

# General Information

## Absence

Connecticut State statutes require that parents or guardians of children from the age of seven through fifteen years be responsible for their child's attendance at school unless the student is legally absent. Parents should call the school at 655-2518 ext. 3495, no later than 8:00 a.m. if a student is going to be absent.

## After School

Students are encouraged to participate in after school activities and to work with teachers after 2:30. Students who remain after school must be supervised at all times. Students are not permitted to loiter either outside or in the school building.

## Before School

Students are expected to arrive at school between 7:45 and 8:00 A.M. Students may arrive after 7:20 A.M. to meet with a teacher, or to use the library or the computer room. Students are not to be "dropped off" prior to 7:20 A.M., as there is no provision for supervision before that time. Students who arrive before 7:45 A.M. must report directly to the cafeteria. Parents are urged to drop off students at the rotunda entrance, in order to help the traffic flow.

## Bicycles

If a student rides a bicycle to school, he / she should park it in the racks that are located outside the building at the end of the north and south parking lots. When a student arrives at school on his / her bicycle, he must walk it from the main road to the rack. The bike must be secured with a lock.

## Busses

Students who live over one mile from the school are eligible for school bus transportation. Before school opens, bus schedules are published in the local newspapers. Additional information regarding busses may be obtained from the Transportation office at the Board of Education 656-7475. A late bus is available after school. It leaves Middlesex at 4:00. There is a North and a South bus.

Riding the bus is a privilege. Students violating the rules may lose that privilege. All school rules are to be followed when riding the bus.

## Closings, Delayed Openings and Early Dismissals

Information regarding any change in the school day can be obtained by the radio, web site or through the MPN e-mail.

## Club Programs

Every student at Middlesex has an opportunity to join a club. Clubs meet every other week during a special activity period. Choosing clubs is done twice a year (in September and January). Information about the clubs and how to sign up can be obtained in homeroom.

## Early Dismissal/Tardy

While we understand that there are appointments and other circumstances that must occur during the school day, we expect that all students will be in school from 8:00 to 2:27 each day. In the event that this is not possible, please follow the following procedures:

- When a student is to be dismissed early from school, it is requested that the parent / guardian write a note which the student should bring to the main office prior to homeroom.

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- If a student is late to school, the student should report to the main office with a note explaining the reason for the tardiness.

## Extra Help

Students are encouraged to seek extra help from their teachers. This assistance can be scheduled in advance with the child's teacher either before or after school. In the beginning of the school year, the teachers will outline their extra help schedule.

## Family Vacations

Family vacations should be scheduled in accordance with school vacations. Class time and learning experiences lost for whatever reason can cause school-work to suffer. Students will be held responsible for all the work missed. The teachers are not required to give special help upon the return to school. Please do not expect the staff to prepare work ahead of time.

## Fire and Security Drills

Fire and security drills are considered to be of great importance as safety measures. These drills will be held periodically throughout the school year. The security procedures will be reviewed with students and posted in classrooms.

## Guidance

Upon entering the sixth grade, students are assigned a guidance counselor. They will continue to have a guidance counselor throughout their three years at Middlesex. The guidance counselor is a member of the team and attends team meetings.

Parents are encouraged to contact his/her child's guidance counselor if the child is experiencing any social, academic or emotional difficulties.

## Homework

The purpose of homework is to reinforce and support the learning that occurs during the school day. Consistent completion of homework is an essential component for academic success. On average, the following hours per night can be expected: 1-½ hours for grade 6; 2 to 2 ½ hours for grades 7 and 8.

## Lockers

Each student is assigned a locker at the start of the school year near his or her team classes. Students should follow these procedures:

- Do not tell your locker combination to anyone.
- Before leaving your locker, spin the dial to be certain it is locked.

Lockers are school property. Students will be responsible for any damage to these lockers.

## Lost and Found

Lost and found is located at the message center in the rotunda. Any student who finds an object may return it to the message center. Items lost during physical education classes may be claimed in the gym.

