

# Thomas Edison Middle School

## Student Handbook

Martin Luther King Circular Drive  
1355 North Broad Street Meriden, CT  
06450

*Karen Habegger*  
Principal

*Megan Conatser*  
Assistant Principal

*Heather Gish*  
Assistant Principal

### ***Expectations***

In order to be successful at ACES Thomas Edison Middle School students will need to follow our school-wide expectations and follow these procedures:

- o be on time for school (Morning Meeting and class)
- o come to class prepared
- o complete and hand in all assignments on time
- o participate in class; ask for help when needed
- o follow our school-wide expectations to respect yourself, others, and our community
- o carry your agenda with accompanying passes at all times whenever walking in hallways during class times
- o use lockers before Morning Meeting and at designated team times
- o get involved in after school activities

### **This Handbook belongs to:**

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

**Morning Meeting Room:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

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Please cut, sign, and return to your morning meeting teacher.

**We have reviewed the Student Handbook together:**

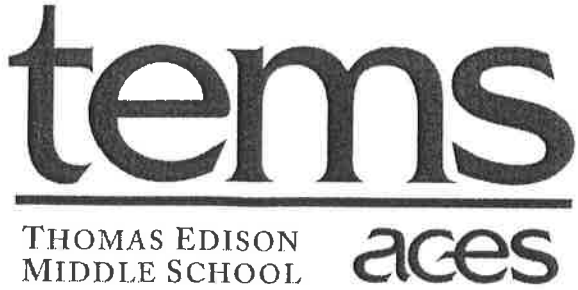
**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Thomas Edison Middle School

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1355 North Broad Street • Meriden, CT 06450-2438

Phone 203.639.8403 • Fax 203.639.8323

Karen Habegger, Principal

Megan Conatser, Assistant Principal

Vicki Rose, Assistant Principal

### PRINCIPAL'S MESSAGE

Dear Students and Parents,

Welcome to Thomas Edison Middle School, an ACES Interdistrict Magnet School serving Meriden, Middletown, Wallingford, and various other towns due to parent choice. Our focus is Science, Technology, Engineering and Math. Thomas Edison Middle School provides all sixth, seventh and eighth grade students with state of the art technology opportunities. We are a one to one community of learners and we provide five innovative engineering courses through Project Lead the Way for students in all grade levels. We are the only magnet middle school in the state to offer engineering courses for all students!

At TEMS we believe all students will succeed in an environment that meets their academic, social and emotional needs. Contributing to this are theme-based curricula, teacher teams, a variety of student activities, support services, and a high standard of behavioral expectations. Our teachers provide students with learning experiences that help to prepare them for the challenges encountered in today's world. This supports our mission *to prepare students for success through innovative science, technology, engineering, and mathematics programming.*

The success of our students is greatly enhanced when parents and school personnel work cooperatively to assist children through this most crucial developmental period. Effective communication is instrumental in providing a positive school experience. We welcome any questions, comments, and suggestions that you might have. We invite you to visit and spend time with us. We will work cooperatively to best meet the needs of your child.

We look forward to an exciting and successful year at Thomas Edison Middle School.

Sincerely,

Karen Habegger  
Principal

# **Thomas Edison Middle School Vision, Shared Beliefs, and Mission Statement**

**Vision: To empower students to engineer, write, grow, and change their futures.**

**Mission: To prepare students for success through innovative science, technology, engineering, and mathematics.**

## **TEMS Shared Beliefs**

*Students learn best when they...*

- *are comfortable*
- *are interested*
- *are challenged*
- *are ready to learn*
- *know what to expect*
- *know that work is valued*
- *are physically and emotionally safe*

## **Interdistrict Middle Magnet School Philosophy and Mission**

Adolescence is a period of accelerated growth, self-discovery, and emerging independence. It is a transition from childhood to adulthood, accompanied by biological, physical, behavioral, and social transformations. Today's adolescents will be seeking jobs in an economy that will require virtually all workers to think flexibly and creatively, and to work cooperatively in settings with a variety of people. The Interdistrict Middle Magnet School will provide an environment that supports the specific developmental needs of young adolescents as they learn to value human differences. The learning climate will motivate the emerging adolescent with an exciting, innovative instructional program insuring success for all students. Flexible grouping, instructional practices designed to address a broad range of learning styles and abilities, and a continuum of student support services will be incorporated into the school program. The curriculum will emphasize science, mathematics, and technology. This focus will serve as a vehicle to engage students intellectually and emotionally with increasing knowledge in these fields, and provide students with a sense of the relevance of what they are studying to their own lives. In the Interdistrict Middle Magnet School, students will master an appropriate body of knowledge integrating a variety of disciplines as they develop critical and creative thinking skills, communication skills, self-reliance, and productive habits of mind necessary for a lifetime of learning. As they study and work cooperatively with their peers from other communities, students, will develop the appreciation for human diversity, regard for the work of others, social responsibility, and commitment to a healthy lifestyle necessary for productive global citizenship.

An environment of close, trusting relationships with adults and peers in learning clusters will create the climate for students' intellectual development and personal growth. Through theme-based interdisciplinary study, student will participate actively in authentic tasks that connect his/her learning to their communities and the world. Active partnerships with families, communities, business, and industry will help to prepare students for their lives as productive adults.



ACES (Area Cooperative Educational Services), a regional educational Support Center serving twenty-six school districts in south central Connecticut, will be managing Thomas Edison Middle School for the sending districts: Meriden, Middletown, and Region 13 - Durham and Middlefield. These districts are tremendously diverse and support the purpose of the interdistrict magnet legislation: to reduce racial, social, and economic isolation. ACES's involvement began more than eight years ago as they assisted the districts in developing the interdistrict application and then continuing with support over four years of curriculum development, developing the structural framework of the school, and hiring staff.

## **Mission Statement**

The mission of ACES, a leader and innovator in education, is to empower our students, member districts, and other clients to meet educational and life challenges in the changing global environment by providing collaborative, customized, cost effective solutions to meet identified needs of our educational community.

## **Organizational Beliefs**

We believe that...

- ...each individual has inherent worth
- ...all individuals can learn
- ...high expectations and effort are essential for higher achievement.
- ...quality education provides the foundation for the success of the individual and the community.
- ...diversity strengthens an organization.
- ...individuals are accountable for their actions.
- ...everyone has a responsibility to each other and contribute to the common good
- ...honesty and respect are essential for building trusting relationships
- ...a positive attitude enhances performance
- ...collaboration enhances productivity and generates creativity
- ...families are essential partners in education
- ...the willingness to change is necessary for individuals to grow and organizations to thrive

## STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

1. All students have the right to be treated respectfully by everyone in the school community and the responsibility to respect the rights of others.
2. All students have the right to an education and the responsibility to complete all assigned work and to not interfere with the education of others.
3. All students have the right to be free from physical harm and verbal, physical and sexual harassment on school property and the responsibility to keep others free from harm and harassment.
4. All students have the right to make decisions regarding their behavior and the responsibility to accept the consequences of their behavior.
5. All students have the right to have the rules of the school explained to them and the responsibility to learn and follow these rules while on school property.
6. All students have the right to express their opinions in a proper manner and the responsibility to not interfere with the educational process while doing so.
7. All students have the right to seek change in school rules in an appropriate manner and the responsibility to not interfere with the educational process while doing so.
8. All students have the right to have the privacy of their permanent records maintained. Access to records will be limited to authorized personnel and those authorized by student/parent/guardian.
9. All students have the right to have their personal possessions respected and the responsibility to respect the possessions of others. School personnel reserve the right to search lockers and desks and to seize any illegal possessions or those that may interfere with the educational process. All inspections will be performed with reasonable care for the Fourth Amendment Rights of Students.
10. All students have the right to equal access of school facilities, equipment and property and the responsibility to properly use school facilities, equipment, and property.

