

MANSFIELD MIDDLE SCHOOL

205 SPRING HILL ROAD • STORRS, CONNECTICUT 06268

Welcome to a new school year at Mansfield Middle School. Our program is an educational response to the diverse characteristics and needs of the pre- and early adolescent. The dramatic growth changes we observe in our children require a flexible and varied program. Working closely with you, we pledge our efforts to maintain excellence and quality in all of our programs and a climate that is supportive, positive, and nurturing.

We hope that this handbook/calendar, an idea of the Mansfield Middle School Association, will help clarify some expectations and foster communication between us. The intention of this handbook is to provide information about our school's procedures, expectations, and rules. The sections are organized under general headings. If you are looking for a specific topic, please check the index located on the back cover. Occasionally circumstances during a school year will result in changes to schedules or procedures. If you have any questions, please call the school office. The Superintendent annually publishes a Parent Information Handbook of forms and notifications that apply to all students in Mansfield. We have tried to avoid duplication of that handbook.

Principal: Larry Barlow
Assistant Principal: Danielle Vliet
Psychologist: Kate Grottke

School Counselor (Gr 5-6): Kristina Lee
School Counselor (Gr 7-8): Eileen Melody
School Nurses: Danielle Caro, R.N. and Valerie McCartney-Casey, R.N.

GRADE 5 TEAM

Abigail Bennett
Laurel Brandon
Gabriella Calloway
Martha Davis
Susan Kamienski
Haley Zmijewski

GRADE 6 TEAM

Jeffrey Burnham
Laura Hunter
Valerie Moseley
Rick O'Donnell
Allison Thody

GRADE 7 TEAM

Raechel Altieri
Ted Buck
Maggie Cofrancesco
Louis Goffinet
Rochelle Marcus
Xinhai (Toby) Wei

GRADE 8 TEAM

Tara Achane-Miller
Merin Chiramel
Jon Hand
Julie Hodgson
Annie Perkins
Melissa Szych

INSTRUCTIONAL ASSISTANTS

Marina Barthelmes
Joy Becker
Debra Breault
Andrew Brenckle
Rebeca Burnham
Michelle Chenail
Chris Demorit
Pam Duval
Tabitha Greenleaf
Matthew Guerra
Karisa Hescock
Patti Jajliardo
Ulysses Jones
Kevin Kirchner
Darlene Lima
Brittany Maheu
Larissa Mahoney
Jaime Nodell
Lynn Paglione
Olivia Paradise
Sandra Pelletier
Jennifer Roberts
Trevor Roberts
Matthew Sibley-Jett
Jessica Smith
Todd Spencer
Michelle Varga
Wajiha Yasmeen

PHYSICAL EDUCATION TEAM

Joseph Banas
Brenda Bissell
Adam Ramsdell

WORLD LANGUAGE TEAM

Kristin Archambault
Kevin Ballestrini
Ana Roman

IT DEPARTMENT

Eric Melaragno
Tom Pomeroy
Jeff Ricard
Rich Roberge
Jaime Russell

CAFETERIA PROGRAM

Kim Boisvert
Ann-Marie DeMarchi
Katie Gagne
Loretta Rich
Linda Spencer

LIBRARY

Stacie Ristau

TECHNOLOGY INTEGRATIONIST

Hope Mulholland

OFFICE SECRETARIES

Emily Brenckle
Brenda Shead
Linda Sydie
Kelley Young

RELATED ARTS TEAM

Rebecca Bernardo
Robert Burrington
Lindsey Clark
Samantha Norman
Shaun Rock
Ryley Zawodniak

CUSTODIAL / MAINTENANCE

Eduardo Albino
Jose Albino
Marc Arrigoni
David Dempsey
Angel Ortiz
Frank Sandberg

MATHEMATICS/READING

CONSULTANTS
Mike DiCicco
Carly Paine

SUPPORT SERVICES TEAM

Melissa Batulevitz
Mary Kate Bellavance
William Bergan
Stephen Calloway
Danielle Caro
Kate Grottke
Amy Halsted
Karen Herrick
Karen Hunyadi
Diane Jobes
Robin Kraemer
Kristina Lee
Valerie McCartney-Casey
Jenn McMunn
Eileen Melody
Naomi Niemann
Marisa Ozark
Doug Perkins
Kimberly Ruiz
Melissa Soule
William Vanderrest

This and all other blank pages in this document are reserved for the MMS calendar, which is printed in July. Please visit the MMS website for the most up-to-date calendar of events. You can access the calendar by clicking [HERE](#) or go to the MMS website and scroll down to the bottom of the page.

MANSFIELD MIDDLE SCHOOL

Philosophy Statement

Mansfield Middle School is committed to the physical, social, emotional, and intellectual growth of each child. We believe in the success of children. We believe that children mature at dramatically different rates. We believe that varying the teaching methods, adapting the curriculum to suit individual students' needs and providing challenge will help develop knowledge, self-esteem, independent thinking, and community awareness.

Mission Statement

Mansfield Middle School promotes a safe and respectful environment that encourages intellectual risk taking, critical thinking, and perseverance through student centered learning experiences. MMS prepares students for success and citizenship in our changing world through the establishment of high expectations connected to content standards and 21st Century Skills.

MMS Habits of Character

As part of our learning community, we expect that all students, staff, and other members of our school community support and practice our three habits of character. MMS Roadrunners are Kind, Respectful, and Responsible.

MANSFIELD MIDDLE SCHOOL		MMS Roadrunners are:				
	IN THE CLASSROOM	IN THE HALLWAY	IN THE CAFETERIA	IN RESTROOMS & LOCKER ROOMS	ON THE BUS	
KIND	<ul style="list-style-type: none"> Do not bother your classmate or friend. Do not tease your classmate or friend. Do not use bad language. Do not use bad words. Do not use bad actions. Do not use bad attitudes. Do not use bad behaviors. 	<ul style="list-style-type: none"> Be courteous when talking to the teacher. Do not talk back to the teacher. Do not use bad language. Do not use bad words. Do not use bad actions. Do not use bad attitudes. Do not use bad behaviors. 	<ul style="list-style-type: none"> Do not bother who's sitting at the table. Do not use bad language. Do not use bad words. Do not use bad actions. Do not use bad attitudes. Do not use bad behaviors. 	<ul style="list-style-type: none"> Do not use bad language. Do not use bad words. Do not use bad actions. Do not use bad attitudes. Do not use bad behaviors. 	<ul style="list-style-type: none"> Do not use bad language. Do not use bad words. Do not use bad actions. Do not use bad attitudes. Do not use bad behaviors. 	
RESPECTFUL	<ul style="list-style-type: none"> Do not be disrespectful to your teacher. Do not be disrespectful to your classmate. Do not be disrespectful to your friend. Do not be disrespectful to your classmate's property. Do not be disrespectful to your classmate's belongings. Do not be disrespectful to your classmate's possessions. Do not be disrespectful to your classmate's personal items. 	<ul style="list-style-type: none"> Do not be disrespectful to your teacher. Do not be disrespectful to your classmate. Do not be disrespectful to your friend. Do not be disrespectful to your classmate's property. Do not be disrespectful to your classmate's belongings. Do not be disrespectful to your classmate's possessions. Do not be disrespectful to your classmate's personal items. 	<ul style="list-style-type: none"> Do not be disrespectful to your teacher. Do not be disrespectful to your classmate. Do not be disrespectful to your friend. Do not be disrespectful to your classmate's property. Do not be disrespectful to your classmate's belongings. Do not be disrespectful to your classmate's possessions. Do not be disrespectful to your classmate's personal items. 	<ul style="list-style-type: none"> Do not be disrespectful to your teacher. Do not be disrespectful to your classmate. Do not be disrespectful to your friend. Do not be disrespectful to your classmate's property. Do not be disrespectful to your classmate's belongings. Do not be disrespectful to your classmate's possessions. Do not be disrespectful to your classmate's personal items. 	<ul style="list-style-type: none"> Do not be disrespectful to your teacher. Do not be disrespectful to your classmate. Do not be disrespectful to your friend. Do not be disrespectful to your classmate's property. Do not be disrespectful to your classmate's belongings. Do not be disrespectful to your classmate's possessions. Do not be disrespectful to your classmate's personal items. 	
RESPONSIBLE	<ul style="list-style-type: none"> Do not be irresponsible when you are given a task. Do not be irresponsible when you are given a job. Do not be irresponsible when you are given a responsibility. Do not be irresponsible when you are given a duty. Do not be irresponsible when you are given a role. Do not be irresponsible when you are given a position. Do not be irresponsible when you are given a title. 	<ul style="list-style-type: none"> Do not be irresponsible when you are given a task. Do not be irresponsible when you are given a job. Do not be irresponsible when you are given a responsibility. Do not be irresponsible when you are given a duty. Do not be irresponsible when you are given a role. Do not be irresponsible when you are given a position. Do not be irresponsible when you are given a title. 	<ul style="list-style-type: none"> Do not be irresponsible when you are given a task. Do not be irresponsible when you are given a job. Do not be irresponsible when you are given a responsibility. Do not be irresponsible when you are given a duty. Do not be irresponsible when you are given a role. Do not be irresponsible when you are given a position. Do not be irresponsible when you are given a title. 	<ul style="list-style-type: none"> Do not be irresponsible when you are given a task. Do not be irresponsible when you are given a job. Do not be irresponsible when you are given a responsibility. Do not be irresponsible when you are given a duty. Do not be irresponsible when you are given a role. Do not be irresponsible when you are given a position. Do not be irresponsible when you are given a title. 	<ul style="list-style-type: none"> Do not be irresponsible when you are given a task. Do not be irresponsible when you are given a job. Do not be irresponsible when you are given a responsibility. Do not be irresponsible when you are given a duty. Do not be irresponsible when you are given a role. Do not be irresponsible when you are given a position. Do not be irresponsible when you are given a title. 	

