MIDDLETOWN HIGH SCHOOL

Preparation * Respect * Integrity * Determination * Excellence

Student-Parent Handbook

2019 - 2020
Dear Parents, Guardians and Students,

Welcome to the 2019-2020 school year. The faculty and staff have actively been preparing for your arrival. We know that you will make your best effort each day to be as prepared as possible to come to school with a great attitude ready to learn.

Please familiarize yourself with the information, rules, and procedures in this handbook. Take time to read through this document carefully, paying special attention to the attendance policy and various other student conduct expectations.

Your success as a student at Middletown High School is very important to me. I encourage all of you to be part of our high school community through active participation in your academic program. I also suggest that you take this opportunity to explore the many activities and/or athletic teams Middletown High has to offer.

If you need assistance during your time at Middletown High School, please feel free to seek out your counselor, your teachers, PRIDE advisor, the administrators and the many other dedicated staff members, all of whom are ready and willing to help.

Sincerely,

Colleen M. Weiner
Principal
August 2019

Dear Parent or Guardian,

Welcome to the 2019 – 2020 academic year. I trust that everyone had a great summer with family and friends.

During the 2018 – 2019 academic year, Middletown High School received numerous of state and national recognition for a variety of programs. MHS also increased their proficiency rates by 6% (ELA) and 3% (Math) on the 2019 administration of the Connecticut SAT. With new academic structures being implemented in the 2019 – 2020 academic year coupled with a continued focus to expand academic programs (strategy 1.6 of Middletown 2021: Keys to Innovation and Equity Strategic Operating Plan), I anticipate another successful year for our parents, students and staff of this amazing school.

As we officially welcome the Middletown High School Class of 2023, I want to ensure you that our staff believes in building relationships to maximize each student’s personal vision of success. Our vision – unlocking the potential in all students – will be grounded in every decision so we are continuously creating an environment that fosters agency, self-interest, and empowerment.

Our success as a district is contingent upon how we work together as partners. Our alliance and coalition work will ensure all students have an exceptional learning experience. I welcome you to be a part of this coalition – your voice is the critical lever for growth at Middletown High School.

I look forward to this continuous journey of preparing our students for a competitive 21st century global economy. Have a great 2019 – 2020 academic year.

Regards,

Michael T. Conner

Michael T. Conner, Ed.D.
Superintendent of Schools
STATEMENT OF NONDISCRIMINATION

The Middletown Board of Education is an affirmative action/equal opportunity employer, and it does not discriminate on the basis of race, color, religious creed, age, marital status, civil union, military or veteran status, national origin, ancestry, sex, gender identity or expression*, sexual orientation, or past or present physical or mental disability in any of its education programs, activities, or employment policies. All educational programs and offerings, including vocational education and extracurricular activities, subscribe to this policy. Marco Gaylord, Director of Operations, has been designated to handle inquiries regarding the district non-discrimination policies and may be reached at 311 Hunting Hill Avenue, Middletown, CT 06457; phone 860-638-1485.

- "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth.

Effective 10/1/11

BOARD OF EDUCATION

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Middletown High School Core Values and Beliefs

Middletown High School values Preparation, Respect, Integrity, Determination, and Excellence. Through rigorous curriculum and the building of relationships among faculty, staff, students and community, we empower students to become lifelong learners. Our educational community will foster self-esteem and a culture of achievement and acceptance. Students will leave Middletown High School with the 21st century skills necessary to maximize their potential as productive members of society and contributors to the global community.

Preparation
To use 21st century skills and become self-sufficient and active contributors in a dynamically changing world.

Respect
For the school’s institutional framework and values which reflect consideration and regard for people and property, while embracing differences in culture, ideas, and beliefs.

Integrity
To maintain high ethical and professional standards in our daily interactions, our work and ourselves.

Determination
To realize one’s fullest potential in the face of social, intellectual, emotional, and physical challenges.

Excellence
In every endeavor reflected in a clear commitment to achieve the highest standards.

Show PRIDE!
<table>
<thead>
<tr>
<th>PRIDE</th>
<th>Classrooms</th>
<th>Hallways</th>
<th>Cafeteria</th>
<th>Locker Rooms</th>
<th>Bathrooms</th>
<th>Assemblies</th>
<th>Study Halls</th>
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<td><strong>Preparation</strong></td>
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<td>Know emergency procedures for evacuation.</td>
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<td>Attend school regularly.</td>
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<td>Be on time and ready to learn.</td>
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<td>Have proper supplies; have completed homework.</td>
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<td>Always use agency planner/passthrough book.</td>
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<td>Follow dress code; be neat and clean in your surroundings.</td>
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<td>Follow hallways.</td>
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<td>Follow designated entrance and exit instructions.</td>
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<td>Respect each other's space and property.</td>
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<td>Follow classroom expectations.</td>
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<td>Follow hallways as a courtesy to others.</td>
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<td>Be supportive of peers; considerate of others.</td>
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<td>Follow school regulations regarding the use of electronics.</td>
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<td>Be clean, neat, and organized in your locker.</td>
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<td><strong>Integrity</strong></td>
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<td>Accept responsibility for your actions.</td>
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<td>Be honest at all times.</td>
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<td>Do your own work; no cheating to the same standard.</td>
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<td>Show objectives and accountability.</td>
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<td>Interact in a professional manner.</td>
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<td>Always follow directions.</td>
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<td>Complete assignments in a timely manner.</td>
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<td>Interact with peers in a cooperative learning group.</td>
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<td>Complete class assignments.</td>
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<td>Keep up with assigned work.</td>
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<td><strong>Excellence</strong></td>
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<td>Consistently put forth your best effort.</td>
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<td>Complete class assignments.</td>
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<td>Keep your locker area neat and clean.</td>
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<td>Return promptly to class.</td>
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<td>Practice proper hygiene.</td>
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<td>Be polite.</td>
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<td>Avoid unnecessary conversations during a class period.</td>
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<td><strong>Locker Rooms</strong></td>
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<td><strong>Bathrooms</strong></td>
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<td><strong>Study Halls</strong></td>
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VISION
Vitality influences and transforms our instruction to meet the needs of every child through collaboration, focus, and determination in a high quality school system passionate about student achievement.

WE BELIEVE
Every child deserves rigorous curriculum, dynamic teaching, and the tools and materials to facilitate learning.

High expectations for all children and differentiated learning opportunities will enable students to reach their potential.

High quality professional development that is embedded in everyday practice will improve student achievement.

Strong parent and community support is essential to our schools and city.

GOALS
1. Increase student achievement and reduce gaps between subgroups by creating a culture of vitality and high performance.
2. Provide the resources necessary to ensure educational excellence in a safe and healthy learning environment.
3. Hire and nurture high quality personnel in all positions.
4. Promote our schools and build public support and pride in our educational system.

Cultivating Student Potential
M.H.S. Goals

Increase graduation rate.

Decrease the achievement gaps in literacy and numeracy between subgroups and increase achievement of all students.

Maintain and improve a safe school culture that supports emotional and intellectual growth.

Instruction

Utilize rigorous research based instructional strategies amongst like courses to decrease the achievement gaps in literacy and numeracy.

Insure a safe classroom culture that supports emotional and intellectual growth.

M.P.S. Vision

Vitality influences and transforms our instruction to meet the needs of every child through collaboration, focus, and determination in a high quality school system passionate about student achievement.

Provide each student with differentiated 21st century skills necessary to advance to a post-secondary college or career.

Form strong partnerships with parents, guardians, students, and the community to support each child in reaching their goals.

Nurture high quality personnel in all positions to support maximum student growth to meet their potential.

Middletown High School
200 LaRosa Lane, Middletown, CT 06457
860-704-4500
www.middletownschools.org
Student Code

Adhere to the Middletown High School PRIDE matrix.

Be an active participant in PRIDE advisory.

Follow Board of Education policies.

Use social media responsibly.

Get involved in a club or sport if possible.

Parent/Guardian Code

Review the Middletown High School PRIDE matrix with your child.

Regularly reach out to teachers with any concerns.

Check your child’s assignments.

Update contact and emergency information when necessary.

Be involved in parent organizations if possible.

Teacher Code

Adhere to Connecticut Code of Professional Responsibility for Teachers.

Abide by the Faculty & Staff Handbook.

Regularly reach out to parents with any concerns.

Provide students with timely feedback on assignments.

Keep gradebook updated.

Be involved in professional development opportunities.

Student - Parent - Teacher Compact

As members of the Middletown High School community, we agree to abide by the above codes and expectations.
## Middletown High School

### Regular Bell Schedule

<table>
<thead>
<tr>
<th>Block</th>
<th>Full Day</th>
<th>One Session Day</th>
<th>2 Hour Delay</th>
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<tbody>
<tr>
<td>PRIDE</td>
<td>8:54-9:16</td>
<td>8:24-8:44</td>
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<td>IV</td>
<td>12:45-2:10</td>
<td>10:46-11:40</td>
<td>1:13 - 2:10</td>
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### Alternate Bell Schedule

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<tr>
<th>Block</th>
<th>LONG PRIDE DAY</th>
<th>Professional Development Delayed Opening</th>
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<tr>
<td>I</td>
<td>7:25 - 8:41</td>
<td>10:00 - 10:46</td>
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<td>PRIDE</td>
<td>8:45 - 9:43</td>
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<tr>
<td>II</td>
<td>9:47 - 11:03</td>
<td>10:50 - 11:36</td>
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<td>III</td>
<td>11:07 - 12:50</td>
<td>11:40 - 1:20</td>
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<tr>
<td>IV</td>
<td>12:54 - 2:10</td>
<td>1:24 - 2:10</td>
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Block Schedule
In the event of a snow day(s) we will skip that day(s) of the rotation.

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>TIME</th>
<th>DAY A</th>
<th>DAY B</th>
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<td>7:25-8:50</td>
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<td>5</td>
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<tr>
<td>PRIDE</td>
<td>8:54-9:16</td>
<td>PRIDE</td>
<td>PRIDE</td>
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<tr>
<td>II</td>
<td>9:20-10:45</td>
<td>2</td>
<td>6</td>
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<tr>
<td>III</td>
<td>10:49-12:39</td>
<td>3</td>
<td>7</td>
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<tr>
<td>IV</td>
<td>12:45-2:10</td>
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<td>8</td>
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The Middletown Schools District Calendar can be found on the website.
Click on District Information -> District Calendar

School Governance Council Meeting Schedule
School Governance Council will post a meeting schedule on the M.H.S. website as soon as it is determined. Please consider joining us. The meetings allow for dialogue between parents/guardians and the principal on school-wide issues. In addition, we will often invite faculty and students to address specific topics or areas of concern.
SCHOOL CALENDAR
MIDDLETOWN PUBLIC SCHOOLS

REVISED 7-24-2019

OPENING DAY FOR STUDENTS: August 29th, 2019
CLOSING DAY: June 11th, 2020

180 Student Days
184 Staff Days

Note: The length of the school day has increased by 10 minutes
See Arrival/Dismissal Schedule

HOLIDAYS, VACATIONS AND PROFESSIONAL DAYS

First Student Day: August 29, 2019
LD - Labor Day: September 2, 2019
CL - Columbus Day: October 14, 2019
EL - Election Day, November 5, 2019 (no school for students)
EL - Election Day, April 28, 2020 (no school for students & teachers)
VD - Veterans Day: November 11, 2019
TR - Thanksgiving Recess: November 28 & 29, 2019
HR - Holiday Recess: December 23, 2019 - January 1, 2020
NY - New Year's Day: January 1, 2020
MK - Martin Luther King Day: January 20, 2020
PR - Presidents' Day: February 17, 2020
WR - Winter Recess: February 18 & 19, 2020
GF - Good Friday: April 10, 2020
SB - Spring Break: April 10 - 17, 2020
MD - Memorial Day: May 25, 2020
OS - One-School Day-no lunch at High School (Gr. 9-12)
PD - No school for students - Teachers report to school (Districtwide)
PT - Parent-Teacher Conferences
MHS Graduation Day Tentative - June 11, 2020
Last Student Day: June 11, 2020

Parent Teacher Conferences
\( ^* (Gr. K-5 & 6) - \text{PT Days} \) November 20, 21, 22, 2019 and March 11, 12, 13, 2020 (Parent Conferences)
(Gr. K-5 Dismissal 1:25 p.m. - Gr. 6 Dismissal 12:25 p.m.)
\( ^o (Gr. 7-8) - \text{PT Days} \) November 13, 14, 15, 2019 and February 3, 4, 5, 2020 (Parent Conferences)
(Gr. 7-8 Dismissal 12:25 p.m.)
\( ^n (Gr. 9-12) - \text{PT Days} \) October 3, 2019 & February 20, 2020
Full-Session Day (Evening Parent Conferences)
October 4, 2019 & February 21, 2020 School begins 10 a.m. (Morning Parent Conferences)

Progress Reports Distributed
(Gr. 6) - Oct. 12, 2019; Jan. 18, 2020; & April 12, 2020
(Gr. 7-8) - Oct. 4, 2019; Dec. 6, 2019; Feb. 21, 2020; & May 1, 2020

Marking Term Closes
(Gr. K-5 & 6) - November 26, 2019; March 9, 2020 and June 11, 2020
(Gr. 7-8) - November 1, 2019; January 22, 2020; March 30, 2020 and June 11, 2020
(Gr. 9-12) - November 1, 2019; January 22, 2020; March 30, 2020 and June 4, 2020 (Exams June 5th thru 11)

Exam Dates - High School Only
\( ^\text{\# (Gr. 9-12) - One-Session Days} \) June 5th thru 11, 2020 Final Exams

Report Cards Distributed
(Gr. K-5 & 6) - November 28, 29, 30, 2019; March 11, 12, 13, 2020 and June 11, 2020
(Gr. 7-8) - November 14, 15, 2019; February 3, 4, 5, 2020; April 3, 2020 and June, 2020
(Gr. 9-12) - November 8, 2019; January 29, 2020, April 6, 2020 and June, 2020

Early Dismissal - An unscheduled Early Dismissal is usually because of weather or other circumstances. Time will be announced the day of dismissal and can be found on our website - www.middletownschools.org
CANCELLATIONS AND DELAYS

In the event of inclement weather, school cancellations or delays will be announced on:

<table>
<thead>
<tr>
<th>RADIO STATIONS</th>
<th>TELEVISION STATIONS</th>
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<tbody>
<tr>
<td>WTIC (1080)</td>
<td>Channel 3 – WFSB</td>
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<td>WELI (960)</td>
<td>Channel 8 – WTNH</td>
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<tr>
<td>WMRD (1150)</td>
<td>Channel 30 – WVIT</td>
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<tr>
<td>WWYZ (92.5)</td>
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<tr>
<td>WDRC (1380)</td>
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SCHOOL DISTRICT’S WEBSITE: www.middletownschools.org

The announcement should be on the district’s website, radio or television by 6:15 a.m. Sometimes due to conditions, a delayed opening may have to be changed to cancellation. Therefore, a student should continue to monitor the website, radio, or television broadcasts to determine if weather has worsened. It is also important to note that any decision regarding weather conditions is difficult at best and will be made using the best available information and in the best interest of student safety.

*PLEASE DO NOT CALL THE SCHOOL OR THE SUPERINTENDENT’S OFFICE.*

PARENTS AND STUDENTS SHOULD MONITOR RADIO AND/OR TELEVISION BROADCASTS FOR ANNOUNCEMENT.

A decision to cancel or delay the opening of school will be made using the best available information and in the best interest of the student safety. If at any time a parent feels that, in his/her judgment, it is not safe in his/her area to send their child to school, he/she may keep the child home. The parent should notify the school and the student will be credited with an excused absence. Questions regarding transportation should be directed to 860-638-1417.

Parents can also be notified using notify, a system by which email will be sent out to parents who have registered their email address with notify.
EXPECTATIONS FOR STUDENT LEARNING

Middletown High School students will:

**Academic**
- communicate effectively in speech and writing.
- think critically and creatively to make decisions and solve problems.
- read effectively for a variety of purposes using diverse media.
- utilize technology to access, evaluate, and apply information.

**Social**
- demonstrate behavior that promotes a responsible and healthy life style.
- demonstrate the ability to work independently and cooperatively.
- recognize ever-changing diversity both locally and globally.
- investigate career and educational options and establish personal goals.

