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Letter From Administration

On behalf of the Torrington Middle School family, I would like to welcome you back for the 2022-23 school year. As I begin my first year as Principal of Torrington Middle School, I look forward to being a part of this amazing learning community. The staff here at Torrington Middle School is dedicated to providing our students with a safe and supportive learning environment which supports academic and personal growth. Our goal is to help each student meet success.

We are dedicated to providing engaging and challenging learning experiences for ALL students that enter our building each day. A key to our students' success is providing them with the support they need in the classroom and in our community. We are committed to partnering with our community and families to eliminate obstacles to student success.

This handbook provides information on attendance, procedures, academics, behavioral expectations, and school schedules. Please review this information with your student so that he or she is fully prepared to take advantage of the opportunities available at Torrington Middle School. Should you have any questions, contact information for administrators and student support personnel are included in this handbook.

If you would like to contact me, my email address is srinaldi@torrington.org. You can also reach me by phone at 860-496-4050. Our administrative team is looking forward to welcoming our students back and working with our families to support students as they work toward an academically successful school year.

Sincerely,

Shelley Rinaldi
Principal
Torrington Middle School
Torrington Middle School Mission Statement

Torrington Middle School fosters a challenging learning environment that inspires high expectations for achievement through instructional practices that embrace individual differences and learning styles. Our school values respect, responsibility and safety. We believe education is a shared responsibility of the school, student, home and community.

Who’s Who at Torrington Middle School

<table>
<thead>
<tr>
<th>Principal</th>
<th>(860) 496-4050 Ext. 1158</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Mrs. Shelley Rinaldi</td>
<td></td>
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<table>
<thead>
<tr>
<th>Administrative Assistant</th>
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<tr>
<td>• Mrs. Mary Graziani</td>
<td>(860) 496-4050 Ext. 1199</td>
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<table>
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<tr>
<th>Dean of Students</th>
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<tr>
<td>• Mr. Kenny Pierresaint</td>
<td>(860) 496-4050 Ext. 1155</td>
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<thead>
<tr>
<th>Supervisors of Student Support Services</th>
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<tr>
<td>• Ms. Taryn Argenta &amp; Mr. Stephen Barton</td>
<td>(860) 496-4050 Ext. 1162</td>
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<tr>
<th>Emerald House</th>
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<tbody>
<tr>
<td>• Mr. Gavin Craig- Assistant Principal</td>
<td>(860) 496-4050 Ext. 1100</td>
</tr>
<tr>
<td>• Ms. Megan Kupec - School Counselor</td>
<td>(860) 496-4050 Ext. 1215</td>
</tr>
<tr>
<td>• Mrs. Christel Doyle - Social Worker</td>
<td>(860) 496-4050 Ext. 1214</td>
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<tr>
<td>• Mrs. Julie Vold - Secretary</td>
<td>(860)-496-4050 Ext. 1152</td>
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<tr>
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<tr>
<td>• Mrs. Michelle Meyers - Assistant Principal</td>
<td>(860) 496-4050 Ext. 1163</td>
</tr>
<tr>
<td>• Mrs. Kristy Ramsey - School Counselor</td>
<td>(860) 469-4050 Ext. 1156</td>
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<tr>
<td>• Ms. Jessica Sharkey- Social Worker</td>
<td>(860) 496-4050 Ext. 1136</td>
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<tr>
<td>• Mrs. Amber Gurtowsky - Secretary</td>
<td>(860) 496-4050 Ext. 1164</td>
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<tr>
<td>• Mrs. Hilary Sterling - Assistant Principal</td>
<td>(860) 496-4050 Ext. 1157</td>
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<tr>
<td>• Ms Katie Cannata - School Counselor</td>
<td>(860) 496-4050 Ext. 1129</td>
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<tr>
<td>• Ms. Kate Davis - Social Worker</td>
<td>(860) 496-4050 Ext. 1131</td>
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<tr>
<td>• Mrs. Traci Belcher - Secretary</td>
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# Sample Student Schedule

## Torrington Middle School - Bell Schedule 2022-2023

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<tr>
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<td>11:12 - 12:44</td>
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<td>Lunch waves</td>
<td>G7 - 11:12-11:42</td>
<td>G8 - 11:43-12:13</td>
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<td>12:47 – 1:42</td>
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<td>1:45 - 2:40</td>
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### Torrington Middle School
- Respect
- Responsibility
- Safety

55-minute periods
3-minute passing time between classes

**NO BELL between Grade level lunches in Block 4
1-minute passing time between lunches**
Arrival and Dismissal

DROP OFF  Doors will be open between 7:25-7:50 am Please be patient and follow the traffic directions

- Pull into the East Pearl Road entrance and proceed past the soccer fields following the road to the back of the building, follow traffic behind the school (All traffic is ONE WAY around the school)
- 6th grade will be dropped off at the north side of the school by the baseball fields
- 7th and 8th grade will be dropped off on the south side by the soccer fields
- Traffic is one way - left lane is for parking to drop off, right lane is to move to the proper section of the building and exit lane

BEGINNING OF SCHOOL DAY PROCEDURES

All students who are not in their first period by 7:50 am MUST report to the Front Office and are considered tardy. Upon the tenth tardy to school, students will be referred to the Torrington Middle School administration. Office discipline and parental contact will be made.

PICK UP  Pick up will begin at 2:40 pm

- Pull into the East Pearl Road entrance and proceed past the soccer fields following the road to the back of the building,
  - If you are a 7th or 8th grade parent please park in the left lane up until the crosswalk. Do NOT block the bus circle or park under the trees by the bus circle. If you are not in the first wave of cars, stay parked at the stop sign on the East Pearl Road entrance and back along the soccer field fence until school staff direct the next set of cars to pull up. Please pull all the way to the end.
  - No student will be allowed to cross to the parking lot to be picked up until all cars have left
- 6th grade will be picked up at the north side of the school by the baseball fields
- Traffic is one way beginning at the crosswalk - left lane is for parking to pick up, right lane is to move to the proper section of the building and exit lane
- Traffic will enter the bus loop to exit the campus follow staff directions for entering traffic

Student safety is of utmost importance please follow all traffic rules and staff directions.

DISMISSING A STUDENT EARLY

We ask that all appointments (dental, medical, etc.) be scheduled outside of the school day. If a student must be removed from school due to an appointment:

1. Notification of the date, time and duration of the time out of school must be received by the office the morning of dismissal.
2. Students being dismissed will be called down once an authorized person has checked in with the main office.
3. The parent or authorized person MUST show a photo ID and sign the student out with main office staff.
4. Students who return to school on the day of a dismissal **MUST** report to the office to receive a pass to return to class.