ACADEMIC PROGRAM ORGANIZATION

Each teacher at Mansfield Middle School is a member of a team. Core academic teams are structured by student grade levels. There is a grade 5 team, a grade 6 team, a grade 7 team, and a grade 8 team.

Grade Five Team – One team of six teachers. Students are grouped by achievement levels for mathematics. Students are placed in heterogeneous groups for other classes and share a common group of teachers.

Grade Six Team – One team of six teachers. Students are grouped by achievement levels for mathematics. Students are placed in heterogeneous groups for other classes and share a common group of teachers.

Grade Seven Team – One team of six teachers. Students are homogeneously grouped for mathematics and are heterogeneously grouped for all other classes.

Grade Eight Team – One team of seven teachers. Students are homogeneously grouped for mathematics and are heterogeneously grouped for all other classes.

World Language Team – French, Latin and Spanish.

Physical Education Team – Regular and Special.

Related Arts Team – Art; Technology Education; Instrumental, Choral, and Classroom; Life and Consumer Sciences.

Support Services Team – Title I, E.S.L., Guidance, Health Services, Enrichment, Speech and Hearing, and Testing.

X-Block

Each day at lunchtime there is a 45 or 60-minute academic period called X-Block. As long as students are up-to-date with their academic obligations, X-Block is an elective period. Middle school students love the elective aspect of X-Block. We hear from parents that, for many students, the availability of this choice provides primary motivation to stay caught up with their work. Students who have free choice for X-Block select one of over a dozen options each morning in homeroom. The selections are made on a computer, and class lists are generated and distributed during the morning via our computer network.

Students who need extra help in a class, additional practice, or time to make up or revise assignments know it is best to do this during X-Block. Sometimes students make this choice on their own, and sometimes teachers assign students to work in a teacher's classrooms.

Music ensembles (band, orchestra, and chorus) are the only graded classes that occur during X-Block. Students in these classes know that they do not have other choices on the two days that each ensemble meets. Scheduling our ensemble music classes this way has allowed large numbers of MMS students to participate in our music program.

Other choices available during X-Block include Physical Education where students may choose among games and other physical activities, Technology Education (wood shop), Life and Consumer Sciences, Art, the Interest Center, World Languages, the Library Media Center, etc. Students routinely make pens and other small objects in TE, build robots in the Interest Center, and work on personal projects in LCS and Art. Many students choose to go to a grade level teacher's room to get started on their homework.

Because most students each day do have free choice for X-Block, sometimes students describe X-Block as "free time." It is important for parents to know that this is only the case when a student is fully up-to-date on all obligations. If your child is one who has sometimes struggled to keep up with assignments, please check with teachers if you hear that all of the day's homework was completed during X-Block.

Other supplements to the regular programs include special activities to develop individual talents and interests: after-school activities programs, charitable/service projects, clubs, field trips, interscholastic sports, mini-courses, fall productions, outdoor education, social activities, Student Council, and others.

ADVISOR-ADVISEE PROGRAM

The purpose of the advisor-advisee program is to provide each student with opportunities for regular interaction with peers and a caring adult. This Board-approved program was created in response to national and state initiatives for middle level schools to help students find strategies to solve problems effectively.

Homerooms meet with a faculty member for one period a week. Some of the topics are time management, preparing for tests, making good decisions, strategies for dealing with conflict, peer pressure, situations involving drugs and alcohol, stress management, and cheating. Other meetings are devoted to planning and carrying out community and school service activities.

The curriculum is evaluated and updated on an ongoing basis. The program is in keeping with recommendations from the Carnegie Commission regarding effective middle level schools. The program received a commendation from the State of Connecticut during its compliance review. Parents are invited to share comments and feedback at any point during the year.

AFTER SCHOOL: PURPOSES – PROCEDURES – PROGRAMS

The school office is open from 7:30 a.m. – 4:30 p.m., Monday – Thursday. The office closes at 4:00 p.m. on Friday.

On Monday through Thursday, the time after the normal school day until the late bus departs is the after-school period (2:45-4:10). This time was arranged in our schedule to provide our students with added extracurricular activities such as intramurals, band, chorus, clubs, and theater groups; to allow for extended use of facilities such as the Library Media Center, labs, and resource areas; and to extend student-teacher contact time to allow for extra help or enrichment.

Participation in the after-school period is very much encouraged. Students who stay at school after 2:45 need to be aware of these rules:

- All students participating in any aspect of the after-school program are subject to the Code of Conduct.
- Out of concern for students' safety, **all students remaining after school MUST be under the direct supervision of a staff member.** Students who violate this rule will lose late bus privileges for a period of time and/or face other consequences. Students must have made arrangements for after school supervision before the end of the X-Block.
- Students will go to their lockers and pick up clothes and belongings at the end of school **before** reporting to their activity.
- Students will stay with their activity group until the 4:10 p.m. dismissal. At 4:10 p.m. students pass to the parking lot to board the buses.
- Students who do not attend school on a particular day will not be allowed to participate in activities held after the normal school hours. They may not participate in sports or attend dances or special activities.
- Students who wait for a ride after the school buses have left may wait in the lower lobby near the office. They should inform parents that they will be waiting there.

INTERSCHOLASTIC ATHLETICS PROGRAM

MMS interscholastic athletics are open to students in grades 7 and 8. This year we will compete with area schools in the following sports:

Fall	Winter	Spring
Girls Soccer	Girls Basketball	Girls Softball
Boys Soccer	Boys Basketball	Boys Baseball
Cross Country		Track & Field

All areas of participation are subject to

- 1) sufficient student interest and participation
- 2) qualified coaches
- 3) NEMSAC and CIAC guidelines
- 4) availability of competitors and facilities

Copies of game schedules are available to players from their respective coaches or to the general school community from the school office.

Call 429-5004 xPLAY (x7529) to listen for updates on sports weather cancellations or other interscholastic sports announcements.

AFTER-SCHOOL ACTIVITIES PROGRAM

The purpose of the Mansfield Middle School After-School Activities Program is to involve students and teachers in exciting activities. Activities may range from Aerobics to Zoology and will be limited only by student and teacher interest. We encourage students to suggest activities; we will try to find a faculty advisor and other interested students.

The program will be offered each marking period. Transportation home will be provided by a late bus which leaves MMS at approximately 4:30 p.m. on Monday through Thursday.

Students will be given a list of offerings early in September and at the close of the 1st, 2nd and 3rd marking periods along with a registration form. Teachers will determine both the class size and the grade levels involved.

AFTER-SCHOOL EXTRA HELP

Students may, by their own request or at the request of a teacher, stay in a classroom for additional help. This may be done upon approval of the teacher involved. All students who stay after school must be supervised.

LIBRARY MEDIA CENTER

The library is open from 7:30 a.m. until 3:30 p.m. on Mondays, Tuesdays and Thursdays and 7:30 a.m. until 3:00 p.m. on Wednesdays and Fridays. Students may use the resources with a class, and/or come on an individual pass during the school day. In addition, the resources of the library are available online. We want students to view our library as a major source of information as well as a comfortable and accessible place in which to learn. Access to ebooks and online resources can be found at mplibraries.org.

Students and parents who have questions or special needs are invited to contact the Library Coordinator at 429-9341, x7180.

DETENTION

Students may be detained after school by a teacher or administrator for any infraction of acceptable behavior or for missing assignments. Each student must bring sufficient materials and books to study for the entire detention period. The period runs from 2:45 to 4:10 p.m.

- Students in grade five are given 24-hour notice.
- Students in grades six through eight will be encouraged to contact parents by phone so students may stay on the same day that the infraction occurred.

