Student Parent Handbook
2026 – 2027

School Hours

7:45 am – 2:23 pm

Early Dismissal: 7:45 am – 11:30 am

Office Hours

7:15 am – 4:00 pm

147B Route 169
Woodstock, CT 06281
860-963-6575 (Phone)
860-928-6577 (FAX)

The mission of the Woodstock Public Schools is to educate individuals for today and tomorrow. We will provide a curriculum that develops essential skills, encourages uniqueness and creativity, offers the opportunity to cultivate diverse talents and to develop the full potential of every student. We will promote a cooperative spirit and love of learning in an atmosphere based on respect and trust.

Woodstock Public Schools Administration

Superintendent of Schools Mr. Christopher Roche (860) 928-7452 (860) 928-0206 FAX	**Business Manager** Mrs. Deana Chrzan (860) 928-7452 ext. 310 (860) 928-6577 FAX
Woodstock Elementary School Principal Mrs. Kristen Elliott (860) 928-0471 (860) 928-1220 FAX	**Woodstock Middle School Principal** Mrs. Jenna Demers (860) 963-6575 (860) 963-6577 FAX
WES/WMS Assistant Principal & MTSS Coordinator Mrs. Stacey Terwilliger (860) 928-0471 (860) 928-1220 FAX	**Director of Student Services** Mrs. Maegen Nellis (860) 928-7453 ext. 323 (860) 928-0206 FAX

Woodstock Board of Education Members

Mr. Matthew Bennett
Mrs. Sonia Greene, Chairperson
Mr. Adam Keser, Vice Chairperson
Mrs. Judith Folkerts
Mrs. Amber Gould
Mrs. Emily Hayden
Mr. Daryl Manbeck
Mrs. Amy Vinal
Mrs. Susan Swan

To perform its duties in an open and public manner and in accordance with state law, the Woodstock Board of Education holds regular business meetings on the second Thursday of each month at 7:00 PM in the Woodstock Middle School cafeteria. Parents, students, and other community members are encouraged to attend. Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board Chairperson will recognize individuals who want to make a statement, not more than 2 minutes in length, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic. The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

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ADMISSION/PLACEMENT

A student seeking enrollment in the Woodstock Middle School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance, or admission through a bona fide foreign exchange program should contact the district office. A student transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents. The principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

ATTENDANCE

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students with the opportunity to make up schoolwork missed due to a legitimate absence.

Absence means an excused absence, unexcused absence or an in-school suspension that is greater than or equal to one-half of a school day. A child whose total number of absences at any time during a school year is equal to or greater than 10% of the total number of days that the student has been enrolled at the school during the school year is considered a "chronically absent child." The child will be subject to review by the district and/or the school attendance team.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

ABSENCE

Every attempt should be made to confine necessary appointments to after school, weekends, and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school by 8:00 A.M. on the day of the absence or late arrival by telephoning or emailing the school nurse.

If it is not possible to contact the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the office. Parents should contact the main office in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

AUTOMATED PHONE MESSAGING SYSTEMS

The Woodstock Public School system uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send personally prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups when needed.

BUS CONDUCT

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

BUS SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the building Principal. A written record of all complaints will be maintained, and an investigation of the allegations will take place.

VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL BUILDING

The district has installed video recording equipment on school buses to monitor school transportation and behavior. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified, and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act. Video equipment is used to enhance the safety and security of all individuals. It is also used to monitor student behavior in common areas or in the school building. The principal or his/her designee will review the tapes routinely and document students' misconduct. Discipline will be in accordance with the District's discipline policy. Any student, staff member, or visitor to the school is prohibited from tampering with or damaging the school's video equipment.

CAFETERIA

Students in grades 5-8 eat lunch in the cafeteria by their grade level. Snacks are available for purchase in addition to lunch, milk, and water. Rules of cleanliness and proper manners are to be observed at all times. Misconduct in the cafeteria may be cause for receiving a verbal warning, an assigned seat, lunch detention, or other disciplinary action deemed appropriate for the misconduct.

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information on this program can be obtained from the District Food Services Manager.
In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

CHANNELS OF COMMUNICATIONS

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases, this is the teacher. The proper channeling of complaints regarding instruction, discipline, or learning materials is (1) teacher, (2) principal, (3) superintendent, (4) board of education.