**Civic**
- contribute positively and productively as informed members of the school and community.
# Middletown High School Administration/Faculty/Staff

### Principal
Mrs. Colleen M. Weiner

### Assistant Principal
Ms. Dawn E. Brooks  
Mr. Raymond T. Byron  
Mr. Ryan K. Mertel  
Mr. Jason T. Serra

### Director of Athletics & Student Activities
Ms. Elisha De Jesus

### Alternative Education
- Ms. Alison DeSimone (VLA)

### Language Arts
- Ms. Keri MacLean, Secondary Language
- Mr. Steven Dubey
- Mr. Greg Frost

### Business Education
- Mr. David Reynolds, Dept. Leader
  - Mrs. Joan Harvey
  - Mrs. Shirley LaRosa
  - Mrs. Stephanie Latif
  - Mr. Lee Schwartzman
  - Ms. Vivian Sheen
- Ms. Jillian Kellogg
- Ms. Pamela Hinkle
- Ms. Jeff Launde
- Mrs. David Frankel
- Mr. Michael Fraulino
- Mr. Michael Prince
- Mrs. Mary Ellen Molski
- Mrs. Susan Stanton
- Ms. Ashley Tomlinson
- Ms. Holly Warner
- Mrs. Wieslawa Mocarska
- Mrs. Amani Rogers
- Ms. Phyllis Simkins
- Mr. Zach Tsahalis

### Math
- Richard Cordoway, Secondary Mathematic Curriculum Supervisor
- Mr. Robert Smernoff K-12 PE/Health Dept. Leader
- Mr. Robert Smernoff
- Ms. Jennifer Price
- Chris Wilkins, Athletic Trainer

### Art
- Mr. Ron Flash
- Mr. David Frankel
- Ms. Alison DeSimone (VLA)
- Ms. Elisha De Jesus
- Ms. Keri MacLean, Secondary Language
- Mr. Steven Dubey
- Mr. Greg Frost

### ESL
- Mrs. Maria Otfinoski

### Math
- Ms. Ann Buchanan
- Math
- Math

### Family & Consumer Science
- Ms. Jeanine Bazzano
- Ms. Kristine Hamilton
- Mrs. Kathleen Liftig
- Mrs. Sowgol Zakarian
- Richard Cordoway, Secondary Mathematics Curriculum Supervisor
- Mr. Dutch Bulseco
- Mr. Matthew Cohen
- Ms. Kristen Dostie
Science
Ms. Crystal Caouette, 6-12 Dept. Leader
Mrs. Marianne Antoszek
Mr. Peter Berry
Ms. Roberta Downer
Ms. Andrea Duke
Mr. Mark Favale
Mrs. Linda Fountain
Mr. Ryan Hunt
Mr. Philip Mc Ardle
Mr. Jeffrey Mickiewicz
Mr. Douglas Riccio
Ms. Patricia Sisson
Ms. Julia Texiera
Mr. John Tucker
Ms. Katherine Vand rilla
Mr. Robert Wilkos
Mrs. Natasha Faulkenberry
Mr. Daniel Kodish
Mrs. Lindsay Lowell
Mr. Daniel Lowry
Mr. Lee Rocha
Mr. Steven Mallory
Mr. William Siebert
Special Education
Ms. Bonnie Gaboury, Dept. Leader
Mrs. Lynn Durham, Supervisor
Mrs. Cyndi Barone
Ms. Angela Caputo (Coach)
Mr. John Corcoran
Ms. Karen Clark
Ms. Yalonda Hart
Ms. Sarah Jakiela
Ms. Kelsey Leghorn
Mr. Chavez Sears
Mrs. Kristen Varricchio
Mrs. Kathleen Wickham
Mrs. Tina Worboys
Technology Education
Mr. Samuel Faulkenberry
Mr. Peter Pelletier
Ms. Lauren Pszczolkowski
Agriculture Science & Technology
Mrs. Rebecca Isaacson, Dept. Leader
Mr. Michael Kingsbury
Ms. Stephanie Russell
Mrs. Amanda Thomson
World Languages
Mr. Andres Alphonso, Dept. Leader
Ms. Amy Begman
Mrs. Sophie Cestari
Ms. Teresa DiCarlo
Ms. Jennifer Jasenski
Ms. Lea Mazzarella
Ms. Beth Shapiro
Mrs. Meredith Walters
Social Studies
Ms. Elizabeth Mancini, 6-12 Dept. Leader
Mrs. Kathleen Adams
Mrs. Deborah Bailey
Mr. Bruce Bardos
Mrs. Nicole Charles
Mr. Trevor Charles
Ms. Mary Foley-Marszalek
Guidance Department
Mr. Ralph D’Amato, Dept. Leader
Mr. Alex Ayers, School Counselor
Mr. Jason Boyle, School Counselor
Mrs. Stephanie Campbell, School Counselor
Ms. Edin Cordon, School Counselor
Ms. Bethsaida Franco, School Counselor
Ms. Kimberly Lane, School Counselor
Ms. Kristin Negron, School Counselor
Ms. Bobbi’Jo Wathen, College & Career Counselor
Mrs. Jennie Broomfield, School Psychologist
Ms. Jill Carlson, School Social Worker
Ms. Sheila Ritter, School Psychologist
Ms. Kate Stanley, School Social Worker
Mr. Hugh Villacis, School Social Worker
Student Support Services
Brian McGran, Truancy Officer
Mrs. Rosa Vargas, School Nurse
Ms. Dawn Eisensmith, School Nurse
Ms. Teresa Flannigan, School Nurse
Dr. Joseph Havlicek, M.D., School Physician
Amelio Maggnamo, SRO
Larry Willard, SRO
Ms. Sheryl Horton, CNA
Ms. Janet Calabro, Food Services Director
Ms. Justin Durr, Speech Pathologist
Mr. David Burns, Transitional Coordinator
Cafeteria Staff
Mrs. Anita DiMauro, Cafeteria Manager
Mr. John Barone
Ms. Nathalie Beland
Ms. Donna Bibisi
Ms. Christine Chasser
Ms. Lynn Cotto
Mrs. Dawn Frame - Chef
Mrs. Luz Montanez
Mrs. Melinda Parnasso
Ms. Rose Marie Patti
Ms. Sylvia Rivera
Ms. Jennifer Sanford
Ms. Patricia Tyaack

Custodial Staff
Mr. Jeff Turro, Building Super
Mr. Austin Brassaw, Pool Super
Mr. Nick Bafumi
Mr. Jesse Hunter
Mr. James Johnson
Mr. Eric Marston
Ms. Maria Medina
Mr. Nick LaRosa
Mr. Vincenzo Russo

Secretarial Staff
Ms. Gail Chamberland, Grade Office
Mrs. Jean Newman, Main Office, Bookkeeper
Ms. Amanda Colavito Guidance
Ms. Eileen Russo, Guidance
Ms. Kiarra Bennett, Grade Office
Mrs. Megan Nesci, Vo-Ag
Ms. Toni Lockhart, Main Office, Switchboard
Mrs. Susan Rebstock, Principal’s Secretary
Ms. Robin Wilson, Athletics Department

Security
Mr. Josh Cofield
Mr. Reymond Perez
Mr. William Speller

ParaEducator Staff
Mr. Jordan Baker, ICM
Mrs. Teresa Benner, Resources/Gen Ed.
Mrs. Linda Birdsey, ICM
Mr. Andre Bishop, ICM
Mrs. Susan Brown, Library Media Center
Mr. Mathew Cavanaugh, ICM
Mrs. Janet Cirillo, ICM
Mrs. Cindy Culp, Resource/Gen Ed.
Ms. Stephanie DeJesus ICM
Ms. Kim Conley, Resource/Gen Ed.
Ms. Ellen Delisio, Resource/Gen Ed.
Ms. Holley Drumm, Resource/Gen Ed.
Mr. Kyle Fitzgerald, Resource/Gen Ed.
Mr. Keithan Foshee, General Ed.
Mrs. Theresa Geraghty, Resource/Gen Ed.
Mr. Kelvin Jones, In-School Suspension
Ms. Krista Ingman, ICM
Mrs. Iraida Knudsen, Resource/Gen Ed.
Mr. Quinton McCauley, ICM
Ms. Lisa McCurdy, Resource/Gen Ed
Mr. Richard McKenzie, ICM
Mrs. Christine Muzik, Resource/Gen Ed.
Ms. Theresa Passons, Resource/Gen Ed.
Mr. Donte Powell, ICM
Mr. Thomas Russell, ICM
Ms. Amanda Russo, Resource/Gen Ed.
Ms. Kristyna Scaleese, Resource/Gen Ed.
Mrs. Wendy Sheil, Library Media Center
Ms. LouAnn Sieruta, Resource/ Gen Ed.
Mrs. Dolores Skubel, Resource/Gen Ed.
Mrs. Wendy Stephan, ICM
Mr. Brian Warner, Resource/Gen Ed.
Ms. Alicea Washington, ICM

Middletown Transition Center
Mr. Scott Bostrum, MTC Job Coach
Ms. Laurie Gyspon, MTC Job Coach
Mrs. Edith Marie Lovene, MTC Job Coach
Mrs. Sharon France, MTC Job Coach
Mrs. Sophia Forrester, MTC Job Coach
Ms. Lisa Klein, MTC Job Coach
GENERAL INFORMATION

Accidents
A student who has an accident in the school, on school grounds, or on the way to and from school should report the circumstances immediately to the Nurse’s Office, the Main Office, or to the teacher in charge. The school nurse, or other qualified personnel will provide the student first aid in the absence of the school nurse. Additional medical attention will be arranged if warranted, but the school will not be financially responsible for the medical expenses beyond the first aid and liability insurance coverage by the Board of Education.

Accident Insurance
School insurance is available to all students. It is recommended that each student purchase the insurance program offered by the Board of Education. The insurance, however, is offered only during the month of September.

Activity Program Policy
A student who participates in an organized Board of Education approved interscholastic activity, including cheerleading, is covered by the Board of Education insurance policy and is not required to possess individually purchased student accident insurance.

Any student participating in intramurals or other extra-curricular activities is required to have individually purchased student accident insurance.

The following procedure should be followed for student injuries that occur on school property, and/or as a result of any school sponsored program:

- Parents are advised to submit all medical bills to their insurance company first,
- If there is a question as to liability, parents are instructed to file a notice with the Town Clerk’s office at City Hall advising the City of the incident along with any supportive documentation,
- The information will then be forwarded to the City’s insurance carrier for consideration.

Under no circumstances should any representation be made to a parent of an injured child that the City/Board will accept responsibility for any amounts until the City has been deemed legally liable for such costs.

A student participating in informal, unsupervised activities (late summer drill team practices, etc.) IS NOT COVERED by the Board of Education insurance, and no school authorization should be granted for such activities.

Appointments with Principal/Assistant Principal
The principal, the assistant principals of Middletown High School are receptive to the concerns of students. If a student wishes to speak with the principal, the assistant principals, he/she may make an appointment with the appropriate secretary during his/her free time. Please give enough notice to the secretary so that the administrator will be available.

Bulletin Boards
All publicity, advertising plans or devices, large signs to be used in or on the school building or about the school grounds, must be approved by the Director of Athletics before posting or displaying. All materials must be displayed on bulletin boards only!
Change of Address/Phone Number
Any student whose permanent address changes during the course of the year should notify the Guidance Office as soon as the new address is known.

District Safe School Climate Plan
For information regarding the District Safe School Climate Plan, go to:
www.middletownschools.org/SafeSchoolClimate

Field Trips
- Field trips are an extension of the school classroom.
- All school rules apply.
- Parent/guardian permission is required for participation.
- Prior to the field trip, students must make every effort to obtain work for the day.
- Students who are unable to obtain work prior to the field trip must contact individual teachers for make-up work according to each individual teacher’s grading policy. It is up to each individual teacher to determine an appropriate deadline for the completion of this work.
- Any previously announced test or quiz will be taken no later than the day of the student’s return from the field trip.
- Long term assignment due dates will not be extended due to field trips.

Fire Drill Procedure
A fire drill will be held at least once a month. During every drill, everyone must leave the building. Emergency escape routes are posted in each classroom. If a fire alarm sounds, follow the teacher’s directions and exit the building in a quiet, orderly manner. If, by chance, a prescribed exit route is blocked, the nearest alternative route is to be used. Students who are on their lunch break during an emergency evacuation should report to the front of the school and verify with the teacher on duty during that particular lunch period. All windows and doors should be closed. A door, which will not remain open, is to be held by the first person to reach this door. Everyone should stand far from the building.

The fire drill will be a steady and prolonged sounding of the fire horn. The elevator is not to be used during a fire drill. Handicapped persons are to go to a designated area of refuge where assistance will be provided for exiting the building.

Late Buses (3:15 p.m.- 3:30 p.m.)
Student’s will need to obtain a late bus pass from their teacher in order to board the bus. Late buses will be located by the South East Stairwell entrance every Monday, Tuesday, Wednesday, and Thursday at 3:15 p.m. These buses should be used by students staying for extra help, clubs, or activities. There is an abbreviated route for all late buses. Please review the late bus route in your grade office. There will be no late buses on Friday.

Lost and Found
The Main Office is authorized to handle lost and found items. Any items that have not been claimed by the last day of school will be donated to a charitable organization.
Governance Council
The Middletown High School Governance Council is a very active organization that aids in sponsoring a number of student/parent activities and programs. During the year, it also assists the Guidance Department with its College Night, Financial Aid Night, and College Admissions Night programs. Other activities include the Senior Honors Recognition Program and Teacher Appreciation Day. Parents/guardians are informed of the Governance Council activities through a newsletter that is published periodically throughout the school year and are invited to join the organization. Any parent/guardian who is interested in becoming involved with this organization should contact the principal.

Parent Resource Coordinator
Middletown Public Schools acknowledges that parent and family involvement is critical to a child's success in school. Through the state priority grant, Middletown has hired a part-time Parent Resource Coordinator to work on a more effective home-school partnership in the city's eleven public schools.

The goals are to increase parent and community involvement as volunteers in the school, encourage families to become interested participants at meetings, workshops, and school activities, and to assist parents in providing a supportive environment for education in the home.

This year, each school will be utilizing volunteers in a variety of ways both in and out of the classroom. Increased efforts of communication and outreach to families should become evident as well. The Parent Resource Coordinator’s phone number at the Board of Education is 860-638-1462.

Religious Observances
In accordance with Policy #6115(b), the Board of Education recognizes that, in addition to observed religious holy days when schools are not in session, there are other religious holy days that traditionally have not been formally observed. While schools are in session on Rosh Hashanah and Yom Kippur, the Board does wish to observe these holy days by refraining from tests, quizzes, and introduction of new topics on these days.

Student Agenda Planners
All students are expected to carry their agenda planners at all times. There are pages designated in the student planner for passes to go to various areas during. Students requesting permission to leave a designated area must produce their planner for an adult signature. There will be a $5 charge for lost agendas.

Student Identification Badges
All students at Middletown High School will be issued a school ID. If you do not receive a student identification badge, please stop by the Library Media Center during your study period to make arrangements to have your picture taken.

Student IDs are not transferable, i.e., students may only use their own ID for school events. The fee for a replacement is $1. Stop by the Guidance Office and leave your name along with your $1. A replacement will then be printed for you.

Student Identification Badges are required when checking in late at the main office and must be presented to security, faculty and staff when requested.
Unauthorized Persons in the School Building or on School Property

1. The administration has the responsibility and authority for determining the authorization of visitors to the building or school grounds.
2. A visitor is required to report to the Main Office upon arrival at the school, and a clearly marked sign is displayed at all entrances making known this requirement.
3. An unauthorized visitor will be asked for identification by a staff member and will be required to state the purpose of his/her visit.
4. If the unauthorized visitor refuses to identify himself/herself or to state the purpose of the visit, he/she will be escorted to the Main Office by a staff member for the proper authorization to visit the school.
5. Should the visitor refuse to follow these requests, the principal will be notified of the situation.
6. Failure to leave the building upon request shall be sufficient cause to inform the visitor that the principal will be notified of this refusal and that the police will be called to escort the visitor from the building or to place the visitor under arrest.

Valuables
All students are issued a locker and a lock at the beginning of the school year. The sharing of lockers is discouraged, as each individual should be the only person who knows his/her locker combination. Students should never leave valuable possessions unattended. All valuables, including musical instruments should always be secured in the lockers that are provided. Students are strongly encouraged to bring a lock to physical education class to secure all belongings.

Electronic devices and cell phones are prohibited from use during school hours, except specifically permitted by instructional staff. Please keep them locked or leave these items at home for safe keeping. See Board of Education policy 5131.82 (b).

All missing or stolen items should be reported to security immediately.

Middletown High School is not responsible for lost, stolen, or damaged electronic devices, cell phones, and headphones.

Visitors
Parents are always welcome to visit. Parents should call ahead for an appointment with the administrator, teacher or counselor with whom you want to meet. All visitors must register in the Main Office immediately upon entering the building. Visitors must wear appropriate identification. Only people having legitimate business with school officials will be permitted in the building.

When making a visit to any school in the district, all visitors must first acquire a visitor’s pass from the school’s Main Office. This requirement includes all visitors – parent volunteers, parents visiting classrooms, and other visitors (including outside contracted workers). All student visitors wishing to spend a day at M.H.S. to explore the possibility of attending must obtain prior approval from an administrator.

