information. This information will be handled discreetly, but ensures that we are aware of and understand the special needs of our students.

HEALTH OCCURRENCES
By medically evaluating each student who comes into the health office, i.e., examining the student’s temperature, ears, blood pressure, or listening to the lungs, if necessary, for congestion along with a health interview, the school nurse can better assess whether a student should remain or be dismissed from school. A parent or authorized emergency contact is always contacted by the nurse before dismissal.

ABSENCE FROM SCHOOL
In the event of significant illness or injury, a physician's note is required for an extended absence of more than five (5) days. Following surgery, traumatic injury or a contagious illness, a physician's note is required to return to school. We urge parents to notify the school nurse of any significant illness or injury prior to the student's return to school. This will allow the nurse to arrange any necessary accommodations for the student.

MOBILE CRISIS – In the event of a student in need of mobile crisis intervention, a written note from a medical professional is required prior to the return to school.

FOOD ALLERGIES
The Torrington School District recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, the Torrington School District maintains a procedure for addressing life threatening allergic reactions and maintains an Emergency Action Plan for any student whose parent/guardian and physicians have informed the school in writing that the student has a potentially life threatening allergy. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Please contact the school nurse at 496-4050 ext. 1143 in regard to any health problems or concerns.
Procedures

ELECTRONIC DEVICES /INTERNET USE
On use of electronic devices, see board policies (#6041 and #6042). In emergencies, students may use the phone in the main office and parents may contact their child by calling the main office at 860-496-4050. Use of technology within the school is a privilege, not a right. For information on responsible use of internet access, see board policy.

EMERGENCY PLANS & DRILLS
TMS has established procedural guidelines (i.e. evacuation and lockdown) in the event of an emergency. Crisis Response Drills and Fire Drills are scheduled throughout the school year. Evacuations, secure school, shelter in place, and lockdown drills are held at regular intervals. Students must follow emergency protocols and/or adult in charge.

FILM POLICY
Films deemed pertinent to the enhancement of a particular skill or lesson plan by individual teachers with no rating or with a rating other than G or PG require written parental notification. If a parent or guardian disapproves of a student's participation in the classroom viewing of a film rated other than G or PG an alternate learning experience will be assigned.

LOCKERS
The use of school lockers is a privilege. School lockers are controlled by the school administration. The school Administrator or his designee has the right to inspect any locker without student permission. There is plenty of time for students to use their lockers without being late to class or the buses.

Do Not:
- Give your locker combination to anyone.
- Share your locker with anyone—no even a relative.
- Vandalize your locker.
- Store food for more than one day.
- Switch your assigned locker with anyone.
- Put personal locks on school lockers - if done, it will be removed with notification.

The school is not responsible for lost or stolen items. Students are responsible for their locker and its contents. Never leave money or valuables in your locker.

If your locker is out of order, please report it immediately to your homeroom teacher.

LUNCH
Cafeteria Manager - Ms. Suzanne Colwell, Ext. 1137
Our dining room is clean and well kept. Courtesy, cleanliness and good manners are expected from all students at all times. When in the cafeteria students must follow staff directions and the posted cafeteria rules. MySchoolBucks.com is a computerized lunch program which allows parents to "bank" lunch money payments for their children. Lunch is $2.85 per meal. Breakfast is $1.85 per meal. You can pre-pay any amount.

Example:

<table>
<thead>
<tr>
<th></th>
<th>Lunch</th>
<th>Breakfast</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week</td>
<td>$14.25</td>
<td>$ 9.25</td>
</tr>
<tr>
<td>Bi-weekly</td>
<td>$28.50</td>
<td>$18.50</td>
</tr>
<tr>
<td>Monthly</td>
<td>$57.00</td>
<td>$37.00</td>
</tr>
</tbody>
</table>

Students may bring their own lunch.
Please note: All food prices are subject to change.

Snacks are available to students on a cash basis. The intent of this program is to afford students the opportunity to purchase snacks to supplement their lunch.

A complete lunch is offered free or at reduced cost to eligible students. Free/reduced lunch applications must be picked up in the main office, completed, and submitted each school year. Forms are available throughout the year as family financial circumstances change. If eligible for free/reduced lunch the previous year, the State of Connecticut allows the school to "carry" a student for 30 days (usually the month of September only) until the new application is processed.

An updated free or reduced lunch application must be submitted for each new school year for each student. Free or reduced lunch students are automatically put into the computer system. Students need to give their student ID number at the cash register. Reduced lunch students will pay $2.00 per week ($8.00 per month), or greater if you choose to do so to allow for snack purchases.

All checks must be made out to: Torrington Middle School Cafeteria

Please put cash or check in an envelope and fill out front of envelope completely with student's name, homeroom, grade, and I.D. number. Students must give envelope to cashier during their lunch shift. Please provide your own envelope as the cafeteria or the main office will not provide them.

Please note: Only monies in correctly marked envelopes will be accepted.

Passes
Any student who is in a hallway or other part of the building during class time must have a signed student agenda/hallway passport by a teacher for permission to be outside of his/her assigned class. Any student who is dismissed from an assigned classroom must have a signed student agenda/hallway passport by the teacher to be out of that class.

Removal from class
A teacher has the authority to remove students from class if they cause a disruption. Students will not be removed for more than six times in one year or twice in one week unless they are referred to an Administrator.

Telephones
Office and classroom telephones are NOT for general student use. Phone messages for students will be accepted in Emergency cases only.

Visiting students
Visiting students are not permitted during the school day.
STUDENT SERVICES

REFERRAL PROCEDURES FOR STUDENTS POSSIBLY NEEDING SPECIAL EDUCATION SERVICES
All students who may need special education services must go through the Response-To-Intervention (RTI) process. This process ensures that each student has a variety of modifications or accommodations. The RTI team monitors these interventions for several months to determine if a special education referral is needed. If you have any questions about the process, you may contact your child's counselor.

PROGRAMS FOR STUDENTS WITH SPECIAL EDUCATION NEEDS
The Special Education department provides services for students with a broad spectrum of skills. Programming is based upon students’ needs with parents playing a critical role in the planning process.

PROCEDURAL SAFEGUARDS IN SPECIAL EDUCATION
The parent of a child who requires or may require special education and related services is guaranteed procedural safeguards in accordance with the federal law entitled “Individuals with Disabilities Education Act” (formerly titled “Education of the Handicapped Act”) and with the state laws and regulations concerning children requiring special education.

HOMEBOUND INSTRUCTION
Homebound/hospitalization instruction will be provided in all instances when the district receives a written statement from a physician that the student cannot attend school for medical reasons, the length of the student’s absence from school and the anticipated date of return to school. Homebound/hospitalized instruction is to begin no later than 10 school days after the first date of the student’s absence from school, however there will be a delay in providing instruction if receipt of the written statement from the physician is delayed.

SPEECH
Students who require corrective speech services receive help as prescribed by special services.
PTO

All parents and teachers are encouraged to become members of the Torrington Middle School P.T.O. This organization will sponsor many events that will enrich your child's experience as well as speakers to enhance your knowledge. School administrators and teachers want and encourage parent involvement.

Use of school funds through PTO will follow the school activity funds policy (#3050) and located in the back of the handbook.

Meetings will be held each month from September through June in the TMS Library Media Center. Elected offices are President, Vice President, Treasurer and Secretary. P.T.O. will provide a list of officers at the beginning of each school year which will be posted in the Main Office. Please refer to TMS PTO website for periodic updates.

School Functions

Dances, Field Trips & Other School Functions

Teachers may schedule field trips to enhance student learning. When students go on trips, they represent our school.

All TMS rules apply to all school activities. We are proud of the numerous compliments our students have received on their behavior and good manners. When students go on trips they are expected to dress appropriately. When teams or grades are going on a trip, students who do not participate are legally required to be in school. These students will be assigned an alternate schedule for the day.

In order to ensure that students earn the privilege of attending field trips, Torrington Middle School clubs, intramural sports, extracurricular activities, dances, and after school functions through good behavior, students are asked to read and adhere to all directions given by teachers and by the school.

TMS Students Only – No Guests!

Students must be picked up promptly at the end of an after hour's school activity.
Transportation

**USES**
Riding the school bus is a privilege. It is an extension of school-based activity. As a result, behavior on the bus is a student responsibility, and school behavior policies apply to buses. Conduct on buses which interferes with the safety and comfort of others and/or distracts bus drivers will not be tolerated. Students may lose bus privileges for a period of time for violating bus safety rules. We expect all students to respect the bus driver as well as the bus driver’s authority. This respect extends to demeanor toward the bus driver. Students also need to be respectful of each other. It is important to note that appropriate behavior extends to the bus stop. Waiting for the bus is a school activity and therefore subject to all school rules and expectations of behavior. Eligible students are required to ride their assigned bus. If a long-term alternate bussing arrangement is needed, an **Alternate Busing Form must** be completed and submitted to the Administrator for approval.