## TEMS Dress Code Regulations

Thomas Edison Middle School recognizes that the way a student dresses is an expression of his/her identity. The school reserves the right, however to draw reasonable limitations if a student's appearance is distracting. Clothing should be neat and clean. Since the building is air controlled we do not need to be concerned about extreme cold or heat. Outer-wear items should be worn to school but placed in the student's locker upon arrival: winter jackets, leather jackets (with or without hoods), ski pants/bibs, hats, or gloves/mittens. If a student's dress is deemed inappropriate by an administrator, a teacher, or a team, the student will be notified. It is expected that the issue will be resolved by the student changing into more suitable clothing.

The following should not be worn:

- Exposed underwear, pajamas, or slippers
- Tank tops or shirts with spaghetti straps, low cut tops or shirts which expose the chest, cleavage, or midriff
- Shirts or other items of clothing with: Derogatory or profane statements, pictures or advertisements for alcoholic beverages, tobacco, or drugs
- Short shorts or short skirts (please use discretion; no shorter than 4 inches below your rear end)
- See-through clothing
- Ripped or frayed jeans with exposed skin or undergarments
- Hats, sweatshirt hoods, do-rags, (or bandannas of any sort), over-sized belt buckles, chains or other items hanging from pants, belt loops, etc.
- Face piercings, face paint, or stickers on the face
- Backpacks or large totes (during the day)
- Gauge extension or spike earrings
- Flip-Flops or Adidas-type sandals with or without socks

### Dress Code for Physical Education:

- Sneakers or athletic shoes in gym class
- Dark shorts or sweatpants and plain t-shirts
- A small string-bag for gym clothes and shoes

# TEMS SCHOOLWIDE EXPECTATIONS

<b>Expectations for Grades 6-8</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Bus</b>	<b>Cafeteria</b>	<b>Bathroom/ Locker Room</b>
<b>Respect for Self</b>	<p>Be Prepared</p> <p>Participate</p> <p>Complete Assignments</p>	<p>Use Your Quiet Voice</p> <p>Watch Where You are Walking</p> <p>Transition Quickly</p>	<p>Use Your Quiet Voice</p> <p>Stay in Seat</p>	<p>Eat Healthy</p>	<p>Wash Hands</p>
<b>Respect for Others</b>	<p>Be Responsible for Your Actions</p> <p>Use Kind Words</p> <p>Stay on Task</p>	<p>Be a Role Model</p> <p>Keep Hands and Feet to Yourself</p>	<p>Keep Hands, Feet and Objects to Yourself</p>	<p>Clean Off the Table for Next Person</p>	<p>Flush Toilets</p> <p>Respect Differences</p>
<b>Respect for Community</b>	<p>Help Other Students</p> <p>Be Patient</p> <p>Have a Positive Attitude</p>	<p>Walk</p> <p>Show Consideration</p>	<p>Walk to Bus Using Sidewalk</p>	<p>Stay Seated</p> <p>Push in Chair before Leaving</p>	<p>Keep Area Clean for the Next Person</p>
<p>Quotes and Thoughts to Live By</p> <p><b>DO THE RIGHT THING!</b></p> <p><b>WORK HARD!</b></p> <p><b>BE NICE!</b></p>	<p>“Education breeds confidence. Confidence breeds hope. Hope breeds peace.”</p> <p>Confucius</p>	<p>“Happiness is not something readymade. It comes from your own actions.”</p> <p>Dalai Lama XIV</p>	<p>Golden Rule: Treat others the way you want to be treated.</p>	<p>“Change will not come if we wait for some other person or time. We are the change that we seek.”</p> <p>Barack Obama</p>	<p>“Be the change you wish to see in the world.”</p> <p>Ghandi</p>

## CONSEQUENCES

The following range of consequences will be administered for unacceptable student behaviors. Any of the following consequences could be used to appropriately meet the needs of the student.

1. Student conferences/circles with teacher, team, mental health staff, or administrator
2. Parent conference with teacher, team, mental health staff, or administrator
3. One or two-hour detention served in school before or after regular day, at lunch, with team, or in office
4. Compensation (payment to school or student/family) for vandalism, destruction, or theft
5. Community service/restitution where appropriate:
  - a. Team: helping teachers complete various classroom tasks
  - b. Library: returning books to the shelves, counting books and organizing materials
  - c. Cafe: straightening chairs and tables
7. Loss of privileges
8. In-school suspension
9. Out-of-school suspension

Behaviors leading to in-school suspension, out-of-school suspension, or possible expulsion:

1. Violation of the ACES Acceptable Use Policy for Computer/Technology usage
2. Fighting, physical assault or attempted physical assault
3. Making threatening statements to or about any student or staff member
4. Insubordination/disobedience and disrespectful behavior
5. Destruction or theft of school property
6. Smoking, gambling, possession of a weapon or facsimile of a weapon, possession of a paging device or cell phone, possession of a laser pointer, possession of alcohol, drugs, narcotics or other controlled substances or violation of any state, local, or federal law
7. Profanity, obscene gestures or social/ethnic epithets
8. Truancy, inciting truancy or cutting class
9. Behavior which endangers persons/property or violates ACES policy on or off school grounds
10. Threats, intimidation, harassment or bullying of others

## DEFINITIONS

**Removal:** An exclusion from a classroom for disciplinary reasons by a teacher for all or part of a single class time block provided such removal would not extend beyond ninety (90) minutes.

**In-School Suspension:** An exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which suspension is imposed.

**Suspension:** An exclusion from school privileges for disciplinary reasons by an administrator for not more than ten (10) consecutive school days, which period may not extend beyond the end of the school year in which suspension was imposed.



**Expulsion:** An exclusion of a student from school for disciplinary reasons by the Board of Education for a period of more than ten (10) consecutive school days but not extending beyond one hundred and eighty (180) consecutive school days, the period of expulsion may extend into the school year following the year in which the expulsion was imposed.

**Days:** Days when school is in session.

**Fighting (Mutual):** A physical confrontation involving two or more students **by mutual consent** in which physical harm is intended.

**Insubordination:** Disobedience to authority

**Threats:** Threatening is communicated intent to injure presently or in the future.

**Bullying:** Is any overt acts by a student, or groups of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school sponsored activity, which acts are committed more than once against any student during the school year.

**Physical Attack on Student/Staff:** Physically pushing, hitting or otherwise attacking another student or staff. This includes sexual assault.

**Harassment:** Words, gestures or actions that tend to annoy, alarm, or abuse another person. (This includes sexual harassment )

**Tardiness:** Delay to school or class

**Vandalism:** The term "vandalism" refers to the destruction of private or public property.

**Truancy/Cutting/Skipping Class:** Failure to attend school/class without permission.

**Profanity:** Abusive, vulgar or irreverent language.

**Weapons:** Any instrument or object possessed or used to inflict harm on another person, or to intimidate any person while on school property, on a school bus, or attending a school function. These include any type of firearms/explosives, deadly weapons, dangerous instruments and martial arts weapons.

**Drug:** Possession, use, sale or distribution of controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alike drugs and substances represented as controlled substances or drug paraphernalia.

## **ACES BULLYING POLICY STATEMENT**

ACES believes that all students have the right to a secure and safe environment and to be free from threat, harassment, and any type of bullying behavior. Therefore, it shall be policy of ACES that bullying of a student is prohibited. Please see the ACES Parent/Student Handbook for appropriate forms to complete if you wish to report perceived bullying.

