

Griswold Middle School

Established 1963



Student Handbook

2011-2012

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This planner belongs to: _____ Homeroom: _____

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HUMAN RIGHTS

All the people who enter this building shall be entitled to the basic human rights listed below. These rights should apply to all persons, students and staff, throughout the entire school day.

- The right to develop one’s own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from peers.
- Freedom from physical abuse and from mental abuse such as name calling, intimidation, or harassment.
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, or other individual differences.
- Freedom from being harassed in the classroom, the right to being treated respectfully.
- The right to an education which means that teachers should be free to teach and students free to learn without being interrupted by inconsiderate or unruly students.
- The right to have personal and school property respected is a part of human rights. Our school community should be a safe place for property as well as people.

August 2011

Dear Student:

The Griswold Middle School Staff welcomes you this year!! We are looking forward to providing you with the necessary support to complete a successful school year. Your handbook will inform you about important school rules, policies and opportunities as well as provide you with several organizational tools.

At GMS, we feel strongly that you are old enough to take responsibility for recording and completing all of your homework in the **assignment section** of your plan book. In addition, your new plan book contains information on a variety of topics including tips for developing better study habits, quick reference charts for math and language arts and calendars. Your plan book is an important tool for you to use throughout the school year. Your teachers, in partnership with your parents, will assist you in becoming a more organized and responsible GMS citizen.

Dear Parents / Guardians:

The parents and staff of GMS share a common goal in helping your child succeed in school. In order to accomplish this goal, it is imperative that we communicate and work together to ensure that your child attends school daily, comes to school on time, is an active participant in class, completes all class and homework assignments, and behaves appropriately. This plan book is one vehicle to achieve this mutual goal. We ask that you review this plan book with your child at the beginning of the school year, and periodically throughout the year. This is a tool to organize important information for both you and your child. We encourage you to support us and your child in this endeavor. Thank you!

Sincerely,

Richard Watson

Principal

Please sign and detach this form and return to your child's homeroom teacher by September 9th. This form will be kept on file by your child's team leader.

My child, _____ and I have reviewed the student plan book for the 2011-2012 school year.

Parent/Guardian Signature _____ Student Signature _____

Parent/Guardian e-mail address _____

ABSENCES: ATTENDANCE REGULATIONS

A pattern of excellent attendance is one of the best indicators for success in school and in later years. In the event of a serious illness/injury or a family emergency an absence may occasionally be necessary. If you will be absent on a given day, your parent/guardian should call the school by 9:00 a.m. (258-7741(main office) or 258-7745, (Nurse's direct line). An answering machine (258-7741) is available from 4:00 p.m. through 7:00 a.m. to record messages concerning your absence. If a phone call reporting absence is not received by 9:00 a.m., parents will be called at home or work to ascertain the student's safety. Upon your return to school you should bring a signed note from your parent or guardian explaining your absence and including the date of your absence. You may not participate in extracurricular or evening activities on days on which you are absent unless permission is granted by administration.

The Board of Education discourages, and would prohibit if it could, the departure of students for any reason while school is in session. In those situations where there is no alternative, you are allowed one school day for each day you are absent to make up work. Schoolwork is not provided in advance of an absence. Parents or guardians should write a note to the principal alerting the school to this absence prior to missing school. In keeping with the Board of Education Policy 5113: "Students enrolled in the public schools of Rocky Hill attend classes regularly and all absences from such classes shall be considered unacceptable, except for:

1. Personal illness
2. Death in family
3. Religious holidays requiring absence
4. Medical or dental treatment where emergencies exist
5. Other conditions, only when approved by the school administration, when attendance at school would not be possible or appropriate."

Students, who are deemed by administration to be chronically tardy/absent, unexcused, may lose their eligibility to participate in extracurricular activities and class trips.

Tardiness to school - Homeroom begins at 7:47 a.m. During the school year, homerooms will be only 5 minutes long. Students who arrive to school after 7:47 a.m. must adhere to the following procedures:

- Tardy students must report to the office for a late pass and have his/her name logged in.
- After three unexcused tardies: Students will serve a lunch detention for every day they are tardy, unexcused.
- Students, who are continually tardy, unexcused, may be required to make up missed time after school.

Excused Tardy - Students who are tardy to school will be considered excused only if:

- The student's parent/guardian comes into the school and signs the student in. Phone calls or notes will not be accepted unless they provide specific reasons for the tardiness.
- Excessive tardiness due to medical appointments may require a note from a doctor.
- Students will not be excused for reasons such as waking up late, waiting in line in the parking lot, or being delayed at their locker.

Parents who choose to drive their children to school are responsible for insuring that the student arrives to school on time. Parents will be notified near the end of each quarter if students are excessively tardy.

-Tardiness to class - Students are allowed three minutes to pass between classes. Class begins immediately after the bell. If you are late to class, the teacher will take appropriate action. If you are detained by the office or another staff

member, the student should be given a pass. Repeat offenders will be referred to the office for further consequences.

-Dismissal request - Students who become ill and who normally walk home from school may walk home early, if we have prior written approval from the parent. Similar requirements are also in effect for bus students who wish to walk home. Bus students will not be allowed to walk home at any time unless we have prior written approval. If for some reason a student must leave early, a parent or designated person must come to the office and sign the student out. A special form is available for parents to sign if they wish to authorize their child to either walk home or receive a ride from someone. Students will not be dismissed by a telephone request.

ACADEMIC HONESTY:

It is important to approach all your schoolwork honestly. Cheating on homework and/or tests is forbidden. Cheating occurs when one student possesses, uses, or copies information with the clear intention of presenting it as his or her own original and independent work, or uses it to gain an unfair advantage in a testing situation. Students who cheat will receive appropriate disciplinary action. In addition, forgery and plagiarism are considered academic dishonesty. Moreover, students who allow others to copy their work will receive disciplinary consequences as well.

- a. Forgery - presenting another person's signature and/or other written communication as though it were authentic.
- b. Plagiarism - copying another person's work and presenting it as your own.

Cheating, plagiarism and forgery offenses result in zero grade assignment and the assignment of detention or suspension. Cheating will also result in lost honor roll eligibility for repeat offenses.

ACADEMIC RESTRICTION:

Students are placed on academic restriction for each marking period in which they receive a grade below 60. Restricted students are not allowed to participate in, or attend any extracurricular activities (i.e. dances, performances, clubs, student advisory, athletics, etc.). If you are restricted you will be allowed to use the library and the computers to work on assignments, projects or to read.

ACHIEVEMENTS/AWARDS:

Throughout the year students are given the opportunity to receive awards and recognition for volunteer activities, presentations, and academics, the arts and/or athletics. At the end of the year each grade level and team will conduct award presentations. In addition, the following awards are given to the eighth graders:

CT ASSOCIATION OF SCHOOLS SCHOLAR LEADER AWARD

This prestigious award is given to one eighth grade boy girl in each middle school in CT who has distinguished his/herself in terms of outstanding scholarship and leadership in school and community. An 87 or higher cumulative scholastic average for four quarters of grade 7 and three quarters of grade 8 are required to be eligible. In addition to the academic requirements, students must demonstrate dependability and leadership to be considered.

CT ASSOCIATION OF SCHOOLS STUDENT LEADER AWARD

This recognition honors those students in our school who, while they might not meet the fairly rigorous standard of the Scholar Leader Award, have been identified as leaders in their school and have contributed much to the spirit of Griswold Middle School.