**BUS NOTES**
When requesting to have a student ride another bus, ALL requests must be in writing and signed by the parent/guardian and contain current immediate contact information. ALL notes need to be submitted to the front office upon arrival to school. To ensure the safety of all passengers, **no bus notes submitted after 10:30 AM will be honored.**

Students will be required to sit in assigned seats by grade level on the bus:
Grade 6 – Front; Grade 7 – Middle; Grade 8 – Rear

As at TMS, students are expected to show RESPECT, RESPONSIBILITY and SAFETY on the bus.

**Bus Rules:**

| Respect | • Value other’s space & property  
| | • Display common courtesy to riders & drivers  
| | • Use positive language and actions  |
| Responsibility | • Get to your bus on time  
| | • Leave no trace  
| | • Help a peer in need  |
| Safety | • Report any unsafe behavior to an adult  
| | • Obey procedures and follow adult directions  
| | • Remain in your seat for the entire trip  |

Consequences for violation of the bus rules may result in the loss of bus riding privileges (CT General Statutes 10-233c).

*It is the responsibility of parents/guardians to provide transportation to and from school for students who have lost their bus riding privileges.*
## Torrington Public Schools Board Policies

Available on the Torrington Public Schools website: [www.torrington.org](http://www.torrington.org)

<table>
<thead>
<tr>
<th>Board Policies</th>
<th>Policy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABUSE/NEGLECT</td>
<td>6000</td>
</tr>
<tr>
<td>AIDS EDUCATION EXEMPTION POLICY</td>
<td>5010</td>
</tr>
<tr>
<td>ATTENDANCE POLICY</td>
<td>6006</td>
</tr>
<tr>
<td>BULLYING / HATE CRIMES</td>
<td>6010</td>
</tr>
<tr>
<td>CELL PHONES, ELECTRONIC DEVICES</td>
<td>6041</td>
</tr>
<tr>
<td>DISCIPLINE</td>
<td>6030</td>
</tr>
<tr>
<td>DRUGS, ALCOHOL AND TOBACCO</td>
<td>6050</td>
</tr>
<tr>
<td>ENSURING STUDENT PRIVACY AND SAFETY/APPROPRIATE USE OF PERSONALLY IDENTIFIABLE INFORMATION: WEB PAGE PHOTOGRAPHY, VIDEOTAPING, NEWSPAPER ARTICLES, PUBLICATION OF STUDENT WORK</td>
<td>6071</td>
</tr>
<tr>
<td>GRADING</td>
<td>6111</td>
</tr>
<tr>
<td>GRADUATION REQUIREMENTS</td>
<td>6095</td>
</tr>
<tr>
<td>HEALTH SERVICES</td>
<td>6100</td>
</tr>
<tr>
<td>HOMELESS STUDENTS</td>
<td>6113</td>
</tr>
<tr>
<td>HOMEWORK POLICY</td>
<td>6110</td>
</tr>
<tr>
<td>MIGRANT STUDENTS</td>
<td>6115</td>
</tr>
<tr>
<td>NON-DISCRIMINATION</td>
<td>6021</td>
</tr>
<tr>
<td>ON-CAMPUS RECRUITMENT</td>
<td>6156</td>
</tr>
<tr>
<td>PLEDGE OF ALLEGIANCE</td>
<td>6185</td>
</tr>
<tr>
<td>SCHOOL SEARCHES</td>
<td>6191</td>
</tr>
<tr>
<td>SCHOOL ACTIVITY FUNDS POLICY</td>
<td>3050</td>
</tr>
<tr>
<td>SEXUAL HARASSMENT OF STUDENTS</td>
<td>6170</td>
</tr>
<tr>
<td>SUSPENSION AND EXPULSION</td>
<td>6192</td>
</tr>
<tr>
<td>TRANSPORTATION POLICY</td>
<td>6200</td>
</tr>
<tr>
<td>TRUANCY POLICY</td>
<td>6210</td>
</tr>
</tbody>
</table>
ABUSE/NEGLECT POLICY #6000

Administrative Regulations

I. What Must Be Reported

Mandated reporters are required to report to the Department of Children and Families, or cause a report to be made, when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of eighteen has been abused, neglected or is placed in imminent risk of serious harm by a person responsible for the child’s health, welfare or care, or by a person given access to the child by the responsible person, or by a person entrusted with the care of a child, such as a school employee.

A. Child Abuse is defined as occurring when a child has had non-accidental physical injury(ies) inflicted upon him, or has injuries which are in variance with the history given of them, or is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

B. Child Neglect is defined as occurring when a child has been abandoned, is being denied proper care and attention physically, educationally, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being.

C. Mandated Reporters - The State of Connecticut, under Connecticut General Statutes, §17a-101b, has designated all professional school employees as mandated reporters, as follows: any principal, assistant principal or supervisor, registered nurse, licensed practical nurse, social worker, psychologist, school teacher, guidance counselor, library/media specialists, speech/language specialists, occupational therapists, physical therapists, school coaches of intramural or interscholastic athletics, school resource officers, and school paraprofessionals.

D. Other Reporters - Other reporters, that is, school employees who are not individually mandated by law to report abuse and neglect (secretaries, custodians and cafeteria workers), still have an obligation to report or cause a report to be made if they have reasonable cause to suspect or believe that a student has been abused, neglected or is in imminent risk of physical harm.

E. Immunity and Penalty - Any person who in good faith makes the report required by law shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such report.

Any person required to report who fails to make such report may be fined in accordance with state law, and must participate in an educational training program. Immunity is also granted to people who in good faith have not reported. Nevertheless, mandated reporters who have not reported could be sued for damages if further injury is caused to the child because they did not act.

Anyone who knowingly makes a false report of child abuse or neglect may be fined up to $2000 or imprisoned or both in accordance with state law. The identity of any such person shall be disclosed to the appropriate law enforcement agency and to the perpetrator of the alleged abuse.
Employers are not allowed to discharge, discriminate or retaliate against an employee for making a good faith report or testifying in an abuse or neglect proceeding.

**School Abuse by a School Employee** – When DCF notifies the Superintendent of Schools that there is a reasonable cause to believe that a Torrington Public School employee has violated the Abuse/Neglect Policy, that employee will be immediately suspended pending the result of the DCF investigation.

The Superintendent will notify the Torrington Board of Education of the reasons and conditions for the suspension. If the contract of employment of a certified employee is terminated as a result of the investigation of the abuse, the Superintendent will notify the Commissioner of Education within seventy-two hours of such termination. The Superintendent of Schools shall file a Request to revoke the terminated employee’s certificate.

**II. Reporting Procedure**

A. Any school employee who becomes aware of suspected abuse/neglect or imminent risk of physical injury must immediately bring the matter to the attention of the school principal/designee and school social worker.

B. Each school shall activate a team consisting of but not limited to, principal/designee, school social worker, school nurse, and initiating party. If the school social worker is not available, another student services staff member may assist the team. The matter may also be referred for consultation to another school social worker. Other school personnel may be included in the team as appropriate. The team has the responsibility to determine reasonable suspicion, to carry out reporting requirements, to monitor affected students and to collaborate with families, DCF, and other community service providers.

C. When the team determines that reasonable suspicion of suspected abuse, neglect, or imminent risk of serious harm exists; a team member will give an oral report immediately or within twelve hours (as appropriate to the situation) to the Department of Children and Families at 1-800-842-2288. If there is any doubt about making a report, such doubt will be resolved in favor of the child and a report be made. If the team consensus is that reasonable grounds for suspicion do not exist, and the initiating party is in disagreement, that person has the right and responsibility to make the referral. The DCF Form 136 must be sent to DCF within 48 hours. A copy of Form 136 must be placed in the child’s school health record.

D. Any school employee who makes a referral to DCF independent of the school team must notify the principal of having taken that step and of the details of their report. The principal will consult with the team to ensure that the student is provided with the necessary support and monitoring in school, as described below. No person at any level of authority or from any agency has the legal right to prohibit or interfere with a referral or report to DCF.

