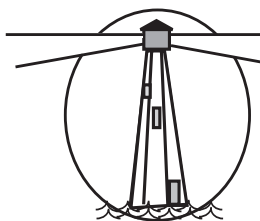


New England League of Middle Schools Spotlight Award 2003 – 2006, 2006 – 2009, 2009 – 2012
Connecticut Association of Schools Middle School of the Year 1996 – 1997, 2005 – 2006
U.S. Department of Education – A Nationally Recognized School of Excellence 1998

Student/Parent Handbook 2009 – 2010

*Our Student-Parent Handbook may be read on our website: <http://www.oldsaybrook.k12.ct.us>.
Printed copies are available in our Main Office.*

OLD SAYBROOK MIDDLE SCHOOL



60 SHEFFIELD STREET
OLD SAYBROOK, CONNECTICUT 06475
(860) 395-3168
FAX (860) 395-3350

Michael J. Rafferty, Principal
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School Theme: *Engage•Inspire•Educate*

- Goal One: Delivering instruction of the highest quality
- Goal Two: Fostering pride, responsibility, respect and acceptance
- Goal Three: Promoting a healthy lifestyle by making good choices
- Goal Four: Promoting school camaraderie
- Goal Five: Promoting a “green” environment

OLD SAYBROOK MIDDLE SCHOOL
ACADEMIC CALENDAR
2009 – 2010

August 7.....	Student Information Packets Available
August 21.....	New Student Orientation
August 31.....	Students' First Day of School
September 7.....	Labor Day (School Closed)
September 10.....	Parent Open House
October 12.....	Columbus Day (School Closed)
November 2, 3.....	Professional Days (No School for Students)
November 11.....	Veterans Day (School Open)
November 25, 26, 27.....	Thanksgiving Recess (School Closed)
December 23 – January 1.....	Holiday Break (School Closed)
January 18.....	Martin Luther King Jr.'s Birthday (School Closed)
February 15 - 19.....	Winter Break (School Closed)
April 1.....	Professional Day (No School for Students)
April 2.....	Good Friday (School Closed)
April 12 – 16.....	Spring Break (School Closed)
May 31.....	Memorial Day (School Closed)
June 17.....	Last Day of School (Early Release)

ACADEMIC INFORMATION/MARKING PERIODS/REPORT CARDS

Parents are informed of student progress three times a year at approximately 12-week intervals. An interpretation of the grading system is found on the report card. Parents are expected to pick up report cards on the scheduled Teacher Conference/Report Card Pickup days. During this time parents will have an opportunity to review report cards and decide if they would like to meet with selected teachers. Student progress is posted on our PowerSchool Parent Portal on the district website www.oldsaybrook.k12.ct.us.

Marking periods for the 2009 – 2010 school year are as follows:

MARKING PERIOD	ENDING DATE	PARENT CONFERENCES/REPORT CARD PICKUP
1 August 31, 2009	December 4, 2009	Thursday, December 10, 2009
2 December 7, 2009	March 12, 2010	Thursday, March 18, 2010
3 March 15, 2010	June 17, 2010	

ATTENDANCE

Consistent school attendance is an important contribution to school success and an important factor in development of a lifelong work ethic. In accordance with Old Saybrook Public School Board Policy 5113(a), the following procedures shall be followed for monitoring, reporting and intervening with regard to student absences.

- Students who are not in attendance for four hours or more are considered absent and will not be allowed to attend extracurricular activities on that day.
- Parents must call the school to report their child's absence (395-3168).
- Students who are late to school must check in at the main office.
- All students are encouraged to have a homework buddy for the purpose of obtaining missed homework.
- After two days absence, parents can request makeup assignments by calling the school.
- Every attempt should be made to confine necessary appointments and vacations to after school and vacation periods.
- Students who are absent 28 to 44 days for any reason (excused or unexcused) will be retained in grade, but shall have the opportunity to attend a summer school program in order to advance to the next grade level.