CT ASSOCIATION OF PUBLIC SCHOOL SUPERINTENDENT'S AWARD

This award gives superintendents an opportunity to recognize all around good school citizens. It is awarded to one boy and one girl in the fall.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

This award, established by the US Department of Education, recognizes and honors outstanding educational achievement. To be eligible students must: 1) Earn an average of 90 or above for 4 quarters of the 7th grade and the first 3 quarters of the 8th grade and 2) Achieve goal or higher in math or reading as demonstrated on the CT Mastery Test.

PRESIDENT'S AWARD FOR EDUCATIONAL IMPROVEMENT

This award recognizes students who show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects, but do not meet the criteria for the President's Award for Educational Excellence.

SUBJECT SPECIFIC AWARDS

These awards are given to the top students in each subject area and in each team.

PRINCIPAL'S BLUE RIBBON AWARD

This award is given to a student or students who display exemplary acts of respect, responsibility, and caring.

Awards assemblies are held each year in June to recognize student effort and achievement in all areas of school life. In addition, teachers present each team with awards at the end of the year. A special celebration will be planned for eighth graders. Sixth and seventh graders are also recognized for academic achievement at an awards assembly in June.

ACTIVITIES:

Participation and attendance - An involved student is a satisfied, productive student. You are encouraged to participate in extracurricular activities. In addition to your academic work, these activities are fun and help you to be an active member of your school.

There are clubs that you can join which may appeal to a variety of your interests. They are scheduled for your enjoyment and enrichment. When you join any club, you should show your support and your interest by regular attendance. While being involved in clubs is an important part of your overall education, be careful not to get involved in so many activities that you can't get to them all. Also, overbooking yourself may have a negative effect on your school work. Some of the clubs offered are Drama Club, Dance Team, Ski Club, Student Newspaper, Yearbook, Young Educators Society, and Leo's Club.

ARRIVAL AND DEPARTURE:

Board policy states that students are not permitted on school grounds prior to the arrival of school buses, which is generally 15 minutes before school (7:30 a.m.). On most days, students wait outside under the canopy until 7:35. On days when the temperature and/or wind chill are unreasonably cold, students will be allowed to enter school at 7:30 a.m. and go to their pod until homeroom begins. You may not leave school grounds once you arrive in the morning.

You will leave school immediately after the dismissal announcements unless you are participating in an after school activity or are serving a detention. If you are participating in an activity or are detained, go directly to the appropriate room. Once you leave school, you may not return for an after school activity unless you obtain permission from the office prior to dismissal. Students are not allowed to loiter on school grounds after dismissal. In addition, students are not allowed on high school or elementary school grounds after school.

ASSEMBLIES:

Attending assemblies provides you with extraordinary learning experiences. Courteous behavior, of course, is expected at all assemblies and is a requirement for participation in assemblies.

ATHLETICS:

In keeping with the best interests of the health and safety of the students involved in athletic activities and in accordance with the policies of the Rocky Hill Board of Education, a student must have proof of a current physical examination, written parental/guardian permission and a completed sports candidate health questionnaire card prior to trying out for, practicing or participating on an interscholastic team.

PHYSICAL EXAM REQUIREMENTS

Students participating in interscholastic athletics and cheerleading at Griswold Middle School are required to have a pre-participation physical exam performed by the athlete’s private physician. **This physical will be valid for one year, and must include the ENTIRE season for the sport in which the student will participate.** Pre-participation physical exam forms are available in the main office and nurse’s office. All questions regarding physicals should be directed to the school nurse.

PARENTAL PERMISSION AND INTERSCHOLASTIC SPORTS EMERGENCY FORM

Students who try out for an interscholastic athletic or cheerleading team must have read the GMS Athletic Handbook and returned an interscholastic informed consent form filled out and signed by a parent or guardian and the prospective athlete as well as a completed interscholastic emergency form - prior to trying out. The emergency form provides us with accurate information in the event of an injury. Informed consent forms and interscholastic emergency forms are available in the main office and nurse’s office.

Insurance - Athletes are covered by the school insurance only during the time they are engaged in a sport, but not during other times of the day or school year. The school insurance is a secondary policy which will assist in payment for an injury sustained during practice or a game. Such payments are at the discretion of the insurance carrier and are paid for costs not covered under the family's primary insurer.

Athletic Activities: Open only to students in grades 7 and 8

The athletic programs are held throughout the school year and usually consist of:

Cross Country (co-ed)	(September - October)
Soccer (boys and girls)	(September - October)
Basketball (boys and girls)	(November - January)
Cheerleading	(November - January)
Unified Sports (Basketball)	(November – January)
Unified Sports (Volleyball)	(February - March)
Volleyball (co-ed)	(February – March)
Baseball (boys)	(March - June)
Softball (girls)	(March - June)
Track and Field (co-ed)	(March – June)

Due to budget constraints, athletic programs are not a guaranteed school activity.

In addition to the above interscholastic sports, an extensive intramural program is provided at GMS. All students who are interested may participate in intramurals. At different times throughout the year student athletes are challenged to play faculty members.

Backpacks and book bags are to be used to and from school only. During the school day they are to be kept in your locker until dismissal or directed by a staff member to do otherwise. Any student needing the use of a backpack during the day for medical reasons must receive permission and an approval badge from the nurse. In order for back backs to fit into the school lockers, they should be no larger than the following dimensions: 10.5 X 12 X 34 inches.

BICYCLES:

You may ride your bicycle to school if you follow these rules: Do not ride your bicycle on school grounds (walk the bicycle in from Bailey Rd.). Lock your bicycle in the rack provided. The school cannot be responsible for lost or stolen bicycles. In addition, the same rule applies to skateboards and roller blades. However, skateboards and roller blades must be stored in your locker.

BINDERS:

In order to help with organization and study skills, each student at Griswold is required to have the following:

1. A 3-ring loose leaf binder (2-3 inches wide)
2. White-lined paper (avoid college lined)
3. Subject dividers (at least 10)
4. A plastic pouch that fits into the binder
5. Two pens (black or blue ink), two pencils with erasers and a ruler in the pouch

Samples of these binders have been shown to you. Binders are available for preview in the school office and are sold in the school store.

BULLYING AND HARASSMENT:

The problem of bullying has come to the forefront as a real problem in schools today. Students who are bullied may become fearful about attending school; they may suffer humiliation or unnecessary anxiety. Their self-esteem may suffer, and they may even become angry enough to lash out at others.

Bullying takes many forms. Students may be made fun of, isolated from friends, verbally or physically abused, or just made to feel inferior. Students who are bullied or harassed often will not report it to school authorities. Should you be the victim of bullying or harassment, you should immediately report it to a teacher or administrator. We will do whatever we can to keep your report confidential and help to resolve the problem. We at Griswold Middle School take this problem seriously. We will continue to work with students to reduce the incidents of harassment and bullying. **Consequences for bullying will be severe, including the possibility of internal or external suspension.**