*Bullying is defined as any overt acts of a student, or groups of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school sponsored activity, or on a school sub, which acts are committed more than once against any student during the school year. Bullying which occurs outside 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.*

*Please contact the school's guidance department if you wish to report perceived bullying. They can advise you of next steps and any necessary paperwork to complete. Any student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion, or referral to law enforcement officials.*

## **Teaming and the Flexible Block Schedule**

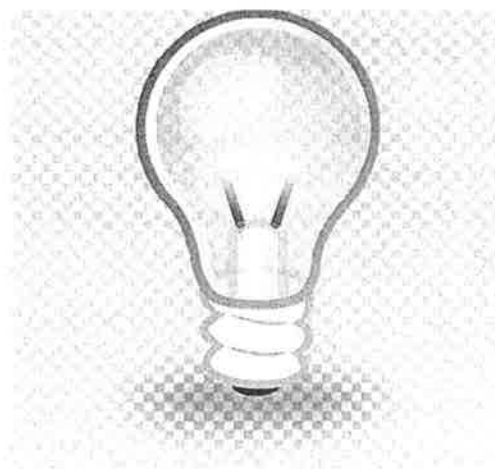
Our population of students is divided into small communities of learners called teams. Teams reside in clusters within the Academic Building. Academic class times are determined by the master schedule, and teams periodically will flex the schedule to extend the learning experience for students where and when appropriate.

Students will also attend Creative Arts classes in The Commons during two time blocks per day. The Creative Arts classes will include Art, Music, Health, Physical Education, and Multi-media.

Teachers teaching at TEMS use different sets of teaching methodologies and techniques. Our teachers employ such techniques as differentiation of instruction by varying the content, process, and products of student learning to meet the needs of all learners.

## **After School Programs**

Thomas Edison Middle School will be offering a wide range of choices to students in after school programming. We encourage all students to get involved! We are sure you will find something of interest to you. Students may choose from a variety of activities including Arts, Music, Athletics and other enrichment programs. After school programs will normally run on Tuesdays and Thursdays, depending on the activity. TEMS publishes a list of after school activities each year, and a copy will be available electronically through ParentSquare at the beginning of the school year so students can consider the various options available. Activities will be announced during morning announcements and they will be posted on the TEMS website. Families will be notified through email, ParentSquare, and flyers when clubs and activity sign-ups are available.



# TEMS QUICK REFERENCE GUIDE

## **Academic Progress**

You and your parents will be informed of your progress through report cards, progress reports, personal- notes, phone calls, and conferences. Report cards are issued in December, March, and June. June report cards are mailed home. Parents will sign each progress report and report card and return them to the sending teacher.

Your parents are encouraged to talk with your school counselor, teachers, or administration if there are concerns about your progress or your adjustment to middle school.

Your parents are encouraged to arrange a conference with your academic team and your counselor in the fall by calling either the counselor or your team leader.

## **Attendance Policy**

Connecticut state law requires parents to cause their children, ages five to eighteen inclusive, to attend school regularly during the hours and terms that school is in session, 8:25-2:45 at TEMS. Classroom experiences are the basis for public school education. Time lost from class is irretrievable.

ACES requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent. Absences should be verified by parent/guardian. Excused absences include reasons of health/illness, religious obligations, court appearances, death in family, serious illness of a family member, approved school activities, suspension from school, and emergencies. Absences other than the reasons mentioned above must be presented in writing to the principal by the parent/guardian who will then determines whether the absence will be deemed

excused. The administration will determine whether absences are excused or unexcused based on the aforementioned criteria.

Students must assume responsibility for work missed due to absence from school. If a student is absent for a day or two, it is expected that the student will check the school learning platform site, e-mail the teacher, or call a classmate for assignments. For absences that will be extended (***beyond three days***), parents may notify the school office and request assignments. These assignments will be in the office by 3:00 PM the following day.

## **Attendance- Parents' Responsibilities**

Research clearly shows that student absenteeism and skipping class are significantly reduced when parents take an active interest in their student's school attendance. All parents must:

- o inform the school by telephone and/or by note of the reason for any absence.
- o be aware of and provide permission for every absence.
- o provide the student with a note explaining the reason for the absence. The student is expected to bring this note to the Morning Meeting teacher upon returning to school.

## **Attendance- Students' Responsibilities**

- o attend all scheduled classes and meetings regularly and punctually.
- o bring a note to the main office before 8:25 AM if they wish to be excused early that day.
- o bring a note and obtain an admit slip from the main office after coming to school late.
- o accept responsibility for all work missed by absence.

### **Attendance - School's Responsibilities**

- o Keep track of all tardies and absences, excused or unexcused
- o The office will contact parents when a student is absent if they haven't been notified about that absence.
- o The school counselor will call home at three unexcused absences in one month.
- o Beyond this number of unexcused absences, parents will be required to attend a meeting with our staff to assist in the development of strategies and goals to support the student and improve attendance.
- o If these strategies are unsuccessful the student may be referred to the Student Assistance Team.

### **Attendance and Truancy**

Unauthorized absence from school is considered truancy and will be treated as such. It is the parent/guardian's responsibility to ensure a student's regular attendance. Disciplinary action, when appropriate will be taken in such cases, starting with the notification of the parent/guardian.

**A "truant" means a child who has four (4) unexcused absences, in one month, or ten unexcused absences in one year.**

School personnel, wherever possible, and as much as possible, will seek cooperation from parent/guardians and assist in remedying and preventing truancy through early intervention strategies.

**Attendance and Medical/Dental Appointments** Please schedule routine medical and dental appointments to avoid being absent from school.

**Book Bags, Drawstring Bags, and Knapsacks** Many students find it useful to carry book bags, duffel bags, drawstring bags, or knapsacks. **Students are allowed to carry these items to and from school only.** Book bags cannot be carried during the school day. The use of small drawstring bags may be used to carry gym clothes only. They are not to be worn routinely. Book bags, knapsacks and drawstring bags, must be stored in the student's locker. Students are permitted to use their lockers after morning meeting, when passing to and from lunch, and at the end of the day. This rule will assure the safety and comfort of both students and adults.

### **Cell Phones and Electronic Devices**

ACES Thomas Edison Middle School permits the use of cell phones and electronic devices at school under a teacher's supervision and permission. As a Bring Your Own Device (BYOD) school, we acknowledge that some applications are appropriate for school use. Students may not use phones during the school day without express permission from their teachers for school-related work. Parents should not call or text students while they are at school. Students should not call or text others while they are at school. Landlines and telephones are available in each classroom. Please contact your child by calling the main office number only. (203-649-8403)

### **Developmental Guidance**

There is a school counselor for each grade at the middle school. The school counselor assigned to you in grade 6 will work with you in grades 7 and 8 so you will have time to get to know one other. This should help you feel comfortable talking about yourself and planning with your counselor for the appropriate middle and high school programs.

### **Dress Guidelines**

Thomas Edison Middle School recognizes that the way a student dresses is an expression of his/her identity. The school reserves the right, however to draw reasonable limitations if a student's appearance is distracting. Clothing should be neat and clean. Since the building is air controlled we do not need to be concerned about extreme cold or heat. Outer-wear items should be worn to school but placed in the student's locker upon arrival: winter jackets, leather jackets (with or without hoods), ski pants/bibs, hats, or gloves/mittens. If a student's dress is deemed inappropriate by an administrator, a teacher, or a team, the student will be notified. It is expected that the issue will be resolved by the student changing into more suitable clothing.

The following should not be worn:

- Exposed undershirts/underwear, pajamas, or slippers
- Tank tops or shirts with spaghetti straps, short shorts or short skirts (no less than 4 inches below the rear end), cut tops or shirts which expose the midriff, or short skirts without leggings
- See through clothing or clothing that is tight
- Ripped or frayed jeans may be worn with leggings to cover skin and undergarments)
- Shirts or other items of clothing with derogatory or profane statements or pictures or which include advertisement for alcoholic beverages, tobacco, or drugs
- Hats, sweatshirt hoods, do-rags, (or bandannas of any sort), over-sized belt buckles, chains or other items hanging from pants, belt loops, etc.
- Face piercings, face paint, or stickers on the face
- Backpacks or large totes (during the day)
- Gauge extension or spike earrings
- Flip-Flops or Adidas-type sandals with socks

Students should wear:

- Sneakers or athletic shoes in gym class
- Dark shorts and plain t-shirts or TEMS t-shirt for gym class
- A small string-bag for gym clothes and shoes

### **Early Dismissals**

Early dismissals from school should be requested only when absolutely necessary. The request should be written and signed by a parent or guardian and presented to a secretary in the school office before school begins on the day the dismissal is desired. Our staff will complete a pass for the student with the designated time. The student will then show the pass at the designated time to his/her teacher, collect belongings and homework from his/her locker and report to the office to sign out. Parents should meet the student in the office when signing out for early dismissal.