A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact the Director of Special Education. A complaint or concern regarding

the placement of a student with disabilities concerning special education or programs and services should be discussed with the Director of Special Education.

CHEATING/PLAGIARISM (ACADEMIC DISHONESTY)

Students are expected to pursue their schoolwork with integrity and honesty. Cheating and plagiarism demonstrate a lack of integrity and character. That is inconsistent with district goals and values. All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT

All school employees are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault, to the Connecticut State Department of Children and Families. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use. Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect, or a sexual assault, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment, or neglect are also considered child abuse.

The Board of Education will post in each school the telephone number of Careline, the Department of Children and Families' child abuse hotline, and the web address that provides information about Careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.

CLASS PLACEMENT

Every effort will be made to place students with teachers, where a positive student-teacher relationship will be established. The final decision for placement rests with the principal or his/her designee. Changes shall not be made without significant cause.

CONDUCT AND DISCIPLINE

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Showing mutual respect
2. Behaving in a responsible manner
    - Attending all classes regularly and on time.

- Being prepared for each class with appropriate materials and assignments.
- Being dressed appropriately.

3. Following all school rules, including safety rules.
   - Hall passes are required at all times.
   - No candy or gum is allowed in the building. Food should only be eaten in the cafeteria or in classrooms, when a teacher gives permission.
   - Water is the only beverage allowed in classrooms.
   - Backpacks are to remain in lockers during the school day.
   - Cell phones and other electronics are to remain off and in the school locker during the day.
4. Showing kindness to others.

A student who violates the district's code of conduct shall be subject to disciplinary action following a progressive discipline model. The Woodstock Public Schools disciplinary actions may include using one or more discipline management techniques, such as verbal warning, loss of privilege, behavior contracts, removal from class, removal to an alternative education program, in school suspension, out of school suspension and expulsion when conduct is seriously disruptive of the education process. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law, that student may be referred to legal authorities for prosecution.

In determining whether conduct is "seriously disruptive of the education process" for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

BULLYING

Bullying of a student by another student is prohibited. Under policy, such behavior is defined as the unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.

Challenging behavior is defined as behavior that negatively impactsschool climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

Students and/or parents may file written complaints concerning suspected bullying behavior, using the "Behavior Concern Report" form, available in every classroom and on our website. The complaint procedure is posted on the district's website. Parents may file a complaint by printing from our website or visiting the main office for such a form. Students may also make an informal verbal complaint of conduct they consider to be bullying to any school employee, who will promptly document the complaint in writing and forward it to the Principal and/or members of the Safe School Climate Committee for review and action. Students and parents are permitted to make anonymous reports of bullying. Student and parent anonymous reports will be investigated by the Principal and/or members of the Safe

School Climate Committee, but no disciplinary action shall be taken solely based on an anonymous report.

The Principal and/or members of the Safe School Climate Committee are responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school

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 Series 5000: Bullying Behavior in School set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

CYBER BULLYING

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyberbullying, are unacceptable, a violation of district policy and of the district's acceptable computer use policy and procedures.

Cyberbullying is defined as 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.

Cyber bullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal or Director of Technology. All reports of cyberbullying will be investigated by the School Climate Specialist.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

DANGEROUS WEAPONS

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object

used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, sexual orientation, gender identity or expression, or any disability they may have. The district has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the principal or school counselor. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

HAZING ACTIVITIES

Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or interfere with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

SEXUAL HARASSMENT

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, the Director of Student Services.

SMOKING

Students shall not smoke or use tobacco products or e-cigarettes or vapor product devices on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

SUBSTANCE ABUSE

The school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to the following disciplinary actions:

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.
Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages are considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgement of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

DETENTION

A student may be detained outside of school hours for discipline. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

SUSPENSION

A student may be removed from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.
The administration may suspend a student for an infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee, at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such an instance, the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student of his/her parents.

EXPULSION

Administration may remove a student from all classes when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.
Prior to an expulsion hearing, information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearings shall be held as soon as possible after the expulsion as possible.