BOARD POLICY: BULLYING BEHAVIOR IN THE SCHOOLS

In accordance with state law, it is the policy of the Board of Education that any form of bullying behavior, whether in the classroom, on school property, on a school bus, or at school-sponsored events, is expressly forbidden. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations in furtherance of this policy. As provided by statute, such regulations shall: **(1)** enable students to anonymously report acts of bullying to teachers and school administrators and require that students to be notified annually of the process by which they may make such anonymous reports, **(2)** enable the parents or guardians of students to file written reports of suspected bullying, **(3)** require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing, **(4)** require school administrators to investigate any written reports and to review any anonymous reports (except that no disciplinary action shall be taken solely on the basis of an anonymous report), **(5)** include a prevention and intervention strategy, as defined by this policy, for school staff to deal with bullying, **(6)** provide for the inclusion of

language in student codes of conduct concerning bullying, **(7)** require school administrators of each school to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and to invite them to attend at least one meeting, **(8)** require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and within available appropriations, report such number annually to the Department of Education, in such manner as prescribed by the Commissioner of Education, **(9)** direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and **(10)** identify the appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint. The notification required pursuant to subdivision "(7)" shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations. For purposes of this policy, **"Bullying"** shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year. For purposes of this policy, **"School-Sponsored Activity"** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education. For the purposes of this policy,

"Prevention and Intervention Strategy" may include, but shall not be limited to, **(1)** implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education; **(2)** a school survey to determine the prevalence of bullying; **(3)** establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy; **(4)** school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts; **(5)** adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur; **(6)** inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school; **(7)** individual interventions with the bully, parents and school staff, and interventions with the bullied child, parents and school staff; **(8)** school-wide training related to safe school climate; and **(9)** promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions. Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's policies on student discipline, suspension and expulsion. Effective July 1, 2009, this policy and the applicable regulations shall be included in the school district's publication of the rules, procedures, and standards of conduct for schools and in all student handbooks.

ADMINISTRATIVE REGULATIONS CONCERNING BULLYING BEHAVIOR IN THE SCHOOLS

The following sets forth the procedures to implement the Board Policy concerning the prohibition against bullying. Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school, in accordance with the Board's Student Discipline policy. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or staff. It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will subject the perpetrator to disciplinary action in accordance with the Board's policies on student discipline, suspension and expulsion.

I. DEFINITION: In accordance with Board policy, “bullying” means any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year. In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying under state law and Board policy, however, does not restrict the right of the Administration and of the Board of Education to impose appropriate disciplinary consequences for student misconduct.

- **Location.** Bullying behavior in violation of Board policy must occur on school grounds, at a school-sponsored activity, or on a school bus. Conduct that occurs off-campus (e.g. harassment over the Internet, physical intimidation in the community) is not bullying under the Board’s Policy and this Regulation. While not considered bullying under Board policy, conduct that would otherwise be considered bullying occurring off-campus (and outside of any school-sponsored activity) may subject the perpetrator to disciplinary action. Discipline for such conduct may be imposed if such conduct violates a publicized policy of the Board and is seriously disruptive of the educational process. Unless such conduct triggers a mandatory expulsion under Conn. Gen. Stat. § 10-233d (a), however, school officials are authorized to impose discipline for such off-campus conduct only if such conduct markedly interrupts or severely impedes the day-to-day operation of the school.
- **Misconduct Committed More Than Once.** Bullying behavior in violation of Board policy must be “committed more than once against any student during the school year.” An isolated incident, however egregious, is not “bullying” under state law and Board policy. Similarly, numerous acts of misconduct against different students do not constitute “bullying” under state law and Board policy. Conversely, where there are multiple incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual, during the school year, the responsible administrator shall develop a case-specific intervention to address such repeated incidents of bullying, which may include both counseling and discipline.
- **Ridicule, harassment, humiliation, and/or intimidation.** Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation of the perpetrator.
- **Types of conduct.** Bullying can take many forms and can include many different behaviors having the overt intent to ridicule, harass, humiliate or intimidate another student. Examples of conduct that could constitute bullying include the following: **1.** Physical violence and/or attacks; **2.** Verbal taunts, name-calling and put-downs, including taunts based on race, ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics such as socioeconomic status or physical appearance; **3.** Threats and intimidation (through words and/or gestures); **4.** Extortion or stealing of money and/or possessions.

II. COMPLAINT PROCESSES

A. Publication of the Policy and Regulations Against Bullying. Effective July 1, 2009, this policy and the applicable regulations shall be included in the school district’s publication of the rules, procedures, and standards of conduct for schools and in all student handbooks.

B. Appropriate School Personnel. All school administrators are charged with the responsibility of taking reports of bullying and appropriately investigating same. Reports may be made to any building administrator or to the school district’s Bullying Prevention Coordinator, Marian I. Hourigan, Assistant Superintendent of Schools, at (860) 258-7704 and houriganm@rockyhillps.com.

C. Formal/Written Complaints. Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any building administrator or with the school district’s Bullying Prevention Coordinator, Marian I. Hourigan, Assistant Superintendent of Schools, at (860) 258-7704 and houriganm@rockyhillps.com, for review and action in accordance with Section III below.

D. Informal/Verbal Complaints by Students. Students may also make informal/verbal complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or therapist. Such informal/verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any

potential student or staff witnesses. A teacher, other professional employee, or administrator who receives an informal/verbal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the building principal (or other responsible program administrator) for review and action in accordance with Section III below. **E. Anonymous Complaints.** Students who make complaints of bullying to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or therapist, may request that their name be maintained in confidence by the staff member who receives the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that **(1)** does not disclose the source of the complaint, and **(2)** is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

III. STAFF RESPONSIBILITIES AND INTERVENTION STRATEGIES. A. Teachers and Other School Staff. 1. Teachers and other school staff members who witness acts of bullying, as defined above, shall promptly notify the building principal and/or his/her designee in writing of the events observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student reports of suspected bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal/verbal complaint by a student that is received by a teacher, administrator or other professional employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by other school staff, this employee shall verbally report the matter to the principal and/or his/her designee promptly (no later than the next school day). **2.** In addition to addressing both informal and formal complaints, teachers and other professional employees are encouraged to address the issue of bullying in other interactions with students. Teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of "bullying." **B. Administrator Responsibilities. 1. Investigation. a.** The principal (or other responsible program administrator) shall be promptly notified of any formal or informal complaint of suspected bullying received by any building administrator, teacher or other professional employee. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. In order to allow the district to adequately investigate all formal complaints, the parent of the student suspected of being bullied must complete a consent form that permits the district to release that student's name to those third parties who the district contacts as part of its investigation of that complaint. With regard to the investigation of informal complaints, the parent of the student suspected of being bullied must complete the above-referenced consent form so long as that student has not requested anonymity. **b.** A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, which may include disciplinary action. Where appropriate, written witness statements shall be attached to the report. **c.** Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous. **2. Remedial Actions. a.** Verified acts of bullying shall result in intervention by the building principal (or other responsible program administrator) or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim and to assure that the prohibition

against bullying behavior is enforced with the goal that any such bullying behavior will end as a result. **b.** Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying”, as defined above, will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (e.g., detention, in school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint. The following sets forth possible interventions for building principals (or other responsible program administrators) to enforce the Board’s prohibition against bullying. **c.** Addressing bullying behavior. **i.** Non-disciplinary interventions. When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern. In any instance in which bullying is verified, the building principal (or other responsible program administrator) shall invite the parents or guardians of the perpetrator and the parents or guardians of the bullied student to attend at least one meeting. In the discretion of the building principal or other responsible program administrator, the meeting(s) described in this section may be held jointly or separately. **ii.** Disciplinary interventions. When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action. In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board’s Student Discipline policy. Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board’s Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior. **3.** Interventions for bullied students. The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address multiple incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following: **a.** Counseling; **b.** Increased supervision and monitoring of student to observe and intervene in bullying situations; **c.** Encouragement of student to seek help when victimized or witnessing victimization; **d.** Peer mediation where appropriate. **4.** General Prevention and Intervention Strategies. In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school: **a.** Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education; **b.** A school survey to determine the prevalence of bullying; **c.** Establishment of a bullying prevention coordinating committee with broad representation to review school climate survey results and implement appropriate strategies; **d.** Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur; **e.** Inclusion of grade-appropriate bullying prevention curricula; **f.** Individual interventions with the perpetrator, parents and school staff, and interventions with the bullied student, parents and school staff; **g.** School-wide training related to safe school climate; **h.** Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions; **i.** Respectful responses to bullying concerns raised by students, parents or staff; **j.** Planned professional development programs addressing prevention and intervention strategies; **k.** Use of peers to help ameliorate the plight of victims and include them in group activities; **l.** Avoidance of sex-role stereotyping; **m.** Continuing awareness and involvement on the part of staff and parents with regards to prevention and

intervention strategies; **n.** Modeling by teachers of positive, respectful, and supportive behavior toward students; **o.** Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others; **p.** Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