### **Emergency Closings**

The safety of our students is our primary concern, so in the event of bad weather or another emergency, announcements will be made on radio stations, local cable stations, and television stations. The ultimate responsibility and decision to cancel or delay school rests with the Executive Director of ACES,

If Meriden or ACES cancels school, the Executive Director of ACES will notify the appropriate media that Thomas Edison Middle School or Meriden will be cancelled. Watch and listen for the name "Meriden" "Thomas Edison Middle School" for delays or cancellations.

If one of our districts cancels or delays school, but ACES does not, those students will remain home for safety purposes and will receive an excused absence for that day.

### **Field Trip Procedures**

Field trips are an integral part of the academic program. They are carefully planned to support the curriculum and to enhance student understanding of key concepts. During a field trip, the student is the responsibility of the school and remains subject to its general control, infractions of stated rules, violations of good citizenship, and failure to heed necessary directions may result in disciplinary measures,

Students who normally take medication during school hours may need to do so while on a field trip. Students who have demonstrated excessive inappropriate behavior will participate on a field study at the discretion of the school staff. If it is determined that a student is unable to participate due to behavioral concerns, and the parent is not available to chaperone the in-state trip, it is expected that the student will attend school for an alternative educational program.

Before going on a field trip, the parent is required to sign a permission slip. A fee may be required to

cover the cost of transportation and/or admissions. Parents who feel that the cost of a field trip will produce a financial hardship are urged to call the principal to discuss the availability of scholarship funds.

### **Health - School Nurse**

We would like to remind all parents/guardians that sick students should remain at home if they are having any signs of illness such as vomiting, diarrhea, difficulty breathing, or fever. They should not return to school until they feel better and are free of fever for 24 hours.

If a student becomes ill or has a minor injury during school hours he/she needs to request a pass to see the nurse. The nurse is available to speak with any student about health or related problems.

The nurse will administer health care for all minor injuries received at school. If an injury is more serious, the nurse will attend to the student and then notify the parent. If the nurse cannot reach the parent, the person listed on the emergency medical data card will be contacted. If a student becomes ill at school and needs to go home, the nurse will contact the parent or adult designee to arrange for transportation home.

The decision to call 911 in the event of a serious health emergency is a clinical decision. Our nurse, a clinically trained specialist, will make that decision to call and then notify parents and supervisors.

### **Health - Medications**

For students to receive medication at school, Connecticut State Law requires a written health care provider's order and parent/legal guardian written authorization on file at school. This order and parent authorization must be renewed at the beginning of each school year and whenever medication orders change. This regulation applies to any medication that needs to be given regularly on a daily schedule, any medication that might need to be given for only a short period of time, or any medication that is to be administered in case of emergency,

Medication must be delivered by a parent/guardian to the school nurse in a properly labeled prescription bottle. Every student has received a copy of the *Medication Authorization Form* which needs to be completed by his/her health care provider and brought to the school nurse. Additional copies of the form may be obtained from the school nurse.

### **Homebound Tutoring for Extended Illness**

If it appears that you will be absent for at least three consecutive weeks due to illness or injury, your parent should contact the school guidance counselors about home tutoring. They will provide the necessary forms and help with arrangements.

## Homework

Homework is an important part of a child's educational experience from elementary school through high school and beyond. Although the amounts may vary, all teachers will assign homework. The time needed to complete assignments will be different for each student. Some assignments are not in written form, but require reading or review for tests and quizzes. Some assignments require research or employ creative, "hands-on" demonstrations of what students have learned. For most students, on average, one hour of homework each night is normal and expected.

While the main objective of homework is to assist and improve learning, and to strengthen skills and understandings gained in the classroom, it has many hidden values as well.

- **Responsibility:** Homework requires students to fulfill obligations and to hold themselves accountable for both mistakes and successes. Homework is a child's responsibility.
- **Autonomy:** Homework is usually the first time someone other than a parent has assigned tasks to a child on a consistent basis. The child is now accountable outside the family. To be autonomous is to stand on your own two feet.
- **Perseverance:** When one perseveres, he or she confronts challenges with determination and strives to succeed in spite of difficulties. Thomas Edison said it best: "Genius is 99% perspiration and 1 % inspiration."
- **Time management:** Today we are all busier than ever. Homework teaches students to organize their time and to complete tasks on schedule. Learning to manage time well reduces stress in life in general.
- **Initiative:** Homework is also important in teaching students to be self-motivated and assertive. It is also an opportunity for students to delve further into a favorite interest.
- **Self-reliance:** Homework can lead to greater success in class work. Since the work is something the child has done for him or herself, a child self-esteem increases.
- **Resourcefulness:** The ability to find, invent or create means to solve problems. If children have to explore and research to find answers, they become more resourceful and knowledgeable about the topic they are studying. (Adapted from: *Homework's hidden values, all 7 of them, taken from The Hartford Courant, written by John Rosemond*)

Homework assignments can bring the home and school closer together by facilitating parent understanding of topics taught at school. Parents are encouraged to provide an appropriate environment for this independent learning.

Some suggestions that may help are:

- **Provide a study area.** The room makes little difference; however, the atmosphere is important. Good lighting, sufficient space and minimal distractions are priorities.
- **Provide a specific homework time.** Establish firm rules against using the phone, watching TV, etc. Provide adequate breaks.
- **Think positively.** Praise the things your child does well without dwelling on their shortcomings.
- **Call the teacher.** If there is difficulty understanding homework or if the volume seems to be a bit too much, let the teacher know and adjustments can be made on a student by student basis.
- **Supervise homework.** Make sure your child has enough time and an area which is free of distractions. Facilitate homework without doing the assignment for your child.
- **Help get the homework habit.** If your child does not bring work home, find out if s/he is completing it at school or failing to complete it. Get your child into the habit of doing homework.

## Lockers

The team will assign a hall locker in your cluster for your use during the school day. Before school and at designated team times you will be allowed to use your locker. At any other time, you will need to ask for permission. All our lockers have combination locks. Do not share your combination with anyone.

It is your responsibility to keep your locker in good condition and locked at all times. If your locker fails to operate properly, report it to your Morning Meeting teacher immediately. Personal property, outdoor clothing, and books (when not in use) should be kept in your locker. **DO NOT LEAVE VALUABLES IN YOUR LOCKERS.** If you must bring something that is valuable to school check with your Team Leader or administrator where the item might be safely secured.

## Lost and Found

If you find lost articles take them to the office where they may be claimed. If you lose something, be sure to inquire in the school office if the article has been found and returned. (Lost physical education equipment and clothing are kept in the Gym Office).

***The school is NOT responsible for lost, stolen, or damaged personal items.***

### **Lunch Program**

Both hot and cold lunches are served in the cafeteria. A variety of health items may be purchased. Students may bring their own lunches to school. Lunch is 25 minutes long. Free or reduced lunch is available for those who qualify. Please call the guidance counselor if you have any questions.

### **Morning Announcements**

Morning announcements, whether delivered over the PA system or via the internal broadcasting system, are very important. Each day the announcements will include the Pledge of Allegiance and daily announcements.

All students should listen carefully to the items announced. It is important to be silent so that other students are able to hear the announcements.