GUIDANCE

Mansfield Middle School employs two guidance counselors. The guidance department is committed to supporting a school environment that promotes maximum opportunity for academic, social and emotional development in students. The responsibilities of the counselors include:

- orientation and placement
- administration and interpretation of standardized achievement tests

- screening of the student population to determine need for remedial help, as well as involvement in the enrichment program
- maintenance of cumulative records
- monitoring of student progress by means of team level “kid meetings” and teacher consultation
- administration of programs such as Character Education, career exploration, etc.
- preparation of eighth graders to make intelligent course selection for ninth grade
- liaison with E.O. Smith High School, Windham Regional Technical School, and other secondary schools
- scheduling of parent conferences with groups of teachers
- communication of parental concerns to teachers
- working with individual students and groups of students to improve organization
- counseling groups for children with similar problems
- working with administrators and students with discipline problems to develop strategies to help students
- working with the administration and school nurse on problems relating to poor school attendance
- crisis counseling
- liaison with outside agencies such as Mansfield Youth Services Bureau, Juvenile Court, D.C.F., etc.

Parents are welcome to call a guidance counselor to discuss topics related to any of the above functions. We would also appreciate calls warning us of any unusual stress, upset, or problem that may affect a student. Students occasionally “self-refer” but are also often referred to guidance by parents, administrators and teachers.

We try to promote a comfortable atmosphere where home and school may work together to support student success.

SCHOOL BREAKFAST AND LUNCH PROGRAMS

Mansfield Public Schools participate in the National School Breakfast & Lunch Programs (NSLP). We provide balanced breakfast and lunch meals to your children every school day. We are proud that we focus our menus on homemade entrees, sides, and salads, including many fresh fruits and vegetables. Our motto is “no sad lunches,” we want all children to have a nourishing meal they enjoy. Please encourage your child to ask questions and speak to an adult if they need something during lunch. We are always happy to help!

Here are a few reminders and some helpful information about the school meal program:

Free and Reduced Price Meal Applications are available online in the LINQconnect.com parent portal.

Paper copies can still be accessed on the MMS website or from the main office. Applications are processed through the Food Service department, located in the Board of Education Office at 4 S. Eagleville Road. You may contact them at 860-429-7824 or email foodserve@mansfieldct.org. Children who were eligible for free/reduced meals in Grade 4 will automatically remain eligible during the first 30 school days of the following school year.

A breakfast program is available to all students from 7:40-8:05. Students should enjoy their breakfast in the homeroom. Breakfast menu is available on the MMS website.

Everyday the MMS café offers a daily hot lunch choice, as well as salads, pizza, assorted sandwiches, bagel lunch, yogurt parfaits and more! Menus can be found on the MMS website.

Our current prices: (as of July 1, 2024)

\$1.75 breakfast / reduced-price breakfast will be free this school year

\$3.25 lunch / reduced-price lunch will be free this school year

\$0.50 milk only

Healthy Food Certified snacks are available, these items are lower in fat and salt than snacks from the grocery store. Assorted snacks for purchase include chips, cookies, ice cream, water, 100% juice beverages and more. Parents may give permission to students to buy snacks on the LINQconnect parent portal. You may also set spending limits or block snack purchases as well. Families may prepay for cafeteria purchases in the cafeteria with cash or check. To pay by credit card please use the online payment system called LINQconnect.com. Please visit the food service page of the MMS website for more information. Or contact the food service office at 860-429-7824 or email foodserve@mansfieldct.org.

Bagged lunches are available for any student to take on a field trip. Lunch order forms will be included with permission slips and trip details, and should be returned to the kitchen in advance.

SCHOOL LUNCH AND BREAKFAST PROGRAMS (continued)

A free healthy snack is always available to students! The kitchen has a bowl of fruit and other items for any student who wants something to eat outside the breakfast & lunch periods.

Your Kitchen manager is Mrs. Kim Boisvert, you may reach her at 860-429-5004 x7235

This institution is an equal opportunity provider.

GENERAL POLICIES

HOMEWORK

Homework is an integral part of the learning process. It is a necessary reinforcement to classroom instruction as well as a way to foster independent study skills and intellectual curiosity at home. Carefully planned homework assignments should promote positive communication between parents, students and the school.

We also recognize that students need time to pursue social, physical, and recreational activities outside the school.

It is our policy to assign homework for each grade level generally not to exceed these daily expectations.

Grade 5 – 45 minutes

Grade 6 – 60 minutes

Grades 7/8 – 90 minutes

Responsibilities lie with:

TEACHERS

- To provide students with a homework policy and a process for carrying out this policy. Deadlines and consequences should be clearly defined.
- To give purpose and value to assignments by having students understand the relationship between assignments and what is taught in the classroom.
- To individualize assignments, as necessary.
- To consider the student's total daily load and out-of-school responsibilities when deciding upon the duration and content of any assignment.
- To evaluate, record, and return every homework assignment promptly to students. The results of evaluation should be incorporated into the student's overall grade.
- To communicate with parents when there is a trend of missing work.
- To assume the responsibility for directing the student to the proper resources and materials.

STUDENTS

- To be responsible for making up work missed when absent.
- To understand the purpose and requirement of the assignment.
- To understand the directions.
- To understand the means of evaluation.
- To understand that the content, structure, and appearance of all written homework assignments are important elements in the grading process.
- To understand the suggested time allotment.
- To budget time realistically.
- To assume responsibility for obtaining the proper resources and materials.
- To demonstrate integrity and not to give or receive so much help that the value of the homework will be destroyed.
- To meet the deadlines and understand the consequences for late or missing work.
- To understand that there is never a time when a student does not have homework. Students may review, preview, or improve the present assignment or read for pleasure or growth.

PARENTS

- To arrange a quiet, well-lighted place, with adequate room for the student to work.
- To encourage their children to complete homework assignments.
- To support the value of various types of homework.
- To demonstrate integrity and not give so much help that the value of the homework will be destroyed.
- To contact teacher/guidance counselor if problems develop that are not resolved by the student.

ATTENDANCE

Regular student attendance in school is essential to the educational process. Our state legislature strongly reaffirmed this principle by passing Public Law 91-303. With the passage of this legislation, school systems are required to be much more aggressive in monitoring attendance and reporting students who are truant to an appropriate state agency. To help us carefully monitor attendance, we ask that you do the following:

- If you know in advance that your child will be absent from school, please send a note or call the school and let us know.
- **On days when your child is sick and will not be coming to school, please call the school office before 8:30 a.m.** and advise us that your child will be absent that day.
- **The absence line number for Mansfield Middle School is 429-5004 x 7175.** Calling the absence line eliminates the need for a note after an absence.
- For unverified absences you may receive a message from our automated phone dialer reminding you to call the attendance line.
- If you do not provide an excuse by phone or note, the absence will be "unexcused" for purposes of the attendance law.

Responsibilities lie with:

PARENTS

- To stress the importance of regular school attendance.
- To limit vacations to the scheduled school vacations.
- To schedule appointments after school hours.
- To call the school office in the morning when there is an absence.

SCHOOL

- To keep accurate records.
- To follow through on unexcused absences.
- To identify students with irregular attendance patterns, and counsel such students and their parents. (The school may take any or all of the following actions, depending upon the number and kind of unexcused absences: phone call, letter, attendance team conference, home visit, youth counseling referral, youth service bureau truancy referral, court referral, DCF referral).
- To provide a schedule of assignments and make-up work when appropriate.

Procedure for homework:

Work will be sent home for long-term absences on parent request provided that:

- a. a student has been/will be absent for at least 3 days.
- b. 24-hour notice is given by parents.
- c. Parents determine what books and assignments are already at home prior to the call.
- d. Parents arrange to have work picked up.
- e. Assignments can be done at home.

Homebound instruction:

After 15 school days a parent is entitled to request homebound instruction. If a doctor anticipates that a student will be out 15 days or more, homebound instruction may be obtained immediately.

ABSENCES

1. Excused – Only the reasons listed below are considered legal reasons for being absent from school. The Principal determines whether an absence is excused or unexcused.
 - a. Personal illness.
 - b. Appointments with health professionals that cannot be made outside of the regular school hours.
 - c. Observance of recognized religious holidays when the observance is required during the regular school day.
 - d. Emergency family situations.
 - e. Suspension.
 - f. Other reasons as authorized by the Principal.

To ensure that students will not be penalized for unavoidable absences, staff shall provide the opportunity to students with excused absences to make up missed work and tests.
2. Administrator or counselor will meet with the parents of students who are frequently absent or tardy to develop a plan for improved attendance. If there are a large number of absences for illness, a doctor's note may be required to excuse such absences.