Connecticut state law requires parents to make sure that their children between the ages of 5 – 18 attend school regularly until the child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in public school. Daily attendance is a key factor in student

success thus any absence from school is an educational loss to the student. These rules are meant to minimize student absenteeism while providing students the opportunity to make up schoolwork due to a legitimate absence. The Connecticut Legislature has passed legislation defining a truant as a student with four (4) unexcused absences in one (1) month or ten (10) unexcused absences in a year while a student with twenty (20) unexcused absences in a school year will be an habitual truant. The Superintendent of Schools shall file for each truant a written complaint with the superior court alleging that the family is a family with service needs.

ATTENDANCE – AFTER-SCHOOL ACTIVITIES

After-School Activities/Dances – It is considered a privilege to attend after-school activities and dances (for grades seven and eight) sponsored by Old Saybrook Middle School. Students who attend these activities are expected to behave in an appropriate manner. Students who misbehave are subject to consequences found in the Code of Conduct. Students who receive an office detention on the day of the after-school activity will not be allowed to attend or participate in that activity. Students will not be permitted to attend after-school activities for the following reasons:

- students sent home sick on the day of the activity
- students who did not attend school for a minimum of four (4) hours
- students who did not participate in planned school activities (i.e., assemblies, field trips)
- students with chronic disciplinary referrals.

MAKE-UP WORK

Students who have been absent, dismissed early, or tardy are responsible for checking with the teacher about missed work. The student is responsible for all work covered and all homework during this period. Students are encouraged to have a homework buddy for the purpose of obtaining missed work. If your child is out of school three (3) days or longer, please contact the school and assignments will be collected for parent pick-up.

TARDINESS TO SCHOOL

A student who is not in first period by 8:05 a.m. is considered tardy. Tardiness is considered an interruption of the learning process. Students who are tardy must sign in with the main office. If a student accumulates more than three (3) tardies to school in a trimester, he/she will be assigned a detention.

EARLY DISMISSAL

Students must bring a note stating the reason for early dismissal. ONLY parents and legal guardians may remove students during the school day and MUST sign out students in the main office.

HOMEWORK

Homework is an essential part of each student's educational program. Each student is expected to spend some time outside the normal classroom setting to achieve satisfactory progress in a subject area. As a student progresses through the middle school, he/she can expect an increase in the amount of work required at a particular grade level. Homework assists the student in learning how to work independently and strengthens and extends those skills developed in a subject. Specific questions regarding the amount of homework assigned should be directed to the appropriate grade level team.

HONOR ROLL

Scholarship is recognized through an academic honor roll for grades 6, 7, and 8. The Honor Roll is compiled at the close of each quarter. High honors include only those students who have attained an A- average (90%) and above in academic (major) subjects with no grade less than a B (84%) in any subject.

Honors include a B (84%) average and above in academic (major) subjects with no grade less than B- (80%) in any subject.

BICYCLES/SKATEBOARDS

All bicycles must be left locked in the bicycle rack located at the front of the building. No motorized bikes or scooters are allowed on campus. Students riding to school on bicycles or using skateboards on school property after school MUST wear helmets.

CODE OF CONDUCT

The purpose of a code of conduct is to guarantee each student an education without interference. Structure provides each student an environment in which he/she can hear, share, recite, concentrate and learn. When a student interferes with another person's ability to learn in a safe environment, then that student will be disciplined. Disciplinary action usually begins with a discussion between student and teacher. If the inappropriate activity does not end, the next step is usually detention and/or contact with the parent. Serious infractions of school rules will be referred to the administration for appropriate action.

It is the responsibility of each student to familiarize him/herself with the rules and regulations and abide by the established policies and rules. It is important for each student to understand the expectations for behavior and the consequences for inappropriate behavior. The following are considered as serious violations of order and routine in the general operation of the school.