### **Peer Mediation**

Students helping other students resolve conflicts and misunderstandings are the goal of peer mediation. Student mediators are trained to listen and help their peers under the supervision of a faculty member in a confidential and respectful setting. Teachers or students may submit a request for peer mediation by filling out a peer mediation request form and giving it to a guidance counselor.

### **Families As Partners**

Our family-teacher group, Families As Partners, was formed in our inaugural year to establish partnerships with parents and families. FAP meets the first Tuesday of every month beginning in October. We will be contacting parents regularly about program offerings and group initiatives.

### **Passes**

When you ask your teacher permission to leave the cluster for any reason (and that teacher grants you permission) your teacher will complete a pass. You must carry that pass with you and have it signed by the teacher or staff member at your destination before you return to class.

### **Physical Education**

Our physical development is as important as our emotional and intellectual development. All students will participate in a progressive program of physical education.

Students will change clothing for the Physical Education class. It is very important that students address personal hygiene and wear a change of clothing and athletic shoes. Your physical educator will give you additional information on required clothing.

Participation in our physical education program is expected. Only a doctor's note will excuse participation.

### **School Hours**

School is in session each day from 8:25 AM until 2:45 PM. After school programming will be held on two days of the week: Tuesday, and Thursday until 4:00PM. Look for after school flyers to let you know when the program will begin.

### **Student Assistance Team**

Students who are exhibiting any areas of concern (academic, behavioral, social, etc.) may be referred to the Student Assistance Team (SAT) after an Individual Student Success Plan (ISSP) is developed on team. SAT is comprised of a group of teachers, mental health staff, and administration, who meet weekly to review referrals, strategize, make recommendations, and develop action plans to assist a student who is having trouble. The support generated by the SAT will be positive, proactive, and on-going. Many solutions will be long-term and progress will be assessed incrementally.

All students are eligible for assistance through SAT, including regular and special education students. SAT is a component of our early intervention process which assures compliance with special education statutes. Above all, SAT ensures that students get the assistance they need. Teachers, parents, community members and students can make referrals to SAT.

### **Tardiness**

If you are not present in school by 8:25 AM you will be considered tardy. If you arrive at school after attendance has been taken, you must report to the office before going to class to sign in and pick up admittance pass. Excessive tardies will result in parental involvement and a behavioral plan.

### **Vacations**

Please keep in mind that family vacations are not considered a valid reason for absence. While your teachers will allow you to make up work they are not required to prepare work in advance for a vacation related absence. It will be the student's responsibility to be sure to contact the teachers and complete any missing assignments in the time allocated.

### **Visitors**

Visitors are welcomed into the school for conferences, meetings, class observations, and performances. Unsupervised youth visitors are not permitted during school hours due to potential interruption of the educational process.

All visitors must check into the office, sign the Visitor's Log, and be issued a Volunteer or Visitor Pass. Visitors are asked to inform staff of their intentions to visit in advance.

This procedure is in effect to protect the safety of the students and to keep office personnel informed of all people in the building at any time.

## **Library Information**

***When you get a library card you can use it at any public library in the state!  
You can e-mail a reference question from the website. Now is the time to get  
your library card, you don't want to be in middle school without it!***

### **Russell Public Library, Middletown: 860-347-2528**

Access from home and on-line services. Have links to schools. Access to electronic resources. New website.

Website: <http://www.russelllibrary.org>

### **Meriden Public Library: (203) 238-2344**

Full service - regional interlibrary loan

On-line services library card applications and acceptable use policy - remote access - on-line services

Website: <http://webpac.loininc.org/webpac/meriden.html> or link through the City of Meriden Website

### **Durham Public Library: 860-349-9544**

On-line services - support library to the schools - can dial in from home and access the library on-line

Website: <http://www.lioninc.org/telnet/durjaza.html>

### **Wallingford Public Library: 203-265-**

**6754** Complete on-line services and links

Website: <http://www.wallingford.loininc.org/>



# ACES Basic Policies

## 2.7 Sexual Harassment/Intimidation 7

ACES is committed to preserving a positive and productive working and learning environment free of discrimination. ACES prohibits sexual harassment or intimidation of its employees or students whether by supervisory or non-supervisory personnel, by individuals under contract, or volunteers subject to the control of the board, or by students. Sexual harassment/intimidation in the workplace by employees will result in disciplinary action up to and including dismissal. Students engaged in sexual harassment/intimidation will also be subject to disciplinary action.

Sexual harassment/intimidation is defined as an unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks on conduct; threats or suggestions that an employee's or student's submission to or rejection of unwelcome conduct will in any way influence an employment or educational decision regarding that employee or student or conduct of a sexual nature which substantially interferes with an employee's work performance, or a student's educational performance or creates an intimidating, hostile or offensive work or school environment, such as the display in the workplace or school of sexually suggestive objects or pictures.

*What are my responsibilities and rights related to sexual harassment?*

Students are legally protected against sex discrimination and sexual harassment by Title IX of the Education Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of sex. You have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. You have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

*How do I know when sexual harassment may be occurring? Am I being harassed? Am I harassing someone?*

Ask yourself the following questions:

1. Is the behavior of a sexual nature?
2. Is the behavior unwelcome by anyone involved?
3. Does the behavior make you or any other person feel uncomfortable?
4. Does the behavior interfere with anyone's ability to learn or to enjoy school and classroom activities?
5. Does the behavior involve one person trying to have some kind of power over another person?
6. Is the behavior part of a pattern of repeated behavior?
7. Would you want this behavior to be directed toward a member of your family or toward a friend?

*What are the differences between flirting and harassment?*

Flirting	Harassment
Welcome	Unwelcome
Wanted	Unwanted
Two-sided	One-sided
Feels good	Feels uncomfortable
Enjoyable	Embarrassing/Humiliating
Equal participation	Use of power

*What are some examples of behaviors that may be considered sexual harassment?*

Staring or leering at parts of someone else's body  
Comments, gestures, or jokes of a sexual nature  
Displaying of sexual pictures or objects  
Spreading sexual rumors or commenting about sexual behavior

Repeated pressuring for dates or unwanted sexual behavior  
Touching, grabbing and pinching  
Asking for sexual favors in exchange for grades, promotions or participation in school activities  
Physical sexual assault

*What should I do if I believe I am being sexually harassed?*

Find out about your school district's policy and procedures for handling sexual harassment issues.

Follow those procedures.

Take action and get help when needed. Ignoring sexual harassment is not an effective way to stop it. Whenever possible, tell the harasser verbally or in writing what the specific behaviors are that you find offensive. Ask him or her to stop.

Report the offensive behavior to a teacher, counselor, or school administrator.

Keep a detailed record of the harassing behavior to share with school officials who investigate your complaint.

If not satisfied with the resolution of your concerns, contact the Title IX coordinator for the district.

The Title IX Coordinator for ACES is:

Area Cooperative Educational Services  
350 State Street  
North Haven, CT 06473  
(203) 498-6812  
[cbunk@aces.org](mailto:cbunk@aces.org)



## Student Related Policies

### 4.8 Dress and Grooming

ACES requires students to dress in clothing appropriate to the school situation and which is conducive to teaching and learning. Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

Is unsafe for the student or those around the student;  
Is disruptive to school operations and the education process in general; and  
Is contrary to law.

No restrictions on freedom of dress and adornment will be imposed which:  
Reflect discrimination as to civil rights;  
Enforce particular religious tenets; and  
Do not fall within the direct or implied powers of ACES and the governing board.