Working Papers
Working papers will be issued through the guidance office. Students must be 16 years old (14 or 15 under certain circumstances), appear in person, authenticate evidence of age, provide written evidence of employment signed by the prospective employer, have written evidence of US citizenship if an immigrant student, see the Main Office secretary with other questions.
NOTICE 5145

MIDDLETOWN PUBLIC SCHOOLS
NOTICE OF PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as “Section 504”) is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination on the basis of disability and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

The term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment. “Major life activities” include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA), but entitlement to services under the IDEA or other statutes is not required to receive services under Section 504.

The following is a description of the rights and options granted by federal law to students with disabilities under Section 504. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the Middletown School District’s education programs without discrimination based on his/her disability.
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified with respect to the Section 504 identification, evaluation, and educational placement of your child;
5. To have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education. This includes the right to receive reasonable accommodations and services to allow your child an equal opportunity to participate in school and school-related activities;
7. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
8. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
9. To review all relevant records relating to decisions regarding your child’s Section 504 identification, evaluation, and educational placement;
10. To obtain copies of your child’s educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. To request changes in the educational program of your child;
12. To an impartial hearing if you disagree with the school district’s decisions regarding your child’s Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
To file a court action if you are dissatisfied with the impartial hearing officer’s decision or to request attorney’s fees related to securing your child’s rights under Section 504.
To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of your child.
To file a formal complaint with the U.S. Department of Education, Office for Civil Rights. The Section 504 Coordinator for this district is:
Amy Clarke
311 Hunting Hill Avenue
Middletown, CT 06498
Telephone: 860-638-1428

For additional assistance regarding your rights under Section 504, you may contact:
Region I - Boston (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)
Peter Chan, Regional Manager
Office for Civil Rights
U.S. Department of Health and Human Services
Government Center
J.F. Kennedy Federal Building - Room 1875
Boston, MA 02203
Voice phone (800) 368-1019
FAX (617) 565-3809
TDD (800) 537-7697

U.S. Department of Education
Office for Civil Rights
550 12th Street, SW
Washington, DC 20202-1100 Telephone: 1-800-421-3481

Connecticut State Department of Education
Bureau of Special Education and Pupil Services
P.O. Box 2219
Hartford, CT 06145
Telephone: (860) 807-2030

Forms Available for Download:
Section 504 Complaint Form
Section 504 ADA Employee Request for Accommodation
**Statement of Title VI, VII, and Title IX**

In compliance with regulations implementing Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1973, and applicable state laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability. Sexual harassment includes, but is not limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success;
- submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

The coordinator for Titles VI and VII is Marco Gaylord, Director of Operations, Middletown, CT 06457; Telephone (860) 638-1485 or (860) 638-1465. Inquiries may be directed to the coordinator or to the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. Telephone 617-289-0111 Fax: 617-289-0150; TDD: 877-521-2172 Email: OCR.Boston@ed.gov

The coordinator for Title IX is Marco Gaylord, Director of Grant Services, 311 Hunting Hill Avenue, Middletown, CT 06457; Telephone: 860-638-1414. Inquiries may be directed to the coordinator or to the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. Telephone 617-289-0111 Fax: 617-289-0150; TDD: 877-521-2172 Email: OCR.Boston@ed.gov

Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations of Titles VI and VII and Title IX. These procedures are available to all participants, students and employees in the Middletown School System and are contained in this handbook.

**Notification of Grievance Procedure**

The Board of Education reaffirms its policy of equal educational opportunity for all students and prohibits discrimination because of race, color, religious creed, age, marital status, civil union, national origin, sex, sexual orientation, gender identity or expression, disability, or any other basis prohibited by law in district educational programs and activities, including, but not limited to course offerings, athletic programs, guidance and counseling, and tests and procedures. To the maximum extent possible an intensive affirmative action program shall be an integral part of educational policies and programs.

Further, in compliance with Title IX of the Education Amendment of 1972, Titles VI and VII of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990, the following grievance procedure is presented.

The purpose of this procedure shall be to settle equitably, at the lowest possible administrative level, issues which may arrive with respect to possible discrimination regarding sex, handicap, or vocational programming within the Middletown School System.
The grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

A. Level One - Principal or Immediate Supervisor

Any participant in the school system - parent, student or employee - with a grievance or dispute shall first discuss it with his/her school principal or immediate supervisor with the objective of resolving the matter informally. The grievance may be communicated orally or in writing for this purpose.

B. Level Two - Coordinator for Section District Coordinator for Title IX Activities

In the event that such aggrieved participant in the school system is not satisfied with the disposition of his/her grievance at Level One, or in the event that no decision has been rendered within five (5) school days after presentation of the grievance, he/she may file a written grievance directly to the Coordinator.

This use of the Level Two process may be initiated at any time during the school fiscal year (July 1 - June 30) in which a Level One decision is unacceptable to the aggrieved party.

C. Level Three - Board of Education

In the event that the aggrieved participant in the school system is not satisfied with the disposition of his/her grievance at Level Two, or in the event no decision has been rendered within five (5) school days after the meeting with the Coordinator, he/she may file a written grievance indicating such dissatisfaction, with the Chairperson of the Middletown Board of Education.

The use of the Level Three process may be effected at any time during the school year (July 1 - June 30) in which a Level Two decision is unacceptable to the aggrieved party. Within twenty (20) school days after receiving the written grievance, the Board of Education shall meet with the aggrieved party and the Coordinator for the purpose of resolving the grievance. The Board of Education must render a decision in writing regarding the grievance within fifteen (15) school days of the Level Three meeting.

Click here to be directed to the Title IX website.

- **5145.6 - Policy** Grievance Procedure for Title IX
- **5145.6 - Regulation** Grievance Procedure for Title IX
- **5145.6 - Form** Report Form for Complaints of Discrimination or Harassment

**Integrated Pest Management Program**

The Middletown Public School District has implemented an integrated pest management program that involves reducing the number of food storage sites within district buildings and carefully controlling the use of herbicides and pesticides on district property.

In compliance with recently passed state legislation, principals at all Middletown public schools will notify parents/guardians and staff of their building’s IPM program and herbicide/pesticide application program. Any parent/guardian or staff member wishing to receive advanced notification of the pesticide and herbicide applications may submit a written request, preferably at the beginning of the school year, to the appropriate school principal.

**Parents’ Rights/Responsibilities**

All parents are entitled to

- Inspect and review their child’s educational records during regular business hours.
- Consent to disclosures of personally identifiable information contained in the student’s educational record.
- Request the amendment of the student’s educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student’s privacy rights or other rights.
LIBRARY MEDIA CENTER

The mission of the Library Media Center is to support and enhance the curriculum of Middletown High School, to use a variety of technologies to locate information to support these curriculum needs and to provide instruction in the skills that students need to become lifelong learners.

**LMC Hours**
Monday – Thursday       7:15 a.m. – 3:30 p.m.
Friday                   7:15 a.m. – 3:00 p.m.

*Students who come to the LMC later than 2:15 p.m. must have a pass from their teacher.

**Collection**
The LMC maintains a print collection of over 20,200 volumes, subscribes to 50 periodicals and two daily newspapers. Online subscriptions databases are available for research at school and from home. Contact the LMC staff for remote logins and passwords.

**Electronic Catalog**
Access to the LMC collection is available from computer work stations in the LMC and throughout the school, as well as through the library website.

**Loan Policy**
Books and magazines are checked out at the circulation desk. Materials normally circulate for three weeks. Reference and reserve materials may be checked out overnight and are due back in the LMC before period 1 the next day.

**Renewals and Recalls**
Materials may be renewed if there is no request for them. All items are subject to recall if needed for a reserve collection.

**Copier/Printing**
In accordance with copyright policy, students may request photocopies of library materials for specific class assignments. Print only class assignments. Students may not make more than three (3) copies of any given resource.

**Obligations**
Each student is responsible for any material checked out in his/her name. All overdue materials must be returned. If materials are lost, a bill will be issued. Any student with an obligation for LMC materials will have their report card withheld and records will not be forwarded in accordance with the Board of Education policy.

**Tardies**
Students must report on time to the LMC. Any student who arrives late without a pass will be sent to his/her assigned study hall.

**Accessibility**
Students who choose to use the LMC during study hall should report directly to the LMC before the class bell rings. Students should follow the same process to sign in during their lunch period.

The LMC is a quiet research area. Please help maintain an atmosphere conducive to learning and studying. Eating, drinking or loud talking is not permitted in the LMC.
M.H.S. COMPUTER TECHNOLOGY GUIDELINES

The use of technology is integral to the high school curriculum. As such, each student is given a unique username and password as well as a network drive which can be accessed from any school computer. For reasons of personal and school safety and security, students are required to follow a set of guidelines governing technology usage.

- The use of the Internet, electronic services and online access must be supportive of educational objectives or research.
- Students may not share their passwords or accounts for file access with other students without faculty authorization.
- Students must adhere to the Guidelines for General Use as outlined in Board of Education Policy 6141.321 (a).
- The school reserves the right to monitor the content of student files and delete unauthorized programs.
- Students may not use technology for illegal activity, including, but not limited to, copyright violation.
- Students may not alter, repair, or modify hardware and/or software or otherwise degrade or disrupt equipment performance. This includes the intentional violation of network and/or desktop security, introduction of viruses or other destructive programs.
- Students may not violate confidentiality of another’s electronic files, or otherwise gain unauthorized access to resources.
- Students may not vandalize another’s files or data.
- Students may not use profanity or inflammatory language or in any way defame another. You may not post anonymous or personal communications without consent of the school or its representative.
- Students may not download any program or executable file without administrative permission.
- Students may not access instant messaging programs, chat rooms, social media sites, or games.
- Students may not use, create, or download any images, music, or text that are pornographic or defamatory in any way.
- Accessing information concerning the creation or use of explosives or other harmful materials, including firearms, is strictly forbidden.

If a student violates the preceding guidelines, there is a clear progression of consequences.

- For the first offense, the student will lose computer privileges for two weeks.
- The second offense will result in a four-week suspension of computer privileges.
- The third and final offense will result in the removal of computer privileges for the remainder of the school year.

Computer privileges include all computer usage in the school and are not limited to Internet use. Students will still be responsible for all work assigned.

The technology team reserves the right at any time to disable the account of any user who deliberately or continually violates the Middletown High School policies governing the use of technology. In addition, such misuse may result in disciplinary and/or legal action.
How To Log On To The Network/MPS Google Account:

Use the following directions to log onto the network for the first time.

**Student User** - All student usernames are their entire last name followed by their first initial. Do not leave any spaces and do not use capital letters when logging in. For example: Michael Thompson would be thompsonm. Remember, no capital letters, no spaces.

**Password** - The first time you log in, you should put the word `password` in the password space. You will receive a message stating that your password needs to be changed. Now is the time to choose your own unique password. You should pick something you will remember.

Next you will see a screen that has your old password, a space for your new password, and a space to confirm your password. Do not change the old password. Just type in your new password twice and click Ok.

**Domain** - This line should always say MPS. This will log you onto the network. Click Ok, NOT Cancel. Clicking on cancel will not give you access to the network or to a printer.

In addition to saving information on a flash drive, you also have your very own network folder, which can be accessed from any school computer. Your name should appear in the **Save In** box. Verify that the name of the document in **File Name** is correct. Make sure the **Save as Type** box says **Rich Text Format**. Then click **Save** at the bottom of the screen. Close by clicking on **File -> Exit**. Always remember to log off when you are done. That way your folder remains inaccessible to other users.

**Note:** It is always best to save on the network as well as on some other form of removable memory, such as a USB flash drive. Having a backup is always a good idea. Many files have been lost because there was no backup.

*Also, do not save to My Documents on the C drive. With the security system at M.H.S., whatever you save to “My Documents” will be lost upon rebooting the computer.*

Unfortunately, there are a few duplicate names in the school system so we’ve had to be creative. If you have any problems logging onto the network or have forgotten your password, please see the Library Media Center staff.
SCHOOL COUNSELOR DEPARTMENT

Counselors
Middletown High School Counselor Department is comprised of six school counselors, and a college and career counselor. Each student is assigned to a counselor for the four years he/she attends the high school.

Students are encouraged to set up an appointment when they need to see their counselor. However, whenever there is an emergency, students should feel free to come to the School Counselor Office without a previously arranged appointment. Parents are encouraged to arrange an appointment to meet with their child’s counselor at any time.

The role of the school counselor includes coordinating, consulting and counseling in the areas of personal/social issues, careers and academic development.

- New student registrations, which involve obtaining cumulative and special education (if applicable) records from previous schools, an intake interview, school tour, and developing a student schedule appropriate for the student.
- Meet with students individually to schedule classes.
- Keep records of student meetings, make schedule changes when necessary, and continually monitor social and academic progress.
- Coordinate parent, teacher and/or student conferences, as academic concerns arise.
- Continually monitor attendance together with the Truancy Officer.
- Meet with juniors and seniors for post-secondary planning.
- Write letters of recommendation, complete school reports and transcript requests.
- In the case of special education students, counselors attend and report academic, credit and graduation information at the Planning and Placement Team (PPT) Meetings as needed.
- Work with students and/or their families in providing referrals to appropriate outside agencies (DCF, FSWN, counseling).
- Individual counseling services for academic, emotional and behavior issues or crisis intervention, as needed for students.
- Monitor and assess graduation requirements and participate in credit withdrawal hearings.
- Organize homebound tutoring.
- Coordinate 504 meetings and meet with 504 students as needed.
- Attend monthly meetings with probation, DCF, Family with Service Needs and community outreach groups.
- Attend weekly guidance meetings.

Withdrawal from School
A student who will be withdrawing from school for any reason must be cleared through the School Counselor Office. This will allow the School Counselor Office to close out the necessary school records.
Mandatory Testing
The State Department of Education designed the School Day SAT to measure critical thinking ability and knowledge. These tests are challenging, high quality assessments used to determine how students apply what they have learned in school to real-life situations. All Connecticut public school grade 11 students must take SAT on the designated school day in the spring. The focus is on problem solving, interpretation, understanding, data analysis, editing, and algebraic relations. The SAT measures how students think and apply knowledge.

College & Career Center
The College and Career Center offers career and educational planning services to all high school students and their parents. Located on the first floor next to the Guidance suite, the College & Career Center is open Monday through Friday from 7:30 a.m. to 2:00 p.m. and after school by appointment. Students can access the center during any of their study hall periods. The College & Career Center is staffed by a certified school counselor, has twenty computers and extensive college and career books. While in the College & Career Center, students can:

- Explore various career choices and majors
- Search for colleges
- Look through College and University catalogs
- Attend visits from over sixty college and school representatives
- Get assistance with college applications
- Work on college essays
- Practice interviewing skills
- Search for scholarships
- Fill out the FAFSA
- Sign up and study for the SAT and ACT tests
- Build a resume or have a resume critiqued
- Complete career interest inventory using Bridges program
- Gain knowledge regarding military options
- Research trade schools
- Search for summer jobs
- Students on free/reduced lunch may obtain fee waiver forms for SAT and ACT

Contact Information: Ms. Bobbi’Jo Walthem 860-704-4514
Scholarship and Awards Program
Each year an awards program is held in which a variety of awards for distinguished achievement are given. Many scholarships and awards are available to qualified students. Usually, these are announced on the morning announcements and are printed on the student bulletin. A student should consult with his/her school counselor for information about what scholarships are available and about how, when, and where to apply.

Statement on School Choice
Over the last ten years, Connecticut has embarked on a program of expanded school choice for parents and students. Traditionally, students attended school in the school district or town where they live. Since 1966, a number of students have attended schools under a program called Open Choice, which provides for two-way movement of urban and suburban students. The Open Choice program provides inter-district enrollment options for parents and students from large urban school systems and surrounding suburban districts on a space-available basis. The purpose of the program is to improve academic achievement; reduce racial, ethnic, and economic isolation or preserve racial and ethnic balance; and provide a choice of educational programs for students enrolled in the public schools. High school students have had the option of attending a regional vocational-technical school or a regional vocational agriculture school center since the 1950s. In 1991, the range of choices expanded with the opening of the first regional magnet school, with the number growing to 30 magnet schools in operation in September 2001. Connecticut’s first charter schools opened in 1977, with the number growing to 18 in September 2001.

The State Board of Education strongly encourages parents and students who may be interested in new schooling options to learn as much as possible about the programs that interest them. A guidebook, Public School Choice in Connecticut: A Guide for Students and Their Families, is available on-line through the State Department of Education’s website on Choice and Equity. The handbook may be viewed at: http://www.state.ct.us/sde/dsi/choice/choice.htm.