5. Students leaving on early dismissal should be dismissed prior to 2:15.

**Students are not allowed to leave school alone to walk to appointments during school hours.**

**CANCELLATIONS, DELAYED OPENINGS, EARLY SCHOOL DISMISSAL**

If school must be closed or delayed because of inclement weather or some other emergency, a PowerAnnouncement will be sent. Inclimtate Weather Announcements will also be made over the following:

*Information concerning closings or delays may also be obtained on the website, [www.torrington.org](http://www.torrington.org). Parents may register at their local school to sign up for the ‘PowerAnnouncement’ notification.*

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**TMS STAFF DIRECTORY 2022-2023**

860.496.4050/Fax 860.496.1089

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Voicemail</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alduini, Deborah</td>
<td>Gr. 7 Math Sapphire</td>
<td>3168</td>
<td><a href="mailto:dalduini@torrington.org">dalduini@torrington.org</a></td>
</tr>
<tr>
<td>Allen-Cardona, Tara</td>
<td>World Language- Spanish</td>
<td>3108</td>
<td><a href="mailto:tallencardona@torrington.org">tallencardona@torrington.org</a></td>
</tr>
<tr>
<td><strong>Argenta, Taryn</strong></td>
<td>Supervisor of Student Svcs</td>
<td><strong>1162</strong></td>
<td><a href="mailto:targenta@torrington.org">targenta@torrington.org</a></td>
</tr>
<tr>
<td>Baranowitz, Jill</td>
<td>Life Skills Teacher</td>
<td>3313</td>
<td><a href="mailto:jbaranowitz@torrington.org">jbaranowitz@torrington.org</a></td>
</tr>
<tr>
<td>Barnett, Patricia</td>
<td>Gr. 8 Language Arts Sapphire</td>
<td>3103</td>
<td><a href="mailto:pbarnett@torrington.org">pbarnett@torrington.org</a></td>
</tr>
<tr>
<td><strong>Barton, Stephen</strong></td>
<td>Supervisor of Student Svcs</td>
<td><strong>1162</strong></td>
<td><a href="mailto:sbarton@torrington.org">sbarton@torrington.org</a></td>
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<tr>
<td>Beckett, Jason</td>
<td>Gr. 8 Science Ruby</td>
<td>3104</td>
<td><a href="mailto:jbeckett@torrington.org">jbeckett@torrington.org</a></td>
</tr>
<tr>
<td>Belcher, Traci</td>
<td>Secretary Sapphire</td>
<td><strong>1165</strong></td>
<td><a href="mailto:tbelcher@torrington.org">tbelcher@torrington.org</a></td>
</tr>
<tr>
<td>Bodwell, Mollie</td>
<td>Gr. 7 Science Emerald</td>
<td>3177</td>
<td><a href="mailto:mbodwell@torrington.org">mbodwell@torrington.org</a></td>
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<tr>
<td>Bradshaw, Teri</td>
<td>Gr. 7 Math Emerald</td>
<td>3106</td>
<td><a href="mailto:tbradshaw@torrington.org">tbradshaw@torrington.org</a></td>
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<tr>
<td>Brody, Bridget</td>
<td>STEM Coach</td>
<td>1177</td>
<td><a href="mailto:bbrody@torrington.org">bbrody@torrington.org</a></td>
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<tr>
<td>Browning, Kelley</td>
<td>Gr. 6 Science Arts Ruby</td>
<td>3128</td>
<td><a href="mailto:kbrowning@torrington.org">kbrowning@torrington.org</a></td>
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<tr>
<td><strong>Burke, Mark</strong></td>
<td>Head Custodian</td>
<td><strong>1138</strong></td>
<td><a href="mailto:mburke@torrington.org">mburke@torrington.org</a></td>
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<td>Buyak, Jackie</td>
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<td><a href="mailto:jbuyak@torrington.org">jbuyak@torrington.org</a></td>
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<tr>
<td>Calabrese, Angelo</td>
<td>Gr. 8 Language Arts Emerald</td>
<td>3110</td>
<td><a href="mailto:ascalabrese@torrington.org">ascalabrese@torrington.org</a></td>
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<tr>
<td>Canciani, Susan</td>
<td>Literacy Intervention</td>
<td>3111</td>
<td><a href="mailto:scanciani@torrington.org">scanciani@torrington.org</a></td>
</tr>
<tr>
<td>Cannata, Kathryn</td>
<td>Guidance Counselor Sapphire</td>
<td>1129</td>
<td><a href="mailto:kcannata@torrington.org">kcannata@torrington.org</a></td>
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<tr>
<td>Carr, Dora</td>
<td>Thrive Teacher</td>
<td>3112</td>
<td><a href="mailto:dcarr@torrington.org">dcarr@torrington.org</a></td>
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<td>Cassady, Carrie</td>
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<td><strong>Centrella, Kara</strong></td>
<td>Nurse</td>
<td><strong>1166</strong></td>
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<td>Ciccarelli, Jill</td>
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<td><a href="mailto:jciccarelli@torrington.org">jciccarelli@torrington.org</a></td>
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<td><strong>Colwell, Suzanne</strong></td>
<td>Cafeteria Manager</td>
<td><strong>1137</strong></td>
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<td>Conforti, Jayme</td>
<td>Gr. 7 Science Sapphire</td>
<td>3187</td>
<td><a href="mailto:jconforti@torrington.org">jconforti@torrington.org</a></td>
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<tr>
<td>Coughlin, Timothy</td>
<td>Math Teacher</td>
<td>3634</td>
<td><a href="mailto:tcoughlin@torrington.org">tcoughlin@torrington.org</a></td>
</tr>
<tr>
<td><strong>Craig, Gavin</strong></td>
<td>Assistant Principal Emerald</td>
<td><strong>1100</strong></td>
<td><a href="mailto:gcraig@torrington.org">gcraig@torrington.org</a></td>
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<tr>
<td>Crosby, Alana</td>
<td>Gr. 7 Social Studies Ruby</td>
<td>3137</td>
<td><a href="mailto:acrosby@torrington.org">acrosby@torrington.org</a></td>
</tr>
<tr>
<td>Davies, Mellisa</td>
<td>Gr. 8 Math Ruby</td>
<td>3302</td>
<td><a href="mailto:mdavies@torrington.org">mdavies@torrington.org</a></td>
</tr>
<tr>
<td>Name</td>
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<td>Moreno, Juan Sebastian</td>
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<td>Oberheim, Carol</td>
<td>Speech &amp; Language</td>
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</tbody>
</table>
Orr, Kate  WINN Language Arts  3154  korr@torrington.org
Owens-Hicks, Lisa  Bilingual/ESL Teacher  3156  lowens@torrington.org
Palmisano, Matthew  Physical Education Teacher  3152  mpalmisano@torrington.org
Patterson, Kari  Psychologist  1160  kpatterson@torrington.org
Pech, Cheryl  Voices Teacher  3147  cpecha@torrington.org
Pepper, James  Physical Education Teacher  3158  gpepper@torrington.org
Petrescu, Gabriela  WINN Math  3143  gpetrescu@torrington.org
Petricone, Deirdre  Gr. 6 Math Sapphire  3159  dpetricone@torrington.org
Pierresaint, Kenny  Dean of Students  1155  kpierrorrentong.org
Pizzuto, William  Math Intervention  3140  wpizzuto@torrington.org
Pollock, Stacey  Humanities Coach  1178  spollock@torrington.org
Pratt, Erika  Gr. 6 Math Ruby  3163  epratt@torrington.org
Preato, Victor  Art Teacher  3105  vpreato@torrington.org
Putnam, Marina  ESL Teacher  3165  mputnam@torrington.org
Ramsey, Kristi  Guidance Counselor Ruby  1156  kramsey@torrington.org
Rinaldi, Shelley  Principal  1158  sринaldi@torrington.org
Rosa, Liza  Gr. 6 Social Studies Sapphire  3175  lrosa@torrington.org
Roxas, Jamie  World Language- Italian  3312  jroxas@torrington.org
Scurso, Steven  Math Intervention  3132  sscurso@torrington.org
Seiser, Jeff  Gr. 8 Social Studies Ruby  3118  jseiser@torrington.org
Sharkey, Jessica  Social Worker- Ruby  1136  jsharkey@torrington.org
Skinner, Andrew  Music- Chorus  3123  askinner@torrington.org
Spalinger, Suzanne  Gr. 7 Language Arts Emerald  3173  ssparalinger@torrington.org
Staropoli, Marielle  Gr. 8 Language Arts Ruby  3174  mstaropoli@torrington.org
Sterling, Hilary  Assistant Principal Sapphire  1157  hsterling@torrington.org
Sterpka, Abigail  WINN Language Arts  3167  asterpka@torrington.org
Stotler, Natasha  Literacy Intervention  3130  nstotler@torrington.org
Sullivan, Teresa  Digital Video Production  3247  tsullivan@torrington.org
Sundell, Susan  Gr. 6 Science Emerald  3276  ssundell@torrington.org
Theriault, Sandra  Digital Art Teacher  3640  stheriault@torrington.org
Twomey, Kristin  Gr. 6 Language Arts Emerald  3552  ktwomey@torrington.org
Tyrrell, Alexis  Physical Education Teacher  3117  atyrrell@torrington.org
Vaccarelli, William  Thrive Teacher  3179  vvaccarelli@torrington.org
Videtto, Tyler  Gr. 8 Science Sapphire  3278  tvidetto@torrington.org
Vold, Julie  Secretary Emerald  1152  jvold@torrington.org
Ward de Leon, Christina  Music- Orchestra  3136  cwarddeleon@torrington.org
Whaley, Gina  Gr. 8 Science Emerald  3184  gwhaley@torrington.org
Wood, Katherine  Gr. 7 Language Arts Ruby  3116  kwood@torrington.org
Wronski, Jonathan  Gr. 6 Math Emerald  3556  jwronsiki@torrington.org
TBA  Gr. 6 Special Education  3124