IV. REPORTING OBLIGATIONS. **A.** Report to the parent or guardian of the perpetrator. If after investigation, acts of bullying by a specific student are verified, the building principal (or other responsible program administrator or his/her designee) shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification. **B.** Reports to the victim and his/her parent or guardian. If after investigation, acts of bullying against a specific student are verified, the building principal (or other responsible program administrator or his/her designee) shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law. **C.** List of Verified Acts of Bullying. The principal of each school shall maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with Section III above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law. **D.** Report to Department of Education. Within available appropriations, the principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education, in such manner as prescribed by the Commissioner of Education.

BUSES:

Conduct on the bus and at your bus stop should reflect consideration for safety and courtesy to others. A complete list of bus rules follows. Failure to comply with bus rules may result in loss of bus privileges, financial restitution, office detention, and/or in-school suspension.

- The driver is in charge of the bus and the students riding the bus. The driver is responsible for enforcing all bus rules and regulations and has the authority to have you report to the office.
- Be on time for your bus.
- When you get on or depart your bus don't cut, push, shove, or risk injury to yourself or others in any way.
- Board and depart your bus only through the front door, except in emergency.
- If you must cross to get on or after departing your bus, cross only in front of the bus under the direction of your driver.
- After getting on your bus:
 - Take a seat and remain seated at all times while the bus is in motion.
 - You may not open the bus windows unless your driver has given permission to do so.
 - Please do not extend any part of your body outside the bus windows.
 - Don't engage your driver in unnecessary conversation.
 - **You may not smoke, eat or drink on the bus.**
 - Do not raise your voice or use inappropriate language (obscenity, profanity, etc.)
 - Vandalizing seats or any part of the bus will result in severe consequences, including the possible loss of riding privilege.
 - Do not discard any sort of trash or debris in the bus or out of the bus.
 - Don't attempt to depart anywhere except at your own stop or the school.
 - Don't leave your seat to get off the bus until it has come to a complete stop.

Students who wish to ride a bus other than the one to which they are assigned may do so only in an emergency. Students must bring in a written note from their parent or guardian, to administration to obtain approval to ride a different bus than the one assigned. The reason must be stated. A special bus pass will be given. Drivers will not allow such students on his or her bus without an appropriate school issued pass.

If you are bus student and expect to be picked up by someone other than your parent or guardian, you must have written permission from your parent or guardian specifying the person you may ride with. Also, if you wish to walk from school, you must have written permission from your parent or guardian and approval from administration. A walker/rider form is available for parents to sign if they wish to authorize their child to either walk home or receive a ride from someone. Your safety is important to us.

CAFETERIA:

Cafeteria rules are reviewed at the beginning of the school year and periodically throughout the school year. If you don't have a lunch or money for lunch, you may request an emergency lunch. You will be responsible for paying for your lunch the next day. You are expected:

- to report directly to the cafeteria with your classroom teacher
- not to loan or borrow money for any cafeteria purchases
- to get directly into the serving line
- not to cut or give cuts in the serving line
- not to save a table or seat(s) for your friend(s)
- not to leave the cafeteria with food
- not to change tables without permission of the lunch proctor
- not to leave the cafeteria without permission from the teacher on duty and sign the book before leaving the cafeteria
- not to move the cafeteria tables
- not to crowd tables by having more than 14 students seated
- not to leave your table to visit other tables during lunch
- to clean up your table after eating
- to pick up any trash on the floor around your table after eating

- to dispose of all trash in the cans provided
- to remain seated until the teachers supervising the cafeteria calls your teacher your classroom teacher's name
- to sit facing in toward the table
- not to disrupt the cafeteria in any way (i.e. excessive noise, arm wrestling, etc.
- to bring your own lunch money or lunch to school. Remain quiet during dismissal.

VIOLATION OF THE CAFETERIA RULES WILL RESULT IN EITHER THE LOSS OF YOUR PRIVILEGE TO USE THE CAFETERIA, LUNCH DETENTION, ASSIGNED SEATING, OR OTHER SCHOOL CONSEQUENCES.

CELL PHONES:

Cell phones may not be used during the school day and must be kept in your locker and remain off. Violations of this policy will result in confiscation of the phone as well as an office consequence. Confiscated phones may be picked up only by a parent.

COMMUNICATION:

You and your parents/guardians are encouraged to communicate your questions, concerns and suggestions to your team teachers or other appropriate staff members. All of your teachers, your counselors, nurse, librarian, administration and the school staff are interested in your success at school. If you have a concern, always begin by speaking with the person most directly involved first. Your concerns and needs are important to us!

COMPUTER ACCESS:

Internet/Network Use - Internet and network access is available to all students and staff at GMS.

At GMS we have access to a wide variety of information via the Internet; there may be situations in which inappropriate information is accessed from our computers. The District has made a conscious effort to reduce the amount of inappropriate occurrences by putting a filter system in place.

In addition, GMS has a network system in operation. The network system provides you with opportunities to produce written work on the computer and to save it in an individual, personal file. Each student is given a private password. Students obtain the password from the media specialist and media staff.

The smooth operation of the network and the Internet relies on appropriate conduct and responsible behavior. Users must follow the strict guidelines in the Acceptable Use Agreement that are put into place by the Board of Education. In addition, a student's password is confidential and is to remain confidential. If students violate the guidelines set forth by the Board of Education, they may be denied access of the Internet and/or receive severe disciplinary consequences. Students and their parent/guardian are required to read and sign the Acceptable Use Agreement prior to internet/network access at GMS.

DISCIPLINE & BEHAVIOR:

Students may be assigned detentions after school as a disciplinary measure by teachers or administrators. Detentions usually last from 2:35 - 3:30 PM enabling the student to take the late bus. Each student must bring sufficient materials and books to study for the entire detention period. Students may be required to stay after school without advanced notice. School policy is as follows:

- Students are obliged to stay for detentions the same day they are assigned.
- Students may use the office phone to notify their parent/guardian of the detention.
- Parents may not excuse their youngster for an extended period of time. If there are unusual circumstances, parents may speak to an administrator.
- Immediately after school, students should report to the teacher assigning the detention or in the case of an administrator detention, to the office.

Students suspended from school, (in-school or out of school) are not permitted to participate in or attend any athletic or extracurricular activities during the day(s) of their suspension(s). This includes team practices. Students assigned detention(s) that affects participation in practice(s) and games will be dealt with at the discretion of the coach. Further, students who are suspended externally, are not permitted on school property during the period of their suspension.

Office Detentions: An office detention is assigned by administration only. An assignment will be given to students that will take the entire period of the detention to complete.