### 4.1.13 Student/Client Smoking

Students, in accordance with state law, are prohibited from smoking in school buildings or on school buses. Area Cooperative Educational Services recognizes that smoking represents a health and safety hazard which can have serious consequences for the smoker and non-smoker. Because of the Board's grave concern for the safety of the system—both people and property, and in order to protect the students/clients from an environment that may be harmful to them and because of possible harm to personal well-being, the Board hereby prohibits smoking by all students/clients in all buildings and vehicles owned or leased by Area Cooperative Educational Services. For the purposes of this policy "smoking" will mean all uses of smoking materials and tobacco, including cigars, cigarettes, pipes, chewing tobacco, and snuff.

### 4.2.1.1 Confidentiality and Maintenance of Student Records

Area Cooperative Educational Services provides special education services on a contractual basis as an agent of the Local Educational Agency (LEA). The LEA maintains ownership of and holds ultimate responsibility for the official records of any student placed in an ACES program. Records are to be considered on loan to ACES during

the student's period of enrollment. As long as the student remains in an ACES program, ACES will maintain records and provide for the filing, protection, confidentiality, review and, when appropriate, destruction of such records. Once a student exits from an ACES program, all records for that student, including educational reports generated by ACES, will be returned to the LEA.

#### **4.3.1.2 Power to Inspect, Search and Question**

The students should be informed, through notice in the student handbook where such exists, and through suitable announcement at the beginning of each school year, and as deemed necessary during the year, that desks and locker remains the property of the Governing Board, and may be inspected by delegated agents of the administration if the administration has reason to suspect that materials injurious to the best interests of the school are kept on school property.

ACES is responsible for the welfare of each student under its control. Interviewing of students by law enforcement officials will be done only in the presence of the principal or his/her designee. Every effort should be made to include the parent of guardian of a student in any interview which carries an implication of possible guilt or the furnishing of information leading to an indictment. The student's right to request and be represented by an attorney must not be abridged. The principal or his/her designee will maintain an informal record of the interview, showing the time, place, persons present and a summary of the discussion and findings.

#### **4.3.4.1 Actions leading to Suspension or Expulsion**

Students may be suspended or expelled for conduct that endangers persons or property, or whose conduct, on or off school grounds, is seriously disruptive of the educational process, or is violative of a publicized policy of the ACES Governing board. Conduct that may lead to suspension or a recommendation for expulsion includes, but is not limited to, the following:

- Fighting, physical assault or attempted physical assault;
- Making threatening statements to or about any student or staff member;
- Continued and/or willful disobedience of the school and/or district rules;
- Defiance of the authority of a teacher, administrator or any other persons having authority over the student;
- Taking or attempting to take property or other possessions from another person by means of force, threat, fear, theft, or intimidation;
- Destruction or theft of school property;
- Smoking in or on school property;
- Gambling in or on school property;
- Leaving a school building or school grounds without authorization;
- School or class truancy;
- Incitement of the truancy of other students;
- Possessing or using any type of firearm, firearm facsimile, explosive, weapon, deadly weapon, or knife, or any other dangerous object;
- Unauthorized possession, offering for sale, use or distribution in the school or on school grounds, or at any school sponsored activity or in school provided transportation of drugs, narcotics, controlled substances, or alcoholic beverages;
- Participation in an unauthorized occupancy of any part of any school, building or other property owned or controlled by ACES or failure to leave such school, building or property when directed to do so;
- Inciting and/or participating in a student walkout;
- The use of abusive, obscene and/or profane language or gestures or social or ethnic epithets;
- Turning in a false alarm or bomb threat;
- Conduct of any pupil while awaiting or receiving transportation to and from school which endangers persons or property or is violative of a publicized policy of ACES Governing Board;
- Possessing or using a remotely activated paging device or cell phone;
- Possessing and/or using a laser pointer;
- Violation of any local, state or federal law.

#### **4.3.4.2 Actions leading to a Mandatory Expulsion**

The following conduct shall result in a recommendation for expulsion:

Possession of a deadly weapon or firearm in violation of C.G.S. Section 29-35 or 53-206. A person is in violation of one or both of these statutes if he/she is in possession of a deadly weapon or firearm without proper permit authorizing such possession. As used in this paragraph, a "firearm" means any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged, and a "deadly weapon" means any weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, billy, blackjack, bludgeon or metal knuckles.

Bringing a "weapon" to school, in violation of the mandate of the Federal Gun Free Schools Act. For the purposes of this paragraph, a "weapon" is defined to mean 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, a muffler or silencer, or any destructive device (any explosive incendiary, poisonous gas, bomb, rocket, missile, mine grenade, or similar device, or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel a projectile by explosive or other propellant have a barrel with a bore of more than one half inch in diameter).

#### **4.9 Promotion/Acceleration/Retention**

ACES administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance on the statewide grade 4, 6, 8 and 10 testing program and on the other standardized test, meeting the statewide reading standards in the primary grades, maturity-academic potential and student aptitude. A student shall not be promoted based upon age or any other social reason not related to academic performance. ACES shall provide alternatives to promotion such as, but not limited to transitional programs and may require students whose academic performance jeopardizes their promotion or graduation to attend after-school, summer school or other programs the district offers that are designed to help them. ACES administration shall determine remedial assistance for a student who is not promoted.

(d. 5124 - Reporting to Parents) (d.  
6146 - Graduation Requirements) (cf.  
6146.1 - Grading System)

Legal Reference: CT General Statutes

PA 99-288 An Act Concerning Education Accountability

10-221 (b) Boards of education to prescribe rules

10-265g Evaluation of student reading level. Personal reading plans.

#### **5.8, 5.13.1 Instruction Concerning Alcohol, Nicotine or Tobacco, Drugs and Acquired Immune Deficiency Syndrome**

The ACES Board of Education shall instruct the Executive Director to insure that the knowledge, skills and attitudes required to understand and avoid the effects of alcohol, of nicotine or tobacco and of drugs as defined in subdivision (17) of section 21 a-240, on health, character, citizenship and personality development are taught in accordance with a planned, ongoing and systematic program of instruction every academic year to all pupils enrolled in ACES school programs.

The ACES Board of Education shall further instruct the Executive Director to insure that during the regular school day, planned, ongoing and systematic instruction on acquired immune deficiency syndrome, shall be taught by legally qualified teachers.

Section 10-19 C.G.S., ACES Governing Board, October, 1989

#### **4.7 Parent Child Communications**

ACES recognizes that a child's education is a responsibility shared by the school, family and sending school district during the entire period the child spends in school. To support the goal of ACES to educate all students effectively the school and parents and the sending districts must work as knowledgeable partners.

Parents share the school's commitment to the educational success of their children, however diverse parents and their children are in culture, language and need. ACES in collaboration with parents and our district shall

establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

ACES therefore, supports the development and implementation of parent-involvement programs in each of our school programs which will include parents in many capacities. Continued work with our active parents' group will be part of this design. Successful parent involvement programs include:

- Supporting and promoting responsible parenting,
- Encouraging regular, two-way and meaningful communication between home and school,
- Assisting parents to play an integral role in the process of student learning,
- Encouraging parents to come into our schools to support and assist,
- Encouraging parents to be fully involved in the decisions that affect their children and families, and
- Strengthening school programs, family practices, and student learning through shared community resources.








ACES supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. We also recognize the importance of administrative leadership in setting expectations and creating a climate conducive to parent participation.

ACES believes that parent involvement is essential to the well-being of students, and we shall foster and support active parent involvement.