**E. Suspected Abuse, Neglect or Risk of Imminent Harm by a School Employee**

a. When the alleged perpetrator is a school employee, the team must notify the superintendent and the principal of the school (or designee), who shall immediately notify the parent or guardian, and make an oral report to DCF. Within 48 hours the written report (Form 136) must be sent to DCF.

b. Investigations of suspected child abuse/neglect or imminent risk of serious harm by a school employee are conducted by DCF.

c. If, after such investigation, DCF has reasonable cause to believe that a child has been abused, neglected or placed at risk of imminent harm by a certified public school employee (in a position requiring a certificate), DCF shall notify
the superintendent and provide records concerning such investigation.

d. The superintendent must suspend such employee. The suspension will be with pay, and will not diminish or terminate the employee’s benefits.

e. Within 72 hours after such a suspension, the superintendent shall notify the Board of Education and the Commissioner of Education of the reasons for and conditions of the suspension

f. The superintendent shall disclose the DCF records to the Commissioner of Education and Board of Education or their attorney for purposes of review of employment status or certification.

g. The suspension will remain in effect until the Board of Education takes action.

h. If the employee’s contract is terminated, the superintendent shall notify the Commissioner of Education or his representative within 72 hours. The Commissioner of Education may then commence certification revocation proceedings.

i. The state’s attorney must notify the superintendent and the Commissioner of Education when a certified school employee or any person holding a certificate issued by the State Board of Education is convicted of a crime involving an act of child abuse or neglect.

j. The superintendent may suspend any non-certified school staff member in similar circumstances.

k. The personnel records of misconduct of any professional school employee are considered to be public records and will be subject to disclosure in accordance with the statutes.

III. Physical Examination of Student

A. All students referred for suspected child abuse will be seen by the school nurse or the school medical advisor, who will assess the injury, determine whether medical attention is required, and document any findings and action taken.

B. If it is necessary to remove or adjust any article of the child’s clothing, the nurse will first ensure that the child understands that compliance with the examination is voluntary and have another adult staff member in the immediate vicinity.

C. The nurse will document the findings of the assessment in the child’s school health record and will reference the examination and findings to the suspected abuse and to the DCF referral. When assessment of the examination is so noted, the final disposition of the DCF referral should be added to the school health record following DCF investigation.

IV. Monitoring

Designated members of the team, in conjunction with other appropriate school personnel, should continue to monitor the student. Whenever there is further suspicion that the child is abused, neglected or at imminent risk of abuse, another report should be made to DCF regardless of the outcome of any previous report.

V. Education

A manual including pertinent data such as, but not limited to, physical and behavioral indicators, definitions, and reporting procedures and rights shall be issued to all school employees. In-service training in this area, including information regarding personal safety programs, will be provided for all professional staff. Other school employees who are not individually mandated as reporters (e.g., secretaries, custodians, and cafeteria staff) will also receive
in-service training to assist them in recognition of possible abuse and neglect, reporting procedures, and their rights and responsibilities in this process.

VI. Questioning of Students

A report of suspected child abuse or imminent risk of physical harm from any source when the alleged perpetrator is a family member may require questioning of the student at the school by a DCF social worker. The school social worker or designee must be present at all such interviews. The DCF worker will notify the parent that the interview with the child has taken place. If the DCF representative decides to detain the child and remove the child from school, DCF must provide the school with documentation of custody.

AIDS EDUCATION EXEMPTION POLICY #5010

Statement

The Torrington Board of Education will exempt students from instructions on the disease Acquired Immune Deficiency Syndrome (AIDS) upon receipt of a written request from the student's parent or legal guardian in accordance with State regulation (Connecticut General Statutes 10-19B, Instruction on AIDS).

Exempt students will report to the library.

ATTENDANCE POLICY #6006

Regular attendance is an important part of the student’s educational experience. Regular attendance facilitates and promotes learning and leads to increased knowledge and improved social skills necessary for full participation in a global society. Regular attendance enhances personal growth and prepares students to accept responsibilities in the work outside school. Connecticut state law requires parents to have their children attend school regularly during the hours and terms the public school is in session. Regular attendance is a key factor in the success a student achieves in school. Absence from school represents an educational loss to the student. This policy is designed to minimize student absenteeism while providing students an opportunity to make up schoolwork missed due to absences that reasonably can be considered to be unavoidable. **Excused Absences** A student’s absence from school shall be considered excused when they meet one of the following criteria:

1. Student illness (a medical note is required after five (5) consecutive days of absence);
2. Student’s observance of a religious holiday;
3. Death in the student’s family or other emergency beyond the control of the student’s family;
4. Mandated court appearances (additional documentation required);
5. Lack of transportation that is normally provided by a district other than the one the student attends;
6. Extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance;

7. College visits;

8. Participation in a school sponsored activity.

9. A student, age five (5) to eighteen (18), whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student’s parent or legal guardian with respect to the parent’s leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student’s teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.

A student’s absence from school shall be considered excused if written documentation of the reason for the absence has been submitted. A pattern of frequent school absences will result in a referral to intervention services (RTI team). **Unexcused Absences** A student’s absence from school shall be considered unexcused unless they meet one of the following criteria:

A. The absence meets the definition for an excused absence; or

B. The absence meets the definition of a disciplinary absence

1 Such documentation should include a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Document should explain the nature of the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

**Disciplinary Absences**

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

**Responsibilities**

**A. Student**

1. Report to school on time. (Grades K-8 and 9-12)

2. Follow the procedure for excused absences. (Grades K-8 and 9-12)

3. Report to class on time. (Grades 6-12)

4. Make up work due to absence.

**B. Family**

1. Call the appropriate school office to indicate that your child will be absent within 48 hours in order to avoid the legal ramifications of truancy.

2. Provide the school with updated and accurate contact information.
3. Stress the importance of regular school attendance with your child.


5. Have your child complete all missed work.

6. Schedule appointments after school hours.

7. Limit vacations to scheduled school vacations.

8. Contact the main office of the school to initiate a review of your child’s absences.

9. Refer to Student-Family Handbook for detailed procedures.

c. School

1. Keep accurate attendance records, including a record of calls or notes regarding absences or tardiness.

2. Notify parent/guardian of any absences from school on the same day of the absence. (Based on accurate contact information provided by the family and maintained in the Torrington Public School database.)

3. Take all actions necessary to ensure the success of the students which may include parent/guardian conferences, counseling and the use of community services to address student needs.

4. Publish attendance procedures in the Student-Family/Faculty Handbook.

d. Community

1. Encourage and verify regular school attendance as a prerequisite of student employment.

2. Encourage area businesses to refrain from allowing students to congregate during school hours.

3. Do all that is possible under current law to ensure that all students attend school regularly.

School Guidelines Regarding Attendance

1. Keep accurate attendance records (grades K-8 and 9-12).

2. Counsel students concerning absences and tardiness. (Grades K-8 and 9-12)

3. Notify the family via mail, personal contact, phone call or email of students whose absences accrue to the graduated numbers specified in the policy. (Grades K-8 and 9-12)

Late Arrival: A student arriving late must supply the school with a written note from a parent/guardian. (Grades K-12) An excused absence will be granted to a student who arrives late for reasons listed under excused absences. Students must sign in in the log located in the designated school office. (Grades 9-12) Early Dismissal: No student will be dismissed from school without a written note from a parent/guardian. Students will only be dismissed for reasons listed under excused absences. Students must sign out in the log located in the designated school office. (Grades 9-12) A parent/guardian must sign out for a student located in a designated school office. (Grades K-8) With proper documentation early dismissal will be granted for any student who participates in:
1. A cooperative work experience program;
2. A magnet or technical school program;
3. An on-line learning program.

**Truancy** is absence from school without the consent of the parent/guardian. Truancy referral to the court is appropriate only when the school has exhausted all administrative social service remedies and has reasonable cause to believe that the absenteeism constitutes truancy. In addition, referrals must provide documentation for any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school during the current school year. **Consequences of Unexcused Absences/Appeals Process** The accumulation of unexcused absences can and will impact a student’s grade. Upon the sixth unexcused absence from class **during any marking period**, a student will receive no grade higher than a 60. Parents/guardians will be notified via mail, personal contact, phone call or email that their child has exceeded the allotted absences and will be receiving a grade of 60 for that marking period. The student’s report card grade will reflect the grade “as per Attendance Policy”. Students are expected to make up course work missed due to absences. It is the student’s responsibility to see individual teachers to arrange a make-up schedule. Make-up schedules will be based on the nature of the course requirement and will be defined by each teacher at the beginning of the course. **Appeals Process Grades** The attendance policy is designed to support regular school attendance and not penalize students who, through no fault of their own, are unable to attend school or class due to illness or other conditions beyond the student’s or parent’s/guardian’s control. The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or guardians may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

To be eligible for the appeals process, students must continue classroom responsibilities and attend class faithfully. The Attendance Appeal Board will consist of an administrator, preferably a teacher directly associated with the student’s instruction, a social worker and a guidance counselor. A parent/guardian or other advocate may accompany the student to the appeal. The Attendance Appeal Board will hear cases and make decisions. Decisions will be made within one week of the appeal. This board will notify parents/guardians in writing of its decision. Decisions of the Attendance Appeal Board are final.