BEHAVIOR: GMS has adopted the *Positive Behavior Intervention System*. "PBIS", as it is commonly referred to, is designed to establish a more proactive approach to preventing and responding to school wide discipline problems. An improved, more consistent approach to communicating rules and regulations has been developed and students are formally and informally recognized for their demonstration of our school values: **RESPECT, RESPONSIBILITY, and PRIDE**. Students are recognized daily and during our monthly grade level "**Pod Meetings**" as teachers and administrators present students with "**Positive Office Referrals**". Students who demonstrate exemplary effort and citizenship are eligible for the "**Student of the Month Award**", which is also presented at these monthly meetings. (See the last 2 pages of this handbook for additional information on GMS's PBIS Program.)

DISCIPLINE:

At Griswold we expect our students to behave in a courteous and considerate manner, respecting the rights, feelings and property of others.

Most issues will be addressed by your teachers through dialogue, lunch detention, after school detention, parental contact and/or team referral. At times it will be necessary for teachers to refer students to the assistant principal or the principal for serious or repeat misbehavior. The following items are considered "No Tolerance Items" at GMS and will result in an automatic office referral:

- Fighting - When a physical fight occurs between individuals, the parties involved will automatically receive an external suspension of up to 10 school days by administration. Any pushing or shoving can be considered a potential fight and will result in an office consequence as well.
- Students who engage in slapping another student on the back or any other part of the body with the intent of leaving finger marks should expect to be suspended, for up to 5 days.
- "Pantsing" is the act of pulling down another student's pants, gym shorts or other clothing. This behavior will result in an automatic 5 day internal suspension for the first offense. Subsequent offenses will result in up to a 10 day external suspension.
- Water bottles must be kept in your book bag or lunch bag only. Students may not carry water bottles, juice bottles or similar containers during the school day. This rule may be relaxed on extremely hot days by school administration.
- Dangerous items: The use any sort of item that is considered to be dangerous when used with the intention of causing pain such as paper wasps, paper clips shot with elastic bands, etc will result in internal or external suspension.
- Illegal behaviors - Possession of weapons, tobacco, smoking materials, alcohol, or explosive devices, gambling, extortion, and theft are considered illegal behaviors and will result in an automatic suspension and possible expulsion.
- Vandalism - This is considered to be any destruction of private or school property while in school, on school grounds, or during a school event.
- Selling or purchasing of items without administrative permission or permission from the Board of Education will result in an office referral.
- Defiance - This occurs when students perform an inappropriate act repeatedly. Initially, the teacher will provide the consequences. If the behavior(s) continue to occur, the student will be referred to the office.
- Leaving the classroom/school building without permission from an adult supervisor.
- Truancy - Unexcused absences from the parent(s) or legal guardian. The consequence will be a suspension.
- Harassment - This occurs when comments, actions, or behaviors indicate sexual, ethnic, socioeconomic, or racial slurs. In addition, bullying is considered an extreme form of harassment.
- Threats – (an expression of intention to inflict injury or damage) Threats of violence against students or staff will result in immediate suspension from school.
- Inappropriate clothing - If clothing items are considered questionable under our school policy guidelines, teachers will refer the student to the office. Please review dress code guidelines in the appropriate section.

DRESS CODE:

The purpose of the dress code at GMS is to promote a healthy, safe, clean and productive learning environment. The following guidelines will be followed while you are a student at GMS:

- Footwear will be worn at all times.
- Hats or headgear (bandanas, scarves etc. are not allowed).
- Shorts and skirts are acceptable, however, should be no shorter than mid thigh length.
- Shirts must lie over the waistband or pants. The straps of a shirt have to be at least an inch wide, and may not be transparent or mesh.
- Baggy pants are worn with a belt at the waist and under clothing must be covered at all times.
- Coats and jackets are not allowed to be worn during the school day.
- Clothing that has rips that reveal an excessive amount of skin is prohibited.

- Clothing should meet a reasonable standard of health, safety and decency.
- Attire or accessories with logos or emblems that represent drugs, alcohol or tobacco are not allowed. In addition, attire which conveys a message which is vulgar, hateful, distracting or promotes illegal discrimination is prohibited.
- Sneakers that have wheels attached are not allowed in school unless the wheels have been removed and left home.
- Pajamas and slippers are not allowed at school except on a designated theme day.

EARLY DISMISSAL:

At GMS early dismissal is at 11:50am. In the event of an early dismissal, we encourage all students to have a plan with their parent as to where they should go or what to do.

EARLY INTERVENTION – RESPONSE TO INTERVENTION (RtI)/Tier I Support:

The Griswold Middle School Tier I Support Team consists of the various staff members who work together to address the needs of students who may be experiencing academic or behavioral difficulties. Referral to the team may be made by staff members. There are various levels of support and a variety of interventions that may be implemented.

EVENING ACTIVITIES:

Students must be accompanied a by parent/guardians to attend an evening activity (i.e. play, band or choral production etc.)

ELECTRONIC DEVICES:

Students may not bring electronic devices, toys or items that distract from the education process to school.

FIELD TRIPS: Teachers may sponsor class or group trips to various places of educational interest. Please note that transportation to and from the activity must be by a school provided bus. A student may be refused to attend a field trip for a specific behavioral reason. Students are reminded that all school rules are in effect during field trips.

FIRE DRILLS/LOCK DOWN DRILLS:

As required by the State, fire drills are held throughout the year. The purpose of the fire drill is to reinforce the precautions necessary in the case of emergency. Be sure to follow the directions posted in classrooms. **Everyone must evacuate the building.** All windows and doors must be closed before leaving a room in the building, and all power sources and gas valves must be turned off. When the signal sounds, you should proceed in single file, without talking or running, under the direction of your teacher.

Should the alarm sound between classes, please leave by the nearest exit. If you are in the cafeteria, follow the direction of the cafeteria supervisors. Once outside, quickly find the teacher of the class to which you were reporting and stand quietly for accurate attendance. Should a real emergency occur, this will be necessary to insure that everyone has left the building. Do not go back into the building until you are told by your teacher. Lock down drills will be held periodically. During a lockdown drill, students must remain in a designated area within their classrooms and remain quiet.

GRADING: Grades will be determined using the following criteria:

Outstanding	Above Average	Average	Below Average	Unsatisfactory
A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F 59 and below
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

Medical (ME) and Incomplete (IN) grades are used to allow marking period extensions for students absent from school for acceptable reasons.

Incomplete grades:

Students who receive an Incomplete ("IN") in a subject for the marking period will be allowed five days to make up the incomplete work after the quarterly grades have been closed. If this make up work is not done, the Incomplete will be changed to an "F".

GUIDANCE:

The school counselors are available to help you in your educational, social, vocational and personal development. The counselors will assist you in planning your school program, improving your study habits, developing good decision-making skills and coping with problems. An open door policy always exists for any urgent request.

GUM, CANDY, and Other Consumables

Gum and candy may not be consumed in school. Any gum or candy must be left in school lockers during the school day. Food and drink can only be consumed in the café during lunch waves. Energy drinks are not allowed in school. Violation of this policy can result in disciplinary consequences.

HOMEROOM:

Homeroom is five minutes in length. During homeroom, time is provided for attendance taking, a moment of silence, the Pledge of Allegiance and morning announcements. Announcements will also be made at the end of period eight.

HOMEWORK:

Homework is used to reinforce learning, practice skills, extend knowledge, and complete projects which cannot be done in class. You are RESPONSIBLE for completing all homework assignments. Homework is to be handed in on time and neatly done. Rocky Hill Board of Education Policy requires 60-90 minutes spent on homework per night for middle school students.