## Makeup Work

Homework assignments may be requested for every two (2) consecutive days of absence by phoning the Middlesex office at extension 3495 before 8:30 a.m. to permit teachers to prepare the assignments and forward

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them to the main office before the end of the school day.

During shorter absences it is the responsibility of the student to obtain homework assignments by phoning a classmate, or by checking the teachers' web sites.

The student has the responsibility to make up any work missed within a reasonable amount of time. The student and teacher should determine when the work should be completed.

## Media Center

The media center is open to students from 7:20 to 3:45. Books may be checked out for up to three weeks and may be renewed. Some books may be placed on reserve for overnight and weekend use only. If students wish to come to the library from class, they must have a signed pass from their teacher.

## Message Center

Students may receive messages from parents through the Center. It is open daily from 7:30 a.m. - 2:45 p.m. Parents may call in using this number 655-2518 to hear the main menu; then press "1", and then the extension number for the Center, 3341. Announcements are made over the P.A. twice daily to alert students. Please note that any monies to be left for students should be turned in to the main office, not the message center. Calls regarding attendance should be directed to the attendance office, Ext. 3495. Dismissals must be made through the main office.

## Nurse

Middlesex has a full-time nurse. She is ready to help any who are ill or injured and to answer questions. Hearing tests

are given routinely to all students new to Middlesex. Physical examinations are required for all students before entering grade six.

At the beginning of the school year students will be given **three (3) emergency cards, which must** be filled out and returned to the school. Three cards will be on file for each student - one in the health office, one in the main office and one for the after school sports director, so that the school can know how to be in touch with a parent in case of an emergency.

## Parent/School Communication

Parents are encouraged to have ongoing communication with their child's teachers and team. This may be accomplished through phone calls and the use of e-mail. If a parent feels a full team meeting is necessary, it may be scheduled through the guidance department.

## Passes

All students are expected to be in their scheduled classes at the appropriate time. A student who is late for a class or who needs to leave a class for any reason must have a pass signed by a teacher.

## Phone Calls

A student who is going to stay at school beyond their usual time should call a parent. If staying for detention, or if there is an emergency, the student may ask permission to use the phone in any classroom. There is a pay phone outside in the south parking lot.

## Report Cards and Grading

Each child will receive a report card, giving his / her grade in each subject, at

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the end of each quarter (ten weeks). Report cards are mailed home. The fourth quarter report card with final yearly grades will be mailed home after the close of school in June. Report cards do not need to be returned to school.

Progress Reports (or “narratives”) with personal comments from the academic teachers will be mailed to parents three times a year at about the same time as the report card.

Each child will also receive a team progress report from his / her teachers in the middle of each marking period. This report points out to the areas in which the student is doing well and areas in which the student may need to improve. Teachers may send out subject progress reports at other times if there is a special need to do so, such as when a student fails to complete homework assignments.

Report card and progress grades are given as letters, sometimes with a plus or a minus, which have the following numerical equivalents:

<b>Grade</b>	<b>Point Value</b>
A	93 – 100 4.0
A-	90 – 92 3.7
B+	87 - 89 3.3
B	83 – 86 3.0
B-	80 – 82 2.7
C+	77 – 79 2.3
C	73 – 76 2.0
C-	70 – 72 1.7
D+	67 – 69 1.3
D	63 – 66 1.0
D-	60 – 62 .7
F	below 60 0
I	incomplete

## Honor Roll

Each marking period, seventh and eighth graders with a grade point average of 3.0 - 3.69, with no grades lower than a B-, qualify for the Honor Roll. Those with a 3.7 grade point average or better, with no grades lower than a B- qualify for High Honors. All courses (academic and special areas) are included.

## School Hours

The school hours are from 8:00 a.m. through 2:27 pm. The main office is open until 4:00 p.m. See **Before School** and **After School** sections for more information.

## Student Planners

Each student is given a student planner to keep track of assignment and activities. Parents are encouraged to review plan books with their students. Lost plan books can be replaced in the main office for a nominal fee.

## Valuables

Students should not bring large sums of money or valuables to school. Students who bring in personal items for use in school projects are responsible for their safekeeping. The school is not responsible for lost / stolen articles.