6006: Attendance Policy Revised November 2010; Attendance Policy THS; Approved November 17, 2010 Revised July 26, 2012; Approved August 15, 2012; Revised March 2014 inc. change In title to Policy 6006 Attendance and Truancy (combined w/6210 Truancy); Approved April 23, 2014. Revised November 1, 2017; Approved by the Torrington Board of Education on November 29, 2017.
BULLYING / HATE CRIMES #6010R

Administrative Regulations

1. The administration shall implement a comprehensive program, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all school levels, school wide, classroom and individual. Norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for staff and students to promote the concept that caring for others is a valued quality =, one that is accepted and encouraged.

2. Students who engage in any act of bullying or hate crime, while at school, or 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. These regulations shall:
   a. enable students to anonymously report acts of bullying to teachers and school administrators
   b. enable the parents or guardians of students to file written reports of suspected bullying
   c. require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators
   d. require school administrators to investigate any written reports filed pursuant to subdivision (2) of this section and to review any anonymous reports
   e. include an intervention strategy for school staff to deal with bullying
   f. provide for the inclusion of language in student codes of conduct concerning bullying
   g. require the parents of guardians of students who commit any verified acts of bullying and the parents of guardians of students against whom such acts were directed to be notified and
   h. require each school to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection.

3. The Principal of each school or his/her designee is responsible for handling and verifying all complaints of alleged bullying or hate crime.

CELL PHONES, ELECTRONIC DEVICES #6041 (Note that use of privately own technological devices applies ONLY to Torrington High School students.)

Statement

Connecticut Public Act (PA 96-108) requires that schools ban remotely activated paging devices unless there is written permission from the principal and gives schools the authority to restrict student possession or use of cell phones in school.

Use of Private Technology Devices by Students

Statement

Students may possess privately owned technological devices on school property and/or during school sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

A. Definitions

Board Technology Resources
For the purposes of this policy, "Board Technology Resources" refers to the Board's computers and instructional technologies; communications and data management systems; informational technologies, and the Internet; and any other technology resources owned and/or used by the school district and accessible by students.

B. Privately Owned Technological Devices

For the purposes of this policy, "Privately Owned Technological Devices" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, Walkman, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, iPhones, Androids and other electronic signaling devices. Per this policy of the Board of Education, the accepted privately owned technological devices are limited to cell phones, iPads, iPods, tablets and other such devices with internet access not listed where the screen is under 11” in size.

The use of privately owned technological devices shall be permitted within the campus of Torrington High School when: A student is traveling between classes; A student is in a lunch period; A student is in a classroom or study hall and the use of a privately owned technological devices is permitted by the instructional staff.

C. Use of Privately Owned Technological Devices

Privately owned technological devices may not be used during instructional time, except as specifically permitted by Instructional staff. Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime)
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyber bullying;
- Using such device to violate any school rule, including the unauthorized
- Recording (photographic or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

D. Search of Privately Owned Technological Devices

A student's privately owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

F. Disciplinary Action

Misuse of the Board's technology resources and/or the use of privately owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action.

For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

G. Access to Board Technology Resources

It is the policy of the Torrington Board of Education to permit students, using their privately owned technology devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these resources while using privately owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technology users. The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technology resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy). Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies.

Students will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately owned technological devices while they are logged on to the network. Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so despite the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be
aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and that any privately owned technological devices access same.

H. Harm to Board Technology Resources

Any act by a student using a privately owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

I. Closed Forum

This policy shall not be construed to establish a public forum or a limited open forum.


DISCIPLINE POLICY #6030

Statement

Discipline is a matter of the parents' and the teachers' influence in training students to be effective members of society.

In the school environment, the creation of self-discipline is as much a teaching and learning task as any part of the curriculum. Recognizing that each teacher brings to this task differing attitudes, it is important that as much consistency as possible be reached.

Therefore, each teacher and administrator will adhere to the following intent:

A. When needed, reasonable rules shall be formulated and applied equitably to all students.

B. Teachers will encourage the greatest possible student self-discipline in an effort to reach a mature environment.

Each student shall be required to abide by the established rules and maintain behavior that does not interfere with the learning process. Responsible participation by students in the rule-setting will be encouraged.

DRUGS, ALCOHOL AND TOBACCO #6050

Statement

The purpose of this policy is to identify, discipline, and assist students whose use of tobacco, alcohol or other drugs comes to the attention of school personnel and/or interferes with the student's attendance, performance, and safety or the safety of others. The Torrington Board of Education recognizes that chemical dependency is a disease; therefore, its primary concern is to assist students in obtaining treatment rather than to impose punitive consequences.

The Torrington Board of Education also recognizes that alcohol is a drug; that the use of alcohol and other drugs is illegal for students; and that the health, safety, and well-being of our students require a no-use standard. The Torrington Board of Education also recognizes that the school's role in addressing this problem must be within the context of a larger community and societal response to the issue.
Because the Torrington Board of Education acknowledges that student drug use adversely affects academic performance, discipline, and attendance, its mission to educate is thwarted when drug use is present. It is our intention to provide a drug-free school environment. The following procedures describe the behavioral standards which students are expected to meet in order to achieve this, as well as a behavior management system to assure that these standards are met in a fair, consistent, and caring manner that safeguards the student's civil and legal rights. The Torrington Board of Education will make every effort to assist students to obtain evaluation and referrals for drug problems when behavioral standards are violated.

**Philosophy/School Role**

Clearly, the school has an important role in educating students on the perils of drug use; however, the school cannot be expected to prevent and reduce student drug use alone. The school must operate within the context of community and societal responses to the problem and must have strong support and collaboration within the community it serves.

Given this, there are four primary roles for the school: prevention/education, intervention, referral, and recovery, each of which is briefly described below.

A. **Prevention/Education Role**: The purpose of education and prevention programs is to prevent the onset of drug use. In order to achieve this, the Torrington Board of Education has implemented, in accordance with state and federal requirements, a K-12 substance abuse prevention education curriculum. The curriculum which is utilized is a "staff-developed curriculum," "Here's Looking at You, 2000," "Quest," and "Dare." The school has also implemented staff in-service and parent education programs as appropriate. These materials and programs all contain a "no use" message consistent with the Board of Education's philosophy that students should not be using any drugs, including alcohol, and in compliance with federal, state, and local laws.

B. **Intervention Role**: The purpose of intervention is to recognize and assist those students who have already initiated drug use or who exhibit known risk factors for drug use. This is the primary function of the student assistance program. In order to assist in the identification of such students, the Torrington Board of Education has established a code of conduct which prohibits any possession, use, distribution, purchase or sale of alcohol or other drugs at school during school-sponsored events or transportation, including any use outside of school which would result in the student being under the influence at school or at a school-sponsored event. This code shall be enforced consistent with legal requirements for safeguarding the students' rights for due process and confidentiality. Searches of students' lockers, desks or other depositories shall be conducted in accordance with rules as authorized by Section 10-221 of the Connecticut General Statutes.

C. **Referral Role**: It is the belief of the Torrington Board of Education that schools cannot and should not be substance abuse treatment centers. Therefore, the Torrington Board of Education will limit its role to identification, early intervention, and referral for substance abuse problems. The student code of conduct and student assistance program shall serve as the basis for such identification, intervention, and referral. The Torrington Board of Education shall refer identified students to an agency or individual certified to perform a complete substance abuse evaluation. In so doing, every effort will be made to safeguard the rights and confidentiality of the student. It is expected that parents will cooperate with the school to obtain such evaluation and to accept the agency/individual's recommendations for treatment. A list of qualified providers is attached and shall be given to parents when a referral is required.

D. **Recovery Support Role**: The recovery process for students is frequently undermined by lack of knowledge and effective support systems in the school, the family, and the community. The Torrington Board of Education may provide a daily contact person, a contract specifying appropriate attendance, and the performance standards and
support groups to assist in the recovery process. The Torrington Board of Education will also utilize referrals to self-help groups such as AA, Al-Anon, and Alateen.

E. Referral Linkages: The Torrington Board of Education has established that the agencies/individuals in Appendix A are certified substance abuse providers as defined by the Connecticut Alcoholism and Drug Abuse Counselor Certification Board, Inc. In order to safeguard the student's right to confidentiality, a written release shall be requested from the student/parents or guardian to allow for communication between the designated school personnel and the agency/individual to whom the referral was made.