The Board of Education may expel a student in grades 3 through 12 inclusive, from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extra-curricular and social privileges during the period of expulsion.

For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program does not require the student or the parent/guardian of the student to pay for participation in the program.

Students in grades kindergarten through grade 12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity for a calendar year. A student in grades kindergarten through grade 12 inclusive, who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.
Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If students expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

Expelled students, under age 16, will be offered an individualized learning plan as part of an alternative education. Students between ages 16 and 18 who are expelled, even for conduct that endangers others, will be offered an alternative educational opportunity if it is the students first expulsion (PA 16-147)

A district student who has committed an expellable offense who seeks to return to a district school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

DISMISSAL

CAR RIDERS

Car riders are dismissed from the back entrance of the school. Parents should enter the rear parking lot from the Liljegren Rd. entrance and follow the traffic loop to the entrance of the school. Staff will direct students to their cars.

BUS RIDERS

Bus riders are dismissed through the front set of doors in two waves. Cars are not permitted to enter the secondary parking lot during arrival or dismissal.

WALKERS/BIKE RIDERS

Walkers are dismissed at the same time as car riders.

DISTRIBUTION OF MATERIALS

Printed materials may be distributed to parents by students as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

Materials that have a religious content may be made available to students during non-instructional time. The district has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the District.

Publications prepared by or for the school may be posted or distributed, with prior approval by the superintendent. Such items include school posters, brochures, school newspapers and yearbooks.

DRESS CODE

The Board of Education expects each student's clothing and appearance to meet general standards so as not to create a disruption to the educational environment or health and

safety of oneself, others, or property. Repeated dress code offenses or refusal to change dress will result in disciplinary action, per the disciplinary guidelines.

PHILOSOPHY AND VALUES:
All students should be able to dress comfortably and express themselves in school through the selection of clothing, hairstyles, jewelry, and accessories. Student dress codes should support equitable educational access and should not reinforce gender or cultural stereotypes or reinforce marginalization or oppression of any group. All students and staff should also understand that they are responsible for recognizing and managing their own personal "distractions" without unnecessarily regulating individual students' clothing choices.

DRESS CODE GOALS

- **Maintain a safe learning environment that is responsive to the specific needs of different classroom environments (e.g. protective clothing in lab settings, athletic attire in physical education classes, etc.);**
- **Ensure that all students are treated equitably regardless of gender, sexual orientation, gender identity, race, ethnicity, religion, cultural observance, body type/ size, personal style, household income, or disability;**
- **Allow all students to wear clothing of their choice that is comfortable;**
- **Allow all students to wear clothing that expresses their self-identity;**
- **Allow all students to wear religious attire without fear of discipline or discrimination; and**
- **Prevent students from wearing clothing or accessories that may make it difficult to identify them, interfere with the operation of the school, disrupt the educational process, interfere with the rights or personal space of others, or contribute to a hostile or unwelcoming atmosphere.**

BASIC PRINCIPLES
Students must wear clothing, including both a shirt with pants, shorts, or skirt (or equivalent, i.e. a dress), and shoes. Note: Bras/ bralettes are not considered shirts and must be covered by a shirt;

Clothes must be worn in such a way that all students' private parts (genitals, buttocks, breasts, and nipples) are covered.

ALLOWABLE ATTIRE:

- **Shirts and dresses must have fabric in the front and on the sides;**
- **Clothing must cover undergarments- waistbands and bra straps excluded;**
- **Fabric covering all private parts must not be see-through;**
- **Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, and field trips.**
- **Specialized courses may require specialized attire such as sports uniforms, safety gear, or concert attire;**
- **Midriff-baring shirts, if they do not violate the basic principles of the dress code (above);**
- **Pajama bottoms;**
- **Ripped pants, if underwear is not exposed;**
- **Tank tops, including spaghetti straps and halter tops;**

- Athletic attire; and
- Hats may be worn on Fridays only.