Absences (continued)

3. Unexcused – Absences for reasons other than those listed as “excused” are considered “unexcused.” In such cases, the amount and kind of assistance provided to the student is at the discretion of the student’s teacher(s) and school Principal. Absences will be recorded as unexcused if we do not receive an excuse from home. Please be aware that under Connecticut state law either 4 unexcused absences in a month or 10 in a year can result in a court referral for excessive absences.
4. Any student who is absent from school and then goes to the site of a field trip for other students will be considered truant from school and will face the usual consequences for truancy.
5. Tardiness – Students are expected to report to their classrooms on time each morning. Students arriving late should report to the office with an explanatory note or with a parent. Excessive tardiness is educationally detrimental and will necessitate a school-parent conference.
6. Early Dismissals – Early dismissals should be avoided whenever possible. If a child must be dismissed early, a note should be sent to the school office in the morning. Any person taking a child from school without prior written notification will be required to complete a form in the office before the child may be released.

In unusual circumstances, a family may wish to remove a child from school for the purpose of educational travel:

1. A written request, to be approved by the Principal, must be submitted no later than three weeks before the intended trip is to occur. The Principal will determine if the absences are excused or unexcused.
2. It is the child’s responsibility to make arrangements to get and complete as much regular schoolwork as possible.
3. At the teacher’s discretion, such assignments may be modified to accommodate the trip setting, but should not be construed as a total replacement for classroom learning.

CHANGES IN BUS ROUTES

The Mansfield Board of Education’s Transportation policy follows. This policy provides that, if you wish to have your son/daughter picked up or dropped off at a location other than your home, you must make this request, in writing, on forms available in each school office or from the Office of the Superintendent of Schools in the Audrey P. Beck Municipal Building.

Also, please note that bus guest requests must be submitted on a standard form available at the same locations. **These requests are due two (2) days before a guest is to ride a bus and must come from both the sending and receiving households.** Requests will be granted on a space-available basis. Out of concern for students’ well being, requests made at the last minute will be denied.

REQUEST FOR CHANGES OR EXCEPTION TO BUS ROUTE – GRADE K-8.

The Board of Education is legally responsible for providing transportation to and from a student’s legal residence only (General Statute 10-220).

With the number of requests received to accommodate child care/baby-sitting and bus guests’ needs, the Board has set the following priorities and established procedures to ensure the safety of the children it transports and the reasonableness of its transportation operation:

- (a) If a parent wishes to request that a child be picked up or dropped off at a location other than his/her home to accommodate child care/baby-sitting needs, such a request will be considered if submitted in writing on forms available in the school offices by July 15 of the coming school year for children in grades 1-8 and within 30 days after notification of Kindergarten session placement (a.m. or p.m.) for children in Kindergarten. After this deadline, requests will be handled on a first-come first-served basis and will be granted only:
 - (1) for long-term changes (3 or more months);
 - (2) if space is available on the bus;
 - (3) with students registering before the July 15 deadline having first priority for space;
 - (4) when the bus schedule is not unduly disrupted with respect to time or distance.
- (b) The Board of Education will only accept requests for a CONSISTENT LONG-TERM TRANSPORTATION SCHEDULE for a student.
- (c) Forms for transportation change requests are available in each school office. New registrants will be informed at the time of registration. All requests for changes after the opening of school will be acted upon within ten (10) working days, and any adjustments will be made within 15 working days

from the time the request is received. In the event that the parents disagree with a decision to deny a route change, the parents may request in writing to the Superintendent a meeting with the Board of Education’s Transportation Committee. The Transportation Committee will meet with the parent within ten (10) working days of receipt of this request. If a route change is approved, it will go into effect within five (5) working days after a decision has been made.

- (d) BUS GUEST REQUESTS will be granted on a space available basis. All requests must be in writing, from the parent(s) of both children involved, on a standard form available in each school office and must be received by the school Principal at least two (2) school days before a guest is to ride the bus. No bus guest requests will be issued for the last day of school.
- (e) In an EMERGENCY SITUATION or in the case of an UNDUE HARDSHIP the school Principal may, at his/her discretion, grant a TEMPORARY exception to the provisions of Section (d) of this policy. However, it should be noted that:
 - (1) No K-4 student will be dropped off at a point different from his/her regular bus stop unless a responsible adult is VISIBLE to the driver. If no adult is present children will be returned to the school and parents contacted by telephone and asked to pick up the child.
 - (2) Requests for an exception WILL NOT be granted for a student to be dropped off at lessons, doctor’s or dentist’s offices, group activities or other non-child care related locations which are not already scheduled on a consistent long-term basis as provided for in paragraph (a) of this policy.

LATE BUSES

Late buses are a wonderful resource for Mansfield Middle School students. These runs allow such after-school activities as rehearsals, intramural and interscholastic sports, extra help sessions, mini-courses, interest groups, Student Council activities, and detention.

Please note that these 6 routes begin at approximately 4:30 p.m. from the Middle School, and may be longer than your child’s regular bus route. Most runs are completed in less than 45 minutes.

All children will be dropped off in a safe place close to their homes along this route.

Should a child board the wrong bus by accident, he or she will either be brought home after the route is completed, or brought to the bus garage where parents will be called.

STUDENT DISCIPLINE AND CONDUCT

In order to grow educationally, socially, and emotionally, children need to be in an environment with concerned teachers and staff who set clear expectations and firm, consistent, positive limits while providing warmth and support for appropriate student behavior.

We want Mansfield Middle School to be a safe and comfortable place for all students, families and employees. This part of the handbook spells out acceptable and unacceptable behavior at school. There are many references to rules and punishments in this section; their purpose is always to keep the school safe and comfortable. Using common sense and good manners, most students are never involved in a serious infraction of school rules. We include this section to be sure that everyone knows what is acceptable and expected here.

The Student Code of Conduct explains the rules at Mansfield Middle School. The Mansfield Board of Education Discipline Policies and the Connecticut General Statutes form the bases for the Student Code of Conduct. These policies are available to students, parents, and members of the community by request to the Mansfield Board of Education.

PARENT/STUDENT RESPONSIBILITIES

- Read, discuss and support the STUDENT CODE OF CONDUCT.
- Work together to ensure that students attend school regularly, arrive on time and remain at school during the entire day, unless appropriately excused. Parents are ultimately responsible for the regular school attendance of their children.

MANSFIELD MIDDLE SCHOOL CODE OF CONDUCT

All members of the Mansfield Middle School Community treat each other the way they like to be treated. All members are responsible for their actions and reactions, respect each other's personal space and property, and conduct themselves with honesty, trustworthiness, and integrity. *Passed by the MMS Student Council, June 1999.*

HONESTY AND OPEN COMMUNICATION

Policy: Students have the duty to be responsible and honest people. Honesty about any situation is the MOST IMPORTANT factor in any decision.

Rules:

1. Students are expected to tell an adult (teacher, administrator, staff member or parent) when there is something wrong or something dangerous at school.
2. Students are expected to take responsibility for their behavior. Attempts to dismiss inappropriate behavior by calling it "joking" or "fooling around" will not diminish the seriousness of an offense.
3. Students may not forge any note, pass or other official paperwork for themselves or for another student.
4. Students may not cheat on any quiz, test or other exercise. Dishonesty and cheating deprive people of their most prized possession: their self-respect.
5. Students may not use another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question.
6. As students have greater access to telecommunications both at school and at home, the same standards for honest and responsible behavior apply when students use technology. If a student ever accesses an Internet site that is inappropriate by school standards, the student is to press the "home" button to interrupt access and then immediately report the incident to the teacher. (See the Acceptable Computer Use Agreement for further information.)

ATTITUDE, BEHAVIOR AND LANGUAGE

Policy: Students are expected to be respectful and courteous at all times while they are on school grounds, on the buses, on the way to and from school and during school-related activities. Students are expected to be courteous and respectful to all school personnel when they have any contact with them in school or outside school.

Rules:

1. Students may not refuse any reasonable request made of them by a staff member or bus driver.
2. Students may not use rude, profane, obscene or improper language in school at any time.
3. Students may not be rude or disrespectful to any fellow student, staff member, or bus driver.
4. Students may not yell, run, jump, push or trip other students or throw an object.
5. Students may not commit any act that places the health or safety of students or staff in jeopardy.

ACADEMIC RESPONSIBILITY

Policy: Students are expected to understand the importance of devoting their best effort to their academic work.

Rules:

1. Students are expected to complete their assignments on time.
2. Students are expected to seek help when they are frustrated or confused in one of their classes. Students should speak first with the teacher when this happens.
3. Making up academic work for a teacher or completing disciplinary consequences takes precedence over participation in the After-School Activities Program or interscholastic sports.

ENTERING AND LEAVING SCHOOL

Policy: Students have the right to be in the Middle School and on school grounds during the regularly scheduled school day and for school-sponsored activities.