Policy - Students

DRUGS, ALCOHOL, AND TOBACCO

A. Drugs and Alcohol

The Board of Education prohibits student possession, use, and/or distribution of any drug, alcohol, or drug paraphernalia or being under the influence of any drug or alcohol. This prohibition includes any activities sponsored by a school on or off school premises. Any student found to be violating this student conduct policy will be dealt within accordance with the regulations set by the school system in the student code of conduct. The consequences of such violations may ultimately result in expulsion from school and/or criminal prosecution. Recognizing the potential of each student and that drug and alcohol abuse and dependency can seriously impair a student's ability to learn, it is the policy of the schools to take positive actions to prevent drug and alcohol abuse. These actions will be through education, school intervention, parental involvement, medical/assessment, referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances. These substances shall include, but are not limited to, marijuana, LSD, inhalants (which have behavior-affecting ingredients), alcohol, and barbiturates. (cf. 6164.11 - Drugs, Tobacco, Alcohol)

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel (cf. 5145.12 - Search and Seizure)

ENSURING STUDENT PRIVACY AND SAFETY/APPROPRIATE USE OF PERSONALLY IDENTIFIABLE INFORMATION: WEB PAGE PHOTOGRAPHY, VIDEOTAPING, NEWSPAPER ARTICLES, PUBLICATION OF STUDENT WORK #6071R

Administrative Regulations Posting of Student Work/Photographs and other Media Representation

1. Pictures or videos of persons on a Web page, in print publication, or video production without the permission of the individual (and their parent/guardian) is unacceptable. Every person has a right to privacy, which includes the right to restrict the use of his/her own image and intellectual property and must give permission on the appropriate permission form.
2. Permission will be distributed at the beginning of each school year and kept on file in each building.

3. Personal information about students, including names, addresses, telephone numbers, etc., generally should not be published.

4. Student work should not be published unless the appropriate permission form has been signed, exceptions being work part of an existing publication such as school’s newspaper or a college-entrance or employment-seeking portfolio. (In making the latter determination, the high school student and the supervisory staff member must weigh the potential for risk against the perceived advantage. Parental approval, in addition to that of school staff, is required where there is uncertainty regarding the posting of identifying information for high school students.)

5. If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.

6. The Director of Technology will provide guidelines to building administrators for formatting and monitoring web pages.

7. Building principals will provide guidance to staff regarding the provisions of this policy and its regulations.

**GRADING POLICY #6111**

Statement The responsibility of the Torrington Public Schools to educate the child is carried out by the teachers through effective classroom instruction and the careful delegation of independent study. It is important for the student to be taught the concepts related to the subject area and effectively evaluated on that work. The following constitutes policy for that evaluation and grading. A) In an effort to build consistency throughout the district the following scale will be used throughout the Torrington Public Schools:

<table>
<thead>
<tr>
<th>Marking Grades (Grades K-2)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Excellent- Demonstrates consistent understanding and application; applies concepts independently</td>
</tr>
<tr>
<td>VG</td>
<td>Very Good- Demonstrates consistent understanding and application; beginning to work independently</td>
</tr>
<tr>
<td>G</td>
<td>Good- Demonstrates understanding; attempts to work independently</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory- Demonstrates the initial stages of development; needs guidance and reinforcement.</td>
</tr>
<tr>
<td>NI</td>
<td>Needs Improvement- Demonstrates limited progress; experiencing difficulty</td>
</tr>
<tr>
<td>X</td>
<td>Area of Concern</td>
</tr>
<tr>
<td>+</td>
<td>Meets expectations</td>
</tr>
<tr>
<td>*</td>
<td>Content not assessed at this time</td>
</tr>
</tbody>
</table>
### Letter Grades (Grades 3-5) | Numerical Equivalent (Grades 6-12)
---|---
A+ | 100-98
A | 97-94
A- | 93-90
B+ | 89-88
B | 87-84
B- | 83-80
C+ | 79-78
C | 77-74
C- | 73-70
D+ | 69-68
D | 67-65
F | Below 65

INC = Incomplete. This grade must be made up within 10 school days.

B) Honor Roll Criteria (see School Handbook) The following uniform criteria will be used at the secondary level (grades 6-12) for qualifying students for the Honor Roll:

- High Honors with Distinction is achieved by a student with every grade being a 94 or above.
- High Honors is achieved by a student with every grade being a 90 or above.
- Honors are achieved by a student with all grades 80 or above.
- No student with a grade below an 80 will be permitted to qualify for the Honor roll.

C) Syllabus Expectations All students and parents/guardians will receive class expectations: (grades 9-12) These will include but are not limited to, grade calculations, homework requirements and course outline by the first day of class; (grades K-8) These will be provided to the parent/guardian at the Curriculum Open House in September or upon the student’s registration.

D) Mandatory Intervention (see grades 6-12 School Handbook) No teacher will give less than a grade of 50 for the first marking period of a class. If a student receives a report card grade of 69 or lower than that student will be referred to the school based RTI team for intervention. (Grades 6-12)

E) Notification of Failures No students will receive a grade of 69 or less on a report card without prior written notification from the teacher to the student and parent or guardian.

**GRADUATION REQUIREMENTS #6095**

**Statement**

Graduation from the Torrington High School implies (1) that students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve, (2) that they have satisfactorily passed any examinations and/or standards established by the faculty and approved by the board of education, and (3) that they have fulfilled the legally mandated number and distribution of credits. Graduation shall not be held until 180 days and 900 hours of actual school work are completed. The adopted school calendar shall indicate a graduation date which is no earlier than the 185th day. This may be modified after April 1 in any school year in conformity with applicable statute.
The Torrington Board of Education conforms to state regulations regarding credits for graduation from high school.

Beginning in 2006-2007, for the class graduating in 2007 and beyond, the following twenty-two (22) credits are required:

- **English**: 4.0 credits
- **Mathematics**: 3.0 credits
- **Science**: 3.0 credits
- **Physical Education**: 1.0 credit
- **Social Studies**: 3.0 credits (including 1 credit in U.S. History and .5 in American Gov't.)
- **Fine Arts**: 1.0 credit
- **Applied Education**: 1.0 credit
- **Electives**: 5.0 credits (including .5 credit in Computer Applications)
- **Health**: 1.0 credit

Total 22.0 credits

Beginning on August 29, 2007, credits will be awarded to students who pass required courses with a 65 average or higher.

**Credits**: A credit is defined as the equivalent of one forty-six minute class period for three days of each full week of a school year and one ninety-three minute extended class period one day of each full week of a school year or as a sixty minute class period each day of a school year. One-half credit is given for courses that complete work in one semester or 90 days. If physical education is not taken because of medical excuse, another subject may be substituted.

Only courses taken in grades nine through twelve, inclusive, shall satisfy this graduation requirement, except that a student may be granted credit for the successful completion of coursework at an institution accredited by the Department of Higher Education or regionally accredited. One three-credit semester course, or its equivalent, shall equal one-half high school credit. A student may also be granted credit toward meeting a specified course requirement in grade seven or eight, provided the primary focus of such course corresponds directly to the subject matter of a specified course requirement in grades nine to twelve inclusive.

**Basic Skills Graduation Requirement**: In order to graduate from Torrington High School, students beginning with the graduating class of 2008 must demonstrate proficiency in literacy and numeracy skills in the manner specified below. All students should strive to meet this requirement through CAPT first and then exercise the alternatives.

**CAPT Fulfillment**: *

CAPT scores must be at/above the proficiency. Students who did not achieve proficiency in their sophomore year MUST retake the appropriate CAPT subtest(s) their junior year.
Literacy: Either Reading Across the Disciplines or Writing Across the Disciplines.
Numeracy: Mathematics
Or
SAT/PSAT score at or above the national mean
Literacy: Critical Reading Numeracy: Mathematics
Or
Successful completion of a portfolio in the deficit skill area(s) linked to a classroom experience.

*NOTE: This policy reflects state standards prior to the designation of the SAT as the state-approved secondary assessment, and is scheduled for review and revision. In the meantime, Torrington High School complies with current state standards and administers both the PSAT and SAT.