Note: For a more comprehensive listing of ACES policies see *ACES Parent/Student Policy Handbook*



## ACES Responsible Use – Code of Conduct

Responsible Use	Code of Conduct	I understand (initial)
<p><b>Educational Use:</b> Use of the Internet, applications, and hardware are technology resources used for learning. This access is a privilege, not a right. Willful or intentional misuse could lead to disciplinary action.</p>	<ul style="list-style-type: none"> <li>• I understand that the technology that I use at ACES is a privilege and for educational use only.</li> <li>• I will follow all teacher instructions concerning the use of technology.</li> <li>• I will visit sites on the Internet that are appropriate for my learning as directed by my teacher(s).</li> </ul>	 Initial:
<p><b>Respect Privacy:</b> All ACES users are expected to respect the privacy and personal rights of others.</p>	<ul style="list-style-type: none"> <li>• I will not repost or forward electronically a message that was sent to me privately without permission from the person who originally sent the message.</li> <li>• I will not post or send private information about another person.</li> <li>• Under no circumstances can I view, use, or copy someone's work or information without permission.</li> <li>• I will ask permission before taking or using someone's picture, voice, or likeness.</li> </ul>	 Initial:
<p><b>Respect Property:</b> I will respect school property and the property of others and vandalism will not be tolerated. I understand things like hardware, software, and multimedia files can be school or private property. Technology equipment (e.g., computer, bag, mouse, power cord) must be used with the utmost care. If the laptop is lost/stolen you must complete a police report within 48 hours.</p>	<ul style="list-style-type: none"> <li>• I will keep my laptop/computer in working order. That means I must report any malfunctions to my teacher(s).</li> <li>• I know that vandalism will result in disciplinary action.</li> <li>• I will not make any changes or deletions to any of the software that ACES provides.</li> <li>• I will charge my laptop daily so that learning can occur.</li> <li>• If my laptop is lost/stolen I will report it to my teacher(s) and parents immediately.</li> </ul>	 Initial:
<p><b>Be Polite and Kind:</b> Any work that I create, post, send, or share must be polite and not threatening or offensive in any way. Students will only work on their own assigned devices</p>	<ul style="list-style-type: none"> <li>• I will take pride in my online communications.</li> <li>• I will be considerate of others and their cultures when posting work or sending email. I will not make or distribute jokes or stories which are based upon slurs or stereotypes (e.g., cyber-bullying, race, gender, ethnicity, nationality, religion).</li> <li>• I will use appropriate language, symbols, or pictures.</li> <li>• I understand that I am responsible for my actions. In no way should I interfere with someone's laptop or computer setting, power button, or keyboard.</li> <li>• I will only use my assigned laptop under my ACES assigned username.</li> </ul>	 Initial:
<p><b>Respect the Law:</b> I will never engage in activities that are against the law. I will not send messages that contain false or misleading information, which may hurt a person. I will not disguise the origin of e-mail. Cyber bullying is against the law. According to CT law – Public Act No. 11-232 cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies or other mobile electronic laptops or any electronic communications.</p>	<ul style="list-style-type: none"> <li>• I understand that hacking into ACES software or network is against the law.</li> <li>• I understand that taking someone's identity to send false or misleading information is against the law.</li> <li>• I understand that any cyberbullying online will result in serious consequences.</li> <li>• I will not intentionally damage or destroy equipment, for example, bags, power cords, or laptops provided to me by ACES.</li> </ul>	 Initial:
<p><b>Keep Personal Information Private:</b> I will not reveal my full name, home address, school address, e-mail address, or telephone number in any online post or attachments. I will never arrange face-to-face meetings with someone I met online.</p>	<ul style="list-style-type: none"> <li>• If I find the messages offensive or uncomfortable, I will alert my parents or teachers.</li> <li>• I understand that I should NOT meet a stranger in person that I met online.</li> </ul>	 Initial:
<p><b>Filtering and Internet Safety</b> ACES provides a filtered network while students are online. This filter is active whenever a student is logged on using their ACES laptop. Everyone must assume responsibility for supervising computer use by a minor. Though ACES provides this filter to a student account on their ACES laptop, no</p>	<ul style="list-style-type: none"> <li>• My work on my laptop will be monitored by an adult at my home.</li> <li>• I understand that using the laptop inappropriately could result in loss of privileges or disciplinary actions.</li> <li>• My work at home will be my own work and not used by others in my family.</li> </ul>	 Initial:

## ACES Responsible Use – Code of Conduct

Responsible Use	Code of Conduct	I understand (initial)
content filter can guarantee that access to unacceptable or undesirable content will always be blocked.		
<p><b>Protect Your Password:</b> I know that passwords are not to be shared with anyone. When I log in, I will only use my assigned account. I will never look, view, use, or copy another person's password</p>	<ul style="list-style-type: none"> <li>I understand that I must keep my password private and cannot share it with anyone.</li> <li>I understand that I cannot use anyone else's password to get into the ACES network.</li> </ul>	 Initial:
<p><b>Respect Your Network:</b> ACES provides a secure network to enrich the educational experience (e.g., file storage, content management system, student information system, library circulation/cataloging, educational software). I will not use the network in such a way that would disrupt the use of the network by others. I know the school system can access and review my e-mail, files, or work.</p>	<ul style="list-style-type: none"> <li>I will not install anything onto the school computer.</li> <li>I will not take any actions that would cause intentional disruption of services on the network.</li> <li>I will use the accounts created by ACES and not create any on my own.</li> <li>I will use the network for educational purposes only.</li> </ul>	 Initial:
<p><b>Communicate and Collaborate Online:</b> There are many approved Internet Web sites and Learning Management Systems that my teacher will recommend for posting my work. (e.g., Google Classroom, Canvas (LMS), blogs, and podcasts.) I will respect the intellectual property of others.</p>	<ul style="list-style-type: none"> <li>I will make sure that all postings meet the teacher's requirements.</li> <li>I will be proud of any work that I post online.</li> <li>I will ensure I use these tools for school related work only.</li> <li>I will not copy anything I don't have permission to copy; I will not plagiarize other people's work.</li> </ul>	 Initial:
<p><b>Maintenance updates and repairs:</b> ACES will collect the computer at predetermined intervals during the school year and over the summer. Computers, bags and power cords must be turned in with reasonable wear and tear.</p>	<ul style="list-style-type: none"> <li>I will hand in my computer when asked by my school for maintenance and or monitoring.</li> <li>I will hand in my computer when asked for summer collection.</li> <li>I will hand in my computer bag and power cord in good condition.</li> </ul>	 Initial:

This document is designed for students and parents to better understand the ACES Board approved policy on acceptable use of technology #6141.321/4118.5. Nothing in this document supersedes, replaces, or modifies, in any way the ACES Board approved policy.

Student: I understand and will abide by the above rules. Should I violate any of the rules, my access privileges may be taken, school discipline action may be taken, and/or appropriate legal action may be taken.

Parent or Guardian: As the parent or guardian of the above named student, I have read the rules and explained them to my child. I understand that ACES has taken precautions to eliminate online material not suitable to the educational environment, but it is impossible for ACES to restrict access to all controversial materials. I will not hold ACES, staff, faculty, agents and employees responsible for any exposure of my child to materials that I consider inappropriate. I accept full responsibility for supervision of my child online when my child is not in school. I give permission for ACES to issue an account for my child to access online educational resources and the ACES secure network. I may review applications used by ACES by accessing the [student data privacy site: https://www.aces.org/schools-programs/school-based-services/educational-technology/data-privacy-practices](https://www.aces.org/schools-programs/school-based-services/educational-technology/data-privacy-practices)

Item	Response
Grade or Team	
Student Name (Printed)	
Student Signature	
Date Student Signed	
Parent or Guardian Name	
Parent or Guardian Signature	
Date Parent Signed	



**ACES Parent/Guardian/Student Agreement & Protection Plan for  
Distribution and Use of a Technology Learning Device and Network Account**

Item (Printed)	Response
Student Name	
School, Grade, Team	
Parent/Guardian Name	

Dear ACES student and parent/guardian of an ACES student,

We are delighted to offer ACES students a technology learning device, network accounts, and use of our ACES network. This technology is a significant investment. The academic programs at ACES rely on this technology. As a school-home partnership, it is important that we work together to provide a safe and enriching digital learning experience for our students. We are asking you to agree to the following:

- **Acknowledge** and comply with the *ACES Policy #6141.321 and the Responsible Use Code of Conduct* which was signed by parents/guardians and students.
- **Assume** responsibility for supervising the use of the technology outside of school. Student use of the device is filtered when it is connected to the Internet via a home connection. However, no content filter can guarantee that access to unacceptable or undesirable content will be blocked. Student use of technology should always occur in an area where adult supervision is present. To turn on parental controls for your home Internet, ask your Internet provider or search on your provider's website.
- **Assume** responsibility for the safekeeping of the device and its associated peripherals (including but not limited to bags, chargers, and cables), the cost of the repair, and for its loss or its damage. Families will be responsible for charges related to damages.
- **Acknowledge** that misuse will result in disciplinary action.