PROHIBITED ATTIRE:

- Clothing may not depict, promote, or advocate the use of alcohol, tobacco, marijuana, or controlled substances;
- Clothing may not depict pornography, nudity, sexual acts, or innuendos;
- Clothing may not depict, promote, or advocate the use of guns, violence, or profanity;
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups;
- Clothing and/ or accessories may not depict or display the Confederate Flag;
- Clothing, must not threaten the health or safety of any other student or staff;
- If the student's attire threatens the health or safety of any other person, then the discipline for dress code violations should be consistent with discipline policies for similar violations; and
- Any item that obscures the face or ears (except as a religious observance or as required PPE/ Personal Protection Equipment).

DRESS CODE ENFORCEMENT

The primary responsibility for the dress of a student rests with the student and their parents/ guardians, and all students are expected to understand and adhere to the Woodstock Middle School dress code. At school, dress code expectations will be enforced consistently and fairly by school staff regardless of the student's gender, race, or other identifying characteristics.

DRESS CODE ENFORCEMENT GUIDELINES

- Enforcement of the dress code should not lead to removal from class or loss of class time unless the issue creates a safety concern or violates the dress code non-violence/ non-discrimination expectations.
- School staff should address dress code concerns in as private a manner and setting as possible.
- No student should be disproportionately affected by dress code enforcement because of gender, body, size, or body maturity.
- Students should not be publicly shamed or forced to display their body in front of others (i.e. students, parents, staff) during dress code enforcement.
- Students violating the dress code will have three options to address the situation:
    - Put on their own alternative clothing, if available at school
    - Borrow alternative clothing from a peer or the school for the day
    - Have a parent bring alternative clothing for the student to wear

ELECTRONIC DEVICES AND GAMES

Cell phones and all other electronic devices are to be turned off, kept in lockers, and not to be used in school by students during the school day. A first violation of this regulation will result in the cell phone or other electronic device being confiscated and held in the main office until the end of the day. A second and subsequent violations will result in the parent(s)/guardian(s) being notified and required to retrieve the cell phone or other electronic device from the school principal in person.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event school is closed because of bad weather or another emergency, announcements will be made using the district's automated texting system to notify parents/guardians. The district will also post on the television stations NBC30 and WFSB Channel 3.

EQUITY AND DIVERSITY

Students deserve a respectful learning environment in which their cultural, racial, and ethnic diversity is valued and contributes to successful academic outcomes. The school learning and work environment is enriched and improved by the contributions, perspectives, and the very presence of diverse participants.

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, and/or Family Life and Sex Education, upon receipt of a written request for such exemption from his/her parent or guardian. In addition, a student will be excused from participating in or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

EXTRACURRICULUAR ACTIVITIES: CLUBS, PERFORMING GROUPS, ATHLETICS

Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Students who receive an after-school detention will not be allowed to participate in any after-school activity until they have served the detention. Once a detention has been served, a student may participate in activities the following day.

ATHLETICS (For additional information, please see the athletics handbook on the website.)

Athletics are considered an integral part of the school's educational program. Participation in interscholastic sports gives students the opportunity to acquire qualities of fitness, self-discipline, and teamwork. Woodstock Public Schools provides the opportunity for sixth, seventh, and eighth graders to participate in interscholastic sports in the Quinebaug Valley Junior Conference (QVJC). The superintendent has the discretion to allow fifth graders to participate in specific sports as announced. Our teams will be organized and managed in accordance with the guidelines of the QVJC and the Connecticut Interscholastic Athletic Conference (CIAC) guidelines for middle schools.

The purpose of Woodstock Middle School athletics is to provide opportunities for eligible attending students to learn values of sportsmanship, teamwork, and growth in a safe and competitive environment while striving for excellence on and off the field.

Students may not participate in any intramural or interscholastic activity unless the student and their guardian view the annual concussion, cardiac arrest, and medical forms and sign the informed consent form received when students register to play a sport.

ATHLETIC ELIGIBILITY

Students must be academically and behaviorally eligible to try out and participate in sports at Woodstock Middle School.

ACADEMIC ELIGIBILITY

Any student on an athletic team is required to maintain a passing grade in all subjects. Grades will be checked twice each season, once before a tryout period and once during the season. Specific time frames can be found in the athletics handbook.

Incoming 5th graders will automatically be eligible for cross country. Any student transferring from another school district or homeschooling will automatically be eligible for sports until they have received their first WPS report card. Homeschooled students are not permitted to participate in interscholastic sports in accordance with CIAC and CAAD policies.