Infraction	TD = Teacher Detention OD = Office Detention		ISS = In School Suspension OSS = Out of School Suspension	
	First Offense		Second Offense	
Tardy to class	Warning		TD	
Cutting class	2 OD		1 ISS	
Cafeteria misconduct	1-3 removal from cafe		1-3 OD	
Disrupting educational process	TD(s)		OD(s)	
Chronic disruption	1-3 ISS		ISS	
Insubordination	1-3 ISS		ISS (chronic)	
Smoking/possession of smoking materials	1 ISS		2 or more OSS	
Profanity	1 OD		1 - 3 ISS	
Profanity directed at staff/gestures	1-3 ISS		1-3 ISS	
Threatening comment/action	1-3 ISS		1-3 ISS	
Fighting	1-3 ISS		1-3 ISS	
Vandalism	1-3 ISS + restitution		1-3 ISS	
Possession of weapons/dangerous object	OSS + Police Referral		restitution OSS + Police Referral	
Cutting teacher detention	Serve TD + 1OD		Serve TD + ISS	
Cutting office detention	Serve OD + 1OD		Serve OD + ISS	
Leaving school grounds	1 ISS		2-3 ISS	
Dangerous behavior - could lead to injury	Warning or 1 OD		1-3 ISS	
Physical aggression	OD or ISS		ISS or OSS	
Forgery	1 ISS		1 ISS	
Stealing	2 ISS		2 ISS	
Teasing	2 OD		1-3 ISS	
Harassment	1-3 ISS		1-3 ISS	
Cheating/Plagiarism	Zero grade +1 ISS		Zero grade +1 ISS	
Bullying	1 - 3 ISS meeting with SRO		1- 3 ISS or police referral	
Possession/use of drugs and alcohol	Suspension/possible expulsion			
Possession of dangerous weapon	Suspension/possible expulsion			

Subsequent infractions will result in more severe penalties at the discretion of the administration.

All lockers are considered property of the Old Saybrook School District and are subject to search by school personnel.

Note: The administration reserves the right to make judgments that are in the best interest of all individuals involved. The discretion of the administrator shall supercede penalties lists in the Code of Conduct.

DRESS CODE

Our goal at Old Saybrook Middle School is to provide a safe, secure learning environment for all students. Appearance and clothing play a part in creating that environment. Our students should wear appropriate clothing, which demonstrates respect for themselves and others. Proper personal hygiene and clean clothes help students to develop a positive sense of self-worth. While students are encouraged to express individuality during their time at OSMS, they must abide by school guidelines and expectations. It is important for students to develop appropriate decision-making skills and student attire is one indication. Clothes should not disrupt the learning process or our safe school climate. Student attire that is acceptable for some social settings may not be acceptable in the school environment.

Students are not allowed to wear:

- Clothing or accessories that are vulgar, rude or unsafe
- Clothes that display letters, words or pictures referring to drugs, alcohol, tobacco, sex, profanity, defaming gestures or exploitation
- Clothes that expose skin or undergarments, i.e., spaghetti straps, midriff exposure, short shorts, short skirts, inappropriate necklines, sagging pants
- Skirt/shorts length must be reasonable (fingertip length)
- Tight clothes, pajamas, chains, hats or bandanas

Consequences:

- An inappropriately dressed student will be warned and asked to change clothes. Parents will be contacted and the student will be dismissed from school for a change of clothing.
- If this behavior continues, the student will go home to change clothes and a parent conference will be held before the student returns. An office detention will be assigned.
- Repeated violations of the dress code will result in suspension.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are considered inappropriate and disruptive to the learning process. Students involved in public displays of affection will be reported to the administration and counseled on this behavior. Repeated offenses will result in disciplinary action.

LOITERING

Loitering in the school building or on school grounds is not permitted at any time. Students found loitering will be subject to disciplinary action by administration. Students are not allowed to enter the school building before 7:50 a.m. unless previous arrangements have been made. Students planning on attending an after school event must remain with the classroom teacher until the event begins.

PHOTOGRAPHS AND VIDEO IMAGES

In order to respect the privacy of students and staff it is not acceptable to photograph people or to record video images or audio tracks during the school day, unless permission is granted by the teacher or staff person in charge for educational or promotional purposes.

To ensure positive portrayal of the school on the web and to protect privacy, it is not acceptable to post any video images or recordings from the school day on the internet without the permission of the school administration. It is not acceptable to post images of others without their permission.

DETENTION

A detention may be given by a teacher or administrator. A student is expected to serve the detention on the day he/she is issued it. Students may be given 24-hour notice before serving detention if he/she cannot reach a parent by telephone on that day.

IN-HOUSE SUSPENSION ROOM

When deemed appropriate by administration, students who are involved in inappropriate behavior will be assigned to this room for in-school suspension for a period ranging from one to three days .