Green Cleaning Information
The State of Connecticut is requiring that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district. The Middletown School District is committed to the implementation of this law by providing the staff and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district’s green cleaning program as well as making it available on its web site annually. No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

Click here to view Middletown School Districts' Green Cleaning Statement and Product Chart
Click here to be directed to this website.
CURRICULUM INFORMATION

Program of Studies
Each year a Course Selection Guide is made available on-line during the spring semester. Hard copies of the Course Selection Guide are available upon request through the School Counselor office.

This catalog describes the courses offered in Grades 9 through 12. These course descriptions will assist the student/parent/guardian in selecting specific courses and in planning a total high school program.

The selection of courses by the student/parent/guardian should be based on as much information as possible, beginning with the descriptions in this guide in addition to the recommendations of teachers and school counselors. The school counselors will assist the student on an individual basis in the selection of courses of appropriate content and difficulty. The school counselors will also assist the student in planning a total high school program.

Courses at Middletown High School are designed to meet the educational needs of all students. Some courses are designed for students interested in preparing for vocational careers, careers in business, or general preparation for college.

Physical Education
Because physical education classes involve strenuous exercise, each student is to wear clothing suitable for such activity.

Medical Excuses for Physical Education
There are two types of medical excuses:

1. Doctor’s Excuses - If a student is ill or disabled over a period of time, he/she must obtain an excuse from his/her doctor. Please bring this note to the nurse, and he/she will give the student a pass to give to the P.E. teacher. These classes do not have to be made up.
2. Daily Excuse - This may be a note from a parent or permission from the teacher excusing participation for that day due to short term injury or illness. Work missed for this reason is expected to be made up.

Agricultural Science and Technology Program
The Agricultural Science and Technology program is available as an elective course within the total curriculum of Middletown High School. A student selecting this program will take a regular academic program. Two credits are earned each year for the successful completion of the in-school instruction and supervised agricultural experience phases of the program. No credit is given if either phase of the program is not completed in a satisfactory manner. Detailed information of the program is available by contacting the Ag-Science department.

Advanced Programs
Students showing ability in a specific field may be given the opportunity to participate in the advanced programs. Options available are: Wesleyan University High School Scholar’s Program, Early College Experience, The University of Connecticut Cooperative Program, Advanced Placement Testing Program, the Middlesex Community-Technical College Partnership Program, and the Tech Prep Program in association with Middlesex Community-Technical College. Any student interested in such courses or programs should meet with his/her School Counselor as early as possible.
Work Experience Programs
The purpose of this valuable program is to provide career-readiness learning experiences and high-school credits toward graduation for the student through paid part-time employment as well as mentorship with the cooperative work experience teacher. The employment serves the function of a practical laboratory for reinforcing the in-school career-readiness education. Requirements:

- A student must be at least sixteen (16) years old to enroll in this program.
- A student must be enrolled in a Career and Technical Education course.
- A student must sign a training plan and meet 200 documented hours per half credit earned.

For more information, please contact Mr. Schwartzman at schwartzmanl@mpsct.org

Please refer to the Course Selection Guide for complete information or see your school counselor.

Independent Study Courses
This is a learning activity extending beyond existing course offerings, which must be approved after an application and a screening process is completed.

The individualized project outline must include the content to be explored, the name of the teacher who will oversee the project, the frequency of contact between the student and the teacher, and the evaluation format upon completion of the project. In some cases, it may be appropriate for the student to be graded on a Pass/Fail basis. This determination, however, should be made as part of the approval process.

Credit for an independent study shall be awarded in proportion to the number of hours devoted to the study. For example, approximately sixty (60) hours of study will be equivalent to a .5 credit.

Any request for independent study must be approved by the student’s teacher, department chairperson, school counselor, and high school principal.

Course Selection Consideration
Early selection of a school or college for which a student wishes to prepare is highly desirable because of the variety of subject requirements for entrance. Many two-year business colleges and three-year nursing schools now require College Board Examinations. Students should plan his/her courses accordingly, whenever possible. For instance, a student planning to enter the nursing field should elect college preparatory courses, especially in the appropriate sciences. Students should schedule regular appointments with their School Counselor to complete this type of course planning throughout their high school careers.

Course Credit
A student must carry a minimum of five (5) full credit subjects each semester.

Course Prerequisites
No student may enroll in a course which requires a prerequisite unless prior approval has been secured from the department head.
Level Changes
All department course level changes can only occur up to ten (10) days into the second quarter of each course. Requests for course level changes may be initiated by teacher, parent or student. Final approval for all level changes will be determined by parent/guardian.

Schedule Change Policy
Every effort has been made to provide each student with an accurate and appropriate schedule, based on course selection sheets that were due in guidance last spring. Where possible, schedules were changed by the School Counselor Department to reflect those courses that were taken in summer school. In most cases, schedules were also changed to reflect teacher recommendation and course prerequisites. It is possible that some oversights were made or that the School Counselor Department was not notified in adequate time to make some necessary and appropriate changes.

Where possible, an effort was made by the School Counselor Department and administration to balance class sizes. The following policy has been established for the student to make schedule changes. Your cooperation and understanding will make this policy more effective.

Schedule changes may be completed where possible during the summer and the first few days of school for:
- no schedule available for student.
- subject failures affecting graduation and sequence requirements.
- teacher change when repeating a subject previously failed with that teacher – when requested
- error or conflict in schedule.
- summer school adjustments.
- physical education medicals for the year.
- early dismissal for Work Experience Program after all written evidence has been submitted.
- additional courses when schedule permits.

Withdrawal from Courses
A student may withdraw from a course with written permission from their parent or guardian. A student will be withdrawn from the course, without penalty, the first twenty (20) school days of each course. The student will receive a Withdrawal Failure, WF, on the report card and final transcript on the twenty-first (21) school day of each course and beyond. Students may not withdraw from a course after the first marking period of each course.

Teacher's Grading Policy
Teachers will provide, in writing for each course, the general areas that will be the basis of the pupil's final academic evaluation. Such criteria should include, but not be limited to, tests, projects, written assignments, homework, unit performance tasks, and class participation. Similar courses will have similar expectations.

Homework
The responsibility of the school district to educate the student is carried out by the teachers through effective classroom instruction and the careful delegation of independent study. It is important for students to be taught the concepts related to the subject area and how to study in school before being given work to do at home. (See Board of Education Policy 6154 (a))
Senior Final Exam Exemption

1. Seniors who have a grade point average of 90 or better in a course are exempt from taking the final exam in June.
2. Seniors who have a grade point average of 90 or better are exempt from final exams at the end of the first semester, for single semester courses only.
3. A senior with a grade point average of 90 or better may take the exam at their request for a grade.
4. Seniors in UCONN courses must take a final exam.

Examination Absence/Tardy Policy

Absence from Exams: Students should make arrangements with teacher. However, make-ups of the exam will be allowed on the make up day or after 12:00 pm of exam days.

Tardiness to Exams: Students will be admitted up to five (5) minutes late for an exam. Any students arriving after that time may not be admitted to the exam. The make-up of the exam will only be allowed on the make-up day for exams or after 12:00 pm on the exam days.

Students who transfer to Middletown High School during a semester are responsible to meet with their teachers to be sure that they have a clear understanding of the material which will be covered on the final examination.

Incomplete Grades

Incomplete grades will be changed if the necessary course work is completed within ten (10) days after the marking period closes.

Summer School

A student who has failed a course may upon the recommendation of the school counselor, attend summer school in order to receive credit in that course. If summer school is a possibility, the student should consult with his/her school counselor.

Admission to Middletown High School’s summer school remedial classes will be granted to those students who failed the course with a grade no lower than 50.

In order to earn a full credit in a summer school course, the student’s summer school course grade will be averaged with the school year course grade to determine the final grade in the course.
GRADING AND CREDIT REQUIREMENTS

<table>
<thead>
<tr>
<th>Promotion to Grade</th>
<th>Minimum Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>11</td>
<td>9</td>
</tr>
<tr>
<td>12</td>
<td>15</td>
</tr>
</tbody>
</table>

Students remain at the class standing earned at the beginning of the first semester for that entire academic year. Credits are officially recalculated at the end of the second semester of each year.

Numerical/Letter Grade Equivalents

The following numerical/letter grade equivalents are used:

- **A+**: 97 - 100
- **A**: 94 - 96
- **A-**: 90 - 93
- **B+**: 87 - 89
- **B**: 84 - 86
- **B-**: 80 - 83
- **C+**: 77 - 79
- **C**: 74 - 76
- **C-**: 70 - 73
- **D+**: 67 - 69
- **D**: 64 - 66
- **D-**: 60 - 63
- **F**: Below 60

Honor Roll

The honor roll is published at the close of each marking term. A student’s average is calculated by averaging all courses and physical education.

- **High Honors**: 89.45 -100
- **Honors**: 84.45 - 89.4

A minimum course load of five (5) subjects plus physical education is required for eligibility for the Honor Roll. Any students receiving an “incomplete” (I) or a grade below a 70 % are ineligible for the Honor Roll.

Rank in Class

Middletown High School does not report class rank on the students’ transcript. Middletown High will continue to have valedictorian and salutatorian based on grade point average.

National Honor Society

Any student in the spring of his/her junior year are eligible scholastically for membership in the National Honor Society, if he/she has a cumulative grade average of 90 or above. Students are reminded that the other three criteria for choosing candidates are service, character, and leadership.

A student who is eligible will receive a letter explaining the procedure he/she must follow to be considered for membership. This procedure requires him/her to fill out a resume and activity form of his/her activities and involvement’s, to acquire four letters of recommendation (two from within the school and two from outside the school), and to make sure all materials are returned to the advisor by the specified deadline. Materials not returned on time will not be considered and will result in non-selection.
Once materials have been submitted, a faculty selection committee will review each candidate’s packet. The committee will consider each candidate, and those who rank high in all categories will be selected for membership.

After a student is chosen, he/she is expected to maintain the standards and obey the rules of the society. If a student violates a rule or falls below a standard, he/she can be placed on probation or may possibly be dismissed from the society.

Credit Requirements for Graduation

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td>4 credits (including 1 English 9 credit and 1 English 10 credit)</td>
</tr>
<tr>
<td><strong>beginning with the class of 2023:</strong></td>
<td>4 credits (including 1 English 9 credit and 1 English 10 credit)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 credits (including 1 credit in Algebra I and 1 credit in Geometry)</td>
</tr>
<tr>
<td><strong>beginning with the class of 2023:</strong></td>
<td>4 credits (1 credit Algebra I, 1 credit Geometry, 1 credit Algebra II or Statistics)</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits (including 1 credit in biology or four years enrollment in the Agricultural Science and Technology program)</td>
</tr>
<tr>
<td><strong>beginning with the class of 2023:</strong></td>
<td>3 credits (including 1 credit in biology, 1 credit Physical Science or four years enrollment in the Agricultural Science and Technology program)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.5 credits (including 1 credit in United States History and .5 credit in civics)</td>
</tr>
<tr>
<td>Physical Education/Wellness</td>
<td>2.0 credits 4 semesters</td>
</tr>
<tr>
<td>Vocational/Fine Arts</td>
<td>1 credit</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 credit</td>
</tr>
<tr>
<td><strong>beginning with the class of 2023:</strong></td>
<td>1 credit</td>
</tr>
<tr>
<td>Electives</td>
<td>5.5 credits</td>
</tr>
<tr>
<td><strong>beginning with the class of 2023:</strong></td>
<td>1.5 credits</td>
</tr>
<tr>
<td>World Language</td>
<td>1 credits</td>
</tr>
<tr>
<td>STEM</td>
<td>1 credit</td>
</tr>
<tr>
<td><strong>beginning with the class of 2023:</strong></td>
<td>1 credit</td>
</tr>
<tr>
<td>Career and Life Skills</td>
<td>1.5 credits</td>
</tr>
<tr>
<td><strong>beginning with the class of 2023:</strong></td>
<td>.5 credit</td>
</tr>
<tr>
<td>Humanities</td>
<td>.5 credit</td>
</tr>
<tr>
<td>Senior Demonstration Project</td>
<td>1 credit</td>
</tr>
<tr>
<td><strong>beginning with the class of 2023:</strong></td>
<td>1 credit</td>
</tr>
<tr>
<td>Total Credits</td>
<td>22 credits</td>
</tr>
<tr>
<td><strong>Total Credits beginning with the Class of 2023</strong></td>
<td><strong>25 credits</strong></td>
</tr>
</tbody>
</table>

Connecticut requires that students earn twenty (20) credits while enrolled in grades 9 – 12. Any student taking Algebra I and a world language in Grade 8 and successfully completing the course requirements will earn two (2) high school credits. Therefore, if a student earns credit in both Algebra I and a foreign language, the student must earn twenty-two (22) credits to graduate. Students must earn three (3) credits in math while enrolled in grades 9 – 12.

*All courses offered on a regular daily basis for an entire year carry one (1) unit of credit. Courses offered on a regular daily basis for one semester are eligible for .5 units of credit.
**Student Success Plan**
All students at Middletown High School will be expected to complete a **Students Success Plan** (SSP) and a Capstone project. The **Student Success Plan** is an individualized student driven plan that will be developed to address every student's needs and interests to help every student stay connected in school and to achieve post-secondary educational and career goals.

**Community Service Requirement**
All students at Middletown High Scholl is required to complete twenty (20) hours of community service prior to graduation.

**Performance Expectations**
In addition to earning course credits as outlined, Middletown High School students must demonstrate a level of proficiency for specific learner outcomes in English, mathematics, science, and social studies consistent with Common Core State Standards (CCSS).

**Students may demonstrate this level of proficiency in the following ways:**
1. If a student demonstrates proficiency on the CAPT science and Smarter Balanced Assessment, he/she will automatically meet the graduation requirement for performance in the related academic area. (i.e., English, mathematics, science, and social studies)
   or
2. If a student achieves a score of 450 SAT or the SAT II (or 45 on the PSAT) he/she will automatically meet the graduation requirement for performance in the related discipline.
   or
3. Students who do not meet the standards as noted may demonstrate the required level of proficiency through a portfolio review process in any of the subjects in question. The portfolio review process must occur prior to the beginning of the student's senior year. A team of assessors will review each student portfolio.
   Or
4. Students who fail to demonstrate the required proficiency in a particular discipline may enroll in Middletown High School summer program to develop and demonstrate proficiency in that discipline. The summer work reflecting proficiency standards will become part of their portfolios to be reviewed by a team of assessors.

**Exemptions**
1. Transfers: If a student transfers into Middletown High School after grade ten (grade nine in science), portions of the portfolio requirement may be waived by the department supervisor and/or principal. Portfolio waivers will be considered on a case–by-case basis. The same procedure shall apply to students returning from expulsion.
2. Students enrolled in alternative evening high school shall maintain portfolios providing evidence that they have met Middletown's proficiency requirement. The evening high school instructors will review portfolios at the end of each semester and recommend to core area supervisors the names of students they have determined meet the performance requirement. Portfolio waivers maybe considered on a case-by-case basis by the high school principal.
3. Special Needs: Students with special needs may be exempt from district performance standards as described in this policy if so indicated in their Individual Education Plans.
GRADUATION

Participation in Graduation Ceremony
- To participate in graduation ceremonies, a student must take part in the mandatory graduation rehearsals.
- All obligations must be paid prior to graduation rehearsals.

Early Completion of Graduation Requirements
Students who wish to complete graduation requirements in less than four (4) years should see their school counselor.

Senior Honors Recognition Program
A senior who has a cumulative academic average of 90 or better will be recognized at the Senior Honors Reception. Eligibility will be determined at the end of the first semester of senior year.

Honor Cords for Graduation
Seniors are eligible for senior honor cords at the end of the first semester of their senior year. Seniors will receive senior honor cords as indicated below:

- **Silver**
  - 84.46 - 89.4 G.P.A.
- **Gold**
  - 89.46 - 100.0 G.P.A.

Valedictorian and Salutatorian
- Valedictorian and Salutatorian designations are determined by numerical computations.
- To be considered for Valedictorian and Salutatorian, a student must have been a member of Middletown High School for four (4) semesters and must have obtained a minimum of five (5) credits in his/her academic year of graduation. In addition, a student must have been enrolled in primarily all advanced level or Advanced Placement courses and must meet the minimum Board of Education credit and performance requirements.
- Any student transferring to Middletown High School must have a minimum of four (4) semesters completed upon graduation to be considered for valedictorian and salutatorian.
SPECIAL EDUCATION INSTRUCTION AND SERVICES

The Middletown Board of Education provides special education and pupil personnel services (speech and language, counseling, etc.) to students who are identified as special education students and/or to students identified as disabled under Section 504 of the Rehabilitation Act.