Any student who has a grade below a C- in any subject, including Essentials, are eligible to try out, but will be placed on Academic Probation for two weeks beginning with their selection to the team. The student-athlete will be able to participate in practices and games during the probationary period. While in the probationary period, the student-athlete must:

- **Complete a daily Academic Success form for the class(es) they are on probation for, complete with teacher's comments and initials.**
- **Turn in a signed Academic Success form to the Athletic Coordinator.**
- **Attend at least one of the following each week:**
  - **After school extra help session,**
  - **Homework club session, and/or**
  - **SSR/Homework Study**

If the student has shown improvement academically during the probationary period, they will be allowed to remain on the team for the duration of the season. If a student's performance has not sufficiently improved, they may face an additional probationary period, suspension from, or permanent dismissal from the team.

BEHAVIOR

Students who are selected for a sports team are expected to represent Woodstock Middle School with their best behavior in school and at sporting events. We trust students to travel to other schools and exhibit positive sportsmanship, teamwork, and social interactions.

Students who exhibit poor behavior while participating in a sport will be disciplined in accordance with school policy.

Detentions:

Students who receive an after-school detention will not be allowed to participate in practices or games until they have served the detention. Once a detention has been served, a student may participate in practices and games the following day.

Students who exhibit a pattern of poor behavior, including multiple detentions (lunch and/or after-school) may be ineligible for athletics at the direction of the principal and/or athletic coordinator.

Suspensions:

Students who receive a suspension will not be allowed to participate in practices or games until they have served the suspension. Once a detention has been served, a student may participate in practices and games the following day.

Any student who receives a second suspension during a season will be immediately removed from the team for the remainder of the season.

Any student who has been suspended more than twice in an academic year will be ineligible for interscholastic sports for the remainder of the year.

Please note: Coaches may institute more stringent standards and consequences for behavior and academic success at their discretion.

FACILITIES

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place. After dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

FIELD TRIPS

Field trips may be scheduled for education, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the administration. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of student to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board realizes that, on limited occasions, it may be more cost effective and/or responsive for school employees to transport small numbers of students in private automobiles.

FINANCIAL ASSISTANCE

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

FOOD ALLERGIES

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

The district's specific plan for managing students with life-threatening food allergies is available in the school nurse's office. A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate to provide food or dietary supplements on school grounds during the school day.

FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the school principal at least 10 school days before the event.

Any food items sold as part of any fund-raising activity must meet the nutritional standards published by the Connecticut Department of Education. Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage are not sold from a vending machine or school store.

GRADING & HOMEWORK

A+ 96.5 – 100	B+ 86.5 – 89	C+ 76.5 – 79.4	D+ 66.5 – 69.4	F 59.4 and below
A 93.5 – 96.4	B 83.5 – 86.4	C 73.5 – 76.4	D 63.5 – 66.4	
A- 89.5 – 93.4	B- 79.5 – 83.4	C- 69.5 – 73.4	D- 59.5 – 63.4	

Parents and students will be informed at the beginning of the school year and before major assignments of student expectations. It is expected that students record their assignments in the student agenda with appropriate due dates. Classwork and homework assignments are expected to be turned in on the due date before or during the student's regular class. Late work will be graded down by 10% or one (1) letter grade for each day the assignment is late. However, no matter how late the work is done during a quarter, the grade for completed, well-done work, will never be lower than 50%.

The principal has the authority to remove/suspend a student from participation in any extra-curricular activity including but not limited to clubs, intramurals, youth night activities, dances, etc., if a student's academic work is not completed or not of an acceptable quality. When absences occur, students are expected to make up late work promptly as follows:

- For one (1) day absence work must be turned in the next day.
- For two (2) days absence work must be turned in no later than two days after the absence.
- For three (3) or four (4) days absence work will be turned in no later than four (4) days after the absence.
- For five (5) or more days' absence the student must contact the teacher for special arrangements.