DUE PROCESS PROCEDURE

The elements of due process will be clearly visible and implemented in all cases of suspension – orally or in written form. A notification of misconduct and resulting disciplinary actions will be made to both the students and his/her parents or guardians prior to the suspension. Procedures of appeal are available at the office of the Superintendent of Schools.

Notification to the student – The student will be notified in person of the rule or regulation that he/she violated. The communication will be either oral and/or in written form.

Notification to parents - Parents will be notified immediately of such action. The means of communication will be either by telephone or in person. However, a written follow-up is required in the event a parent cannot be located. The inability of the administration to find the parents cannot be considered a lack of due process since parents must assume responsibility for having their correct address and/or phone number and emergency information on record at the school. Conduct outside of school could possibly impact a child's enrollment at OSMS.

STUDENT SUPPORT SERVICES

The middle school employs one sixth, seventh and eight grade school counselor, a school psychologist, a fourth and fifth grade school counselor, a school nurse, a school social worker and a school resource officer. This group of people is committed to supporting a school environment that promotes maximum opportunity for academic, social and emotional development in students. Parents should feel free to contact the school counselor to check on student progress and to arrange a parent-teacher conference.

GUESTS

Guests at the school are limited to those who have an Old Saybrook Middle School student as a sponsor. The sponsor is required to obtain permission for a visitor from an administrator at least two (2) days before the visit. The sponsor accepts responsibility for the conduct of the guest. Sponsor and visitor must sign in at the office the morning of the visit. No guests will be allowed to visit on the last day of school.

CAFETERIA

Students have the opportunity to buy their breakfast or lunch at school. The cafeteria staff does an excellent job of offering a tasty and nutritionally balanced meal. After getting breakfast or lunch, students should choose a seat. Lunchtime is a pleasant social break during a busy day. Students should be courteous at all times and keep noise at a low level. Students are requested to use the same polite manners at school that they use at home. The rules and expectations for cafeteria conduct are posted in the lunchroom. Lunch price is \$2.50 for a complete meal; \$.50 for milk. Breakfast price is \$2.00.

BUS SAFETY

Inappropriate behavior on the bus will be referred to the school administration for disciplinary action and may result in the loss of bus privileges. The bus policy will be distributed to students.

DISTRIBUTION OF MATERIALS TO PARENTS BY STUDENTS

Notices and important information will be posted on the district website. Our monthly calendar of events will be on the website. Parents without access to the Internet can request hard copies of this information.

PARENT CONFERENCES

December 10, 2009 and March 18, 2010

11:55 a.m.	Students dismissed
1:00 – 3:00 p.m.	Parent Conferences/Report Card Pickup
5:00 – 7:00 p.m.	Parent Conferences/Report Card Pickup

ELECTRONIC EQUIPMENT

Electronic equipment such as I pods, MP3 players, radios, walkmen, pagers and cell phones are not to be used in the school building. Electronic games and laser lights are not permitted in school. All electronic equipment may be confiscated by a teacher or an administrator. Confiscated items must be picked up by parents.

POLICIES

PROMOTION/RETENTION POLICY

A middle school student (grades 6-8) who fails two or more academic subjects (Language Arts, Social Studies, Mathematics, Science and a World Language) shall be retained at his/her present grade level. Exceptions to this regulation shall be determined by the Superintendent of Schools in consultation with the building principal.

ATHLETIC POLICY

The Old Saybrook Board of Education has developed a policy with specific guidelines for students who wish to participate in athletics. This policy and sports forms are included in the packet available prior to school opening. Students may not participate in a sports program until there is a doctor's clearance on file in the Nurse's Office, forms completed for each sport and proof of insurance.

SEXUAL HARASSMENT

All students have the right to learn in an environment free from all forms of sexual harassment. Any student who believes he or she has been subjected to sexual harassment should report the alleged misconduct immediately to school officials.

SUBSTANCE ABUSE POLICY

The use of alcohol or controlled drugs on school property during the school day or during extracurricular activities after school and/or at other times or places where the event and/or the activity is sponsored, sanctioned and/or under the jurisdiction of the school is prohibited.