Academics
Torrington Middle School students study various combinations of reading, language arts, study skills, mathematics, science, social studies, art, music, technology education, health, world languages, and physical education. The Middle School program of study concentrates on the mastery of basic skills in these areas:
The **Language Arts** program is designed to increase the skill level of students in the areas of reading, writing, speaking, and listening through active participation in the learning process. The Language Arts program utilizes process writing and a literature-based approach to expose students to a wide range of learning experiences. Students are encouraged to read a variety of materials for pleasure.

The **Mathematics** program is designed to expand the mathematical understanding of our students and provide real world application of concepts. Utilizing a blend of inquiry and traditional methods, students will demonstrate their performance in a student-centered atmosphere.

The **Music** program offers band, chorus, and orchestra for our students. Students are provided small group lessons weekly. Students are encouraged to join a music program. Research shows playing an instrument helps students to succeed in other academic areas. We encourage students to take advantage of our award-winning musical program.

The **Social Studies** program is designed to develop civic competence, to examine global connections, and to recognize the contributions of past and present cultures. The social studies program promotes active participation in the learning process through teacher/student discussions, cooperative learning, individual and group projects, and technology.

The **Science** program’s curriculum, aligned with the Next Generation Science Standards, is written for students to demonstrate their knowledge in various topics of study in the life and physical sciences. Students are actively involved in our performance-based science program.

The **World Language** program provides students the opportunity to explore Italian and Spanish. In this program students will learn to communicate, study the culture of regions where the languages are spoken, and develop insight into the nature of language.

**Exploratory Subjects** offer students the opportunity to explore and expand their interests and talents. Exploratory subjects include art, music, STEM, and video production. These courses are aligned with and can be continued through the Torrington High School pathways program.

The **Physical Education and Health** program follows Connecticut law which requires that physical education be part of the public school curriculum for all grades (CGS § 10-16b(a)). Physical activity is essential to establishing a healthy lifestyle. Teamwork and individual skill development are the focus of these classes.

**HOMEWORK**

See BOE Policy #6110R

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**Support Services**

**Pupil Personnel Services:** School counselors, school psychologists, speech pathologists and social workers act as a resource and support for all students, teachers, administrators and parents in dealing with the intellectual, emotional, physical, and social changes that occur during adolescence and which impact academic achievement.

**Special Education Services:** We offer a continuum of special educational services ranging from Least Restrictive Environment to self contained classrooms based on the individual needs of students as outlined in their IEPs.
Internet Acceptable Use Policy

Students and parents will be required to sign the Internet Acceptable Use Policy Form as indicated below when they begin school. Violations of this policy will be handled according to the discipline policy.

USER AGREEMENT 2022-2023 INTERNET ACCEPTABLE USE POLICY
THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

Student Users: I understand and will abide by this Internet Acceptable Use Policy. I further understand that violation of terms and conditions is contrary to acceptable use in the Torrington School District. I also understand that school staff may monitor my use of the Internet. Should I commit any violation, my individual access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken. The use of the network and equipment purchased by district is a privilege and not a right. Students and staff have no expectation of privacy in any material that is stored, transmitted or received via the District’s network or computers.

Note: If you are under the age of 18, a parent or guardian must also read and sign this agreement.

STUDENT NAME: ______________________________________________________

STUDENT SIGNATURE: __________________________________________________

SCHOOL: ___________________ Grade: ___________________ Date: ________________

Parent or Guardian: As the parent or guardian of this student, I have read the Torrington Internet Acceptable Use Policy as stated above. I understand that access to the Internet is designed for educational purposes and the Torrington School District has taken precautions to eliminate material that is inappropriate in school. I understand that the Torrington School District will, to the extent possible, control access to network news sources, chat groups, and electronic bulletin boards that are considered inappropriate. However, I also recognize that it is impossible for the Torrington School District to restrict access to all controversial materials. Accordingly, I will not hold the school district responsible for materials acquired on the network. I further understand that this student’s privileges may be restricted or suspended and school disciplinary action and/or appropriate legal action may be taken for failure to adhere to any provision of this policy. I hereby give my permission for my child to use the Internet in school.

PARENT OR GUARDIAN: ________________________________________________

SIGNATURE: __________________________________________________________ Date: ________________

Note: This form will be completed by all students and parents, if appropriate, in grades 4 through 12.
MISSED WORK DUE TO ABSENCE
Students who are absent can check their teachers’ google classroom to complete required work. Students can email teachers for clarification on assignments when necessary. Students who miss school due to family vacation will not receive assignments prior to the trip. Students should work with their teachers to determine a plan for submission of assignments. It must be noted that no amount of makeup work does not equal the quality of time of classroom instruction. Homework and classroom assignments will be provided for students who are serving out-of-school suspension.

GRADING
The grading system is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-98</td>
</tr>
<tr>
<td>A</td>
<td>97-94</td>
</tr>
<tr>
<td>A-</td>
<td>93-90</td>
</tr>
<tr>
<td>B+</td>
<td>89-88</td>
</tr>
<tr>
<td>B</td>
<td>87-84</td>
</tr>
<tr>
<td>B-</td>
<td>83-80</td>
</tr>
<tr>
<td>C+</td>
<td>79-78</td>
</tr>
<tr>
<td>C</td>
<td>77-74</td>
</tr>
<tr>
<td>C-</td>
<td>73-70</td>
</tr>
<tr>
<td>D+</td>
<td>69-68</td>
</tr>
<tr>
<td>D</td>
<td>67-65</td>
</tr>
<tr>
<td>F</td>
<td>below 65</td>
</tr>
</tbody>
</table>

INC = Incomplete
Incomplete grades at the end of each marking period must be made up within 10 school days. If you have any questions, please contact your child’s teacher.

HOMEWORK CENTER
The homework center will be available on late bus days (Tuesdays & Thursdays) for students wishing to work on assignments. The center will be staffed with an instructional assistant. All TMS behavioral rules must be observed.

LOST AND DAMAGED BOOKS
All textbooks are the property of Torrington Middle School. If a book is lost, destroyed or defaced, another book will be issued after the student has paid for the lost or destroyed book. All books must be returned prior to the end of the school year. Lost books must be paid for (new books at full cost, one year or older at replacement price).