**ACES Protection Plan:**

The protection plan cost is \$30 non-refundable annual fee for each learning device in Grades 6-8 and \$25 non-refundable annual fee for each learning device in Grades 3-5.

- ACES shall provide repairs at no cost to the student for normal wear and tear for those families that participated in the protection plan. The protection plan covers learning device repair or replacement in the event of theft (police report required) or accidental damage. The school district will be responsible for repairing malfunctions due to manufacturing defects, normal use, and covered under warranty.
- For intentional damage, the student/family will be responsible for repair costs or full cost if replacement is necessary.
- ACES will determine if the damages are recurring due to carelessness or misuse, repair costs are:

ACES Laptop Agreement and Protection Plan (accessible form updated May 2018) Page 1

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The Regional Educational Service Center Serving South Central Connecticut  
Peter C. Young Building • 350 State Street • North Haven, CT 06473-3108 • Phone 203.498.6800 • Fax 203.498.6890  
• [www.aces.org](http://www.aces.org)

*ACES does not discriminate on the basis of race, color, age, ethnicity, national origin, gender, disability or sexual orientation.*



Recurrence	Annual Protection Fee	Family Share
1 <sup>st</sup> Repair	100%	0%
2 <sup>nd</sup> Repair	50%	50%
3 <sup>rd</sup> Repair	20%	80%
4 <sup>th</sup> Repair	0%	Replace device

Refusal to comply with the protection plan will result in the family being charged per repair (e.g., \$50 screen, \$150 motherboard, \$50 keyboard, \$45 charger, plastic casing \$350, bags \$40).

Please review the following guidelines with your child explaining your family's commitment. Parents, guardians, students, and family members understand that the learning device, network access, and ACES login:

- are a privilege to use;
- are essential for learning;
- are the property of ACES. The school retains control and reserves the right to monitor any and all network activity;
- are for school related learning by the student only;
- are not for personal use by anyone;
- will include ACES approved applications only;
- need to be protected from damage or loss;
- any damage must be reported immediately to your school including filing a police report if the device is lost or stolen and providing the case number to the school administrator within 48 hours; and
- will be returned at the end of the school year in reasonable condition, at a date to be determined by the principal.

Meetings will be announced and held to review these obligations. A parent/guardian must read, understand, and sign this agreement prior to ACES assigning a learning device to your child.

I have carefully read the above agreement concerning my responsibilities related to the provision of a learning device. I accept the conditions set forth above and will exercise appropriate supervision of my child's use of the learning device and accept responsibility for the exercise of ordinary and reasonable care. I understand the conditions and restrictions that may apply. I understand that I will be fully responsible for any repairs or replacement of the learning device, outside of any manufacturer's warranty. I understand that I will be entirely responsible for the cost of repairs or replacement to learning devices that are damaged intentionally. I acknowledge that misuse will result in disciplinary action.

Item	Signature	Date
Student signature		
Parent/guardian signature		

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## ACES Bring Your Own Device (BYOD) Guidelines for Parents/Guardians and Students

Beginning February 2014, ACES offers the option and privilege for student BYOD. Allowing students to bring their own devices to school motivates and personalizes the students' learning experience, even beyond our one-to-one laptop programs. The addition of mobile learning devices will help students transform their learning in a global society and develop their 21<sup>st</sup> Century communication, collaboration, and technology skills. \*\*It should be noted that BYOD can be voided if issues of safety or learning are compromised. Please read these guidelines carefully in an effort to fully understand the expectations of personal device usage in ACES schools. \*\*

### Allowable Devices

Allowable devices include wireless portable electronic devices, such as smart phones, tablets, e-readers, and laptops. Personal gaming systems need to be left at home.

### Acceptable Use of BYOD

- **Parent/guardian and student responsibilities:** The use of a personal device is the responsibility of the student and parent/guardian. It must be used in accordance with the signed ACES acceptable use policy (AUP). The AUP states that the use of electronic devices must be related to an educational purpose, task, or communication.
- **Security and filtering:** All devices should be free of malware or viruses. Students accessing the Internet through the ACES network will be filtered. ACES recommends that parents/guardians turn on parental controls for their child's devices. To find out how to turn on parental controls and filtering, parents should ask their Internet provider or search the provider's website (e.g., <http://xfinity.comcast.net/parents>, <http://www.att.net/parentalcontrols>).
- **Damages and fees:** ACES schools are not responsible for fees, data charges, damages, loss, or theft of any device brought to school by a student.
- **Guidelines for Use of Devices:**

Students who bring personal devices to school must adhere to the following rules:

1. Students may use devices for instructional purposes and at the teacher's discretion.
2. Students will mute their devices unless directed by the teacher.

3. When using their devices, students will not tease, harass, annoy, or bully others in accordance with Connecticut State Law (Public Act 11-232; ACES policy 5131.911).
4. Disciplinary action taken based upon misuse of the device.
5. *Students may lose the privilege of bringing a device to school if any of the regulations in the BYOD guidelines, AUP, or handbook are violated.*
6. Students may use devices in public, supervised instructional areas only.
7. Students must always ask permission before recording and/or posting audio, photos, or video of teachers, staff, guests, or other students.
8. Students are responsible for charging their devices at home. No personal power cords allowed at school.

### **Bring Your Own Device Frequently Asked Questions**

- *Are there any suggested accessories?* Protective sleeves or cases will provide more protection. Headphones or ear buds advised.
- *Will ACES install applications on the student's personal device?* ACES will not install or troubleshoot applications or issues with personal devices.
- *Who pays for personal devices brought to school?* Personal devices are bought by the family and remain the property and responsibility of the family.
- *How do I turn on parental controls for my child's devices?* To turn on parental controls, ask you Internet provider or search on your provider's website (e.g., Comcast parental control), for examples, <http://xfinity.comcast.net/parents> and <http://www.att.net/parentalcontrols>

# ACES-Thomas Edison Middle School

## General Hall Pass

Dear Students,

- ✓ Classroom Time is **VALUABLE** time. Be wise in your use of this pass. ***There are only 61 slots per trimester.***
- ✓ If this pass is filled, lost or destroyed, you will need a replacement. You must get a replacement from an Administrator. There **MAY** be a consequence.
- ✓ Passes cannot be used during direct teacher instruction, during transitions or team designated restroom/water breaks.
- ✓ Each time you have to use a Hall Pass, **write the date, and your destination** on the appropriate line. The adult in charge will initial, write time-out and returning time. **The pass is only valid with an adult initial and a time noted.**
- ✓ **ANY** member of TEMS staff can ask to see this pass while passing in the hallway. Please make sure you have your agenda with you when using the pass.
- ✓ You **cannot** use another student's pass.

<p><b>PERMANENT PASS SPACE</b></p>
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<p><b>PERMANENT PASS SPACE</b></p>
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**These PERMANENT PASS SPACES are designed for students who visit the nurse, guidance, or any other frequent place that is authorized by a school-sanctioned plan that constitutes the need. Students still need to use the pass space for accountability purposes and will be considered if replacement passes need to be issued.**

**REMEMBER: At Thomas Edison Middle School, learning is our top priority. Keep this in mind when using your pass.**