All make-up work is to be completed before the test covering that work is taken. No assignments will carry over from one marking period to the next marking period
Report cards are issued to students four times per year through email. Halfway through the marking periods, parents will be notified if the student's grade average is near, or below 70 or below the expected level of performance. Grades are available for viewing in PowerSchool and are updated biweekly.
Grades given to students are determined by the teacher of the course, and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistakes, fraud, bad faith, or incompetency, shall be final.

Grades arrived at by a teacher will be considered final and will be changed only (1) by the teacher, with the consent of the principal after a re-evaluation of the student's work or (2) by an appeal made to the school principal and then to the superintendent or designee.

An honor roll has been established for Woodstock Middle School students in sixth, seventh, and eighth grades who have demonstrated academic excellence.
The honor roll will consist of:

- High Honors – All A's
- Honors – A's and B's with no more than two (2) B's
- Recognition – No grade below a B

HOMEWORK

Regular scheduling of homework assignments is an integral part of the learning process. The BOE recognizes that homework is a necessary reinforcement to classroom instruction as well as a means by which independent study skills and intellectual curiosity can be fostered in the home. Carefully planned homework assignments should promote positive communications among the school, students and parents.

We recognize that time is needed for students to pursue social, physical and recreational activities outside of the school structure. We also recognize that students progress at varying rates through the learning process. Content, frequency, and duration of assignments should therefore be commensurate with these factors.

Teachers have the responsibility to communicate with parents of the children who begin to fall behind in completing homework assignments.

The following is an approximate time allotment for homework in the district beginning in grade three. Teachers working on teams will collaborate and communicate the assigning of homework to meet these guidelines. Students will not be required to complete more than one long term assignment per subject per quarter.

Grade 3 - 15 minutes up to four (4) days per week.
Grade 4 - 20 minutes up to four (4) days per week.
Grade 5 – 40 minutes up to (4) days per week.
Grade 6 – 60 minutes up to (4) days per week.
Grade 7 – 70 minutes of homework up to five (5) days per week.
Grade 8 – 80 minutes of homework up to five (5) days per week.

Woodstock Middle School designates "homework free breaks" during the school year. The purpose for this is for students to have quality time with friends and family without any homework requirements. These homework free breaks are during the Labor Day Weekend, Thanksgiving, Winter Break in December, April vacation, and Memorial Day Weekend.

GUIDANCE/SCHOOL COUNSELING

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the school counselors include helping the student function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

ILLNESS/RETURN TO SCHOOL

Guidelines for when children should return to school after specific illnesses are listed below. However, some children may need to stay out of school longer. All communicable diseases should be reported to the school nurse as soon as possible.

Fever – Children who have a temperature of 100 or more will not be permitted to stay in school and may not return until they have been without a fever for 24 hours without the use of fever-reducing medication.

Vomiting, Diarrhea – Children who have vomiting or diarrhea will not be permitted to stay in school and should not return to school for 24 hours after the last episode.

Strep Throat/Scarlet Fever – After one (1) full day (24 hours) on medication and no fever for twenty-four (24) hours.

Chicken Pox – When no more poxes have appeared, and all poxes are gone; only scabs remain. Parent must bring child to nurse's office to check status of chicken pox before returning to school.

Infectious Mononucleosis – Must return to school with note from physician indicating level of activity allowed and duration of restriction.

Head Lice – Return to school after removed completely with medical shampoo.

Conjunctivitis (Pink Eye) – May return to school when child has had 24 hours of medication and no active drainage from eyes.

Strains, sprains, fractures, etc. – A physician's note is required when a student is excused from full or partial participation in physical education or recess activities. A physician's note is also required permitting the student to return to normal physical education and recess activities. Students will not be permitted to partake in physical education or recess activities when casted without proper protection for the safety of well-being of all students.

LOCKERS

Students in grades 6-8 are required to use school issued locks for their hall lockers. Students at WMS are encouraged to bring locks for their gymnasium lockers. All lockers are considered school property and remain open to inspection by the administration.

LOST AND FOUND

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be discarded at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office.

LIBRARY/MEDIA CENTER

Students are responsible for any material they sign out. Materials must be returned to the librarian or the assistant at the circulation desk. Students must pay for any materials or equipment they lose or damage.

MTSS

The district utilizes the MTSS process, which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum based upon the individual needs of the student.