MEDIA CENTER
The Media Center (Library) is equipped with print, non-print, digital and audio materials and equipment to serve the Torrington Middle School students. Materials are selected to support the curriculum, classroom instruction and to inspire students with a vast array of reading opportunities. The Media Center is open during regular school hours. Students are responsible for any materials signed out.

PARENT PORTAL
Parents and students are strongly encouraged to access the Parent Portal Site of Power School to monitor assignments, check on student progress, check quiz and test grades, homework completion, check attendance, check
academic progress, and communicate with teachers. Please contact your house secretary for help in setting up Power School Portal account.

PROGRESS REPORTS/REPORT CARDS
Progress reports and report cards are just a few of the many ways teachers provide feedback to students. It is helpful for students and parents to monitor student progress through the parent portal. Midway and the end of each trimester, progress reports and report cards are available online. Parents are encouraged to call teachers with concerns.

PROMOTION/RETENTION
Students have many supports throughout the year to be successful. WINN (What I Need Now) and extended day programs allow for reteaching and review of course concepts and skills. Promotion for students in grades six, seven, and eight is based on successful development and academic achievement for the year. Promotion requires adequate yearly progress in major subject areas. Factors considered in determining retention include ability, academic performance, effort, maturity, attendance and age. Retention recommendations are reviewed by a team of people, including teachers, school counselors, school social workers, and the school psychologist.

STUDENT RECORDS
Parents have a right to review their child’s records. If you wish to do so or have any questions regarding your child's records, please contact their Administrator.

USE OF PRIVATE TECHNOLOGICAL DEVICES BY STUDENTS:
Per BOE policy 5041, students may bring cell phones to school but must ensure that they are turned off or on silent mode and locked in a district issued cell phone pouch throughout the entire school day. Students will lock their cell phone pouches upon entry into the school building and unlock them at dismissal.
Attendance

Attendance is the key to success. It is essential that students come to school everyday. We welcome your students each day and look forward to seeing them reach their goals.

BOE Policy #5006: Student Attendance, Truancy and Chronic Absenteeism

6006 STUDENT ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM POLICY STATEMENT
Regular and punctual student attendance in school is e

Dress Code Policy

Students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, and religion. Clothing and personal appearance are ways that you communicate your identity, feelings, and thoughts to those around you. It is important to be critical thinkers and make decisions about your appearance that place you in the best possible light.

The purpose of the student dress code is to reinforce the district’s mission to ensure that all students will acquire the academic and social skills to enable them to function successfully as productive 21st Century citizens. Student attire should reflect an atmosphere of mutual respect to the learning environment. Students should not face unnecessary barriers to school attendance. Restrictions may be applied when student dress is unsafe or disruptive of the educational process. The serious nature of our school activities and pride in the reputation of our school require cleanliness and appropriate dress. Parents are asked to reinforce these expectations. What follows are the dress code expectations approved by the TMS community:

- Wear clothing that is free from promotion of or reference to drugs, alcohol, and tobacco, and free from violent signs, symbols or words that are obscene, lewd, vulgar, defamatory, or likely to incite.
- Wear clothing that does not reveal parts of the body that should remain covered and/or reveals your torso, or undergarments.
- Hoods or other head coverings that conceal the identity of individual students are not allowed, but head coverings for religious and other purposes are permitted inside and outside.

The school is responsible for ensuring that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.
Torrington Middle School Behavioral Expectations

PHILOSOPHY

Torrington Public Schools has a belief that strong academics are positively linked with appropriate learning behaviors while students are in school. The faculty also believes that school – home partnerships are critical for ensuring strong learning. Our philosophy is one that includes building community among students and all members of the school district and the development of strong interpersonal problem solving skills, which a student will carry through life. Our school-wide expectations of Respect, Responsibility, and Safety are demonstrated throughout the school. For students in our schools, the classroom is a smaller version of home and family. Students who violate the rights of others or who violate district or school rules shall be subject to disciplinary measures. The classroom teacher is the best person to handle school discipline, and in most cases the discipline is managed well at the classroom level. However, there are times when student behavior warrants administrative involvement. In each instance of an office referral, the school administration will determine the appropriate consequence.

GENERAL EXPECTATIONS FOR BEHAVIOR

At Torrington Middle School we value the core principles of respect, responsibility and safety. Students are taught expectations of these core principles throughout the school year. It is always expected that a student shall follow reasonable requests of teachers, administrators, and other district employees and shall respond to requests for information from these persons in a truthful manner.

Expectations are based upon:

| Respect: | Demonstrate the value of people, places, & things. |
| Responsibility: | Take control of your words and actions. |
| Safety: | Make healthy and informed choices. |
Infrctions

AGGRESSION: Aggression/Risk of Injury—any behavior aimed at causing harm or pain, psychological harm, or personal injury or physical distraction. An important aspect of aggressive behavior is the intention underlying the actor’s behavior. Aggression can be direct or indirect, active or passive, and physical or verbal which may lead to a risk of injury. A risk of injury is an unexpected or undesirable event, especially one resulting in damage or harm to an individual.

ASSAULT OR HAZING: Physical assault, striking without provocation or retaliation or requiring physical actions as part of an initiation to a club, team and/or group.

BULLYING (Board of Education Policy #6010): Any act by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate electronically the other student while on school grounds, at a school-sponsored activity or on a school bus which acts are committed more than once against any student during the school year.

CAFETERIA MISBEHAVIOR: Behavior that interferes with a civilized eating experience. Examples include but are not limited to: shouting, running, horseplay, failure to clean up after oneself, and throwing food.

CELL PHONE/PERSONAL TECHNOLOGICAL DEVICES: PER BOE policy 5041, privately owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff. Use of any such device for an improper purpose is prohibited. Failure to comply with policy will result in the following disciplinary action:
1) First Offense: The administrator or designee takes the cell phone and holds it until the end of the school day.
2) Second Offense: The administrator or designee takes the cell phone and contacts the parent/guardian to discuss the incident and to schedule the retrieval of the phone.
3) Third Offense: The student will receive a 1 day In-School Suspension (ISS) and the phone will be retrieved by the parent/guardian.
4) An accumulation of disciplinary infractions, including those related to cell phone misuse and defiance, may lead to suspension or possible expulsion if chronic non-compliance is evident.

CHEATING / PLAGIARISM: Quoting or paraphrasing work without proper citation. Submitting work as your own that was copied from or taken from another student/or source.

CLASS CUT: Unauthorized absence from class.

DEFIANCE OF AUTHORITY: Not following a reasonable request from an adult.

DISRUPTION OF THE EDUCATIONAL PROCESS: Behaving in a way that interrupts the learning environment for self and/or others.
DRUG/ALCOHOL (Board of Education Policy #6050):

Over-the-counter medication distribution/possession: Non-prescription medicines are not allowed in school except as noted in the medication policy.

Possession, consumption of or being under the influence of Controlled Substances, Prescription Drugs, and Alcohol on school grounds or at a school-sponsored event: A student shall not be in possession or under the influence of drugs or alcohol at any time during school, on school transportation or at any school-sponsored activity.

Possession of smoking or other tobacco use: Students may not possess or use tobacco products of any kind in school or at school-sponsored activities.

Sale, distribution, or intent to distribute Controlled Substances, either prescription or non-prescription drugs or alcohol: A student shall not sell, offer to sell or distribute.

FIGHTING: Mutual combat or physical interaction involving 2 or more participants.