Entrance – Rules:

1. Students walking or riding to school are to come directly to school and are not to trespass on private property or loiter on streets or areas adjacent to the school.
2. Students being dropped off by car should exit the vehicle on the sidewalk side.

3. Students may not arrive at school prior to 7:30 a.m. Students arriving between 7:30 a.m. and 7:45 a.m. must wait in the cafeteria. **Students are not allowed in other sections of the building before 7:45.**
4. Beginning at 7:45 a.m. students must report to their homeroom areas upon entering the building.
5. Students who arrive at school after 8:05 a.m. are considered late and must report to the back office for a late pass before proceeding to their classrooms.
6. Students will not be allowed in any undesignated area of the building before school without written permission from a teacher.

Afternoon Dismissal – Rules:

1. Upon dismissal from school all students are to report directly to assigned areas (activities, sports, detention, After School Program, etc.) or leave the school building and school grounds immediately.
2. Students are never to run in the bus lot. They are to be aware of moving buses. They are not to approach a bus before it is parked. Students will be signaled to go to their buses by a teacher.
3. Students on buses #5 – 17 are to wait on the sidewalk until signaled to proceed to their buses. If their own bus hasn't yet arrived, students are to wait on the sidewalk until it is parked.
4. Students on buses #1 – 4 are to wait between the gym and the crosswalk until they are signaled by the teacher on duty to move toward their parked bus.
5. Students walking or riding their bicycles home are to wait by the bicycle racks until all buses have left and **are not** to trespass on private property or loiter on streets or areas adjacent to the school.
6. Students being picked up by car should meet their parents in the lobby by the office or meet them at 2:45 on the sidewalk on the front circle. Students must stay on the sidewalk while waiting and should not cross in front of moving vehicles.
7. Students remaining on school property from the close of school (2:45) until late buses (4:10) must be under the **direct supervision** of a staff member or approved adult.
8. Students waiting for a ride after the buses have left must report to the lower lobby and wait there until the ride arrives. They need to let their parents know that they will be in the lower lobby.

TRANSPORTATION – BUS

Policy: Students have a right to safe transportation and/or passage to school.

Rules:

1. Bus riders are to be courteous to fellow pupils and to the bus driver.
2. Students must be on time at the designated school bus stops and wait until the bus comes to a complete stop before attempting to enter.
3. Students are to keep hands and heads inside the bus at all times.
4. Students should remember that loud talking and laughter divert the driver's attention and make safe driving difficult.
5. Horseplay is not permitted around or on the school bus.
6. Students should never tamper with the bus.
7. Students should take extra care not to leave books, lunches or other articles on the bus.
8. Students are NEVER to throw anything in the bus or out of the window.
9. Bus riders are not permitted to leave their seats while the bus is in motion.
10. Bus riders must be absolutely quiet when approaching a railroad crossing.
11. No articles of an injurious or objectionable nature are allowed on the bus.
12. Students are permitted to use IPODs and/or other music players with headphones only while riding the bus. These items must be kept in lockers at all times during the school day.
13. Aerosol and spray containers are not allowed on the bus.
14. Students may not eat or drink on the bus.

Any students committing one of the following infractions may be subject to immediate suspension from the bus for 3 to 5 days:

- | | |
|---------------------------------------|--------------------------------------|
| 1. Fighting | 4. Throwing Objects on or Out of Bus |
| 2. Lighting Matches/Smoking on Bus | 5. Vandalism on Bus |
| 3. Swearing at Driver/Vulgar Language | 6. Tampering with Bus Equipment |

TRANSPORTATION – BICYCLE & WALKING

Rules:

1. Students riding bikes or walking to and from school must have a written permission slip on file in the office. Permission forms are available in the office.
2. Students who walk or ride bikes may not depart in the afternoon until all buses have left.
3. Bike riders must observe bicycle safety rules and traffic laws.
4. By state law, all students under the age of 15 must wear a helmet when riding a bicycle.
5. Students may not come to school on skates or skateboards.

ATTENDANCE

Policy: Students have the responsibility to be in school and in class on time and to attend all classes and assigned activities.

Rules:

1. Students may not be late to school.
2. Students may not be absent from school except for reasons of health or family emergency.
3. Students may not leave the school during the regularly scheduled school day without being dismissed by a school authority.
4. Students may not be late to class or to a scheduled activity.
5. Students may not skip class.
6. Students may not wander in the corridors or loiter in the lavatories.
7. Students may not refuse to remain after school for discipline or extra help.
 - a. Students in grade 5 will be given 24-hour notice.
 - b. Students in grades 6, 7 and 8 may be asked to stay on the same day of infraction or teacher request. Students are encouraged to call their parents.

PHYSICAL CONTACT/THREATS

Policy:

1. Students have the right to attend school without the fear of physical harm or threats.
2. Students have the right to attend school in an environment that is socially comfortable for early adolescents.

Rules:

1. Students may not fight, push, trip or hit another student or staff member.
2. Students may not play-fight with another student or staff member.
3. Students may not intimidate or threaten to harm another student or staff member. Bullying behaviors such as blocking, taunting, stalking, and name-calling are forbidden.
4. Students may not ask other students to threaten or hurt another student or a staff member.
5. Any threat that involves a weapon or mention of a weapon will be referred to police. There will also be disciplinary action taken at school.
6. Making false “bomb threats” or “fire” calls to the school or to the police will result in referral to the police and in disciplinary action at school.
7. Calling any of the above behaviors “joking” or “fooling around” will not diminish the seriousness of the offense.
8. Public displays of affection are not allowed at school or on school buses.

CIVIL RIGHTS

Policy: Students have the right to attend school without being subjected to harassment of a racial, sexual or social nature.

Rules:

1. Students may not behave in a way that mocks or insults another student or staff member. A person's race, ethnic heritage, culture, social status, intelligence, handicap, appearance, religion or family is too personally sensitive to be the subject of “joking” or “fooling around.” Attempts to dismiss such behaviors by calling them “kidding” or “joking” will not diminish the seriousness of this kind of offense.
2. Students may not bully other students. For purposes of this section, “bullying” means any overt acts by a student or group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity which acts are repeated against the same student over time. Every student and parent has the right to report a bullying concern anonymously via a written form available from a tray outside of the front office. Students and parents may also give their name when

reporting in writing or verbally and expect a response to their concern (aforementioned form may be used if desired).

3. Students may not sexually harass another student or staff member. According to state and federal laws, behavior can be considered to be sexual harassment when it is unwanted and sexual in nature. Examples of particular behaviors (when they are unwanted and sexual in nature) that could be considered sexual harassment include touching, pulling at clothes, verbal comments, sexual name-calling, sexual rumors, too personal a conversation, blocking, gestures, and jokes/cartoons/pictures.

PERSONAL PROPERTY

Policy: Each student will be assigned a locker in which to keep personal property and materials related to school life. Students are to keep their locker combinations to themselves. Items that are not necessary for school or are dangerous or illegal are not allowed in school. The Principal or his designee will search lockers and personal belongings if there is reasonable suspicion that there is something illegal, dangerous or disruptive to the operation of the school. Under most circumstances, students should not carry more than \$5.00 when they are at school.

Rules:

1. To avoid the potential for loss, damage, or theft, students should leave items of value at home unless necessary for the educational process. Students should keep items of value in their hands or locked in their lockers. Under most circumstances, students should not carry more than \$5.00 when they are at school.
2. **Weapons:** Mansfield Middle School does not tolerate guns, knives, and other weapons. Students may not bring to school any item, which can be considered a weapon. Possession of any gun, or of a knife of any length, or of any other weapon or look-alike weapon is intolerable in this school or at any school-related activity, **regardless of the intent** of the person possessing the weapon. Possession of any of these items will result in a minimum of three days' suspension from school, and it is likely to result in the student's arrest and referral to the Mansfield Juvenile Review Board. Other consequences, including expulsion from school, will also be considered, as appropriate. A lesser penalty will be considered only if a child has mistakenly brought the weapon to school **and** informs a teacher or administrator before any other child is aware of its presence.
3. State law specifically forbids students from having “destructive devices,” “deadly weapons,” “dangerous instruments,” “martial arts weapons” or “firearms” at school. Possession of any of these items can lead to expulsion from school and arrest.
4. Any student in the Mansfield Public School System using, in possession of, or under the influence of intoxicants, mood-altering drugs, inhalants, look-alike drugs, over-the-counter drugs, or in possession of related paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity shall be subject to arrest and automatic disciplinary actions as outlined in the policies of the Mansfield Board of Education.
5. Students may not bring any items to school that are dangerous or create a nuisance. This includes sharp objects, firecrackers or other explosives, lighters, matches, “stink bombs,” paint balls, or other items that endanger people or property.
6. Smoking is prohibited in school or on school grounds. Students may not bring cigarettes, tobacco products, pipes, Vapor Pens, E-Cigs, look-alike tobacco products/devices or any smoking matter to school or have them on themselves, in their lockers, purses or book bags.
7. Students may not bring any illegal or vulgar item to school. Students may not use any illegal substance or apparatus in school or on school grounds, or school trips. Students may not display or promote references to alcohol or tobacco products, drug abuse or illegal activities.
8. Students may not wear clothes or accessories that are vulgar, rude, unsafe, illegal, distracting or disruptive to the educational process. Clothing should be appropriate for the range of school activities. Clothing should cover a student's midriff and undergarments. Students may not wear clothing or accessories that contain references to alcohol or tobacco products, drug abuse, or illegal activities.
9. All students are to keep an extra t-shirt and sweatshirt in their lockers. This will enable students to change easily in case of a spill, a chill or an inappropriate fashion choice.
10. Students may not steal or damage personal property of others.