Special Cases
Students with significant learning exceptionalities will have these options in their junior and senior year as pre-approved by the Director of Student Services and the building principal:

- Completion of a special needs portfolio linked to a classroom experience

Or

- Demonstrated progress on the Skills Checklist

Or

- Waiver through the PPT process

Awards of High School Diplomas
Students who complete all graduation requirements shall receive a diploma at the June commencement. Individuals also may satisfy graduation requirements by the satisfactory completion of the following:

1. Successful completion of a summer course or summer courses comparable (as determined by the principal) to the subject(s) in which the student was deficient.
HEALTH SERVICES #6100

Administrative Regulations

Immunizations: All students entering the Torrington school system for the first time must present written evidence of the following immunizations:

- Diphtheria-Tetanus-Pertussis (DTP/DTaP) 4 dose minimum, with the last dose no sooner than the 4th birthday. For children over 6 years of age beginning or updating their immunizations it is Diphtheria Tetanus only.
- Polio (IPV/OPV)-3 dose minimum with the last dose given no sooner than the 4th birthday.
- Measles, Mumps and Rubella (MMR) - 1 dose given after the first birthday followed by a second dose of Measles containing vaccine before 1) entry into Kindergarten for all children entering Kindergarten August 2000 or later and 2) for all students entering 7th grade who began Kindergarten before 2000.
- Haemophilus influenza (HIB) - At least one dose given after 1 year of age if the child is under 5 years of age when beginning school.
- Hepatitis B (HBV) - Students who were born January 1st 1994 or after must show evidence of 3 Hepatitis B immunizations given at the appropriate intervals, before entering school. Beginning August 2000, students entering 7th grade must show proof of the first Hepatitis B immunization and the series must be completed before entering 8th grade.
- Varicella (Chicken Pox) - Beginning August 2000, all students entering 7th grade must show proof or immunity to Varicella; either proof or disease or immunization. All students born January 1, 1997 or later must show proof of immunity to varicella before entering school. Natural infections must be confirmed in writing by a physician or laboratory. Students who fail to provide such evidence will not be permitted to attend school.

Questions regarding these requirements, including exemptions, are to be referred to a member of the School Health Services department or to an Administrator.

Health Assessments

A. All students entering the Torrington school system for the first time must present written evidence of a complete health assessment including all mandated elements as indicated on the State of Connecticut Health Assessment form (Blue form). Each student entering the Torrington Public Schools shall show evidence of either a PPD Tuberculin Screening or a Risk Assessment for TB. The procedure to be followed will be based on the recommended guidelines from the State of Connecticut and the American Academy of Pediatrics Red Book on Infectious Diseases.

1. A child may be registered for kindergarten if the requirements for immunization are met, but the student may not enter school without the assessment. Parents will be advised of this policy in the kindergarten letter and/or at the time of registration.

2. New enterers from out of the school district will have 30 days to comply with the requirement for physical examination or they will be excluded from school. The parent will be advised of this policy at the time of registration.

B. All students in grades 6th and 9th will be required to have health assessments including all mandated elements as indicated on the State of Connecticut Health Assessment form (Blue form) and all age appropriate immunizations as required by Connecticut State Statute Section 10-204a. In addition to the above students will be required to
have either a Risk Assessment for Tuberculosis or if deemed appropriate, PPD screening for TB per the district guidelines for Tuberculosis Screening as stated in Section A of this document.

1. The target date for the return of the health assessment form will be May 15th of the 6th, 9th grade school year. The completed forms must be returned by the first day of 7th/11th grade or the student will not be allowed to attend school until the requirement is met. This includes required immunization updates.

2. The letter indicating this health assessment and the necessary form will be mailed home to the parents in June of the 5th and 8th grades. A letter will be sent home in December and April of the 6th and 9th grade year reminding parents who have not returned the forms of the requirement and the policy for noncompliance.

3. If requested by a parent, health assessments must be provided free for those pupils who meet the eligibility requirements for free or reduced lunch and the free milk program. The parent will be given the opportunity to be present.

C. Section 10-209 of the Connecticut General Statutes states that health care providers must provide the information contained on the Health Assessment Forms including Immunizations to schools. Each local board of education must name persons to receive this information from the physician. The Torrington Board of Education appoints the Nurses and/or the Coordinator of School Health Services to receive this information.

Health Screenings

A. The school nurse will provide screenings in the following areas, using procedures recommended by the State Board of Health and Education:

   1. Vision in Grades K-6, inclusive and Grade 9
   2. Hearing in Grades K-3 and Grades 5 and 8
   3. Postural Screening in Grades 5-9 inclusive

B. In grades 6 and 9 Vision, Hearing and Postural Screening are done as part of the required Health Assessments by the physician.

C. Parents will be notified annually as provided through the student handbook of the screenings to be conducted.

D. Written notice will be given to the parent of each pupil who may need further professional evaluation.

Health Records

The results of the assessments and screenings will be recorded on forms distributed by the State Board of Education. These records are to be kept in a locked file, accessible only to the proper personnel.

When a student leaves the school district for another district in Connecticut, the original health record shall be sent and a true copy retained. If the student moves out of state, the original record is retained and a true copy sent. The procedure to be followed if a student is out placed and Torrington is the nexus community is different. The original is maintained in Torrington and a true copy sent to the outplacement.
Exemptions:

Requirements of these policies are waived if the parent notifies school personnel in writing that there is an objection on religious grounds or presents written documentation from a physician stating a medical exemption. There are state approved forms for both of these exemptions. Parents may request an administrative hearing on any ruling resulting from the above policies.

The term parent shall mean also any legal guardian of a student, and/or the pupil if he/she is an emancipated minor or over 18 years of age.

HOMELESS STUDENTS #6113

Administrative Regulations

1. The Superintendent or his/her designee shall work to identify homeless children and facilitate each homeless child’s access to and success in school. By October 1 of each year, the appointed liaison shall report the number of homeless students enrolled in the school district to the Connecticut Department of Education.

2. The Superintendent, or his/her designee, shall mediate all disputes concerning school enrollment, assist in making transportation arrangements, assist in requesting the student’s records, provide information and give referrals on services and opportunities, and assist any homeless child who is not in the custody of a parent or guardian with enrollment decisions.

3. Enrollment shall be immediate even if the student lacks records routinely required prior to enrollment. The school shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. If a homeless student becomes permanently housed outside the District during the school year, the student shall no longer be considered homeless and may only continue enrollment in the district for the remainder of the school year.

4. Tuition – Students defined in state and federal law as homeless children shall be admitted without payment of tuition. Enrollment Determination a) Scenario One • student enrolled in this district • becomes homeless • remains located in this school district If a District student becomes homeless, but remains located in this school District, the student shall continue to attend school in his or her school. If the student is no longer located in the attendance area of the school he or she previously attended, the liaison shall meet with the student and the student’s parent/guardian, if the student is in the custody of the parent/guardian, to determine which District school would best meet the student’s educational and other services needs, taking into account the wishes of the student and the parent/guardian, the feasibility of keeping the student in his or her previous school, and the student’s transportation needs related to various enrollment options. b) Scenario Two • student enrolled in another school district • becomes homeless • is presently located in this school district • seeks to enroll in the district previously attended If a student becomes homeless and is presently located in this school District, but seeks to enroll in the District he or she previously attended, the previous school District shall determine enrollment. If this school District has knowledge that a homeless student is presently located in this school District but seeks to enroll in the school district he or she previously attended, the District’s homeless student liaison shall assist the student in accessing enrollment in the previous school district, work with the homeless student liaison in the previous school district to mediate disputes concerning enrollment, assist in making transportation arrangements, assist in
requesting/sending the student’s records, provide information and give referrals on services and opportunities, assist any homeless student who is not in the custody of a parent or guardian with enrollment decisions. c) Scenario Three •Student who previously attended school in this district •becomes homeless •is presently located outside of this school district •seeks to enroll in this school district If a student who previously attended school in this District becomes homeless and is presently located outside of this school District, but seeks to enroll in this school District, the Superintendent (or designee) shall make a reasonable determination as to whether the student should be enrolled in this District or the district where the student is presently located. In making the reasonable determination, the Superintendent (or designee) shall consult with: •the homeless student or the homeless student’s parent/guardian if the student is in the custody of a parent/guardian, and •the homeless student liaison for this District and the liaison for the district where the student is presently located The Superintendent (or designee) shall consider all relevant factors in making the reasonable determination including but not limited to: •the best interests of the homeless student •to the extent feasible, keeping the homeless student in this district •the wishes of the student and the student’s parent/guardian if the student is in the custody of a parent/guardian the student’s transportation needs related to various enrollment options (the district where the student is located and the district where the student will attend school must either agree on a method to apportion cost and responsibility for the student’s transportation or share the cost and responsibility equally) •which school district can best meet the student’s educational and other service needs d) Scenario Four •student who has never attended school in this district •becomes homeless •is presently located in this school district •seeks to enroll in this district If a student who has never attended school in this District becomes homeless and is presently located in this school District and seeks to enroll in this District, the student shall be enrolled. This District’s liaison shall meet with the student and the student’s parent/guardian, if the student is in the custody of the parent/guardian, to determine which District school would best meet the student’s educational and other services needs, taking into account the wishes of the student and the parent/guardian, and the student’s transportation needs related to various enrollment options.