HONOR ROLLS:

When the school honor rolls are determined all subjects taken by a student is considered equal regardless of the frequency of class meeting times. Any grade earned which is below a 70, disqualifies a student from being awarded honors. Cheating, of any sort, (i.e. homework, final examination etc.), disqualifies a student from being awarded honors. Students who attain a numerical average of 93 or better are awarded "High Honors". Students whose averages range between 87 and 92 are awarded "General Honors". At present students in grade 6 are eligible to be included on the honor roll during the third and fourth quarters. To determine your average, add up all grades assigned for the quarter and divide by the number of grades. The average that you get is not rounded up when figuring your grade average. Remember, any grade lower than a 70 automatically disqualifies one for the honor roll.

LATE BUS:

The rules that apply to the use of the regular bus also apply to the late bus.

- A late bus is available for students who remain after school for extra help, an afternoon activity or detention. The late bus arrives at approximately 3:30 PM. An announcement will be made for the students to come to the office to sign the late bus sheet.
- Students may not leave the school grounds after school then return to take the late bus home.

- Bus students who stay after school may not walk home unless the school has previously received written permission from their parent(s) or guardian(s). A special form is available for parents to sign if they wish to authorize their child to either walk home or receive a ride from someone.
- Students may take the late bus from the Middle School only. You may not walk to the high school to catch the late bus.
- **There is no late bus on Fridays.**

No student may stay after school except under the direct supervision of an adult.

LAVATORIES:

Student lavatories marked "Boys" and "Girls" are located throughout the building. The lavatories marked "Men" and "Women" near the office are for staff only. You may use the lavatories with permission from your teacher. Students should not spend any more time in the lavatory than necessary. Misuse of lavatories will result in disciplinary action.

LIBRARY:

The library/Media Center is an information center. Students are allowed to conduct research, work on projects, or read quietly. The library is open daily and you have access to the computer lab attached to the Media center during on-team. There is a limit of fifteen students in the computer lab during on-team.

All students who are not scheduled for library must enter the library with a pass from your teacher. Any computer misuse that violates school or board policy is a serious offense and will result in disciplinary action.

LOCKERS:

You will be assigned a locker at the beginning of the school year. You should take care of your locker and of your assigned school property. Never allow another student to know your locker combination. Students may not switch lockers unless there is a problem with the one assigned to you. Only a teacher or administrator can authorize a locker change. In addition, lockers must never be "rigged" to remain unlocked. You will be allowed to visit your locker at the beginning of school, and at times designated by your team. Plan ahead and carry what you need. Lockers are the property of the school and may be inspected at any time.

LOST AND FOUND:

Lost items should be turned in at the office. You may check for lost items before or after school with permission of your teacher. They are left in a special cabinet in the office. Periodically, the items left behind are donated to charity.

MAKE UP WORK:

If you are absent you are responsible for getting and making up all assignments missed. Immediately upon returning from an absence, students are required to arrange a make-up work schedule with each of their teachers. FOR EXTENDED ABSENCE (THREE OR MORE DAYS), ASSIGNMENTS CAN BE OBTAINED BY CALLING THE OFFICE. FOR A ONE OR TWO DAY ABSENCE, YOU MAY CALL A FRIEND OR MAKE UP THE ASSIGNMENTS UPON RETURNING TO SCHOOL. STUDENTS ARE ALLOWED ONE SCHOOL DAY FOR EACH DAY OF ABSENCE TO MAKE UP WORK. Marking period extensions and/or make up work time are not allowed for unauthorized student absences such as family vacation periods which occur while school is in session.

MONEY AND VALUABLES:

We strongly advise against students bringing large amounts of money or other valuables to school. If there is no other choice and for some unusual reason you must bring valuables to school, be certain to check them in the office for safe keeping or be sure to secure all lockers (including PE).

The school is not responsible for the loss of property.

NURSE:

Our school nurse is on duty during the school day. Any student who is ill must report directly to the nurse's office. If the nurse is not present, students should immediately report to the main office. Students are requested to share medical information with the nurse so that records are accurate. If you need to contact the nurse during school hours, her direct line is 258-7745.

ON TEAM TIME:

On team time is for the purpose of completing homework, making up work, subject research, extra help, studying or reading. Students will be allowed to leave on team with a pass signed by a teacher stating the student's specific destination. Students excused for the entire period must present a pass signed by the teacher of destination at the beginning of the period. The only passes which will be written by the on team teacher are ones which permit a student to go to the lavatory, media center, office, nurse or guidance.

PASSING:

You are expected to walk to the right while passing in the corridors. Never run during passing and always use the most direct route.

PROGRESS REPORTS:

Progress reports are issued four times a year at mid-term to all students. You are expected to return the parental signature section of the progress report to your homeroom teacher within one week of the distribution date. Progress reports for unified arts are issued on a different form and these must be returned with parental signature to school. Failure to return a progress report may result in a lunch or office detention.

REPORT CARDS:

Report Cards are distributed on the dates indicated on the marking period schedule. The final report cards of the year are mailed home to students who have met all their obligations. **BRING EACH QUARTERLY REPORT CARD HOME, HAVE THE ENVELOPE SIGNED BY YOUR PARENT/GUARDIAN AND RETURN THE ENVELOPE TO YOUR HOMEROOM TEACHER WITHIN FIVE DAYS AFTER DISTRIBUTION.** Unless all obligations (i.e. library fines, lost book reimbursement etc.) are met, report cards are not distributed. Failure to return a signed report card may result in a lunch or office detention.

A student's progress can also be monitored by parents via the **Parent Portal**. Please contact the school should you have any questions regarding access.

RETENTION:

Students who fail two or more courses from the group composed of English, mathematics, social studies, science and foreign language are liable for retention. Students are considered for retention who fail one course from this group and three or more other courses.

Progress is closely monitored during the school year. The counselors meet each marking period with students who are not doing well. Shortly after the end of the second marking period, students who are in danger of failing for the year are advised that retention is a possibility. Parents of those students are also notified via phone calls, written correspondence, or with meetings.

At the conclusion of the third marking period, the school notifies, in writing, the parents of students who are in serious danger of being retained. The final decision concerning retention is made as soon as possible after the conclusion of the fourth marking period by the building principal with input from all concerned.

RIDES:

Students should arrange for rides prior to an after school activity that ends later than 3:30. In other words, if a student knows that he/she will need a ride on a given day, that ride should be arranged the day before and not the day of the event. This will considerably ease office traffic caused by students who want to use the phone to arrange for pick-up. A special form is available for parents to sign if they wish to authorize their child to either walk home or receive a ride from someone other than a parent.

SCHOOL CLOSING:

Emergency/storm closings and delayed openings are announced on the radio and on TV at approximately 6:30 a.m. A phone call from our automated alert system will be sent to you as well. On delayed opening mornings homeroom begins at 9:15 a.m.

In the event of closing or early dismissal due to weather, all afternoon and evening activities scheduled for the schools ARE POSTPONED AUTOMATICALLY unless announced otherwise on the radio.

Due to unforeseen circumstances, usually weather related, school may be dismissed earlier than the regularly scheduled time. On these days, lunch may or may not be served. Parents/guardians should make sure that they have made plans with their children on what to do if school is dismissed early.

SCHOOL STORE:

The school store is located on a mobile cart. It can be accessed in the pods during each grade level's on-team period. You must have teacher permission to leave your on-team and shop.