Personal Property (continued)

11. Students may not bring aerosol or spray containers to school.
12. Students may not bring in objects or food for sale to others, such as candy, or cookies, even though profits are intended for charity. All sales to and by students are subject to prior administrative approval.
13. Except in special circumstances approved by the administration, students may not wear hats, sweat bands, or bandannas in school.
14. Except in special circumstances approved by the administration students may not have radios, televisions, video games, pagers, laser pointers, roller skates or skateboards in school. Students may bring an MP3 player for use on the bus. Headphones are to be worn only on the bus. Electronic devices and headphones must remain in lockers during the school day.
15. Students may use classroom telephones with the teacher's permission.
16. Students possessing cell phones or other communication devices in school must have them silenced during the school day. Cell phones or other communication devices must be kept in a pocket, binder, backpack or locker. They should not be visible during school hours. Cell phones or other communication devices are **not** to interrupt classroom instruction. Disruption in classes by these devices will result in confiscation of the device and/or disciplinary action.

CAFETERIA

Policy: Students have the privilege of eating breakfast and lunch while at school.

Rules: Students shall:

1. Enter lunchroom through rear doors by the courtyard.
2. Find a seat. Leave belongings under chairs/table.
3. Take place in line and move through quietly.
4. While waiting, read menu board and make selections.
5. Have money ready. (Know what change you should get.)
6. During lunch: choose your table; remain seated at your table; use conversational tones when speaking; leave chairs where they belong.
7. Clean the table and floor area nearby. Pick up items when asked. Wipe tables if necessary. (Paper towels and sponges are available at the front, near the kitchen.)
8. We make an effort to sort waste after lunch for proper disposal. Carefully sort liquids, recyclable beverage containers, food items for composting, and rubbish into the barrels provided.
9. Leave only when dismissed by teacher in charge.
10. Exit by side doors.
11. Students must have a teacher's permission to carry food to another part of the building.
12. Students are not to ask other students for money in the cafeteria.
Students eating in a classroom during their lunch period must buy or get their lunch at the very beginning of the lunch period and then walk directly to the classroom.

CONSEQUENCES

Depending on the severity of the offense and the number of times the offense has been committed, one or more of the following actions will be taken by staff and/or administration.

- | | |
|--|-------------------------------|
| - Verbal warning | - Referral to Superintendent |
| - Assigned to new seat or class | - Police referral / arrest |
| - Detained during or after class | - Court referral |
| - Notification of parents | - Expulsion |
| - Parent conference | - Behavioral contract |
| - After-school detention | - Outside counseling referral |
| - Lunch detention | |
| - Pupil's record examined | |
| - Financial restitution and/or work-in-kind in school | |
| - Discussion of problem with teacher or team of teachers | |
| - In-school and/or out-of-school suspension | |
| - Suspension from bus transportation | |
| - Loss of technology privileges | |
| - Guidance Counselor referral | |

COMPUTERS / TECHNOLOGY

At the beginning of each school year, students and parents receive a copy of our Acceptable Use Policy for technology. This form must be signed by the student and a parent for the student to have technology privileges. Violation of this agreement will result in a loss of technology privileges.

GENERAL INFORMATION

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

ARRIVAL TIME

Students may arrive at school after 7:30 a.m. They must wait in the foyer outside the main office until 7:45 a.m. In the case of an emergency, other arrangements may be made by contacting the office.

CHANGE OF ADDRESS AND/OR PHONE

Parents must notify the office immediately of any change of address and/or phone number during the year.

CHANGING CLASSES

A parent who wishes a child to change classes or subjects must notify the school counselor in writing. Changes are made on a first-come, first-served basis when appropriate to the educational needs of the child.

CONFERENCES

Parent/teacher conferences are arranged through the school counselors if more than one teacher is involved. If an individual conference is requested, a parent may leave a message for a teacher and the time will be set up between them. Conferences concerning report cards are arranged at a parent's request. The school does not automatically schedule report card conferences.

DANCES AND PARTIES

The Student Council sponsors up to three activity events per year for students in grades 5-8.

These rules apply to these events:

1. Only Mansfield Middle School students may attend.
2. A student must attend school on the day of the event.
3. The cost of admission and permission slips must be returned to school before the deadline announced. No tickets are sold at the door.

DETENTION, DETENTION SLIPS, BUS WARNINGS

Office detention is assigned only by the administrators. Such a detention is considered a very serious punishment. Students will bring their parents a form to sign, which describes the incident and any corrective action taken. Parents must sign these slips in order to verify that they have seen them and are aware of the infraction and consequence. Forms should be returned to the school office **the next day**. Students should report to the office for office detention. The teacher assigned to detention that day will pick up the students from the office.

Appropriate student behavior is expected during detention:

1. All students must have assignments to do and should work quietly at a desk for the entire detention period.
2. Lavatory passes are generally not necessary, since students should have stopped in the lavatory before hand.
3. Talking is not allowed.
4. Misbehavior may result in another detention or a parent conference.

A teacher detention or after-school assignment request is less formal and is given verbally to a student. Students should call home to inform parents that they will be staying after school. Students who fail to report as requested without a legitimate excuse are referred to the office for disciplinary action.

Bus warnings, like detention slips, must be returned, signed, to the office. We ask parents to sign slips so that we can be sure that parents have seen them.

EARLY DISMISSAL

Occasionally a student needs to be dismissed early for reasons consistent with the attendance policy. A note requesting the dismissal and stating the time must be signed by a parent.

EMERGENCY FORMS

It is absolutely essential that every student have an emergency form on file in the school office. A telephone number for a responsible adult, other than the parents, should be included on this form. The office **MUST** be able to get in touch with someone who will take responsibility for each student.

FIELD TRIPS

Field trips are carefully planned educational experiences and are part of the curriculum. In order to participate in a field trip, a student must have a satisfactory record of behavior at school. A general field trip permission form allowing transportation of a child within Mansfield is issued at the start of school for the school year. Students will receive a separate permission slip for each trip out of town. Parents **must** sign a permission slip before a child participates in a field trip. NO permission can be taken over the phone or at the last minute. All school rules apply on field trips.

GUESTS

On special occasions, a student may bring a middle school-aged guest to school. Permission must be granted by all teachers involved and by the administration 24 hours in advance, as such requests are carefully reviewed. No guests will be allowed to visit on the day before a vacation or the last five days of school. Only one such request can be honored per grade on a given day. (See "Visitors.")

HOMEWORK – PARENT-REQUESTED

Be sure to check this section under "General Policies."

ILLNESS

In case of illness that occurs during the day, the school nurse will call the parent. Students may not call home to be picked up for illness. The nurse determines whether a student is sick enough to be sent home.

INSURANCE

School insurance is available to all students. A packet is available to all students in the opening day folder. Purchase of the policy is optional.

LOST OR DAMAGED BOOKS

Books are expensive; please cover textbooks and take care of them. The student must pay full replacement cost of books and materials that are lost or damaged beyond normal wear.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they are stored for a week or more. There are 3 lost and found areas:

1. the locker rooms, for lost PE articles;
2. the office, for recently lost items; and
3. the custodial room, for items lost a while ago. Unclaimed items are periodically given to charity.

LOCKERS

Each student will be assigned a locker. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. They are school property and subject to inspection. Students are to use only the locker assigned to them and should NEVER give their combination to another person. All personal items and books, when not in use, are to be kept locked in lockers. Students are not to tamper with another student's locker.

MEDICATIONS

Students shall not bring **any** medication to school or on the bus. This includes aspirin, Tylenol, and other over-the-counter medications. When necessary, the school nurse may administer medication after receiving written authorization from a physician and the pupil's parent. In the absence of the school nurse, a trained staff member may administer medications. Under standing orders from the school medical advisor, the school nurse may administer acetaminophen (Tylenol) or ibuprofen to students upon written authorization from the child's parent/guardian. A permission form for this is in the opening day folder.