5. Notice of Determination and Appeal – The Superintendent or designee shall hand deliver to the student and/or his parent/guardian a written notice of the District’s determination and of the right to appeal. If the Superintendent or designee determines that the homeless student shall attend a school other than the student’s previous school or a school other than the one requested by the student’s parent or guardian, the Superintendent or designee shall also provide written explanation regarding that decision to the parent/guardian.

6. Enrollment Disputes – If an enrollment dispute arises between the student’s custodial parent/guardian (or the student not in custody of a parent/guardian) and the District, the student shall be immediately enrolled in the school selected by the parent/guardian or student until the dispute is resolved.

7. The parent/guardian (or student, if applicable) may appeal an enrollment determination made by this district to the district’s homeless student liaison within ten (10) working days after receiving the written determination and notice of right-to-appeal.

8. The liaison shall issue a written decision on the dispute within five (5) working days of the receipt of the appeal and hand deliver a written decision and notice of right-to-appeal to the Board of Education to the parent/guardian (or student, if applicable).

9. Within ten (10) calendar days of delivery of the decision and right-to-appeal notice, the parent/guardian (or student, if applicable) may appeal the decision to the Board of Education.

10. The Board shall issue a written decision on the dispute within 20 calendar days of the receipt of the appeal and hand deliver the written decision and notice of right-to-appeal to the State Coordinator for the Education of
Homeless Children and Youths to the parents/guardian (or student, if applicable). The decision of the State Coordinator shall be final.

11. Transportation – Subsequent to a determination that the student shall attend a school in this District a request for transportation may be made by the student, or by the student’s custodial parent/guardian. If the student is located in the District, the District shall provide or arrange for the student’s transportation to and from school in accordance with District transportation policies. All transportation services shall be comparable to those provided for other students in the district.

12. If the student is located outside of the District but a determination has been made that the student shall attend school in the District, both this district and the district where the student is located must either agree on a method to apportion cost and responsibility for the student’s transportation or share the cost and responsibility equally.

HOMEWORK POLICY #6110

The responsibility of the Torrington Public Schools to educate the child is carried out by the teachers through effective classroom instruction and the careful delegation of independent study. It is important for the student to be taught the knowledge and skills related to the subject area and how to study in school before he/she is given any work to do at home.

Assignments shall have meaning and purpose, shall be directed toward individual achievement, shall be within the student’s ability to work independently and should aid in the extension of activities which increase interest and bring about progress from year to year. Assignment directions shall be clearly and fully made.

Guidelines for Homework:

Student Responsibility

A. To be responsible for making up work missed when absent.

B. To understand the purpose and expectations of the homework assignment.

C. To understand the means of evaluation.

D. To understand that the content, structure, and appearance of all written homework assignments are important elements in the grading process.

E. To understand the suggested time allotted and budget time accordingly.

F. To assume responsibility for obtaining proper resources and materials.

G. To meet deadlines and to understand the consequences of incomplete work or missing work to complete assignments.

School’s Responsibility

A. Teachers will explain to students at the beginning of the school year and subsequently if necessary the homework policy and how it will be carried out in their classes.

B. All homework is to have value; its purpose in relation to what has been learned in the classroom must clearly be understood by the student. Homework should supplement or extend a well-planned lesson.
C. Homework assignments should be as individualized as possible, realizing that students accomplish tasks at varying rates of speed and in various situations.

D. The student’s total daily homework load, out-of-school responsibilities, and home conditions must be considered by the teacher when deciding upon the length of any assignment and in evaluating an assignment.

E. Assignments before BOE scheduled holidays and a vacation is to be avoided.

F. Consideration should be given to students who may not have adequate time for homework preparation due to religious observances or illness.

G. It is the responsibility of the school administration to ensure that schools adhere to the approved Homework Policy.

**Grades 6-12**

A. Homework assignments should be properly evaluated and recorded within 5 school days. The result of the evaluation should be reflected in the student’s overall grade.

B. Teachers will communicate with the parent or guardian of the student who is falling behind in completing work assignments.

**MIGRANT STUDENTS #6115**

*Administrative Regulations*

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

Migrant- A child from a family who is identified as having moved within the past 36 months across state or district boundaries to obtain temporary or seasonal employment in agriculture, fishing or related food processing activities. (Federal PL 103-382).

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in their children’s education.
6. Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.
NON-DISCRIMINATION #6021

Administrative Regulations

The Torrington Board of Education directs the Superintendent of Schools to designate two system-wide Non-Discrimination Compliance Officers as the employees who will coordinate compliance with Title VI, VII, and IX and Section 504 of the Rehabilitation Act of 1973. An additional district Compliance Officer deals with student 504 issues.

1. The Torrington Board of Education adopts the following grievance procedures in order to provide for prompt and equitable resolution of citizen, student, and employee complaints alleging any action which is prohibited by Section 504, Title VI, VII, and IX.

2. Any student, citizen, or employee will, in the case of an alleged violation, attempt resolution of the issue through the principal of the building in which the practice has allegedly occurred.
   a. If a person is not satisfied with the complaint response of the building principal, he/she may appeal the decision, in writing, within ten calendar days. The appeal should be forwarded to the appropriate designated non-discrimination compliance officers. A review of the written complaint will take place within fifteen (15) working days.
   b. If complainant is not willing to accept the system-wide non-discrimination compliance officer’s direction, he/she may, within ten working days of having received that decision, may submit a written appeal to the Superintendent of Schools who shall investigate the complaint and render a response in writing within ten (10) working days.
   c. If the complainant is not willing to accept the Superintendent’s response, he/she may submit a written appeal within ten (10) working days for a hearing before the Board of Education.
   d. The complainant’s hearing will be scheduled at the next regularly scheduled Board meeting.
   e. Within ten calendar days' notice given prior to the hearing, the Board of Education shall inform all parties involved of the date, time and place of the hearing and of the right to present witness(es) and to be represented by legal counsel at the party’s expense. Any hearing before the Board shall be held in executive session in accordance with the applicable federal and state laws. The Board of Education shall hear all aspects of the appeal, and shall reach a decision within thirty calendar days of the receipt of the written appeal. The decision shall be presented in writing to the complainant at its next regularly scheduled meeting. The Secretary of the Board of Education shall inform the parties of the Board's action within five working days of the Board's meeting.

3. Regarding the procedures for providing educational services as appropriate under Section 504 of the Rehabilitation Act of 1973, the following regulations apply:
   a. Decisions regarding Section 504 services for students are made at the building level. The building principal, or another regular education administrator, is designated as the Building 504 coordinator. This administrator oversees the program and delegates responsibility to staff. Any student who may require consideration of 504 services is referred through the building’s Student Support Team. The Building Coordinator designates which team members will attend these meetings and takes responsibility for the annual review of eligible students.
   b. If the Student Support Team determines that a student is eligible for services, they will complete the appropriate paperwork. This includes the 504 Referral Form, the Eligibility Determination Form, and a 504 Accommodation Plan. Within 15 working days of receipt of a 504 referral, a decision will be rendered regarding eligibility. If the parents or guardians disagree with the Student Support Team’s decision regarding the student’s eligibility for Section 504 services or, following a finding of eligibility, the proposed 504 Accommodation Plan, they have the right to request a hearing from an impartial hearing officer. Furthermore, the Student Support Team has the right...
to request a hearing from an impartial hearing officer on the appropriateness of its decisions regarding eligibility or accommodations. The Board has the right and the responsibility of appointing a hearing officer. The impartial hearing officer may not be an employee or agent of the school district, may not be a member of the Board, may not be involved in formulating state policy affecting disabled students, and may not have a personal or professional interest which would conflict with his or her objectivity in the hearing. The Superintendent and the Board of Education will be notified of the hearing officer’s decision within five working days of the receipt of the decision.

c. At the district level, there is a District Section 504 Coordinator who is assigned to assist and advise building coordinators with compliance issues. The name, address and work number of the District 504 Coordinator is included within the Student Handbook and is also available at all schools and at Central Office.

d. In keeping with Board of Education Policy No. 6021, Administrative Regulations regarding grievance procedures, any complaint attendant to student 504 issues may follow the grievance procedure outlined in numbers one and two of these regulations.