If you feel that your child’s program is not meeting his/her educational needs, you can request, through a building principal, a Planning and Placement Team (PPT) meeting to review your concerns. When a student is referred through a Teacher Request for Support (TRS), interventions and modifications are implemented within the educational program. If these are unsuccessful, the student is then referred to a PPT meeting. Parents or guardians are notified five (5) days in advance by mail of the PPT meeting to discuss the referral. If the PPT determines that an evaluation is necessary, the responsibilities for the evaluations are assigned. A multi-disciplinary evaluation must be conducted to determine eligibility. Within forty-five (45) school days, the completed evaluations are reviewed at the PPT meeting to determine eligibility. If the student is identified, an Individualized Educational Plan (IEP) is developed and implemented. If the student is not eligible as a special education student but does qualify for eligibility under Section 504 of the Rehabilitation Act, a plan is developed and implemented.

A team approach, consisting of school staff and administration along with the parent, is used in the development of the educational plan.

Parents’ rights for Procedural Safeguards and Due Process under the Individuals with Disabilities Education Act (IDEA) and parents’ rights under Section 504 of the Rehabilitation Act are provided at every PPT meeting. Subsequent to identification under Section 504, parents’ rights are provided at each Section 504 meeting. The district maintains compliance under Federal statute and regulations through the State Department of Education.

Records shall be maintained for each student from entrance into school to graduation or withdrawal from school. The retention of certain types of records is required by law. Access to and security of student records and request for amendments is assured by the Connecticut General Statutes, the Federal Family Educational Rights and Privacy Act of 1974 and their respective regulations.

Billing Medicaid for Health-Related Services in Student’s Individualized Education Program (IEP)

The Individuals with Disabilities Education Act (IDEA) allows certain services provided under an Individualized Education Program (IEP) to be covered by Medicaid. Medicaid funds help pay for the costs of providing these services. See the following links for more information:

- Link to Middletown Public Schools Special Education website.
- Medicaid Letter to Families 2018
- Billing Medicaid for Health Related Services in an IEP, Information for Families
- Medicaid Parental Consent Form 2019
- Billing Medicaid for Health Related Services in an IEP, Information for Families Spanish
- Medicaid Consent Form Spanish
HEALTH SERVICES

School Nurse
Accidents/Illness
If an accident should happen in school, the student should report it to his/her teacher as soon as possible. The student should then be referred to the school nurse for evaluation. Students in need of attention from the school nurse should obtain a pass from their current classroom teacher. If a student is feeling ill between classes, he or she should report to their next period class to check in, and get a pass from the teacher. When a student visits the nurse’s office, he/she will be signed in and tended to as promptly as possible. Dismissals due to illness must be approved by the school nurse and the parent/guardian. A yellow dismissal pass will be given to students who have received permission from a parent/guardian to leave school for illness. It is the responsibility of the parent/guardian to arrange for transportation for the student. Students who are being dismissed for illness will not be allowed to walk home.

Media-Alert Tags
A student who has a special medical condition should notify the school nurse as soon as possible. It is also recommended that any student with a special medical condition wear a Medical-Alert tag.

Medication
Per CT State law (Section 10-212a), the school nurse is not allowed to give prescription or over-the-counter medications in school without a written medication authorization order signed by an authorized prescriber (physician, dentist, optometrist, advanced practice registered nurse, physician’s assistant, and for interscholastic and intramural sports only, a podiatrist) and the parent/guardian. Medication must be in the original labeled container. All medications, except those approved for self-administration, must be transported to/from school by the parent/guardian or a designated adult over the age of 18, and stored in the school nurse’s office. No more than a 90-day supply of any medication for a student may be stored at school.

Health Assessments
In accordance with CT State law (Section 10-206), the Middletown Board of Education requires that all ninth grade students undergo a health assessment during their grade 9 year. The completed Health Assessment Record (blue physical exam form), with updated immunizations, must be submitted to the school nurse as early as possible during that school year. It must be dated after June 1st, of the year that the student enters as a freshman, and it must include the required information, which includes: Part 1 (parent questions), and Part 2 (health care provider section)- which includes height, weight, blood pressure, gross dental exam, hemoglobin/hematocrit, vision, auditory, and postural screening, and chronic disease assessment. Grade 9 students who do not comply with this requirement will not be allowed to enroll in school the following year if these requirements are not met.

Sports Physicals
In order to receive clearance to try-out and participate in interscholastic athletic activities, every student-athlete must submit a sports physical with a date that is valid for the entire sports season the athlete intends to participate in. A sports physical is valid for 13 months; however, the date cannot expire before the end of the season that a student intends to participate in.

Field Trips/Emergency Medications
Students who have medication authorization forms for emergency medications, including Epi-pen, Auvi-Q, Benadryl, Albuterol inhaler, Xoponex inhaler, or other emergency medications will not be allowed to attend field trips, without their prescribed medication(s).
Middletown High School Health Center

The Health Center is located within the high school, and is managed by Community Health Center. The School Based Health Center is a licensed outpatient facility that provides expanded medical, social work and dental services.

All students are eligible to participate in most programs regardless of insurance status. Most services that are not covered by your insurance carrier will be provided free of charge.

An enrollment packet must be completed and returned before the staff of the School Based Health Center can treat your child. The enrollment packet includes:

- Student and family information including insurance status
- A medical history form
- A release of information form so we can communicate with school personnel to provide the best care for your child

Medical Services include:

- Treatment of acute illness
- Prescription services
- School entrance physicals
- Sports physicals
- Camp physicals
- Vision & hearing screening
- Health & wellness assessments
- Immunizations
- Small group health counseling

Mental Health Services include:

- Individual
- Group
- Family Counseling

Dental Services include:

- Assessments
- Cleanings
- X-rays
- Referrals

SCHOOL RULES AND REGULATIONS

Absences

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education 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.
NOTE: A high school student, determined to be “truant” will have such absences listed as “unexcused” subjecting the student to loss of course credit and/or grade reduction. The truant day counts as a cut from all classes and toward the total class absence limitations.

If a student exceeds the number of absences stated above, the student may lose credit toward graduation unless the excessive absences can be justified at an appeals hearing.

So that we may seek to inform you if your child is absent without explanation, the law also requires that the Middletown Public Schools obtains from you a telephone number or other means of contacting you during the school day. Please complete the School’s Emergency Card.

Note: Please reference Policy #5113 Attendance/Excuses/Dismissal

#5113.2 Truancy – Annual Notification of Obligations under C.G.S. 10-184

Regular student attendance is essential to the educational process. Connecticut law requires that the Middletown Public Schools provide you with this written notice of your obligations under Connecticut General Statute 10-184. This law provides that each parent or other person having control of a child five years of age and older and under eighteen years of age is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction, or that the child has graduated from high school or that the child ages sixteen or seventeen has withdrawn from school with the written permission of the parent or person having control of such child. Connecticut General Statute 10-185 provides that each day’s failure to comply with these requirements is a separate offense, punishable by a $25.00 fine.

Regular student attendance is essential to the educational process. So that we may seek to inform you if your child is absent without explanation, the law also requires that we obtain from you a telephone number or other means of contacting you during the day. Please meet this obligation by completing the online student registration portal.

Snow days may cause the end of the school year to change. Therefore, students and parents should not schedule vacations until after June 30, 2020.

For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:
1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student’s observance of a religious holiday;
3. Death in the student’s family or other emergency beyond the control of the student’s family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance

Note: Please reference Policy # 5113

Suspension does NOT count as an absence toward credit withdrawal. Any student who is placed under suspension shall receive all homework, class work, and examinations upon request after his/her return to school according to the classroom teacher’s policy regarding make-up work. These assignments will be graded without penalty. A student has three days upon return to school from a suspension to make arrangements with teachers for make-up work. It is up to each individual teacher to determine an appropriate deadline for the completion of this work.
**Truancy**
A student found to be truant may be subject to disciplinary action and receive a zero (0) for each class. The truant day counts as a cut from all classes and toward the eight total class absences. Teachers will be notified regarding a student who is truant from any and all classes. A student found to be truant is entitled to have make-up work given and corrected, but will be assigned a grade of zero (0).

**Reporting to School**
A student arriving late to school should report directly to the main office and sign in. Any student who does not report to Period 1 will be considered absent unexcused for credit withdrawal purposes.

**Unexcused Tardiness to School/Unexcused Dismissal from School**
If a student has an unexcused tardy to school after Period 1 or an unexcused dismissal, he/she is considered absent from school for credit withdrawal purposes. Tardies are excused according to the six reasons outlined in the credit withdrawal policy. Dismissals from the Nurse’s Office may be issued as Excused or Unexcused at the nurse’s discretion. Parental permission for a student to be excused does not officially excuse the student.

**Unexcused Tardiness to Class**
After four (4) unexcused tardies to class a teacher will issue a detention and call a parent/guardian. Excessive tardies will be followed up with a referral(s) to the administration.

A student arriving to class more than ten (10) minutes late, unexcused, will be issued a CUT. A zero (0) for the class may be given and further disciplinary action may be taken by teacher.

**School Grading Policy**
The following grading policy will be used in determining a student’s grade in conjunction with the teacher’s classroom grading policy.
- Individual class cut zero (0) for missed assignments
- Truancy cut, zero (0) in all missed classes
- Tardy to class after 10 minutes cut, zero (0) in that class

Students who cut class or are truant from school are entitled to have make-up work given and corrected, but may be assigned a grade of zero (0).

Any suspended student shall receive all homework and class work, upon request within three (3) school days. These assignments will be graded without penalty. *It is up to each teacher to determine an appropriate deadline for completion of this work.*

Unless properly excused, a student must be in school at least four (4) full periods in order to participate in any school activity. This includes athletic events, club activities, dances, Junior Prom, Senior Ball and all school special events. Weekend events revert to the last school day prior to the activity.

Any student absent from school, other than being truant, will be given the opportunity to make up all missed work, which will be graded without penalty. After an absence from class, it is the **student’s responsibility** to contact individual teachers for make-up work according to each individual teacher’s grading policy. This includes absences from class due to field trips, meetings, athletic events, etc. It is up to each individual teacher to determine an appropriate deadline for the completion of this work.
Cheating
A student cheating on an exam, test, a quiz, etc. will receive a zero for an appropriate consequence determined by the classroom teacher on the exam or test in question.

Plagiarism
Plagiarism is defined as copying or imitating the language, ideas, and thoughts of another author and passing off the same as one’s original work. A student is reminded that if he/she makes references to an author’s work, he/she must adhere to the guidelines for writing a research paper. This should be done to avoid possible plagiarism. A zero or an appropriate consequence determined by will be given for work that is plagiarized.

Substitute Teachers
A student who fails to cooperate with any substitute teacher is subject to disciplinary action. Attendance taken by a substitute teacher will be official.

Dress and Appearance
The student’s appearance is primarily the responsibility of the individual and his/her parents. However, the matter of enforcing a positive learning environment is the business of the school. M.H.S. commits ourselves to ensuring the highest level of educational success for our students. In order to achieve this goal, we request that students, faculty and staff dress professionally. This professional dress expectation will encourage a safe and respectful school atmosphere, and ensure success in our learning objectives. Departments reserve the right to require specific clothing, footwear, and safety equipment for the protection of students in specific courses. (See Board policy 5132)

Although this is not an attempt to include all items, the following more common types of clothing are excluded:

1. coats or other garments designed to be worn outdoors
2. articles having indecent or inflammatory writing, pictures, slogans or displaying alcohol or other illegal substances
3. an article of clothing that could cause injury to other students or damage school property
4. clothing that is torn, ragged, or that has holes
5. bare feet or slippers
6. shorts and skirts should be at or past fingertips with student standing up straight and hands straight down at sides, with or without tights or leggings underneath
7. tank tops straps less than 3 finger tips wide, halter tops/dresses, strapless tops/dresses, tube tops or shirts that expose the midriff and/or have wide-cut arm holes - ALL tops should have a modest neckline.
8. clothing or accessories that symbolize membership in a group which could be construed as disruptive to the educational process
9. students may not enter the building wearing an article of clothing that covers any part of the head, including hats, do-rags, bandanas, hoods, and scarves. (Examples of acceptable head coverings are: elastic type or hard head bands)
10. Sun glasses
11. Headphones and earbuds
12. exposed undergarments or underclothing worn as outwear
12. see-through clothing
13. cell phone use and display is strictly prohibited during school hours
Passes
Students are expected to be in class, on time, at all times. For those situations that require being in the hallways during valuable instructional time, students must have their own agenda book signed by a faculty or staff member or the bathroom pass. The agenda book should be visible and be out and cooperation with adults on this matter is expected at all times. No agenda, no pass! No passes will be issued past 1:30 p.m.

School Property
Since all textbooks, equipment, computers, uniforms, lockers and desks and other school property belong to the Board of Education, a student will be assessed for any damages as well as for items lost or stolen.

If these items are not returned or paid for, the school may withhold the issuance of transcripts and/or report cards until the obligation has been cleared.

Lockers are equipped with a school lock, and each student is responsible for the contents of his/her locker. In an effort to control vandalism and thefts, a student will not be permitted to go to his/her locker during lunch.

A student should report a broken lock or locker to the office. If repairs cannot be made, a new lock/locker will be issued. The school will not assume any liability for unreported lock or locker breakage.

Smoking
Smoking, or the use of smokeless tobacco, is not permitted by students on or about Board of Education property. Violators are subject to disciplinary action and/or legal action.

The Board of Education smoking policy is in effect at the Junior Prom, Senior Ball, Senior Picnic, etc. even though these activities are held off campus.

Electronic Nicotine Delivery System
means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Use of Vapor
Means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, that is inhaled by the user of such product.

Fire and Safety Equipment
A student who tampers with emergency fire and safety equipment is liable to legal penalties. The student who tampers with a fire extinguisher or alarm will receive a referral to the fire chief and may be required to pay for any damage.
Cafeteria
The school cafeteria is the only place where every student gathers at least once a day. The way that a high school student body treats its cafeteria says a great deal about the level of respect that students have for themselves, each other and their school community, at large. Students are expected to ALWAYS conduct themselves in a mature and respectful manner when eating lunch in the café. This includes, but is certainly not limited to, using respectful language with one another and all cafeteria personnel, personal responsibility for trays and trash, and appropriate conduct with food at all times.

Due to health and sanitary reasons, food is to remain in the cafeteria at all times. Students found in violation of this expectation may be subject to disciplinary action.

Students wishing to leave the cafeteria to meet with a teacher MUST present a pass from the teacher in his/her passbook (agenda). Otherwise, students are expected to remain in the cafeteria or in the patio area of the courtyard during their lunch period.

Senior Court
The Senior Court is a privilege for SENIORS ONLY! All cafeteria expectations apply to the senior courtyard. The Court will be open at the discretion of the principal based on appropriate upkeep and conduct at all times.

Middletown School District
Student Safety Agreement
Learning is a process of discovering and exploring the natural world. Exploration occurs in the classroom/laboratory or in the field. As part of your class, you will be doing many activities and investigations that will involve the use of various materials, equipment, and chemicals. Safety in the classroom/laboratory is the FIRST PRIORITY for students, instructors, and parents. To ensure safer classroom/laboratory/field experiences, the following Laboratory Rules and Regulations have been developed for the protection and safety of all. Your instructor will provide additional rules for specific situations or settings. The rules and regulations must be followed at all times. After you have reviewed them with your instructor, read and review the rules and regulations with your parent/guardian. Their signature and your signature are required before you will be permitted to participate in any activities or investigations. Your signature indicates that you have read these rules and regulations, understand them, and agree to follow them at all times while working in the classroom/laboratory or in the field.

Laboratory Rules and Regulations

Standards of Student Conduct in the Laboratory and in the Field
1. Conduct yourself in a responsible manner at all times in the laboratory. Frivolous activities, mischievous behavior, throwing items, and conducting pranks are prohibited.
2. Lab and safety information and procedures must be read ahead of time. All verbal and written instructions shall be followed in carrying out the activity or investigation.
3. Eating, drinking, chewing gum, applying cosmetics, manipulating contact lenses, and other unsafe activities are not permitted in the laboratory.
4. Working in the laboratory without the instructor present is prohibited.
5. Unauthorized activities or investigations are prohibited. Unsupervised work is not permitted.
6. Entering preparation or chemical storage areas is prohibited at all times.
7. Removing chemicals or equipment from the laboratory is prohibited unless authorized by the instructor.
Personal Safety

8. ANZI Z87.1 approved chemical splash goggles or safety glasses, as appropriate or directed by your instructor, shall be worn at all times in the laboratory or field, including pre-laboratory work and clean-up, unless the instructor specifically states that the activity does not require the use of chemical splash goggles or safety glasses.

9. When an activity requires the use of laboratory aprons, the apron shall be appropriate to the size of the student and the hazards associated with the activity or investigation. The apron shall remain tied throughout the activity or investigation.