STRIKE SYSTEM (7th & 8th Grade only):

The strike system has been established as an incentive for positive student behavior. The strike system is in effect from October 1st until the end of the year (***except in the case of fighting or other serious misbehavior whereby students will be issued strikes starting on the first day of school***). During this time, disciplinary incidents that require an office referral will result in strikes which count against privileges such as the Boston trip in November, the Washington D.C., High Meadow

Picnic, the Celebration Ceremony, and the seventh grade trip. A detailed explanation of the strike system and other participation requirements will be given to each seventh and eighth grade student to review with parents prior to the first class trip.

STUDENT OF THE MONTH CRITERIA:

Students of the Month are chosen by their team teachers based on the following criteria: enthusiasm for learning, citizenship and attitude, helpfulness to the school and the team. Students are considered who demonstrate creativity, independence and responsibility, academic success, and outstanding achievement or performance in the school.

STUDENT COUNCIL:

The purpose of the student council is to provide you with an opportunity to participate in the organizing and managing of school affairs. The members meet to plan student activities and community service projects. Interested students can request applications from their team leaders.

TELEPHONE:

Students will not be called to the telephone except in case of an emergency. However, important messages will be delivered to students by the office staff. Telephones in classrooms and the office are not to be used by students without the permission of staff (this includes the pay phone). Students may use the office telephone, with permission of the administration, for emergency purposes only. **Cell phones may not be used during the school day and must be kept in a locker and shut off.**

TEXTBOOKS:

All textbooks are school property and are loaned to you for the school year. You are responsible for any loss or damage occurring while books are assigned to you. You are required to cover hardbound textbooks. Parents may choose to purchase used textbooks to have a copy at home. There are several internet sites from which books can be purchased for a reasonable cost. Contact the school if you are interested in further information.

TRANSFER:

Any student who intends to transfer from Rocky Hill to some other school must first see a guidance counselor. Notice in writing must be given by a parent. In addition, the student must check out with all assigned teachers of courses in which he/she is involved, the librarian, guidance counselor and principal.

VISITORS: Visitors are required to use the entry system located at the front door to get into the building.

Any person visiting the school must first check in at the main office and state the reason for the visit. In addition, the visitor will need to sign in at the office and receive a visitor's pass. Every courtesy will be extended to guests of the school, but violators of this rule will be asked to leave immediately.

In special circumstances another middle school student may visit Griswold as your guest. The visit must be prearranged by your parent with the principal or vice principal at least one day in advance.

WEAPONS:

No weapon, or device which may be used as a weapon, may be brought to school at any time. This includes items which, while primarily decorative in nature, may be used as a weapon. The penalty for any infraction is immediate suspension for a time to be determined by the administrator. The use of any device to cause or attempt to cause bodily harm shall result in immediate suspension, referral for expulsion, and notification of the police for possible criminal action.

WEBSITE: <http://www.rockyhillps.us> Follow the links to Griswold Middle School

BOARD DISCIPLINE POLICY (5114)

Removal/suspension/expulsion

I - DEFINITIONS

- A. **"Exclusion"** is defined as any denial of public school privileges to a student for disciplinary purposes.
- B. **"Removal"** is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.
- C. **"Suspension"** is defined as an exclusion from school privileges and/or transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed.
- D. **"In-school suspension"** is defined as an exclusion from regular classroom activity for not more than five consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may include reassignment to a regular classroom program in a different school in the school district; such reassignment shall not constitute a "suspension" or "expulsion" under this policy.
- E. **"Expulsion"** is defined as an exclusion from school privileges for not more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion to the school to which such student was assigned at the time such disciplinary action was taken,

provided such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to school year following the school year in which such exclusion was imposed.
- F. **"Emergency"** is defined as a situation under which the continued presence of the student in the school imposes such a danger to the persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- G. **"Days"** is defined as days when school is in session.
- H. **"School sponsored activity"** is defined as activity sponsored, recognized or authorized by the board of education and includes activities conducted on or off school property.
- I. **"Deadly weapon"** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, Billy club, blackjack, bludgeons, or metal knuckles.
- J. **"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 physical injury, and includes a motor vehicle.

- K. **"Firearm"** means any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged.

II - REMOVAL FROM CLASS

- A. Each teacher has the authority to remove a student from class when such deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than six times in any year, nor more than twice in a week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in section IV C of this policy.
- B. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefore.

III - STANDARDS GOVERNING SUSPENSION AND EXPULSION

- A. Any student whose conduct endangers persons or property or whose conduct on or off school grounds is seriously disruptive of the educational process, or is violative of any board policy, may be subject to suspension or expulsion.

The following conduct, if occurring on school property, school transportation vehicles or any school-sponsored activity shall be considered cause for suspension or expulsion:

1. Conduct causing a threat of injury to the student or others;
2. Use of physical force against another person which is not reasonably necessary for self-defense;
3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
4. Willfully causing, or attempting to cause damage to school property;
5. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
6. Intentional incitement which results in the unauthorized occupation of any part of a school or other facility owned by any school district;
7. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind;
8. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana;
9. Knowingly being in the presence of those who are in the possession of, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind;
10. Possession or transmission of any firearm, knife, explosive, deadly weapon. or other dangerous instrument;
11. Possession of a facsimile of any firearm or knife;

12. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
13. Possessing or consuming tobacco products or possessing smoking paraphernalia;
14. Open defiance of the authority of any teacher or person having the authority over the student, including verbal abuse;
15. Intentional and successful incitement of truancy by other students;
16. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property; and;
17. Violation of any other board policy or rule dealing with conduct on school conduct, including that dealing with conduct on the school buses.

IV - SUSPENSION PROCEDURE

- A. The administrator of each school shall have the authority to invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to five (5) days, of any student for one or more of the reasons stated in section III, above, in accordance with the procedure outlined in paragraph C of this section. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in section III, above. The administration is authorized to immediately suspend any student when there is an emergency as defined in section I, above.

If an emergency exists, the hearing outlined in Paragraph C of this section shall be held as soon as possible after the suspension.
- B. In the case of suspension, the administration shall notify the superintendent of schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason for suspension. Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.
- C. Except in the case of an emergency as defined in section I, above, a student shall be afforded the opportunity to meet with the administration and to deny the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges he/she may at that time present his/her version of the incident (s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of the suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom,, in-school suspension, suspension or expulsion.
- D. No student shall be suspended more that ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion. unless a hearing as provided in section V B. of this policy is first granted.
- E. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V B. of this policy is first granted.
- F. Whenever a student receives a suspension, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student (1) graduates from high school or (2) is not expelled or suspended during the two year period commencing on the date of his/her return to school from the suspension.

V - EXPULSION PROCEDURES

The Board of Education may expel any student for one or more of the reasons stated in section III if, in the superintendent's judgment, such disciplinary action is in the best interests of the school system. The procedures outlined in Paragraphs A and B, below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

A. The Board of Education shall notify the student concerned and his/her parents, or the student if he/she has attained the age of eighteen (18) that expulsion is under consideration. Such notice shall contain the information required under Paragraph B of this section. Three members of the board of education shall constitute a quorum for the expulsion hearing. A student may be expelled if a majority of board member sitting in the expulsion hearing vote to expel provided that three affirmative votes shall be required for expulsion.

1. The board shall conduct an expulsion hearing when the student is alleged to have possessed a deadly weapon or firearm and shall act to expel any student who is found to have engaged in such conduct for a period of one (1) calendar year, provided the board may modify the period of expulsion for a student on a case-by-case basis.