MOVING

When a student is moving, the parent should sign a release-of-records form, which is available from the school office. The records will then be mailed to the new school. **NO** original records will be hand-carried to another school.

NEWSLETTERS AND OTHER NOTICES

We give students a good deal of written material to share with parents: newsletters, subject area notices, bulletins about programs, etc. As part of their emerging independence, middle-schoolers sometimes forget to give parents these communications, especially as students approach eighth grade. Parents should be sure to ask for bulletins, notices, and letters on a regular basis, and check students backpacks as needed. We use the School Messenger electronic notification system as well to communicate with families via email and cell phone text messaging. Families are automatically part of this system as part of the contact information we have for each family in the school office.

NOTES: Absence, Tardiness, Early Dismissal.

1. A parent or guardian should call the school office before 9:30 a.m. to state the reason for an absence. There is no need for a note following an absence.
2. Tardy students should present a note from a parent.
3. A student who has been tardy or absent should make immediate plans to do all make-up work due to absence or tardiness. Grades will reflect absences if work is not made up.

Early Dismissal:

1. Dismissal notes should be given to the homeroom teacher or the back office at the **beginning** of the day.
2. A parent must sign out a child who is being dismissed early.

PARKING

All visitors must park in the visitor spaces on the front circle or in the staff parking lot near the music wing. Please do not park in, or block, the areas assigned to buses. Handicapped parking is available in a designated area in the front of the school.

PASSWORDS

Passwords for access to the computer network will be assigned to students. Passwords are like locker combinations. They are to be kept secret. **Students are to use only the password assigned to them and should NEVER give their password to another student.** Students are never to use another student's password.

PERMISSION SLIPS

When going on a field trip, students are expected to return a signed permission slip to the teacher in charge. NO permissions will be taken over the telephone by the office staff. Students are expected to come to school even on the rare occasions when not participating in the field trip. Arrangements will be made by the staff to see that the student has work to do for the day.

PHOTOS

School photos will be taken in October. An announcement and price list will be sent home. A make-up date will be held later in the fall for absentees and retakes. All proceeds go to the Mansfield Middle School and the Mansfield Middle School Association.

PHOTOS, VIDEOTAPES, VIDEO CONFERENCES

1. Parents may take pictures of important events and programs that their children participate in at Mansfield Middle School. Please understand, however, that photographing or videotaping school activities is only permitted at the discretion of the administration. If you choose to record a school event for which permission to take pictures has been granted, kindly refrain from rebroadcasting images to a general audience or public posting to the internet, as the administration and many parents have strong and legitimate concerns about wide dissemination of children's pictures via electronic media. If you have any questions concerning this issue, do not hesitate to ask an administrator.
2. Occasionally the Mansfield Public Schools photograph or videotape students involved in activities or projects for presentation at educational conventions and conferences. The pictures and tapes are used to train other teachers and administrators. Should you desire more information or if you wish that your child's likeness not be used for professional development activities outside the school district, please notify the principal in writing.

PHYSICAL EDUCATION

For hygiene reasons physical education clothing must be different than the clothes worn to school. This should include shorts, T-shirt and socks. A pair of sneakers is also required. Warmer outerwear may be necessary as the weather dictates. **Students are always to lock all of their belongings in the large "changing" lockers whenever they are in the gym.** No clothes or belongings are to be left around the locker room at any time.

PHYSICAL EDUCATION EXCUSES

The school nurse must sign any note that excuses a child from participating in physical education class before the note is given to the physical education teacher. A note from a parent citing injury or illness may excuse a child for up to one week's absence from class. Any absence of more than one week must be excused by a physician.

RECORDS ACCESS

Parents of students under age 18 or eligible students have a right to inspect and review education records including all material that is incorporated into the student's cumulative record folder and intended for school use or available to parties outside the school system. This right is provided under the Family Educational Rights and Privacy Act (commonly known as the Buckley Amendment). Parents who desire to review the child's records should contact either of the building administrators.

REPORT CARDS

In grade 5-8, this system is used:

A – excellent	S – satisfactory
B – good	U – unsatisfactory
C – fair	I – incomplete
D – marginal	

Also, in grades 5-8, behavior and effort are evaluated each quarter on the following scale:

EXC - Excellent
GD - Good U - Unsatisfactory
FR - Fair
MRG – Marginal

The report card is only one means of communicating student achievement. Together with notices, newsletters, parent conferences, telephone calls, and homework, parents and students should have an ongoing understanding of student progress. Any questions? Call or write a note to your child's teacher or guidance counselor.

SCHOOL HOURS

Homeroom begins at 8:00 a.m. School is dismissed at 2:45 p.m. on regular days and at 12:05 p.m. on early closings. After school activities end at 4:10 p.m. Late buses are scheduled to leave at approximately 4:30 p.m.

SCHOOL-WIDE TESTING PROGRAMS

School-wide testing will occur in the spring. Students in grades 5 and 8 are given the Science Connecticut Mastery Tests. Students in all grades are given the Smarter Balance Assessment.

SNOW DAYS AND EMERGENCY CLOSING OF SCHOOL

In the event it becomes necessary to close school for inclement weather or other reasons, or to delay the opening of school by 2 hours or 3 hours, the following procedure will apply:

1. The decision to close or delay school will be made by the Superintendent on the basis of the best information available.
2. Announcements as to the closing of school will be made over radio stations WTIC in Hartford (1080), WILL in Willimantic (1400, 98.3FM) and WDRC in Hartford 1360, 102.9 FM).

There may be an occasion when school must be closed early due to an approaching storm or increasingly hazardous driving conditions. In this event, the decision to close school early will be made as soon as it appears dangerous road conditions may develop that would make a normal closing hazardous. **If you will not be at home during the day, you need to make arrangements for someone to receive your child(ren) in the event of an early closing.** Early closings will generally be at 12:05 PM.

STUDENT COUNCIL

The Student Council is an organization through which the students may express their opinions, assist in the administration of the school and participate in the management of school enterprises. The Council promotes leadership, initiative and self-control among its members. Student Council Meetings are open to all students; anyone may attend and become involved.

One representative and an alternate are elected in each homeroom. It is the duty of the representatives to bring to the Council’s attention suggestions and recommendations from their classmates and to take to their homerooms the action of the Council.

STUDENT LETTERS OF COMMENDATION

Each marking period, students who attain ten or more “excellents” in effort and behavior will receive a letter of commendation from the Principal and Assistant Principal.

TELEPHONE MESSAGES

Telephone messages for students will only be accepted in the case of an emergency. Please make every effort to call prior to 1:00 p.m. so that the office will have sufficient time to deliver the message. Students will not be taken from classes for telephone calls. Telephone calls from friends cannot be passed on. Calls for staff members will always be noted. Since teachers cannot be called out of a class to speak to parents, they will return phone calls as soon as possible. Please use the voice mail directory on Page 23 to leave a message for a staff member.

TEMPORARY PHYSICAL LIMITATION

Students who are restricted in their use of the stairs because of medical treatment or the application of a cast are reminded to notify the nurse of their condition. This will enable us to assign staff members to assist any restricted student in the event of an emergency evacuation of the school building. An elevator is available to staff, students and visitors who are unable to use the stairs. Please see the school nurse or receptionist for the key.

PHONE

There are phones in classrooms that students may use with a teacher’s permission (generally students should only make use of the phone during class breaks). Additionally, a phone is available in the office for parent use while visiting the school. Students and parents in the building after hours should ask a custodian for phone access.

VISITORS

The school policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register in the office and wear a nametag. Parents are welcome to visit with advance notice. Students wishing to bring a guest to school must obtain prior approval from the office and secure a pass. Visitors are expected to leave promptly when their business is completed. See “Guests”.

EQUAL RIGHTS POLICY

The Mansfield Public Schools do not discriminate on the basis of sex, race, or religion, in terms of educational programs or activities. This policy of nondiscrimination includes the following areas:

- Recruitment and appointment of employees
- Employment pay and benefits
- Counseling services for students
- Access by students to educational programs
- Course offerings and student activities

The Superintendent’s office will provide information, including complaint procedures, to any student or employee who feels that his/her rights under Title IX may have been violated by the district or its officials.

The Mansfield Board of Education is an equal opportunity, affirmative action employer.

PROMOTION / ACCELERATION / RETENTION OF STUDENTS

It is the philosophy of the Board of Education that all students should be placed in instructional programs in which they can achieve academically as well as emotionally, socially and physically. It is expected that the vast majority of students, given positive motivation and appropriate instruction, will

progress satisfactorily through their elementary and secondary school programs. In rare instances, however, individuals may require somewhat less or more time to develop their educational potential.