10. All accidents, chemical spills, and injuries must be reported immediately to the instructor, no matter how trivial they may seem at the time. Follow your instructor’s directions for immediate treatment.

11. Dress appropriately for laboratory work by protecting your body with clothing and shoes. This means that you should use hair ties to tie back long hair and tuck it into your collar.

12. Do not wear loose or baggy clothing or dangling jewelry on laboratory days.

13. Acrylic nails are also a safety hazard near heat sources and should not be used.

14. Sandals or open-toed shoes are not to be worn during any lab activity.

15. Refer to pre-lab instructions. If in doubt, ask!

16. Know the location of all safety equipment in the room. This includes eye wash stations, the drench shower, fire extinguishers, the fume hood, and the safety blanket.

17. Know the location of emergency master electric and gas shut offs and exits.

18. Certain classrooms may have living organisms including plants in aquaria or other containers. Students must not handle organisms without specific instructor authorization.

19. Wash your hands with soap and water after handling organisms and plants.

20. When an activity or investigation requires the use of laboratory gloves for hand protection, the gloves shall be appropriate for the hazard and worn throughout the activity.

Specific Safety Precautions Involving Chemicals and Lab Equipment

21. Avoid inhaling fumes that may be generated during an activity or investigation.

22. Never fill pipettes by mouth suction. Always use the suction bulbs or pumps.

23. Do not force glass tubing into rubber stoppers. Use glycerin as a lubricant and hold the tubing with a towel as you ease the glass into the stopper.

24. Proper procedures shall be followed when using any heating or flame producing device especially gas burners. Never leave a flame unattended.

25. Remember that hot glass looks the same as cold glass. After heating, glass remains hot for a very long time.

26. Should a fire drill or other evacuation emergency occur during an investigation or activity, make sure you turn off all gas burners and electrical equipment and exit the room as directed.

27. Always read the reagent bottle labels twice before you use the reagent. Be certain the chemical you use is the correct one.

28. Replace the top on any reagent bottle as soon as you have finished using it and return the reagent to the designated location.

29. Do not return unused chemicals to the reagent container. Follow the instructor’s directions for the storage or disposal of these materials.
Standards for Maintaining a Safer Laboratory Environment

30. Backpacks and books are to remain in an area designated by the instructor and shall not be brought into the laboratory area.
31. Never sit on laboratory tables.
32. Work areas should be kept clean and neat at all times. Work surfaces are to be cleaned at the end of each laboratory or activity.
33. Solid chemicals, metals, matches, filter papers, broken glass, and other materials designated by the instructor are to be deposited in the proper waste containers, not in the sink. Follow your instructor’s directions for disposal of waste.
34. Sinks are to be used for the disposal of water and those solution designated by the instructor.
35. Other solutions must be placed in the designated waste disposal containers.
36. Glassware is to be washed with hot soapy water and scrubbed with the appropriate type and sized brush, rinsed, dried, and returned to its original location.
37. Goggles are to be worn during the activity or investigation, clean-up, and through hand washing.

I have read the above science laboratory rules and regulations, and I agree to follow them during any science course, investigation, or activity. I acknowledge that these rules are necessary to prevent accidents and to ensure my own safety and the safety of others around me. I will follow any additional instructions given by my instructor. I understand that I may ask my instructor at any time about the rules and regulations if they are not clear to me. My failure to follow these science laboratory rules and regulations may result in discipline.

Progressive Disciplinary Policy (Students):
1. When the lab activity involves the use of chemicals, sharp instruments, high heat or low cold, glassware, and meter sticks, safety instructions must be given to the students. The teacher will inform the students that attention for the safety precautions about to be discussed is absolutely necessary. If a student chooses to not pay attention (talking, listening to music, texting, late to class and misses the instructions), they will not be allowed to participate in the activity. If a student engages in horseplay (running, pushing, shoving etc.) during the time when chemicals, sharp instruments, high heat or low cold, glassware, and meter sticks are being used, they will receive a verbal warning. A second offense will result in their being removed from the class.
2. During other lab experiences that do not involved the previously mention situations, off-task behavior still needs to be addressed. The progression will be as follows:
   First transgression—a verbal reminder,
   Second transgression—a second reminder,
   Third transgression—removal from class and a call to parent at earliest possible time.

___________________________________                 _______________________
Student name (printed)                                                      Date

___________________________________
Student Signature

___________________________________                 _______________________
Parent/Guardian Signature                                               Date
PARKING AND TRANSPORTATION

Bus Transportation

Be at the bus stop 10 minutes ahead of the scheduled time.

1. The driver is in complete charge of the bus and the students being transported. He/she may make changes in seating, arrange for discipline as it is required, and may take all reasonable steps to ensure the safety of the bus and its passengers.
2. Students must remain seated while the bus is in motion. They may leave their seats only when directed to move by the driver or school authority at a time when the bus is not in motion.
3. No student shall leave the bus without permission from the driver or school authorities except at the regular bus stop or at the school.
4. Fooling around/horseplay in any form or manner is NEVER permissible.
5. Drivers will report any misconduct on their bus and any disciplinary action they may take to the principal of the school or to the bus supervisor.
6. Students who refuse to comply with these regulations will be advised that a conduct report will be sent to the school principal. A loss of transportation could result.
7. Students who damage or deface any bus, or any equipment on a bus, will be held liable for such damage.
8. Conversation with the driver while the bus is in motion is not permitted, except to call his/her attention to any roughhousing or conduct which might jeopardize the safety of the bus or any of its riders.
9. Students must not, at any time, extend their arms or heads out of the bus window.
10. State law prohibits use of tobacco in any form on a school bus.
11. Indecent or profane language, as well as loud or disruptive talking, will not be permitted.
12. Bus windows shall not be opened without the driver’s permission.
13. Upon entering or leaving a school bus, students will avoid crowding or disturbing others. Students boarding a bus at a point where others debark from it must always stand back away from the door to make room for those getting off, as well as for those who are getting on.
14. Students must not throw any articles away, in or out of the bus.
15. The bus must be kept clean and all students must cooperate by not leaving wastepaper or trash of any kind.
16. The rear door of the bus shall never be opened except in an emergency when the bus has completely stopped and the driver has given the emergency signal for use of the rear door.
17. Other persons (e.g. parents, ineligible students) are not authorized to enter and/or ride on school buses without the oral or written permission of the superintendent.
18. Eating and/or drinking on the bus is not permitted.

Enforcement Regulations

1. The driver shall notify the student and file a conduct report form with the school principal if the student fails to behave in a safe and orderly manner.
2. The administration, in turn, will administer discipline and notify the parent/guardian of the action taken. The student and parent/guardian will be advised that repeated misbehavior will result in the denial of bus transportation up to five days.
3. Should such misbehavior persist, the student shall be denied the privilege of bus transportation for the school year. (see Board policy 5131.1
**Bus Accidents**
If a school bus is involved in a traffic accident, the following procedures shall be followed:

1. In the event of an accident, the Board of Education, Central Office and the appropriate school(s) are to be notified immediately by the bus contractor identifying bus route number and location. Any bus or van involved in an accident will remain at the accident scene until a representative from the Board of Education or Central Office arrives.
2. When an accident occurs, the driver will wait for the arrival of Emergency Medical Services (EMS) and a representative from Central Office. Injured students will either be transported to school for examinations by the school nurse or school physician or in the event of serious injuries requiring immediate medical attention the students will be taken to the nearest hospital.
3. Bus drivers are not to release anyone until all students and drivers have been accounted for and released by appropriate medical staff and public school transportation director.
4. School officials will notify all parents of student in need of medical attention as soon as possible.
5. Transportation contractor will be responsible for supplying transportation from the scene of the accident to home for students who have been released. Board of Education carryalls will be used, if needed, to transport students home from the hospital.
6. The school principal will be responsible for having staff available on the scene for the purpose of identification of students.
7. In the event of a serious school bus or school van accident, parents may call 860-638-1401 for further information.

**Vehicle Operation**
A student who is observed operating a motor vehicle in an unsafe manner will be reported to an administrator who may report the infraction to the police.

**Student Parking**
Students are required to have a parking permit visible on their vehicle to park in the parking lot. Information concerning parking permits will be available at the beginning of the school year. Parking permits will only be issued to a limited number of juniors and seniors on a first come first serve basis. **Student motor vehicles are to be parked in their assigned parking spot. If a student parks in unauthorized areas may be towed and the student may be subject to disciplinary action not limited to loss of parking privileges. This includes students who were not specifically issued a parking pass. Students observed sharing passes with unauthorized users may face temporary or permanent loss of parking privileges.** Students who drive to school are not to return to their vehicles until dismissal time. If a student is habitually late arriving to school or leaving school grounds without permission, their parking privileges may be temporarily or permanently revoked. In addition, students driving recklessly on campus will lose parking privileges for the remainder of the year.
DISCIPLINE

The disciplinary regulations at Middletown High School are designed and implemented to ensure the successful operation of the educational program. Their intention is to instill the social values of responsibility and respect for regulations. It is also the responsibility of the school administration to develop regulations that ensure adherence to due process for students subjected to suspension.

Forms of School Disciplinary Action

- verbal warning
- conference with administrator, teacher and student
- conference with parent/guardian (letter, telephone call, and/or conference)
- teacher detention
- referral to the assistant principal; student notification of the infraction
- office assigned detention (lunch study hall or after school)
- After school detention from administrator
- deny admittance to a dance, game or any school related activity/clubs
- Restorative practices
- community service
- suspension
- Expulsion

Definition of Terms

Teacher Detention: time assigned by and with a teacher in his/her room at the end of the school day. Student must remain with the teacher until 3 p.m.
Lunch Detention: time assigned by an administrator or designee and served by eating lunch in an assigned area
Period Detention: time assigned by an administrator or designee and served during a student’s study hall during the school day
Community Service: time and responsibilities assigned by an administrator or designee and served by completing various cleaning tasks as needed for the school or as fits the infraction by the student
After School Detention: time assigned by an administrator or designee and served room 309 Monday, Tuesday, or Thursday from 2:10 – 3:10.
In-School Suspension: an exclusion from athletic and/or school activities, school and after school privileges. Students are in school, but contained in a room from 7:25 a.m.—2:00 p.m., where they are to do work and behave according to specific guidelines
Suspension: the exclusion of a student from school privileges for disciplinary reasons by a member of the school administration. This includes all school and after school privileges, activities and transportation services. This suspension period shall not extend beyond ten (10) consecutive days or beyond the end of the school year in which the suspension was ten imposed.
Expulsion: exclusion from school, including all school and after school privileges, activities and transportation services for more than ten (10) consecutive school days
Restorative Practices: potential to positively influence human behavior and strengthen civil society around the world. Restorative practices builds healthy communities, increases social capital, reduces the impact of crime, decreases antisocial behavior, repairs harm and restores relationships.

Search and Seizure

Administrators or their designees may conduct a student search when there exists reasonable suspicion to believe that a student is violating or has violated the law or a rule of school. The scope of such searches will be reasonably related to the objectives of the search and will not be excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Reasonable suspicion is the standard for student searches, i.e., there is reasonable inference drawn from the facts of a situation or the available information collected. It is expected that searches will be conducted in private by an administrator or his/her designee and in the presence of a witness. Refer to BOE Policy 5145.12 for further information regarding student and school property searches.
**Offenses for which disciplinary action will take place:**
Students are subject to disciplinary action for any conduct that is seriously disruptive of the educational process, that endangers persons or property, or that violates a publicized policy of the Board of Education. Examples of such conduct are:

- Headphones
- Unauthorized use of cellphone or electronic devise
- theft
- extortion
- assault
- sexual harassment
- use/possession of alcoholic beverages or drugs
- gambling (coin pitching, dice playing, etc.)
- no card or game playing of any kind
- no instrument playing except in designated area
- bullying behavior
- fighting – When a teacher’s verbal commands for fighting to stop are ignored, a breach of peace is indicated and an arrest may be requested. When a teacher attempts to restrain students who are fighting and is shoved or struck by a student, an additional charge of assault may be lodged.
- violation of technological guidelines
- trespassing/loitering
- threatening
- pulling a false alarm
- violation of dress code and expectations
- carrying any type of weapon (mace, pepper gas, knife, etc.)
- any behavior which threatens or endangers the school community and/or ignoring an adults request
- damage to any school property including textbooks, computer hardware/software, lockers, etc.
- any liquid (legal beverage) or food brought to school may not be consumed except during lunch. The liquid must be placed in the locker directly upon arrival at school.

Electronic equipment including headphones, cell phones, radios, mp3, iPods etc. are prohibited within the classroom during the school day (7:25 a.m. – 2:00 p.m.) unless special permission is granted by the teacher. If students are found in violation of this policy, these items may be confiscated. Cellular phones are allowed, however, they are prohibited during the school day (7:25 a.m. – 2:00 p.m.). These items may be confiscated and returned to a parent/guardian only. Failure to turn over a cell phone may result in suspension.

Be advised that the police may be contacted for any and all violations of City and/or State Law. The administration reserves the right to involve police when appropriate.

**Detention**
The purpose of the detention is to avoid losing class time, while simultaneously promoting appropriate student conduct.

*Teacher Detention:*
In any classroom, your teacher expects you to act in a responsible and respectful manner. Your teacher has established the rules of that room, and is the most appropriate person to deal with the behavior and atmosphere of that classroom. Therefore, you may be assigned one or more days of after school teacher detentions for violating class rules. Teacher detentions will be one hour in length. Teachers will give students twenty-four hours notice prior to the scheduling of a teacher detention. If the behavior continues to be disruptive, your teacher will contact your parent, and you may be sent to an administrator. Failure to report to after school teacher detention will result in further or more severe disciplinary action.
General Rules for Tutorial/Detention
1. Detention will be held between 2:10 p.m. and 3:10 p.m. Monday, Tuesday and Thursday.
2. A student is required to sign an attendance sheet. If a student's name is illegible and unable to be deciphered, he/she will not receive credit for serving that detention.
3. A student may not consume food or beverage.
4. A student may not put his/her head down.
5. There is to be no talking or communication of any kind while in detention.
6. A student must work for the entire detention period.
7. A student is to follow all school rules.
8. A student is to cooperate with the detention room teacher(s).
9. A student is to come prepared to work.
10. A student is not allowed to leave his/her seat for any reason.

Students will not be permitted to go to their lockers or to loiter in the building. Students will be escorted off school grounds, to the bus pick-up location or to the scheduled activity (club, practice, etc.) of which he/she is a member when they do not cooperate with this expectation.

CAFÉ STUDY RULES
1. Sit in assigned zone in alphabetical order by last name. Students will receive cuts slips if they do not check in with a teacher on duty.

2. Headphones are not allowed in building.

3. Study hall teachers will not issue passes for students to go to other classrooms. If your teacher will allow you to his or her room during study hall, that teacher must sign a pass for you to go to that classroom during study. This must be done before study hall.

4. If students want to go to the library and/or guidance, they must go directly to the library and/or guidance and sign in and do not need to check in at the study. Staff in the library and/or guidance will take attendance.

5. If students want to go to the Career Center they need to sign out of study and have the study teacher in their zone sign their pass.

6. No playing of music or any other sound from cell phones or any other type of device.

7. Please keep noise levels down. Bring something to work on during study.
SUSPENSION/EXPULSION

1. No student shall be suspended prior to a hearing before the principal or his designated representa-
tive; however, a student who refuses to report to the office for disciplinary action or in an emergency
situation will be subject to suspension.

2. The student shall be informed as to the charge and given the opportunity to respond. The period of
suspension will begin at the close of the school day unless the situation requires immediate removal
from the school.

3. The parent/guardian will be notified as soon as possible of the reason for the suspension and its dura-
tion. Notification by phone, writing, or conference is mandatory. The principal will then notify the su-
perintendent of schools.

4. The parent/guardian may appeal the suspension to the building principal.

5. Any student who is placed under suspension shall receive, without penalty, all homework, class work,
and examinations upon request within three (3) days after his/her return to school and in accordance
with the classroom teacher’s make-up policy.

6. A student will be granted a formal hearing before the Board of Education prior to a suspension when:
   • he/she has been suspended more than ten (10) consecutive school days or a total of fifty (50)
   school days of the school year.
   • his/her suspension results in either of the aforementioned.
   • that student’s suspension would prevent him/her from completing the normal course of study.

7. Any student who has been suspended will not be allowed to actively participate in any extra-curricu-
lar activities. If a student is informed on Monday that he/she is suspended from school the following
day (Tuesday), the student will be prohibited from active participation in any extra-curricular activity
both Monday and Tuesday. The suspension goes into effect at 2:00 p.m. the day before the suspension
is served. If a student is suspended on Friday, he/she will be prohibited from active participation in
any extracurricular activity on Friday, Saturday or Sunday and cannot resume active participation until
the day he/she returns to school. Any student found in violation of this regulation could be subject to
additional disciplinary action by the administration.