FORGERY/IDENTITY THEFT: Signing someone else’s name to a document and/or pretending to be someone else.

GAMBLING/GAMING: Gambling or playing games of chance for money or anything of value.

HARASSMENT: Offensive physical, verbal or visual comments or actions which are racial, ethnic, sexual or religious in nature. The exposure of intimate parts of the body will not be tolerated at any time during the school day or during school sponsored activities.

HATE CRIME: Intimidation based on prejudice or bias when such person cruelly, and with specific intent to intimidate or harass another person because of the actual or perceived race, religion, ethnicity, disability, sexual orientation or gender identity or expression of such other person, does any of the following: causes physical contact with such other person; damages, destroys or defaces any real or personal property of such other person; threatens, by word or act, to cause physical harm to an individual or group.

INAPPROPRIATE BEHAVIOR: Language or behavior which is offensive, humiliating and/or hurtful, including comments that are verbal or written and offensive in nature regarding race, religion, ethnic background, sexual orientation, disability, or personal appearance.

LEAVING SCHOOL BUILDING/GROUNDS: Students should not be outside the school building/off school grounds or attempt to re-enter after unauthorized exit without permission.

LOITERING/ROAMING: Presence outside of assigned area without permission and /or without a pass.

REPORTING OR CONSPIRACY TO REPORT A FALSE ALARM OR BOMB THREAT: Calling in, leaving a written message or pulling a fire alarm.

TARDY TO CLASS/SCHOOL: Entering building or class after start time.
THEFT:
Possession of Stolen Goods: Possession of items without permission of owner.
Robbery: Taking property from another by force, threat, and/or aggression.

THREATENING: The stated or implied threat of bodily harm in verbal or written form or by gesture.

TRANSPORTATION:
Bus infraction: Referral by bus driver or Bus Company for inappropriate behavior on the bus.

TRUANCY: See Board of Education Policy #6210

MISUSE OF ELECTRONIC DEVICES, including but not limited to cell phones: See Board of Education Policy #6041

VANDALISM TO SCHOOL PROPERTY: Damage or defacement of school property.

VIOLATION OF ACCEPTABLE USE POLICY: Any violation to the Internet Acceptable Use policy found under Internet Use in this handbook.

WEAPONS/FIREWORKS: No student shall use or possess a weapon or fireworks on school property or at any school function.

Consequences

PROCESS:
In each instance of an office referral, an administrator or designee will determine the appropriate consequence. The administrator will reference the district created chart below for guidance regarding disciplinary actions. For students in our schools, the classroom is a smaller version of home and family. The classroom teacher is the primary person who structures routines and classroom management, which affects discipline. Students who violate the rights of others or who violate district or school rules shall be subject to disciplinary measures. The classroom teacher is the best person to handle school discipline, and in most cases the discipline is managed well at the classroom level. However, there are times when student behavior warrants administrative involvement. Office referrals for discipline are a last resort. Level 1 behaviors are defined as those that can be resolved by teacher intervention. Level 2 infractions are disruptive/offensive behaviors that are persistent and significantly impact classroom instruction and student learning. Level 3 infractions are those that pose a serious safety concern and Level 4 infractions are those that cause most serious safety concerns.
Expectations are Based Upon:

Tier 4
Most Serious Safety Concerns
Administrative Intervention
Mandatory expulsion hearings
- The process and criteria for expelling students from public schools is governed by state law (Connecticut General Statutes §10-239d)

Notes
- Behaviors that will result in disciplinary action included, but are not limited to, those listed in the shape.
- The school administration reserves the right to take disciplinary action it deems appropriate to the specific situation or necessary to maintain the safety and integrity of the learning environment.

Tier 3
Serious Safety Concerns
Administrative Intervention
May include Tier 1, 2, and / or consequences plus:
May result in
- Police referral
- Suspension / Expulsion
- Chronic Behavior from Tier 2

Tier 2
Disruption / Offensive Behavior
Administrative Intervention
May include Tier 1 consequences plus:
- Behavior Intervention Plan
- Confiscation of prohibited item(s)
- Functional Behavior Assessment
- ISS
- Loss of Privilege
- Lunch/After school detention
- Referral to SST Team

Notes
- Physical Aggression
- Refused Sancion
- Vandalism
- Chronic Behavior From Tier 1

Tier 1
Rules Violation
Teacher documents recurring violation and following attempts to remedy at the classroom level and complete the referral form and submits to the appropriate administrator.
May include:
- Behavior Contract
- Conference with student
- Conflict Resolution
- Loss of Privilege
- Parent / Teacher Conference
- Parent Contact
- Reflection
- Teacher Detention

Notes
- Acceptable Use Violation
- Cafeteria Behavior
- Disruption
- Dress Code Violation
- Noncompliance after dress code violation
- Physical Contact
- Public Display of Affection
- Tardy to school or class
RESTORATIVE PRACTICES:
Torrington Middle School staff will use restorative practices with students in order for students to repair harm done and give a voice to those that have been harmed.

REFLECTION ROOM:
The reflection room is utilized when students have engaged in problem behavior. Support staff will direct students to move through the restorative process to repair relationships. The students will reflect on their behaviors and take accountability for their actions, so they can avoid engaging in the same problem again. The student will make a plan on how to better respond in the future. Staff will also help the students implement the restorative plan and next steps, so that students can return to the classroom as quickly as possible.

DETENTION:
Detentions are of three types, teacher detention, lunch detention, and office detention.

Teachers may require students to meet with them after school to discuss classroom behavior and/or academic performance. One day’s notice of a detention assignment will be given.

If a student fails to report for detention, the teacher will attempt to contact his/her parents/guardians and then, based upon that outcome, the teacher will attempt to reschedule the detention and if unsuccessful will refer the student to the appropriate Administrator. If a student is referred to the Administrator for missing a teacher detention, he/she will be assigned an office detention. Teachers can hold after school detention on any school day Monday through Friday.

SUSPENSION (Board of Education Policy #6192):
The administrative staff of the school shall have the right to suspend any student for breach of conduct for not more than ten (10) consecutive school days.

By telephone, the Administrator or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension, and state the cause(s) leading to the suspension.

- Whether the telephone contact is made with the parent or guardian of such minor student, the Administrator or designee shall forward a letter to such parent or guardian to the last address reported on school records (or to a newer address if known by the Administrator or designee) within one school day of the suspension action where practicable, and offer the parents or guardian an opportunity for a conference to discuss the same.
- Notice of the original suspension shall be transmitted by the Administrator or designee to the superintendent of schools or designee.
- The student shall be allowed to complete any class work, including examinations, without penalty, missed while under suspension.
- The decision of the Administrator or designee with regard to disciplinary actions up to and including suspensions shall be final. In cases where the student has already been suspended or such suspension will result in the student being suspended, more than fifteen (15) times or fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing before the Board of Education. The Administrator or designee shall report the student to the Superintendent or designee and request a formal Board hearing.
DETERMINING IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION:

At TMS, our goal is to keep as many students as possible in school and in a positive learning environment. In accordance with Section 10-233c of the Connecticut General Statutes, the conduct of a pupil that leads to suspension by the school administration is due to the following:

- Violation of a publicized policy; or
- Disruption of the educational process; or
- Endangerment to persons or property.

When the conduct of the pupil occurs on school grounds or at a school-sponsored activity, then one or more of the above elements must be established for disciplinary action.

If the conduct occurs off school grounds, then both of the following elements are necessary to lead to disciplinary action:

- Violation of a publicized policy; and
- Disruption of the educational process.

Similarly, if the conduct of the pupil occurs while the pupil is awaiting or receiving Transportation to and from school, the following elements are required:

- Violation of publicized policy; or
- Endangerment to persons or property.