PARENT CONFERENCES

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors, or administrators, may initiate a conference. A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours, but every effort will be made to accommodate parent schedules.

PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS

PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO.

PHOTOGRAPHS AND VIDEOS

From time-to-time during the school year, school personnel and/or the media take photographs or videos. If a parent/guardian does not want their child to be photographed for school use, school website use or for media purposes including social media, the school office must be alerted in writing.

PHYSICAL ACTIVITY

All students enrolled in grade 5 shall have included in the regular school day time devoted to physical exercise, of not less than twenty minutes in total. This year all students in grades 5-8 will have

scheduled recess. This requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services.

Students may not be required by school employees to engage in physical activity as a form of discipline during the school day. This restriction does not apply to brief period of respite/time-outs, referrals to a building administrator, or for safety reasons. School employees may not prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline.

PROMOTION, RETENTION AND PLACEMENT

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who master objectives at an exceptional rate may be considered for acceleration to another grade or class. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents. The final decision rests with the school principal.

SEARCH AND SEIZURE

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions: (1.) there is reason to believe that the student's desk or locker contains contraband material; (2.) or the probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein. Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

STUDENT SUCCESS PLANNING

A student success plan for each student enrolled in grades six through eight shall be created. Such a student success plan shall include a student's career and academic choices in grades six to eight, inclusive. The Student Success Plan (SSP) is an individualized student driven plan developed to address every student's needs and interests to help the student stay connected in school and to achieve postsecondary educational and career goals.

SUBSTITUTE TEACHERS

Students are required to maintain high standards of behavior when being taught by a substitute teacher. Substitute teachers must be given the cooperation, courtesy and respect of all students. Misbehavior for a substitute teacher will result in teacher and office disciplinary action.

TECHNOLOGY ACCEPTABLE USE POLICY

All technology used through the district is to be used in a responsible, efficient, ethical, and legal manner. All technology is to be used for educational purposes only. If a parent/guardian does not

wish his/her child to use specific technology in the district, he/she is to inform the school Principal in writing at the beginning of each academic year.

Inappropriate use of any technology by students, including texting, instant messaging, and internet chat room use, may result in loss of technology privileges, assignment of detention, suspension or recommendation for expulsion. At no time are students allowed to use their home or off-site e-mail accounts. Should an educational purpose arise that requires using e-mail, a teacher must review and send the e-mail for the student.

TESTING

All students in grades 3 through 8 inclusive shall annually take a mastery examination in reading, language arts and mathematics. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment, or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book, or other educational equipment or materials.

TRANSFERS AND WITHDRAWALS

Parents withdrawing their child(ren) from school must notify the main office one week in advance of their child's last day. At that time, students will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form.

TRANSITION TO HIGH SCHOOL

Students at the middle school will be informed of the availability of (1) vocational, technical and technological education and training at technical high schools and (2) agricultural sciences and technology education at regional agricultural science and technology education centers. Full access for the recruitment of students by technical, regional agricultural science, magnet, and private high schools will be provided.

VACATIONS

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session may be considered "unexcused absences," in light of SDE guidelines.

VISITORS

Parents and other visitors are welcome to visit Woodstock Public Schools. All visitors must first report to the principal's office to scan their state-issued ID or Driver's License and receive a badge.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy, confidentiality, and conduct. Disruptive behavior will not be permitted. Visits cannot interfere with the educational

program of the school nor interrupt teaching activities. Administration reserves the right to refuse entry to or request the exit of any individual, for any reason, at any time.

WOODSTOCK EDUCATION FOUNDATION (WEF)

The Woodstock Education Foundation Inc., (WEF) is a private non-profit foundation established in 2005. The mission of the WEF is to broaden the sphere of learning for Woodstock students by fostering partnerships that provide resources to expand the reach of the K-8 public school experience.

WEF supports its mission by providing funding to innovative educational opportunities. The foundation works in collaboration with the Woodstock Public School system, school administrators, teachers, and other professional school personnel to evaluate, sponsor, create, develop, assist and support innovative and creative learning projects. The organization is managed by a Board of Directors and meets monthly.

*Additional information can be found in the District Handbook of Annual Notices posted on the Woodstock Public Schools website.