8. A student who is loitering on school grounds while under suspension may be subject to arrest.
Supportive Agencies to Resolve Student Disciplinary Issues
A student who becomes a habitual disciplinary problem may be referred to one or more of the support-
ive agencies. The parent/guardian and/or student are responsible for clarifying any questions relating to
any referral listed on the letter of notification. The parent/guardian may appeal at various levels regard-
ing any disciplinary decision: assistant principal, principal, superintendent of schools, Board of Educa-
tion.

These supportive agencies include:
1. Middletown High School Counselor Department
2. Special Services; Student Assistance Team (SAT); School Social Worker;
   School Psychologist; Peer Mediation
3. Police Department
4. Community Service
5. Community Action for Greater Middlesex County (C.A.G.M.C.)
6. Youth Service Bureau

EXTRA-CURRICULAR AND CO-CURRICULAR
ACTIVITIES

Eligibility for Extra-curricular Activities
Students are strongly encouraged to participate in activities. Though membership is voluntary.

The Middletown Board of Education expects that all students pass all of their courses. Students in grades
9 through 12 who fail in one or more courses at the conclusion of each marking period, will be placed on
academic review. For grades 10 through 12, the first semester look-back period will include the previous
second semester and summer school.

In keeping with the Middletown school system’s goal “to ensure that, according to his/her ability, each
student achieves academic success that will enable him/her to become a productive and educated mem-
er of society” and realizing that extra-curricular activities are an integral part of the educational experi-
ence of students, the Middletown Board of Education requires that any student in grades 9 through 12
who is involved in any extra-curricular activity must:

1. Meet all academic eligibility requirements as outlined by the CIAC, subsidiary of the Connecticut
   Association of Schools.
2. Be monitored as follows:
   A. If a student fails one course, he/she will be placed on academic review and monitored, but may
      continue to fully participate. After the three-week probation period, if the student has not met
      the administrative guidelines, he/she may continue to attend practice, but may not participate
      in scheduled games or performances.

   B. If a student fails two or more courses, he/she will be placed on academic probation and moni-
tored. Budget and scheduling permitting, these students will be assigned to tutorial instruction
during the day. During that time he/she may participate in practice sessions, but not participate
in scheduled games or performances.

   C. At the end of any probation period, the athletic director will reevaluate the student’s status.

3. Not fail the same course two consecutive marking periods.
4. Fall eligibility is determined by the previous year’s final grade.

The preceding guidelines apply to all interscholastic athletic programs, intramural programs, clubs and
activities.
Any student who has been suspended will not be allowed to actively participate in any extra-curricular activities. If a student is informed on Monday that he/she is suspended from school the following day (Tuesday), the student will be prohibited from active participation in any extra-curricular activity both Monday and Tuesday. The suspension goes into effect at 2:00 p.m. the day before the suspension is served. If a student is suspended on Friday, he/she will be prohibited from active participation in any extra-curricular activity on Friday, Saturday or Sunday and cannot resume active participation until the day he/she returns to school.

Any student found to be in violation of this regulation could be subject to additional disciplinary action by the administration.

Co-Curricular Activity Conflicts

1. Any student who is in conflict between or among co-curricular activity commitments shall have the right to choose which commitment to honor.
2. The student must inform the heads of the activities in conflict of his/her choice before the date of the conflict.
3. No punitive action shall be taken against a student, regardless of the choice he/she makes.

Examples shall include but not be limited to:
- field trip vs. field trip
- musical performance vs. athletic contest
- senior picnic vs. athletic contest
Clubs and Activities

Go to the District's website: www.middletownschools.org to view Athletic Schedules and the Activities Calendar. Involvement in school activities increases the potential for academic and social success. We strongly encourage ALL students to join a club, sport or other activity. All of the following clubs and activities are open to the students at Middletown High School. In some instances, such as the National Honor Society, membership is by selection based on established criteria and prerequisites.

And Sometimes Y (Creative Arts Magazine) (Mr. D. Frankel)
Anime (Mr. Z. Tshalis)
Blue Prints (School Newspaper) (Mr. C. Darby)
Blue Tube (Ms. L. Pszczolkowski)
Color Guard/Majorette/Flag Corps (TBD)
Cubing (Mr. L. Rocha)
Fall Crew Club (TBD)
Fall Dance Club (Ms. M. Bishop)
DECA *(Mr. D. Reynolds)
Dragon Watch (Mrs. M. Molski & Ms. K. Stanley)
Drama Club (Ms. J. Kellogg)
Environmental Club (Mrs. P. Sission)
Future Business Leaders (S. Latif)
Future Farmers of America (FFA) **(Mrs. R. Isaacson, Mr. M. Kingsbury, Ms. S. Russell, and Mrs. A. Thomson)
Future Teachers of America (Mrs. K. Hamilton)
Gaming Club (Mr. J. Laude)
Gay/Straight Alliance (Mr. T. Charles)
GIFTS (TBA)
Judo Club (Ms. P. Hinkle)
Key Club (Mrs. N. Charles)
Knitting (Mrs. K. Adams)
The Lair (School Yearbook) (Ms. J. Price)
L.E.T.S. (Mrs. F. Goodwine)
Math Team (TBD)
Minority Students Coalition (Ms. Y. Hart/Mr. L. Rocha)
Model UN (Mr. D. Lowry)
Musical Coach (Ms. S. Zak, Mr. M. Cho)
National Honor Society (Mrs. N. Faulkenberry)
Peer Mediation (Mrs. L. Lowell)
Pre-Med (Mr. R. Hunt)
Pride Crew (Mr. R. D'Amato)
Robotics (Mr. S. Faulkenberry)
Student Council (Mrs. H. Warner)
Tri-M Music Honor Society (Ms. S. Zak)
Unified Sports (Mrs. J. Givehand)
Ninth Grade Committee (Mr. J. Mickiewicz)
Tenth Grade Committee (Mrs. P. Ehnot)
Eleventh Grade Committee (Ms. J. Price)
Twelfth Grade Committee (Ms. L. Pszczolkowski)
*DECA is open to all students enrolled in the M.H.S. Marketing course.
**FFA is open to all students enrolled in the M.H.S. Agriculture Science course.
Athletic Event Fees
The following charges will apply to all MHS Athletic Events.

- Adults - $5
- Students - $2
- 10 and under/62 and over - Free
- Military with ID or in uniform - Free

Activities/Programs Designed to Meet the Needs of Our Diverse Population
- Minority Student Coalition - This organization is for and about minority life and culture. It is open to ALL students and faculty.
- The Gay-Straight Alliance - exists to promote tolerance, understanding and acceptance of all persons.

Social Events/Functions Regulations
1. The groups planning to conduct the social activity must complete and submit the Facilities Use Form to the Director of Student Activities at least four weeks prior to the event for approval.
2. If the activity is approved, the Director of Student Activities will determine the necessity for police coverage.
3. Signs, posters, or displays in the corridors, café, gym, or any other part of the building must be approved by the Director of Student Activities.
4. The materials used for decorations must be approved by the Director of Student Activities.
5. Generally speaking, dances are strictly for Middletown High School students, and outsiders are not allowed. Exceptions are the Sophomore Semi-Formal, Junior Prom, and Senior Ball.
6. The administration reserves the right to prohibit guests from attending Middletown High School functions.
7. The group conducting social events should advise students about the policy on outsiders attending socials. This would also apply to our alumni.
8. In the event that any of the above procedures cannot be implemented by the day before the social, the social is to be canceled.
9. Students are not to engage speakers for clubs or classes. Requests for speakers must first be submitted to the teacher responsible. The teacher will then submit the request to the principal for final approval.
10. If a student chooses to leave a function early, he/she may not re-enter even if he/she is willing to pay again.
11. A student may call his/her parents/guardian in case there is some confusion as to transportation home from a function. This should be done at least an hour before the function is over.
Prom Guest Guidelines
All prom invitees from outside of the Middletown High School student body must be approved by the school administration. Students requesting to bring an outside guest must complete and submit the appropriate paperwork to their grade level office for administration approval. The administration reserves the right to deny any outside prom guest request. Students are advised not to invite guests to the Middletown High School Junior or Senior prom if they fall into any of the following categories.

1. Students currently suspended or expelled from the Middletown Public Schools or any other public school system.
2. Individuals who have been arrested and are currently being prosecuted for any criminal offense involving illegal drugs, deadly weapons, or violence against other persons.
3. Students who have previously been expelled from any public school system for any offense, or individuals who have previously been convicted of any crime involving illegal drugs, deadly weapons, or violence against other persons.
4. Students who have not yet entered the 9th grade, and individuals who are over the age 20 attending the Junior Prom and individuals who are over the age of 21 the Senior Prom.
5. Other individuals who the administration reasonably believes are likely to be disruptive or interfere with the enjoyment of the prom by other students and their guests.

Guests who fall into any of the above categories will not be admitted. In case of questions, please contact your administrator. In situations where the application of the above guidelines is not clear, the administration may be guided by the recommendations of other school officials or authorities with knowledge of the individual.

Class Dues
Class dues are collected each year to cover class expenses. Please be sure that your student’s dues are current.

- Freshman year: $15
- Sophomore Year: $30
- Junior Year: $55
- Senior Year: $100
ATHLETICS

Eligibility
All sports eligibility is determined by the Board of Education policy in accordance with the Connecticut Interscholastic Athletic Conference (C.I.A.C.) rules and regulations.

Interested students are encouraged to try out for sports and to participate in what can be one of the most rewarding experiences in high school. **IN ORDER TO BE ELIGIBLE TO PARTICIPATE IN AN ATHLETIC PROGRAM, A STUDENT MUST BE CARRYING A MINIMUM OF FIVE (5) COURSES AND MUST PASS A MINIMUM OF FOUR (4) COURSES. A STUDENT ATHLETE MUST ALSO ABIDE BY ALL C.I.A.C. RULES AND REGULATIONS.**

NCAA INITIAL ELIGIBILITY
A student athlete who intends to participate in college athletics must take the responsibility for obtaining the necessary information form for National Collegiate Athletic Association approval from his/her School Counselor.

Transfer Policy
An athlete’s transferring to another school without a legal change in address to that respective district may result in forfeiting his/her eligibility for 30 days or more.

Programs

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<tr>
<th>FALL (September – November)</th>
<th>GIRLS</th>
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<tr>
<td><strong>BOYS</strong></td>
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<tr>
<td>Football</td>
<td>Swimming &amp; Diving</td>
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<td>Soccer</td>
<td>Soccer</td>
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<td>Cross Country</td>
<td>Cross Country</td>
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<td>*Cheerleading</td>
<td>Volleyball</td>
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<td>*Crew</td>
<td>*Cheerleading</td>
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<td>Unified Sports</td>
<td>*Crew</td>
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<td>*Dance Team</td>
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<td>Unified Sports</td>
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<th>WINTER (November – March)</th>
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<td><strong>BOYS</strong></td>
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<td>Swimming</td>
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<td>Basketball</td>
<td>Indoor Track</td>
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<td>Indoor Track</td>
<td>Cheerleading</td>
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<tr>
<td>Wrestling</td>
<td>Dance Team</td>
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<td>Cheerleading</td>
<td>Unified Sports</td>
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<td>Unified Sports</td>
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<tr>
<td>*Co-op Hockey (Plainville, Rocky Hill, &amp; Wethersfield)</td>
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<th>SPRING (March – June)</th>
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<td><strong>BOYS</strong></td>
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<tr>
<td>Baseball</td>
<td>Softball</td>
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<td>Track &amp; Field</td>
<td>Track &amp; Field</td>
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<td>Tennis</td>
<td>Tennis</td>
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<td>Crew</td>
<td>Crew</td>
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<tr>
<td>Ultimate Frisbee</td>
<td>Ultimate Frisbee</td>
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<td>Unified Sports</td>
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<tr>
<td>Lacrosse</td>
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<tr>
<td>Golf</td>
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* Club sport
Regulations for Athletes
For the privilege of participating in athletics, all student athletes must realize that more is expected of them than other students in school. As a student athlete, you will be expected to make many sacrifices. PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

Subject to other school, medical, and Connecticut Interscholastic Athletic Conference (C.I.A.C) rules, the following pertains to all sports and related areas.

Coaches may set further standards for their respective sports. These will be approved by the Athletic Director and be made available to the athletes involved.

1. No student athlete may break any federal, state, or local law. Examples of this include:
   a. Possession or consumption of tobacco, alcohol, or illegal drugs
   b. Entering into a physical confrontation
   c. Stealing of any kind
   d. Vandalism
   e. Hazing: hazing is defined as any activity that humiliates, degrades, abuses or endangers a person’s physical or emotional health for the purpose of initiation or membership in or affiliation with any organization, regardless of the person’s willingness to participate”

2. Student athletes are expected to follow directives from adult school personnel to the best of their abilities.

3. Student athletes ejected or disqualified during contests may be suspended from further participation in athletics.

4. Student athletes are expected to attend all practices and games. All conflicts require prior notification.

5. All student athletes are expected to be in school all day unless properly excused.

6. The use of the internet or other public means of communication to discredit or disgrace any school program including other players and/or coaches is prohibited.

Failure to comply with the above rules will lead to a suspension from all team activities. The length of the suspension will be determined by the school administration based on the specific incident. This could include the dismissal from all sports for the remainder of the school year.

Additionally:

1. Being a captain is an honor and a privilege, but such a title may be removed for inappropriate behavior.

2. All student-athletes must travel with the team to away contests. They must also return from the contest with the team. Student-athletes may, however, return from the contest with a parent or guardian if the parent or guardian requests the same to the student-athlete’s head coach.

3. Uniforms may only be worn in situations directly related to the athlete’s sport.

4. Student athletes who are on suspension from school are also suspended from participating in practice or games until they are allowed to return to school.

5. Student athletes are required to attend assigned detentions, regardless of conflicts with games or practices.

6. Obligations: Any student athletes who has not completed equipment and/or payment obligations will not be allowed to practice or compete in any sport until:
   a. he/she has returned the items or paid for them.
   b. he/she has made arrangement with the athletic director to pay for the items. Records and/or report cards may also be withheld until such arrangements are made.
Sports Awards
A student athlete who finishes the season in good standing and has completed the necessary requirements is eligible for an award at the end of the season.

Varsity Awards
The coach of each sport will submit the criteria to earn varsity status to the Athletic Director prior to the start of the season. A copy of the criteria will also be made available to each team member. The first time a student athlete achieves varsity status he/she will receive a cloth letter with an insignia to reflect that sport and will also receive a varsity certificate. A student athlete who earns varsity status in the same sport a second or third time will receive an additional insignia. Student athletes who achieve varsity status in an additional sport will only receive the insignia for that sport and a certificate. ONLY ONE CLOTH LETTER IS GIVEN TO AN STUDENT ATHLETE.

Junior Varsity Awards
A certificate will be awarded to all student athletes achieving junior varsity status.

Numeral Awards
A student athletes who successfully completes his/her first season will be awarded cloth numerals signifying their year of graduation and a certificate.

Varsity Service Award
A cloth award is given to managers, statisticians, etc. when they have completed two entire seasons in good standing. First-year participants will be given a certificate for their services.

Special Awards
Each coach of a sport will choose two recipients to receive special recognition in the areas of outstanding sportsmanship and the most consistent participant, or another area the coach would like to recognize.
SCHOOL-FAMILY-COMMUNITY PARTNERSHIP STATEMENT

Middletown High School recognizes that cooperative efforts among the parents, school staff, and community are essential for building strong educational programs for all children. Middletown High School actively supports and encourages parent involvement in all aspects of its learning community. Aligning with the guidelines of No Child Left Behind, the school community will work in partnership to ensure that all students meet with a high degree of academic and social success.

As recommended by Connecticut's State Board of Education, Middletown High School recognizes and supports these six standards for building and maintaining effective school-family-community partnerships. The illustrations noted, although not exclusive, help define how Middletown High School meets these standards.