Suspensions shall be in-school suspensions unless during the hearing the school administrator determines that the pupil being suspended poses such a danger to persons or property or such a disruption of the educational process that the suspension should be out-of-school.

The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504) each contain a set of procedural protections to be applied when children with disabilities are subject to school disciplinary activity.

PRINCIPAL HEARING:

In cases of repeated disruptive or unacceptable behavior, the appropriate Administrator has the option of referring the offending student to disciplinary hearing. During the hearing, the Principal will meet with the student, parent/guardian and appropriate school personnel to review the academic and disciplinary record of the student involved. As a result of the hearing, the Principal will take appropriate disciplinary measures to possibly include restorative practices, disciplinary probation, in-school suspension, out-of-school suspension and/or referral to outside agencies (counseling, probation, police, etc.). It is understood that the Disciplinary Hearing process will be used in appropriate cases in an effort to avoid referral to the Superintendent of Schools for consideration for expulsion from school.

PROCEDURES GOVERNING EXPULSION:

School administrators may consider recommendation for expulsion of a student in a case where he/she has cause to believe the student has engaged in conduct on school grounds or at a school-sponsored activity which endangers persons or property, is seriously disruptive of the educational process or is in violation of a publicized Board policy.

School administrators must recommend expulsion proceedings in all cases against any student whom the administration reasonably believes:

- Was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon or firearm as defined in 18 USC 921 as amended from time to time; or
● Off school grounds, possessed and used a firearm as defined in 18 USC 921, IN VIOLATION OF Conn. Gen. Stat.
29-35, or possessed and used a firearm as defined in 18 USC 921, deadly weapon, a dangerous instrument or
a martial arts weapon in the commission of a crime; or
● Was engaged on or off school grounds in offering for sale or distribution of a controlled substance (as defined
in Conn. Gen. Stat. 21a240[9]), whose manufacturing, distribution, sale, prescription, dispensing,
transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal
penalties under Conn. Gen. Stat. 21a-227 and 21a-278.
● A "firearm" as defined in 18USC 921 means any weapon that will, is designed to, or may be readily converted
to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm
muffler or firearm silencer; any explosive, incendiary, or poison gas, including a bomb, a grenade, rocket
having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of
more than one-quarter ounce, a mine, or a similar device.
● "Deadly weapon" means any weapon, whether loaded or unloaded from which a shot may be discharged, or
a switchblade knife, gravity knife, bill, blackjack, bludgeon, or metal knuckles.
● "Dangerous instrument" means any instrument, article, or substance which, under the circumstances in
which it is used or attempted or threatened to be used, is capable of causing death or serious injury, and
includes a 'vehicle' as that term is defined in this section and includes a dog that has been commanded to
attack (except police dogs on duty).
● A "martial arts weapon" includes a nunchaku, kama, kasari-fundo, octagon sai, tonfa, or Chinese star.

Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion
recommendation. If the Superintendent, or his/her designee, determines that a student should or must be expelled,
he or she shall forward his/her recommendation to the Board of Education so that the Board of Education can
consider and act upon this recommendation. Notice of any suspension or expulsion and the conduct for which the
pupil was suspended or expelled must be included in the student’s cumulative educational record. Notice of
suspension is to be expunged upon high school graduation. Conn. Gen. Stat. 10-233c(e).

PROCEDURAL DUE PROCESS:
Due process will be provided according to the following procedures:

1. Detention assigned by an Administrator may not be appealed.
2. In cases where suspension is imposed, a student shall be entitled to:
   ● A formal meeting for discussion of charges and evidence with the Principal.
   ● An opportunity to deny charges, rebut evidence
   ● A right to appeal to the Principal. All appeals must be in writing, must specifically address the
     error/misinterpretation of the rules upon which the appeal is based, and must be submitted to the Office. A
     meeting with the Principal will then be scheduled. The decision of the Principal is final.
3. In the cases of expulsion by the Torrington Board of Education, students and their parents shall be provided a
   formal hearing prior to expulsion which guarantees the following:
   ● The right to testify and produce friendly or affirmative witnesses
   ● The right to demand that witnesses appear in person to answer questions

The Board may, however, refuse to allow a witness to testify if it is determined that the witness has been intimidated
and therefore would provide inaccurate testimony. In this case, a deposition of the testimony will be issued to the
student.
GRIEVANCE PROCEDURE TITLE VI, TITLE VII (CIVIL RIGHTS ACT, 1964); TITLE IX (EDUCATION AMENDMENTS, 1972); SECTION 504 (REHABILITATION ACT, 1973).

The Torrington Board of Education adopts the following grievance procedures in order to provide for prompt and equitable resolution of citizen, student, and employee complaints alleging any action, which is prohibited by Section 504, Title VI, VII, and IX.

- Any student, citizen, or employee will, in the case of an alleged violation, attempt resolution of the issue through the Administrator of the building in which the practice has allegedly occurred.
- If a person is not satisfied with the complaint response of the building Administrator, he/she may appeal the decision within ten calendar days, in writing. The appeal should be forwarded to the designated non-compliance officers. A review of the written complaint will take place within twenty calendar days.
- If the complainant is not willing to abide by the system-wide Non-Discrimination Compliance Officer’s recommendation, he/she may submit a written appeal for a hearing to the Board of Education within fifteen calendar days of receiving the decision.
- With at least ten calendar days’ notice given prior to the hearing, the Board of Education shall inform all parties involved of the date, the time and place of the hearing and of the right to present witness(s) and to legal counsel or other representation, if desired. The Board of Education shall hear all aspects of the appeal and shall reach a decision within thirty calendar days of the receipt of the written appeal. The decision shall be presented in writing to the complainant at its next regularly scheduled meeting. The Secretary of the Board of Education shall inform the parties of the Board’s action within five working days of the Board’s meeting.

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, or any other basis prohibited by state or federal law is prohibited, whether by student, Board employees or third parties subject to control of the Board. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressively extends to academic, nonacademic and extracurricular activities, including athletics, as well as the district website. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), gender identity or expression, or veteran status.

For the purposes of this policy, “gender identity or expression” means a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person’s core identity or not being asserted for an improper purpose.

For the purposes of this policy, “veteran” means any person honorably discharged from, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard.
Extra-Curricular Activities

PHILOSOPHY
The bulk of educational research demonstrates that participation in extra-curricular activities provides many benefits to our students. Participation in extra-curricular activities provides students an opportunity to create a positive and voluntary connection to their school, which can lead to an increase in academic achievement, a reduction in disciplinary issues while at school, and an increase in graduation rates. In addition, students learn lessons in leadership, teamwork, organization, analytical thinking, problem solving, and time management through working with others on various projects and activities.

There are many clubs and activities available at TMS that will allow students to explore interests outside of academics, and students are encouraged to take advantage of these offerings.

CLUBS AND GROUPS
Many clubs and activities advised by faculty members meet periodically after school or during study hall period. Announcements concerning these upcoming clubs and activities are made during morning announcements and scroll on the TV announcements. These announcements keep the students informed about the time, location, and specific details of clubs and other extracurricular activities offered at our school.

Among the clubs and activities that may be offered are:

- Art Club
- Drama Club
- Jazz Band
- TMS News Team
- Ski/Snowboard Club
- Debate Team
- Student Council
- Yearbook

ATHLETICS
Athletics offer an opportunity for students to practice the school’s expectations of Respect, Responsibility and Safety in a setting other than school. Our school teams, called the “Vikings” compete with neighboring schools as part of our sports program. To try out and be selected as a member of a sports team, students should have a passing grade, D or higher, in all subjects for the previous marking period to tryout, i.e. anyone trying out for a winter sports should be passing all subjects in the first marking period and anyone trying out for a spring sports should be passing in the second or third marking period as reflected in the tryout date. Fall athletes need to have been successfully promoted to their next grade.