If the placement of a pupil results in a marked deviation from the average age of classmates or presents other unusual problems or circumstances, it shall be reviewed by the child’s teachers, guidance counselor and the administration.

In each instance where a change from the usual grade placement is to be considered, the following factors must be assessed in relation to the group in which a student might be placed:

- a. Chronological age;
- b. Mental ability as determined by tests or teacher observations;
- c. Academic achievement in all subject areas, especially basic skill mastery, as determined by tests and teacher observation;
- d. Work and study habits;
- e. Physical development;
- f. Social maturity;
- g. Emotional maturity;
- h. Interests and degree of initiative shown in curricular and extracurricular activities;
- i. Attendance record;
- j. Teaching situation in which the student might be placed;
- k. Placement of siblings;
- l. Future educational objectives.

If parents do not agree with the decision, they may indicate their disagreement, in writing, to the school principal. If, at this point, the matter cannot be resolved, it will be referred to the Superintendent of Schools. If the Superintendent’s decision is not acceptable to the parents, they may bring the matter to the Board of Education.

IMPORTANT PHONE NUMBERS

Mansfield Middle School	860-429-9341
MMS School FAX Line	860-429-1020
MMS E-Mail	mmsoffice@mansfieldct.org
Attendance Line	860-429-5004 x7175
School Nurse (Danielle Caro and Katie Roy)	860-429-9341 x7155
Mansfield Middle School-Food Services (Stephanie Deason)	860-429-7824
Superintendent (Peter Dart)	860-429-3350
Special Education Director (Dr. Shamim Patwa)	860-429-3353
Director of Teaching and Learning	860-429-3350
Title IX Coordinator	860-429-3350
Mansfield Elementary School (Lauren Rodriguez, Principal)	860-423-1611
Recreation Office (Jay O’Keefe, Director)	860-429-3321
Youth Service Bureau:	
Allison Maynard (Director)	860-429-3314
Dr. Katherine Bell (Supervisor)	860-429-3319
Jocelyn Santiago (Early Childhood Services)	860-429-3338
Kelly McKenney	860-429-3329
Marangely Diaz	860-429-3357
Robin Kraemer	860-429-3318

STAFF VOICEMAIL and MMSA (PTA) PHONE NUMBERS ON PAGE 23

NOTES:

MANSFIELD MIDDLE SCHOOL ASSOCIATION

The Mansfield Middle School Association is an organization committed to effective education in the Mansfield Middle School by facilitating communication among parents, the Middle School, students, Board of Education, and other schools in the community. In addition, the membership, which comprises all parents of children who attend Mansfield Middle School and all Mansfield Middle School employees, provide several important auxiliary services for the school.

Members are cordially invited to all meetings (noted on this calendar) and are encouraged to contact the MMSA directly for information, questions or concerns. Be sure to note the activities they have planned for all of us.

For more information, visit our internet site by going to <http://www.mmsnet.org> and click on the link for MMSA.

MANSFIELD MIDDLE SCHOOL ASSOCIATION OFFICERS 2024-2025

NAME	OFFICE
Julia Babcock	President
Emma Boardman	Vice President
Molly Kelly	Treasurer
Kristen Ricci	Secretary

STAFF REPRESENTATIVES

Larry Barlow	860-429-9341
Danielle Vliet	860-429-9341

2024-2025

**MANSFIELD MIDDLE SCHOOL
VOICEMAIL DIRECTORY**
860-429-5004**

VM#	NAME
7196.....	Achane-Miller, Tara
7312.....	Altieri, Raechel
7115.....	Archambault, Kristin
7114.....	Ballestrini, Kevin
7161.....	Barlow, Larry
7137.....	Banas, Joseph
7105.....	Batulevitz, Melissa
7301.....	Bellavance, Mary Kate
7103.....	Bennett, Abigail
7311.....	Bergan, William
7221.....	Bernardo, Rebecca
7152.....	Brenckle, Emily
7117.....	Bissell, Brenda
7236.....	Boisvert, Kim
7108.....	Brandon, Laurel
7309.....	Buck, Ted
7206.....	Burnham, Jeff
7218.....	Burrington, Robert
7235.....	Cafeteria
7102.....	Callaway, Gabriella
710.....	Callaway, Stephen
7155.....	Caro, Danielle
7305.....	Chiramel, Merin
7217.....	Clark, Lindsey
7315.....	Cofrancesco, Maggie
7104.....	Davis, Martha

VM#

7112.....
7310.....
7126.....
7208.....
7304.....
7210.....
7100.....
7204.....
7211.....
7201.....
7101.....
7227.....
7225.....
7180.....
7316.....
7154.....
7112.....
7340.....
7205.....
7107.....
7219.....
7154
7207.....
7150.....
7313.....
7303.....
7111.....
7317.....
7195.....
7183.....
7302.....
7116.....
7203.....
7153.....
7215.....
7151.....
7199.....
7209.....
7306.....
7308.....
7150.....
7214.....
7106.....

NAME

Enrichment
Goffinet, Louis
Grottke, Kate (Room 106A)
Halsted, Amy
Hand, Jon
Herrick, Karen
Hodgson, Julie
Hunter, Laura
Hunyadi, Karen
Jobes, Diane
Kamienski, Susan
Kraemer, Robin
Lee, Kristina
Library (Circulation Desk)
Marcus, Rochelle
McCartney-Casey, Valerie
McMunn, Jennifer
Melody, Eileen
Moseley, Valerie
Nieman, Naomi
Norman, Samantha
NURSE'S OFFICE
O'Donnell, Rick
Office Mailbox
Ozark, Marisa
Perkins, Annie
Perkins, Doug
Ramsdell, Adam
Ricard, Jeff
Ristau, Stacie
Rock, Shaun
Roman, Ana
Ruiz, Kim
Shead, Brenda
Soule, Melissa
Sydie, Linda
Szych, Melissa
Thody, Allison
Vanderrest, William
Wei, Toby Xinhai
Young, Kelley
Zawodniak, Ryley
Zmijewski, Haley

QUICK DIRECTORY FOR PARENTS**MANSFIELD MIDDLE SCHOOL 2024 – 2025**

IF YOU NEED:	CONTACT	BY:	IF YOU NEED:	CONTACT:	BY:
- To remove your child from school early	- office 860-429-9341	- written request	- the Enrichment Program	- Mr. Perkins - Mrs. McMunn	- calling 860-429-9341
- to admit your child to school late	- office 860-429-9341	- submitting a short note of explanation	- answers concerning general courses and placement	- your child's guidance counselor Mrs. Lee (Grades 5-6) Mrs. Melody (Grades 7-8)	- calling 860-429-9341
- to pick up your child at school	- office 860-429-9341	- sending a note to school or calling before 1:00 p.m.	- information concerning a specific class or incident that happened in a class	- that teacher first	- calling 860-429-9341 and leaving a message
- to pick up a sick child	- school nurse will contact you	- going to office	- information on your child's general progress, including test scores	- his/her guidance counselor	- calling 860-429-9341
- to get homework for your child who is home sick for 3 days or more	- office (teachers will be given 24-hours notice)	- calling 860-429-9341	- to have a parent conference	- your child's guidance counselor	- calling 860-429-9341
- to inquire about an existing or potential health problem	- school nurse	- calling 860-429-9341	- to inquire about a report card grade	- the teacher of that subject	- calling 860-429-9341, leave a message to have a call returned
- to move and to transfer records	- Mrs. Brenckle	- calling 860-429-9341	- information about middle schools and their purposes	- Mr. Barlow	- calling 860-429-9341
- information on a bus	- Mrs. Brenckle	- calling 860-429-9341	- to review a disciplinary action, such as detention	- Mrs. Vliet	- calling 860-429-9341
- to find out where the late bus will drop off your child	- Mrs. Brenckle	- calling 860-429-9341	- to know whom to call	- the office	- calling 860-429-9341
- lunch information	- the lunch menu	- have your child bring one home – available in office	- information about your child on a later bus after 4:30 p.m.	- the bus garage	- calling 860-429-2040
- information about our library	- School Librarian	- calling 860-429-9341	- sports cancellation due to weather	- calling 860-429-5004 xPLAY	
- to inquire about an after-school activity sponsored by MMS	- office	- calling 860-429-9341			
- to inquire about an after-school activity sponsored by Mansfield Recreation Department	- the Recreation Department	- calling 860-429-3015			
- information on evening classes and activities	- Adult Education, Recreation Dept.	- calling 860-429-3015			
- services, in general	- Pupil Personnel Services	- calling 860-429-3353			
- an answer to a specific concern	- your child's case manager or teacher, then an administrator	- calling 860-429-9341			

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