**Parenting:** promoting and supporting effective parenting skills and the family’s primary role in encouraging children’s learning at each age and grade level

**Communicating:** ongoing, two-way and meaningful communication between schools, families, and the community

**Volunteerism:** to provide assistance to support students’ learning both in and out of school

**Learning at Home:** involving families in interactive homework and curriculum-linked activities to support their child/children’s learning

**Decision-making:** help all families strengthen their leadership in school decisions

**Collaborating with the community:** enable schools and families to access – and serve as – community resources

*"School Community" includes students, faculty, staff, administration and parents.
*"Parent" or “Parents” also includes guardians and other family members involved in supervising a child’s schooling.
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<thead>
<tr>
<th>Policy # &amp; Link</th>
<th>Name of Policy, Regulation, Form, etc.</th>
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<tr>
<td>Mission statement of school and/or district</td>
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<tr>
<td>0300</td>
<td>Ensuring Educational and Racial Equity</td>
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<td>0521</td>
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<td>1110.1</td>
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<td>1110.1 REG</td>
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New  2019-2020 School Calendar
Special Education  Please put link to the Special Education page: http://www.middletownschools.org/departments/special_education
Notice #5113.2 Form 1  #5113.2 Truancy Notice - Annual Notification of Obligations
Notice  #5125 Notification of Rights Under FERPA
Notice  #5131.911 Annual Bullying Notice - Letter from Dr. Conner
5131.911 Plan  District's Safe School Climate Plan  http://www.middletownschools.org/district_info/school_climate_improvement___bullying_prevention
Notice  #5145 Section 504 of the Rehabilitation Act of 1973 - Notice of Rights
Notice  #5145.6 Statement of Title VI - Annual Notification
Statement  Statement concerning Billing Medicaid for Health Services *(This statement should be near the Special Education section.)*
Connecticut General Statute 10-184 provides: All parents and those who have the care of children shall bring them up in some lawful and honest employment and instruct them or cause them to be instructed in reading, writing, spelling, English grammar, geography, arithmetic and United States history and in citizenship, including a study of the town, state and federal governments. Subject to the provisions of this section and section 10-15c, each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public school regularly during the hours and terms the public school in the district in which such child resides is in session, unless such 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 the public schools. For the school year commencing July 1, 2011, and each school year thereafter, the parent or person having control of a child seventeen years of age may consent, as provided in this section, to such child’s withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. Such withdrawal form shall include an attestation from a School Counselor or school administrator of the school that such school district has provided such parent or person with information on the educational options available in the school system and in the community. The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The school district shall provide the parent or person with information on the educational opportunities available in the school system.

Connecticut General Statute 10-185 provides that each day’s failure to comply with these requirements is a separate offense, punishable by a $25.00 fine.

So that we may seek to inform you if your child is absent without explanation, the law also requires that we obtain from you a telephone number or other means of contacting you during the school day. Please complete the online Student Registration Information.

Excuses
A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials.

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

B. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student’s observance of a religious holiday;
3. Death in the student’s family or other emergency beyond the control of the student’s family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

C. A student’s absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.
ATTENDANCE

Excuses (continued)

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child’s absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child’s family is a family with service needs.

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

Excused Absences for Children of Service Members
An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child’s parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible for obtaining assignments from the student’s teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

Dismissal

No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or his/her designee.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student’s parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.
SAT Reasoning Test (SAT I)

The SAT is the nation's most widely used admissions test among colleges and universities. It tests students' knowledge of subjects that are necessary for college success: reading, writing, and mathematics. The SAT assesses the critical thinking skills students need for academic success in college - skills that students learned in high school.

The SAT is taken by high school juniors and seniors. It tells students how well they use the skills and knowledge they have attained in and outside of the classroom - including how they think, solve problems, and communicate. The SAT is an important resource for colleges. It's also one of the best predictors of how well students will do in college.

Each section of the SAT is scored on a scale of 200-800 for multiple-choice questions and the essay. The total SAT Score is out of 2400.

- The Language Tests with Listening are offered only in November.

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AP Testing Dates: [http://professionals.collegeboard.com/testing/ap/about/dates/next-year](http://professionals.collegeboard.com/testing/ap/about/dates/next-year)

SAT Subject Tests (SAT II)

The SAT Subject Tests measure your knowledge and skills in particular subject areas, and your ability to apply that knowledge. The SAT Subject Tests are the only national admissions tests that give you the opportunity to demonstrate mastery of content in specific subjects, such as English, history, mathematics, science, and various foreign languages.

Please Note: The school code number (CEEB) for Middletown High School is 070-400.
Many colleges use the SAT Subject Tests for admission, for course placement, and to advise students about course selection. Some colleges specify the SAT Subject Tests that they require for admission or placement; others allow applicants to choose which tests to take. These tests give you and colleges a very reliable measure of how prepared you are for college-level work in particular subjects. The SAT Subject Tests offer you an additional opportunity to show colleges what you know and what you know you can do.

Students who plan to take these tests should take them at the conclusion of the course the student is taking. See your counselor for more information.

**PSAT**
The Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) will be practice for the SAT. The national test date is Wednesday, October 11 and Saturday, October 14. The PSAT is offered to all Juniors at Middletown High School and will be taken during the school day on Wednesday, October 11.

**Advanced Placement (AP) Examinations**
Advanced Placement (AP) Examinations will be administered over two weeks in May - May 1 through 12.

**ANNUAL BULLYING NOTICE**
Bullying behavior by any student in the Middletown Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

A. Causes physical or emotional harm to such student or damage to such student's property,
B. Places such student in reasonable fear of harm to himself or herself, or of damage to his or he property,
C. Creates a hostile environment at school for such student,
D. Infringes on the rights of such student at school, or
E. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

A. Creates a hostile environment at school for the victim,
B. Infringes on the rights of the victim at school, or
C. Substantially disrupts the education process or the orderly operation of a school.
July 1, 2019

Dear Parents and Colleagues,

Welcome back to the 2019 - 2020 academic year. I hope you had a great summer and are excited about the opportunities and aspirations for all students in Middletown Public Schools. The following is the annual bullying notification required by legislation and recommended by CABE and can also be found on our website at: https://www.middletownschools.org/UserFiles/Servers/Server_93655/File/BOE/Policies%20&P%20Bylaws/5000%20Series/5131.911rAnnualBullyingNotice.pdf:

“Bullying behavior by any student in the Middletown Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

A. Causes physical or emotional harm to such student or damage to such student’s property,

B. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,

C. Creates a hostile environment at school for such student,

D. Infringes on the rights of such student at school, or

Substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Teen dating violence is also prohibited. This includes any act of physical, emotional, or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.
Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

A. Creates a hostile environment at school for the victim,

B. Infringes on the rights of the victim at school, or

Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.”

Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request and on the district website at:


We look forward to deepening and extending our collaboration with families and community partners.

In anticipation of an amazing school year.

Regards,

Michael T. Conner, Ed.D.
Superintendent of Schools
Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

rev. 6/11

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, teen dating violence, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying, cyberbullying and teen dating violence and sets forth the Board’s expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying and teen dating violence.

Bullying behavior and teen dating violence are strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district’s commitment to addressing bullying behavior and teen dating violence, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

I. Prohibition Against Bullying, Teen Dating Violence and Retaliation

A. The Board expressly prohibits any form of bullying behavior and teen dating violence on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

C. The Board further prohibits any form of teen dating violence outside of the school setting if such violence substantially disrupts the educational process;

D. In addition to prohibiting student acts that constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.

E. Students who engage in bullying behavior or teen dating violence in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board’s policies on student discipline, suspension and expulsion, and consistent with state and federal law.
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II. Definition of Bullying

A. “Bullying” means the repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

1. causes physical or emotional harm to such student or damage to such student's property;

2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;

3. creates a hostile environment at school for such student;

4. infringes on the rights of such student at school; or

5. substantially disrupts the education process or the orderly operation of a school.

B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

III. Other Definitions

A. "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

B. "Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo-optical system;
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C. "Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

D. "Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;

E. "Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;

F. "Prevention and intervention strategy" 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) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

G. "School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

H. "School employee" means (1) a teacher, substitute teacher, school administrator, school superintendent, School Counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
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I. “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.

J. “Teen dating violence” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

IV. Leadership and Administrative Responsibilities

A. Safe School Climate Coordinator
   The Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator (“Coordinator”). The Coordinator shall:

   1. be responsible for implementing the district’s Safe School Climate Plan (“Plan”);
   2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
   3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
   4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying the school district and to make recommendations concerning amendments to the district’s Plan.

B. Safe School Climate Specialist
   The Principal of each school (or principal’s designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

V. Development and Review of Safe School Climate Plan

A. The Principal of each school shall establish a committee or designate at least one existing committee (“Committee”) in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in
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the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.

B. The Committee shall: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) implement the provisions of the school security and safety plan, if applicable, regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying, 4) review and amend school policies relating to bullying; 5) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 6) educate students, school employees and parents/guardians on issues relating to bullying; 7) collaborate with the Coordinator in the collection of data regarding bullying; and 8) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.

C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.

D. The Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board’s and each individual school in the school district’s web site and ensure that the Safe School Climate Plan is included in the school district’s publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

VI. Procedures for Reporting and Investigating Complaints of Bullying

A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.

B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student’s identity is known to the school employee. In cases where a student requests
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anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student’s identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.

D. The Safe School Climate Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. The Safe School Climate Specialist shall also be responsible for promptly notifying the parents or guardians of the student alleged to have committed an act or acts of bullying, and the parents or guardians of the student against whom such alleged act or acts were directed, that an investigation has commenced. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student’s name in connection with the investigation process, unless the student and/or parent has requested anonymity.

E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

VII. Responding to Verified Acts of Bullying

A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding not later than forty-eight hours...
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after the investigation is completed. This notification shall include a description of the school’s response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian’s own child, may not be disclosed except as provided by law.

B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall invite the parents or guardians of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and policies and procedures in place to prevent further acts of bullying. The Safe School Climate Specialist or designee shall also invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the previously described meeting, to discuss specific interventions undertaken by the school to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A.

C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.

D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.

E. Notice to Law Enforcement

If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board’s obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

F. If a bullying complaint raises a concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national
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origin, sex, sexual orientation, age, disability or gender identity or expression), the Safe School Climate Specialist or designee shall also coordinate any bullying investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.), so as to ensure that any such bullying investigation complies with the requirements of such policies regarding nondiscrimination.

VIII. Teen Dating Violence

A. The school strictly prohibits, and takes very seriously any instances of, teen dating violence, as defined above. The school recognizes that teen dating violence may take many different forms and may also be considered bullying and/or sexual harassment.

B. Students and parents (or guardians of students) may bring verbal or written complaints regarding teen dating violence to any building administrator. The building administrator shall review and address the complaint, which may include referral of the complaint to the Safe School Climate Specialist and/or Title IX Coordinator.

C. Prevention and intervention strategies concerning teen dating violence shall be implemented in accordance with Section X below. Discipline, up to and including expulsion, may be imposed against the perpetrator of teen dating violence, whether such conduct occurs on or off campus, in accordance with Board policy and consistent with federal and state law.

IX. Documentation and Maintenance of Log

A. Each school shall maintain written reports of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board’s obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without written prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.

B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved.
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Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.

C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

X. Other Prevention and Intervention Strategies

A. Bullying behavior and teen dating violence can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying or to teen dating violence. While conduct that rises to the level of “bullying” or “teen dating violence,” as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying or teen dating violence, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint of bullying. As discussed below, schools may also consider appropriate alternative to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.

B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.

C. The following sets forth possible interventions which may also be utilized to enforce the Board’s prohibition against bullying and teen dating violence:
   i. Non-disciplinary interventions
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When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern. When an act or acts of teen dating violence are identified, the students involved may be counseled as to the seriousness of the conduct, the prohibition of teen dating violence, and their duty to avoid any such conduct. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

ii. Disciplinary interventions

When acts of bullying are verified or teen dating violence occurs, and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints of bullying, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board’s Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board’s Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and teen
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dating violence, and/or when past interventions have not been successful in eliminating bullying behavior.

iii. Interventions for bullied students and victims of teen dating violence

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address incidents of bullying or teen dating violence against a single individual. Intervention strategies for a bullied student or victim of teen dating violence may include the following:

a. Referral to a school counselor, psychologist or other appropriate social or mental health service;

b. Increased supervision and monitoring of student to observe and intervene in bullying situations or instances of teen dating violence;

c. Encouragement of student to seek help when victimized or witnessing victimization;

d. Peer mediation or other forms of mediation, where appropriate;

e. Student Safety Support plan;

f. Restitution and/or restorative interventions; and

g. Periodic follow-up by the Safe School Climate Specialist and/or Title IX Coordinator with the bullied student or victim of teen dating violence.

iv. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school sponsored activities. Additional district actions may also ameliorate potential problems with teen dating violence. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school

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Such prevention and intervention strategies may include, but are not limited to:

a. School rules prohibiting bullying, teen dating violence, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;

b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying or teen dating violence are likely to occur;

c. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;

d. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;

e. School-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;

f. Student peer training, education and support; and

g. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;

h. 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 and teen dating violence, including any such program identified by the Department of Education;

i. Respectful responses to bullying and teen dating violence concerns raised by students, parents or staff;
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j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying and teen dating violence, with a focus in evidence based practices concerning same;

k. Use of peers to help ameliorate the plight of victims and include them in group activities;

l. Avoidance of sex-role stereotyping;

m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;

n. Modeling by teachers of positive, respectful, and supportive behavior toward students;

o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;

p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere;

q. Culturally competent school-based curriculum focusing on social emotional learning, self-awareness and self-regulation.

D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying.”

E. Funding for the school-based bullying intervention and school climate improvement strategy may originate from public, private, federal or philanthropic sources.
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XI. Improving School Climate

Please see the Middletown Public Schools individual school websites for each school’s cli-
mate plan. The district plan is included in the policy section of the district website. The climate plan
will be updated and shared with the school community and public annually
https://www.middletownschools.org/cms/One.aspx?portalId=93739&pageId=171364
Annual Safe School Climate Strategies.

XII. Annual Notice and Training

A. Students, and parents or guardians of students shall be notified annually of the
process by which students may make reports of bullying.

B. The Board shall provide for the inclusion of language in student codes of conduct
concerning bullying.

C. At the beginning of each school year, each school shall provide all school
employees with a written or electronic copy of the school district’s safe school
climate plan and require that all school employees annually complete training on
the identification, prevention and response to bullying as required by law.

D. After July 1, 2014, any person appointed by the district to serve as district safe
school climate coordinator shall complete mental health and first aid training
offered by the Commissioner of Mental Health and Addiction Services.

XIII. School Climate Assessments

Biennially, the Board shall require each school in the district to complete an assessment
using the school climate assessment instruments, including surveys, approved and dissem-
inated by the Connecticut State Department of Education. The Board shall collect the school climate
assessments for each school in the district and submit such assessments to the Connecticut State
Department of Education.
Notification of Rights under FERPA
for Elementary and Secondary Institutions

[NOTE: Under the procedures outlined in the policy, the following information will be disclosed on an annual basis to parents of students currently in attendance, or eligible students currently in attendance.]

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (i.e., students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.
(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

The District may disclose any of the items listed as “DIRECTORY INFORMATION” without prior written consent, unless notified in writing by parent/guardian to the contrary.

**Directory Information** includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent’s name, address and/or e-mail address, the student’s name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to educational records or data. **Directory information does not include** a student’s social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student’s name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district’s obligations under both state and federal law.

Updated May 10, 2016
# IMPORTANT DATES TO REMEMBER

## School Year 2019-2020

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Details</th>
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<tbody>
<tr>
<td>Thursday, Friday, October 3 &amp; 4</td>
<td>Parent-Teacher Conferences</td>
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<tr>
<td>Saturday, October 5</td>
<td>SAT 7:15 - 1:00 p.m.</td>
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</tbody>
</table>
| TBD | Financial Aid Night – 6:30 p.m. - 8:30 p.m.  
M.H.S. Lecture Hall |
| Friday, October 4 | Homecoming |
| Saturday, October 5 | Homecoming Dance 7:00 p.m. - 11:00 p.m |
| Wednesday, October 16 | PSAT - 7:00 a.m. - 11:30 a.m. |
| Thursday through Saturday  
October 30, November 1, 2 | Fall Drama Production |
| Monday, November 25 | Powder Puff Football Game - 7:00 p.m. |
| Saturday, December 4  
Snow Date, TBD | Choral Winter Concert - 7:30 p.m. |
| TBD  
Snow Date, | College Planning Night for Junior Parents  
with PSAT score release - 6:30 p.m. |
| Thursday, December 15 | Instrumental Winter Concert - 7:30 p.m. |
| TBD  
Snow Date, | MHS Eighth Grade Open House- 6:00 p.m. |
| Thursday through Saturday  
TBD | Spring Musical |
| Thursday, Friday, February 20, 21 | Parent-Teacher Conferences |
| Saturday through the following Sunday  
TBD | District Art Show, Wesleyan University |
| March 28 | All-City Music Festival  
Wesleyan University Freeman Athletic Center |
| May, TBD | M.H.S. Senior Art Show Opening  
2:30 p.m. - 6:30 p.m. |
| May, TBD | National Honor Society Induction - 7:00 p.m. |
| May 1 through May 15 | AP Exams |
| Saturday, May 16 | Junior Prom |
| May TBD | Senior Honors Reception |
| Friday, May TBD | Senior Picnic - Holiday Hill, Cheshire |
| May 20 | Senior Awards Ceremony |
| Saturday, June 6 | Senior Ball |
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