In order to try out, all students need to provide the coach with the following documents prior to tryouts:

- a signed sports physical form performed within the last 13 months,
- signed permission slip

Students must report to the designated tryout area at the time of tryouts to be considered for the sport.

In order to remain eligible for the entire season, students must be passing all subjects at the time of progress reports. At TMS, the term “student athlete” first emphasizes academics. Coaches and teachers reserve the right to limit athletes’ participation throughout the season as academic needs dictate. If a student misses a practice or game
because of detention or suspension the coach of the team has the authority to place the student on suspension or probation.

Programs that *may* be offered:

<table>
<thead>
<tr>
<th>Interscholastic</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>Basketball</td>
<td>Softball</td>
<td></td>
</tr>
<tr>
<td>Volleyball (Girls)</td>
<td>(Boys/Girls) Dance Team</td>
<td>Baseball</td>
<td></td>
</tr>
<tr>
<td>Soccer (Boys/Girls)</td>
<td></td>
<td>Track</td>
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</table>

Torrington Middle School has a proud tradition of hospitality and good sportsmanship. All athletes, students, and spectators are expected to conduct themselves in a manner that reflects positively on our school and community.

**NATIONAL JUNIOR HONOR SOCIETY**

Membership in the National Junior Honor Society (NJHS) signifies commitment to the values of scholarship, service, leadership, character, and citizenship. These five pillars have been associated with membership in this organization since its inception in 1929. NJHS chapters are found in all 50 states, US Territories, and around the world. Chapter membership not only recognizes students for their accomplishments in all of these areas, but challenges them to develop further through involvement in school activities and community service.

Students who have a cumulative GPA of 92% or higher from the time they enter Torrington Middle School through the first trimester of their 7th grade year, will be invited to apply to become a member of the National Junior Honor Society. Students who apply will be required to submit teacher recommendations, explain how they have demonstrated a commitment to leadership, service and citizenship within their community, and provide other general information. Their application packet will be reviewed by the National Honor Society Faculty Board Members. Those students who meet all the criteria, will be inducted into NJHS in the fall of their 7th grade year.

To maintain member status, students will need to complete a number of volunteer service hours, continue to maintain their excellent academic standing, and strive to be a role model in relation to leadership, service, character, and citizenship for the remainder of their time at Torrington Middle School.

**STUDENT COUNCIL**

The Student Council seeks students who believe in making a positive difference and are willing to put their beliefs into action. The Student Council sponsors several events throughout the school year for the greater good of Torrington Middle School and our local community.
School Counseling

COUNSELORS AND SPECIALISTS
The School Counseling Department’s primary goal is to assist students in gaining an understanding of themselves so that they may make informed decisions regarding their present and future directions.

The School Counseling Department is comprised of counselors, social workers, and office support personnel. Referred students will also have access to the Behavior Health Specialist through Center for Youth and Families (CYF).

FUNCTIONS AND SERVICES
All students of Torrington Middle School and their parents/guardians are encouraged to utilize the school’s Pupil Personnel Services through an appointment to see their school counselor or social worker. Study halls may be used for these individual sessions. Parents are encouraged to call for an appointment so that time can be set aside for their needs.

Services provided:

<table>
<thead>
<tr>
<th>Academic</th>
<th>Personal/Social</th>
<th>Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Counseling</td>
<td>• Personal Counseling</td>
<td>• Student Success Planning</td>
</tr>
<tr>
<td>• Scheduling</td>
<td>• Mental Health First Aid</td>
<td>• Career Exploration</td>
</tr>
<tr>
<td>• Study Skills Training</td>
<td>• Suicide Prevention</td>
<td>• Post-Secondary Exploration</td>
</tr>
<tr>
<td>• Student Success Team</td>
<td>• Problem Solving</td>
<td>• Long Term Goal Setting</td>
</tr>
<tr>
<td>• Attendance Support</td>
<td>• Goal Setting</td>
<td>• Soft Skills Training</td>
</tr>
<tr>
<td>• Community Tutoring Referrals</td>
<td>• Behavioral Contracts</td>
<td></td>
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<tr>
<td></td>
<td>• Advocacy</td>
<td></td>
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<td></td>
<td>• Agency Referrals</td>
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</tbody>
</table>

Modes of service:
• Individual student meetings (planned or responsive)
• Group Meetings/Sessions
• Comprehensive Classroom Lessons
• Informational Sessions
• Collaboration within and outside school

Confidentiality is an important part of all professional relationships. It is essential to know, however, that by law or by sound ethical practices, there are situations whereby a counselor is required to disclose information that affects student safety or the safety of others. To avoid any misunderstanding between the student and counselor, it is best for the student to clarify any issue that is expected to be held in confidence.
Health Services

The major purpose of the school health program is to maintain, improve and promote the health of the school child. The program should include appropriate supervision of the physical, mental, emotional and social aspects of school life. The goal of good health is primarily the parents’ responsibility. The school nurses work with parents to promote the health of their child so that the child may fully benefit from their educational program. It is important that parents notify the nurse of any medical problem that may influence the students; performance at school or that may require the assistance of the nurse during the school day.

State of Connecticut Mandatory School Physicals and Immunizations (Public Act 91-327) Strictly Enforced

SCREENINGS
In compliance with the Connecticut General Statutes, Public act 80-440, the Torrington Board of Education will provide screenings for your children. Please be advised that screenings do not take the place of periodic medical evaluations. Screenings using procedures recommended by the State Board of Health and Education are:

1. Vision – Grade K-6 inclusive; Grade 9
2. Hearing – Grade K-3 inclusive; Grade 5 and 8
3. Postural - Grade 6* - 9 inclusive; * Postural screening is done as a part of the mandated Health Assessment in Grade 6
4. Head Lice – Periodic checks as necessary.

MEDICATIONS
With each new school year, it is important to review the policy for the administration of medicine in schools, as set forth by the State of Connecticut. Therefore, it is very important that you read the following information:

1. Medication should be given at home if at all possible. Most medications, including antibiotics, can be spread out over a 24 hour period.
2. A required medical form must be completed. This includes a written order from a physician or dentist and a written authorization from a parent or guardian.
3. All medications must be delivered to school by a parent or other responsible adult and given directly to the school nurse or in her absence, the Administrator.
4. No more than 45 school days supply of a medication shall be delivered to school. Those parents who purchase medication in bulk supplies must advise their suppliers (Pharmacies) to package medication in the 45 day increments for use in the school.
5. All of the above applies to non-prescription medication (i.e., Benadryl or Tylenol) as well. Non-prescription medication must be delivered in a sealed container.
6. All prescription medication must be delivered in the original container and labeled with: name of child, name of drug, strength, dosage, frequency, physician or dentist’s name

ILLNESS/INJURY
The primary responsibility of the school nurse is to treat illness and injury that occurs at school. It is important that the parents notify the nurse of any serious injury or illness that would influence a student’s performance at school or that could require the assistance of the nurse during the school day.

Please contact the school nurse at 496-4050 ext. 1143 in regard to any health problems or concerns. It is the purpose of the Torrington Public School health department to support a student’s academic potential through good physical and mental health habits.
EMERGENCY CONTACT INFORMATION
We urge parents to notify the school, through the nurse, of any information regarding health, illnesses, injuries or medical conditions as well as changes to contact information. This information will be handled discreetly, but ensures that we are aware of and understand the special needs of our students.