First offense (grades 4 and 5) – a structured five (5) day in-school suspension; (grades 6-8) one (1) day out-of-school suspension and a structured four (4) in-school suspension. A suspension may be waived if the student agrees to be evaluated by a licensed drug/alcohol agency and complete a prescribed program.

BULLYING

In accordance with state law, it is the policy of the Old Saybrook Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is expressly forbidden. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school.

To implement this policy, the Board of Education directs the Superintendent to develop and adopt regulations to address the existence of bullying in the schools. As provided by statute, such regulations shall:

1. enable students to anonymously report acts of bullying to teachers and school administrators and require that students to be notified annually of the process by which they make such anonymous reports;
2. enable the parents or guardians of students to file written reports of suspected bullying;
3. require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing;
4. require school administrators to investigate any written reports filed pursuant to subdivision (2) and to review any anonymous reports except that no disciplinary action shall be taken solely on the basis of an anonymous report;
5. include a prevention and intervention strategy for school staff to deal with bullying;
6. provide for the inclusion of language in student codes of conduct and in all student handbooks concerning bullying;
7. require school administrators to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed and invite them to attend at least one meeting;
8. require each school within the District to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and to report such number annually in a manner prescribed by the Commissioner of Education to the Department of Education.
9. direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
10. require the identification of appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the report.

The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts

and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the District's Confidentiality and Access to Student Information policy and regulations.

For purposes of this policy, "Bullying" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, or on a school bus which acts are committed more than once against any student during the school year.

For purposes of this policy, "School-Sponsored Activity" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board of Education's policy on student discipline.

Prevention and Intervention Strategy

The District shall implement, as required by C.G.S. 10-221d, as amended, a prevention and intervention strategy which may include, but is not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
2. A school survey to determine the prevalence of bullying.
3. Establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy.
4. School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts.
5. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur.
6. Inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school.
7. Individual interventions with the bully, parents and school staff, and interventions with the bullied child, parents and the school staff.
8. School wide training related to safe school climate.
9. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

HEALTH POLICIES

Physical Examinations

Students are required by law to have a comprehensive health assessment in grade six. Students entering from out-of-state must have proof of a physical within 60 days. All students must be adequately immunized before entering school. Students must show proof of the following: 2nd immunization against measles, proof of Varicella disease (chicken pox) or vaccination, minimum of one dose of Hepatitis B vaccine before entering seventh grade. All three doses of Hepatitis B vaccine must be completed prior to entry into eighth grade.

Medications

Before any medication can be administered by school personnel, the proper authorization must be completed by the physician and parent. This includes over-the-counter medication by mouth, including cough drops, and all topical creams, ointments, solutions, etc. Students are not allowed to carry any medication with them unless approved by their doctor and the school nurse.

Accident or Illness

Any child involved in an accident or suddenly becoming ill while at school, will be cared for according to approved medical standing orders. Parents will be notified if the child is to be excluded. The transporting of an ill child is the PARENTS' responsibility. Parents are required to complete an emergency information form at the beginning of each school year listing other persons to contact if the parent cannot be reached.

Screening

Vision screening is done in grades 4, 5 and 6. Hearing screening is done in grades 5 and 8. Postural screenings are done for grades 5 through 8 as mandated by the state. The nurse will inform parents if any of these screenings indicate a need for further examination.

All Old Saybrook Public Schools' policies and procedures (such as equal opportunity) are available at the Central Office, OSMS Main Office and on the website www.oldsaybrook.k12.ct.us.

Old Saybrook Public Schools
Board of Education
Required Policy Notification

Students, their parents, guardians, staff members, and administrators are responsible for following all current policies and regulations set forth by the Old Saybrook Board of Education. A complete set of policies and regulations are available on the district website and upon request at each school office, the Board of Education Office and Acton Public Library.

We strongly request that all parents/guardians review with their children the required notice policies that are available on home pages of the individual school websites and the district website by selecting the “Required Policy Notification” icon. These policies are essential to the health, safety, and well being of all students and staff as well as the effective, efficient and consistent operations of the school district. Parents/guardians will be asked to complete the Old Saybrook Public Schools Annual Consent Form in writing during the first week of school.

Please note that policies may be revised by the Board of Education during the school year. When such changes occur, administration will follow relevant public notice requirement.