4. Within 180 calendar days of the alleged discrimination on the basis of disability, or within 60 calendar days of receiving notice of the disposition of a local grievance, you also may file a complaint with the United States Department of Education, Office for Civil Rights (OCR), Boston, MA 02109-4557. Also within 60 calendar days of receiving the final decision on a due process hearing, you may file a complaint with OCR.

5. The Superintendent of Schools will ensure that, appropriate to position, staff will have knowledge of all laws guaranteeing non-discrimination.

A complete copy of this policy including a grievance procedure is available in the Board of Education office, 355 Migeon Avenue, Torrington, Connecticut. Furthermore, the grievance procedure is attached to these regulations and is distributed to all employees and students prior to the beginning of each school year.

ON-CAMPUS RECRUITMENT #6156

Statement

Subject to the provisions of subdivision (11) of subsection (b) of section 19 of the Connecticut General Statutes, the high schools of the school district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education.

The Board shall also provide full access for the recruitment of students by regional vocational technical schools, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools and inter-district student attendance programs. Directory information or class lists of student names and/or addresses shall not be distributed without the knowledge of the parent or legal guardian of the student or by the student who has attained majority status.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school. Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.
PLEDGE OF ALLEGIANCE #6185

Policy

1. The Torrington Board of Education directs that the administration ensures that time is available each school day for students in the schools under its jurisdiction to recite the “Pledge of Allegiance.”

SCHOOL SEARCHES #6191

All administrators may search or authorize the search of lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if:

A. The search is justified at its inception; and
B. The search, as actually conducted, is reasonably related in scope to the circumstances which justified it in the first place.

Justified at its inception means 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.

Reasonably related in scope means that the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

SCHOOL ACTIVITY FUNDS POLICY #3050

(see website www.torrington.org )

SEXUAL HARASSMENT OF STUDENTS #6170

Administrative Regulations

Reporting of sexual harassment by both victims and witnesses is strongly encouraged. Such reporting should be made without fear of reprisal. All such reports will be investigated promptly and corrective action will be taken when an allegation is verified. Confidentiality will be maintained to the extent permitted by the circumstances but in most cases complete confidentiality may not be possible. Supervisors, co-workers and others may be contacted and questioned during the course of the investigation. Anyone who believes that he or she is or has been a victim of or who has witnessed sexual harassment should immediately file a complaint. Failure to file a complaint in a timely fashion may make a proper investigation more difficult and may result in the loss of significant legal rights.

Complaints should be made to any one of the following:

• A teacher
• The school principal
• A guidance counselor
• Any member of the Administration or school staff with whom the complainant or witness feels comfortable because of that person’s gender, accessibility, relationship to the complaint or witness, or other factor.
Complaints or reports may be made verbally or in writing. Forms will be provided by the administration. Any verbal complaint or report shall be reduced to writing within a reasonable time.

Complaints received by any of the above-mentioned persons shall immediately be investigated. If the investigation finds a case of sexual harassment has occurred, the administration shall file a report with the superintendent of schools/designee immediately. The administration shall, at least annually, disseminate this policy and procedure to all employees, parents, students, and other persons covered by its provisions.

SUSPENSION AND EXPULSION POLICY #6192 (see website www.torrington.org)

TRANSPORTATION POLICY #6200

Statement

Every reasonable effort will be made to transport all pupils who qualify for transportation in accordance with various provisions of this transportation policy. Pupils also will be transported when a hazardous condition that cannot be eliminated exists.

A. Definitions

1. School transportation means the procedure, program, or fully effective and implemented plan by which a pupil is conveyed to and/or from his/her residence or the bus stop at public expense to school programs during a normal school day, whether by use of publicly-owned equipment or by contract. Such transportation shall be over public roads approved by the municipality or private roads approved pursuant to Public Act 78-201.
2. Walking distance means the linear measure of the shortest prescribed or authorized pedestrian route between the pupil's residence and his school from a point in the middle of a public or private road nearest the pupil's residence to a point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Board of Education.
3. The school attended is the school designated by the Superintendent of Schools.
4. Hazard means a thing or condition, as prescribed in these guidelines, affecting the safety of pupils walking to and from a school or a designated bus pickup area.

B. Walking Distances

1. Any walking route to either the bus stop or the school which is in excess of the following distances shall be considered to be hazardous: 1) one mile for students in grades K to 5; 2) 1.4 miles for students in the middle school grades, 6, 7 and 8; 3) two miles from home to school or to a prescribed point of embarkation for pupils enrolled in grades 9 through 12.
2. Distance will be calculated through use of an official Board of Education measuring device.

C. Hazardous Conditions

1. Any street, road or highway which has no sidewalks or raised walk areas shall be deemed hazardous for pupils enrolled in Grades K-8 if any two of the following conditions exist. But for pupils enrolled in grades 9-12, such road, street or highway shall be deemed hazardous when three
or more of the following conditions exist:

a. There exists a line of sight obstruction caused by a hill, curve, structure, outcropping, landform, planting or other obscuring object or structure which may be safely negotiated by vehicles only at greatly reduced speeds.

b. For all pupils, any street, road or highway with speed limits in excess of 30 miles per hour which do not have traffic control devices at points where pupils must cross when going to or from school or from the bus stop.

c. The absence of traffic control devices and/or signs including, but not limited to, electronic signals, crosswalks, stop signs, crossing guards.

d. Where the history of vehicular and/or pedestrian accidents on the route along which the pupil walks is reasoned to be excessive.

e. Where the width of the shoulder of the road along which the pupil walks is such that the safe walking area is severely limited.

f. A situation shall be considered hazardous wherein the Board of Education requires a pupil enrolled in grades K-8 to walk to or from school at any time prior to 43 minutes before sunrise or anytime 45 minutes after sunset.

D. Special Education Pupils

Special Education pupils shall be judged on an individual basis.

E. Exceptions

1. The Board of Education may grant an exception to any provision of this policy wherein a peculiar condition or combination of conditions renders such condition a hazard based upon reasonable judgment.

2. Expelled students, with the exception of those with an Individual Education Plan (IEP) requiring services necessitating transportation, will lose bus privileges for the term of the student’s expulsion.

G. Complaints of Unsafe Conditions

Anyone having a complaint of an unsafe transportation condition should put the complaint in writing to the Business Manager.

The Business Manager will investigate the complaint and respond in writing within ten working days.

If the situation is not resolved, the person bringing the complaint should notify the Superintendent in writing. The Superintendent will respond within ten working days. If the problem remains unresolved, a transportation hearing with the Board of Education may be requested in writing with the Board Secretary. The hearing will be scheduled within thirty days of the request.
TRUANCY POLICY #6210

Statement

Regular attendance in school is essential to the educational process. Responsibility for assuring that students attend school rests by statute with the parent or other person having control of a child. To assist parents and others in meeting this responsibility, the Torrington school administrators will make a concentrated effort to prevent and remedy truancy in its early stages for students who are found to be truant. A truant means a child enrolled in a grade from kindergarten to grade eight who has four unexcused absences in a month or ten unexcused absences in one year. A habitual truant means any such child who has 20 unexcused absences within a year. The efforts of the administration will include:

A. Meeting with appropriate school staff and the parent or other person having control of the child who is truant within ten (10) school days after the child’s fourth unexcused absence in one month or tenth unexcused absence in one school year.

B. The designated staff coordinating services with, and referring of children to, community agencies providing child and family services.

C. The designated school staff annually notifying the parent or other person having control of each child enrolled in a grade from kindergarten to eight in writing of obligations of the parent pursuant to §10-184 of the Connecticut General Statutes. The communication will define excused absence as:

• Reasons of health, including illness, incapacity or doctor’s visits. The District reserves the right to require a physician’s or other appropriate certification for four (4) absences a month or a total of fifteen days in any school year.

• Religious holidays.

• Court appearance.

• Funeral.

• Approved school activities.

• Suspension or expulsion.

• Limited absences from school for special activities with parental consent, subject to the approval of the principal.

D. Annually at the beginning of the school year and upon enrollment during the school year, obtaining from the parent a telephone number or other means of contacting such a parent during the school day.

E. Whenever a child enrolled in school in grades K-8 fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child’s parent or other person having control of the child is aware of the pupil’s absence, making a reasonable effort by the school personnel or volunteers under the direction of the school personnel to notify by telephone the parent or such other person. Persons who, in good faith, give or fail to give notice pursuant to subdivision D shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice.

F. The Superintendent shall file a written complaint pursuant to said C.G.S. §46b-149 for each habitual truant enrolled in the schools under his/her jurisdiction.