HEALTH OCCURRENCES
By medically evaluating each student who comes into the health office, i.e., examining the student’s temperature, ears, blood pressure, or listening to the lungs, if necessary, for congestion along with a health interview, the school nurse can better assess whether a student should remain or be dismissed from school. A parent or authorized emergency contact is always contacted by the nurse before dismissal.

ABSENCE FROM SCHOOL
In the event of significant illness or injury, a physician’s note is required for an extended absence of more than five (5) days. Following surgery, traumatic injury or a contagious illness, a physician’s note is required to return to school. We urge parents to notify the school nurse of any significant illness or injury prior to the student's return to school. This will allow the nurse to arrange any necessary accommodations for the student. MOBILE CRISIS (211)—In the event of a student in need of mobile crisis intervention, a written note from a medical professional is required prior to the return to school.

FOOD ALLERGIES
The Torrington School District recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, the Torrington School District maintains a procedure for addressing life threatening allergic reactions and maintains an Emergency Action Plan for any student whose parent/guardian and physicians have informed the school in writing that the student has a potentially life threatening allergy. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Please contact the school nurse at 496-4050 ext. 1143 in regard to any health problems or concerns.
Procedures

EMERGENCY PLANS & DRILLS
TMS has established procedural guidelines (i.e. evacuation and lockdown) in the event of an emergency. Crisis Response Drills and Fire Drills are scheduled throughout the school year. Evacuations, secure school, shelter in place, and lockdown drills are held at regular intervals. Students must follow emergency protocols and/or adult in charge.

FILM POLICY
Films deemed pertinent to the enhancement of a particular skill or lesson plan by individual teachers with no rating or with a rating other than G or PG require written parental notification. If a parent or guardian disapproves of a student's participation in the classroom viewing of a film rated other than G or PG an alternate learning experience will be assigned.

BACKPACKS
The school Administrator or his designee has the right to inspect any backpack without student permission. The school is not responsible for lost or stolen items. Never leave money or valuables in your backpack.

LUNCH - All students will be provided breakfast and lunch at no cost.
Our dining room is clean and well kept. Courtesy, cleanliness and good manners are expected from all students at all times. When in the cafeteria students must follow staff directions and the posted cafeteria rules.
Cafeteria Manager - Ms. Suzanne Colwell, Ext. 1137

TELEPHONES
Office and classroom telephones are NOT for general student use. Phone messages for students will be accepted in extenuating circumstances.

VISITING STUDENTS
Visiting students are not permitted during the school day.
Student Services

REFERRAL PROCEDURES FOR STUDENTS POSSIBLY NEEDING SPECIAL EDUCATION SERVICES

All students who may need special education services must go through the Response-To-Intervention (RTI) process. This process ensures that each student has a variety of modifications or accommodations. The RTI team monitors these interventions for several months to determine if a special education referral is needed. If you have any questions about the process, you may contact your child’s counselor.

PROGRAMS FOR STUDENTS WITH SPECIAL EDUCATION NEEDS
The Special Education department provides services for students with a broad spectrum of skills. Programming is based upon students’ needs with parents playing a critical role in the planning process.

PROCEDURAL SAFEGUARDS IN SPECIAL EDUCATION
The parent of a child who requires or may require special education and related services is guaranteed procedural safeguards in accordance with the federal law entitled “Individuals with Disabilities Education Act” (formerly titled “Education of the Handicapped Act”) and with the state laws and regulations concerning children requiring special education.

HOMEBOUND INSTRUCTION
Homebound/hospitalization instruction will be provided in all instances when the district receives a written statement from a physician that the student cannot attend school for medical reasons, the length of the student’s absence from school and the anticipated date of return to school. Homebound/hospitalized instruction is to begin no later than 10 school days after the first date of the student’s absence from school, however there will be a delay in providing instruction if receipt of the written statement from the physician is delayed.

SPEECH
Students who require corrective speech services receive help as prescribed by special services.
PTO

All parents and teachers are encouraged to become members of the Torrington Middle School P.T.O. This organization will sponsor many events that will enrich your child's experience as well as speakers to enhance your knowledge. School administrators and teachers want and encourage parent involvement.

Use of school funds through PTO will follow the school activity funds policy (#3050) and located in the back of the handbook.

Meetings will be held each month from September through June. Elected offices are President, Vice President, Treasurer and Secretary. P.T.O. will provide a list of officers at the beginning of each school year which will be posted in the Main Office. Please refer to the TMS PTO website for periodic updates.

School Functions

Field Trips & Other School Functions

Teachers may schedule field trips to enhance student learning. When students go on trips, they represent our school.

All TMS rules apply to all school activities. We are proud of the numerous compliments our students have received on their behavior and good manners. When students go on trips they are expected to dress appropriately. When teams or grades are going on a trip, students who do not participate are legally required to be in school. These students will be assigned an alternate schedule for the day.

In order to ensure that students earn the privilege of attending field trips, Torrington Middle School clubs, intramural sports, extracurricular activities, dances, and after school functions through good behavior, students are asked to read and adhere to all directions given by teachers and by the school.

TMS Students Only – No Guests!

*Students must be picked up promptly at the end of an after-hour’s school activity.*
Transportation

**BUSES**
Riding the school bus is an extension of school-based activity. As a result, behavior on the bus is a student responsibility, and school behavior policies apply to buses. Conduct on buses which interferes with the safety and comfort of others and/or distracts bus drivers will not be tolerated. Students may lose bus transportation for a period of time for violating bus safety rules. We expect all students to respect the bus driver as well as the bus driver’s authority. This respect extends to demeanor toward the bus driver. Students also need to be respectful of each other. It is important to note that appropriate behavior extends to the bus stop. Waiting for the bus is a school activity and therefore subject to all school rules and expectations of behavior. Eligible students are required to ride their assigned bus. If a long-term alternate bussing arrangement is needed, an **Alternate Bussing Form must** be completed and submitted to the Administrator for approval.

Students are encouraged to ride their regularly scheduled bus; however, if needed, may ride an alternate bus home providing the parent/guardian sends a written note or an email by 11:00. The note must specify the name of the person the child is going home with and the bus number they need to ride. Written notes should be brought to the main office by the student prior to the end of block 1. Emails should be sent to Amber Gurtowsky at agurtowsky@torrington.org AND Traci Belcher at tbelcher@torrington.org. Students will not be allowed to ride an alternate bus if the parent/guardian does not contact Ms. Gurtowsky in writing by 11:00 am.

**Students will be required to sit in assigned seats by grade level on the bus:**
Grade 6 – Front; Grade 7 – Middle; Grade 8 – Rear

As at TMS, students are expected to show RESPECT, RESPONSIBILITY and SAFETY on the bus.

**Bus Rules:**

| Respect                | ● Value other’s space & property  
|                       | ● Display common courtesy to riders & drivers  
|                       | ● Use positive language and actions  |
| Responsibility        | ● Get to your bus on time  
|                       | ● Leave no trace  
|                       | ● Help a peer in need  |
| Safety                | ● Report any unsafe behavior to an adult  
|                       | ● Obey procedures and follow adult directions  
|                       | ● Remain in your seat for the entire trip  |

Consequences for violation of the bus rules may result in the loss of bus riding privileges (CT General Statutes 10-233c).

*It is the responsibility of parents/guardians to provide transportation to and from school for students who have lost their bus riding privileges.*
Torrington Public Schools Board Policies

Available on the Torrington Public Schools website: www.torrington.org