B. The procedure for any hearing conducted under this section shall be determined by the hearing officer or board chair-person, as appropriate, but shall include the right to:

1. Notice of the proposed hearing which shall include:

- a. a statement of the time, place, and nature of the hearing;

- b. a statement of the legal authority and jurisdiction under which the hearing is to be held;

- c. reference to the particular sections in the Connecticut General Statutes or school policies involved

- d. a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student; the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished; and

- e. a statement, where appropriate, that the board is not required to offer alternative educational opportunity to any student between the ages of sixteen or eighteen who (1) has been expelled previously or (2) is found to have engaged in conduct which endangered persons and involved (a) carrying onto school property or a school sponsored activity a firearm, deadly weapon, or dangerous instrument, or (b) offering for sale or distribution on school property or at school-sponsored activity a controlled substance as defined by law. (See section VIII on Alternative Educational Opportunity);

2. The opportunity to be heard;

3. The opportunity to present witness and evidence;

4. The opportunity to cross examine adverse witnesses;

5. The opportunity to be represented by counsel; and

6. Prompt notification of the decision of the Board of Education which decision shall be in writing if adverse to the students concerned.

- C. The record of any hearing held in an expulsion case shall include the following:
1. All evidence received or considered by the board of education, including a copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
 2. Questions and offers of proof, objections and rulings on such objections;
 3. The decision of the Board of Education rendered after such hearing; and
 4. The official transcript, if any, of proceedings relating to the case, or, if not transcribed, any recording or stenographic record of the proceeding.
- D. Rules of evidence at expulsion hearings shall include the following:
1. Any oral or documentary evidence may be received by the Board of Education but as a matter of policy irrelevant, immaterial or unduly repetitious evidence shall be excluded;
 2. The Board of Education shall give effect to the rules of privilege recognized by law;
 3. In order to expedite a hearing, evidence may be received in written form provided the interest of any party is not substantially prejudiced thereby;
 4. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy to the original.
 5. A party to expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
 6. The Board of Education may take notice of judicially cognizable facts in addition to the facts within the board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted; and
 7. In determining the length of an expulsion, the board of education may receive and consider evidence for past disciplinary problems, which have led to the removal from a classroom, in-school suspension, suspension or expulsion; and
 8. A record of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcripts to be paid by the requesting party.
- E. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusion necessary for the decision. Findings of fact made by the board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
- F. Any student who is expelled shall be offered an alternative educational opportunity consistent with the requirements of state law as set forth in Section VIII of this policy.
- G. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's educational record. Such notice, except for notice of an expulsion based upon possession for a firearm or deadly weapon, shall be expunged from the student's cumulative educational record if the student (1) graduates from high school or (2) is not expelled or suspended one

or more times during the two year period commencing on the date of the student's return to school from such expulsion.

- H. Whenever a student against whom a expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the board of education shall complete the expulsion hearing and render a decision.
- I. The Board of Education may adopt the decision of a student expulsion hearing conducted by another school district provided that the board shall hold a hearing pursuant to this policy which shall be limited to a determination as to whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the Board of Education. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with the statutory requirements of this policy.

VI - NOTIFICATION TO PARENTS OR GUARDIAN

The parent or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

VII - SPECIAL EDUCATION STUDENTS

Students requiring special education and related services shall be subject to discipline consistent with state and federal law.

VIII - ALTERNATIVE EDUCATIONAL OPPORTUNITY

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not chose to have his or her child enrolled in an alternative program shall not be subject to the provisions of section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who

wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with the conditions established by the board of education. Such alternative may include, but shall be limited to, placement of such student in a regular classroom program of school other than the one from which the student has been excluded and, for student's at least sixteen (16) years of age, placement in an adult education program. In determining the nature of the alternative educational opportunity to be offered under this section the board of education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

State statutes do not require the board to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or who is expelled because of conduct which endanger persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) carrying on or introducing onto school property or a school sponsored activity a firearm, deadly weapon or dangerous instrument or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined in subdivision (9) of C.G.S. 21a-240 whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under G.S. 21a-277 and 21a-278.

If the board expels a student for the sale or distribution of such a controlled substance the board shall refer the student to an

appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If the board expels a student for possession of a firearm or deadly weapon, the board shall report the violation to the local police department. The board shall give the name of the student and a summary of the board's action in so referring the student, to the commissioner of education with-in thirty (30) days after the student is expelled.

The provisions of this section shall not apply to students requiring special education who are described in subdivision (1) of sub-section (e) of Connecticut General Statutes 10-76a.

RESPECT, RESPONSIBILTIY, AND PRIDE

The mission of Griswold Middle School is to provide the best possible educational environment which promotes academic, social, and emotional growth and achievement in an effort to create respectful and responsible members of the school and the community.

All students at Griswold Middle School are part of a family of individuals who work, learn, and socialize together each day during the school year. An important part of a complete educational at GMS experience requires practicing our school's 3 core values: respect, responsibility, and pride. School personnel will make every effort to recognize students who display these values.

Continuum of Positive Reinforcement Procedures	
Reinforcement	Description
Verbal Praise	Immediate, contingent, specific and sincere verbal praise provided by any adult to any student throughout the school day for displaying the expected behaviors (respect, responsibility, and pride). To be provided by any staff member, in any location, daily, 4 times as often as every behavioral correction.
Pod Meetings	Students are formally recognized for positive behavior (respect, responsibility, pride) during grade level meetings by teachers and administration. Positive Office Referrals and Students of the Month are announced. (See below.)
Positive Office Referrals	Provided to an individual student by any staff member for exemplar behavior. Staff circles which behavior (respect, responsibility, pride) student exhibited. Student keeps one copy, student places one copy into the raffle box in the main office, and staff mails the third copy home to student's parents. Raffle drawings are held during pod meetings. Students whose "P.O.R.s" are drawn will be awarded a prize, privilege or incentive.
Student of the Month	Two students from each team who demonstrate exemplary effort and citizenship are selected by their team of teachers every month.

School Wide Expectations Matrix

School Wide Expectations	Settings					
	Classroom	Bus	Hall/Pod	Cafeteria	Arrival/Dismissal	Lavatory
Respect	Tolerate differences	Speak politely to peers	Speak politely to others	Use an inside voice	Listen silently to announcements	Give others privacy
	Be a good listener to peers and adults	Speak politely to bus drivers	Use an inside voice	Speak politely to others, including cafeteria staff	Keep hands, feet and objects to self	Keep hands, feet and objects to self
	Keep hands, feet and objects to self	Keep hands, feet and objects to self	Keep hands, feet and objects to self	Keep hands, feet and objects to self		
Responsibility	Have all needed materials for class	Remain seated	Maintain personal space	Maintain personal space	Remain in classroom until your bus is announced	Sign in and out of the classroom
	Complete homework on time	Follow bus driver's directions	Walk on the right/ Use appropriate hallway	Remain seated/ Raise hand	Remain in designated area	Wash your hands
	Be on time		Be on time to class	Lights off/ voices off	Be on time/ Leave on time	Return to class promptly
Pride	Give your best effort	Keep bus clean	Pick up after yourself	Keep area clean	Stay on the sidewalk	Clean up after yourself
	Keep self organized/ Use agenda	Report problems or concerns to adult	Keep locker organized	Dispose of all trash	Have all your necessary materials	Report problems or concerns to adult
	Keep area clean		Report problems or concerns to adult			