



We reach for the stars!



STUDENT PROCEDURES

2020-2021

August 2020

Dear Students:

Your middle school years mark a new beginning with new academic challenges, new opportunities and the development of new friendships. You will have more freedom than you had in the elementary schools, but these years also bring with them increased responsibilities. You will learn to make more mature decisions about school and your personal life, and with some help from those around you, you will meet success in both. We are here to help and guide you in the process of growing up from childhood to your early adolescent years.

This procedure guide is just one resource available to help you understand your middle school and to better prepare you for the challenges and rewards of your middle school years. We ask that you and your parents read it carefully together so that you will have a thorough understanding of all the features of our school. Teachers, counselors and administrators will be happy to answer any questions you may have.

Welcome to Scotts Ridge Middle School!

Sincerely,



Timothy J. Salem
Principal

TJS:em



POSTIVE BEHAVIOR INTERVENTIONS & SUPPORT
(PBIS)

SCOTTS RIDGE MIDDLE SCHOOL presents...

The STAR Matrix of Expected Positive Behaviors!

Dear SRMS Students:

Please read the matrix that follows this page. It is filled with all of the positive behaviors that we all need to exhibit to make Scotts Ridge Middle School the safe, trusting, accountable and respectful place it already is and will continue to be. You will notice that the behaviors described in the boxes of the matrix cover every place you go while you are at SRMS.

It is our expectation that you will be recognized for exhibiting all of the positive behaviors described in S.T.A.R.!

Ready for launch?

Aim for the STARS and make SRMS proud!



S.T.A.R. – Safety, Trust, Accountability, Respect

	Classroom (classrooms, gym, library, comp. labs, auditorium)	Hallway/Stairs	Cafeteria	Bus	Field/Outdoors	Bathroom/Locker Room	Cyberspace
SAFETY	Follow instructions and directions. Keep feet on the floor. Maintain clear work/floor space. Handle and share materials with care.	Walk. Always. Pass quietly. Keep to the right in halls and on stairs. Keep hands and feet to self.	Remain seated, except for when you get your lunch and clean your table. Listen to and follow directions. Enter and exit in an orderly way. Clean up spills on floor to prevent slips.	Remain seated at all times. Follow bus driver's instructions. Communicate safety concerns to your driver and the SRMS staff. Keep feet and backpacks out of the aisle.	Follow rules. Move in a safe manner. Report concerns to a staff member. Use good judgment.	Report problems to staff. Use facilities appropriately.	Keep your passwords secret. Report any cyber bullying posts you see or receive to an adult. Obtain teacher permission before shooting or posting photos or videos.
TRUST	Be proud to do your own work. Be honest with staff, peers, yourself. Handle & keep your own possessions.	Always request a pass to be out of class. Be considerate to fellow students. Walk at all times to avoid accidents.	Pay for all food you remove from lunch area. Take turns cleaning up your table. Ask for permission to leave cafeteria.	Be honest with bus drivers. Notify others of inappropriate behavior.	Have permission to be outside. Employ fairness in all games and activities.	Take only as much time as you need. Report inappropriate use of facilities ASAP. Turn in lost & found items to PE teachers.	Only use electronic devices with permission of staff. Visit only appropriate websites for research.
ACCOUNTABILITY	Come to class on time, prepared with the right materials. Take responsibility for your actions and choices. Do your work. Do your best. Accept the disciplinary action and grades you deserve; advocate respectfully for yourself if you find them unfair.	Be on time to class. Ensure that you have all needed materials for class.	Help clean up your table; make clean-up a team effort. Recycle responsibly.	Help keep the bus clean by leaving with all trash and papers.	Use equipment as intended. Return equipment to its proper place.	Clean up after yourself. Get, or return, to class quickly.	Use your real name in digital communications. Keep in mind that bullying laws also apply to cyberspace.
RESPECT	Support classmates' ideas, opinions, and contributions. Show empathy. Use appropriate tone and volume. Address peers and teachers respectfully.	Share space. Take care of school and personal property, including your own. Pass quietly in the hallways. Help others.	Wait patiently in line. Thank the cafeteria workers who serve you. Keep voices down. Allow others to sit with you.	Be polite to driver and fellow riders at all times. Use appropriate language and volume.	Demonstrate good sportsmanship. Include others. Be respectful of classrooms at work near the outdoor activity area.	Demonstrate respect for others and their property. Respect and maintain the privacy of others. Use appropriate language	Speak/reply respectfully in all digital communications. Use appropriate language. In classroom wikis and blogs, support classmates' ideas, opinions and contributions

SOME HELPFUL INFORMATION

AFTER SCHOOL & SOCIAL ACTIVITIES

During the year the PTA will be sponsoring after-school and evening activities. (Check the PTA newsletters for specific events.) Administrators and teachers typically chaperone these events and will be assisted by parents. **Students may not leave during school-sponsored events for any reason unless they have a note from their parent or guardian.** *These activities are for students enrolled at SRMS. No guests may attend.*



ATTENDANCE

Each day new material and information are presented in school. It is important for you to be present to gain this new information or to ask questions. For this reason, we discourage students from missing school except for health or personal emergencies. At SRMS we use **School Dismissal Manager** to manage absences. For FAQ and instructions, please click [here](#).

SRMS CODE OF CONDUCT

The Scotts Ridge Middle School STAR matrix defines the expectations for students in different areas of a school day. Lessons exploring each of the components of STAR – *Safety, Trust, Accountability, Respect* – are conducted with students and reinforcement through the classroom and advisory which occurs throughout the year.

CELL PHONES & OTHER ELECTRONIC DEVICES

The use of cell phones and other electronic devices is not permitted unless related to an instructional activity. At no time shall a cell phone or electronic device be used in a bath room or locker room.

DISCIPLINE GUIDELINES

<u>OFFENSE</u>	<u>DISCIPLINARY ACTION</u>	<u>DURATION (days)</u>
Misrepresentation of the truth; false information	1. Lunch/recess detention (teacher) 2. Administrative detention and/or ISS (same for 3 rd offense)	1 to 3
Inappropriate behavior	1. Lunch/recess detention (teacher) 2. Administrative detention and/or ISS (same for 3 rd offense)	1 to 3
Leaving school grounds	ISS	1 to 3
Vulgar Language	1. Lunch/recess detention (teacher) 2. Administrative detention and/or ISS (same for 3 rd offense)	1 to 3

Irresponsible physical behavior or horseplay	1. Lunch/recess detention (teacher) 2. Administrative detention and/or ISS (same for 3 rd offense)	1 to 3
Unauthorized use of cell phone	1. Lunch/recess detention (teacher) 2. Administrative detention and/or ISS; cell phone confiscation (same for 3 rd offense)	1 to 2
Inappropriate use of technology/recordings	ISS/OSS	1 to 5
Damaging Chromebook or other school equipment	ISS, restitution	1 to 3
Disruption of educational process	1. Lunch/recess detention (teacher) 2. Administrative detention and/or ISS (same for 3 rd offense)	1 to 5
Obscene behavior	ISS/OSS	1 to 5
Theft/stealing	ISS/OSS	1 to 5
Tobacco/vape possession, sale, use	ISS/OSS; referral to counselor; possible police referral	1 to 10
Alcohol – abuse, under the influence of, possession	OSS; referral to counselor; possible police referral	5 to 10
Physical fighting	ISS/OSS	1 to 5
Drugs – abuse, under the influence of, paraphernalia, possession, sale, distribution, intent to sell	OSS; referral to counselor; possible police referral	5 to 10
Endangering students or staff; intent to cause injury	OSS; referral to counselor; possible police referral	5 to 10
Threatening/threatening behavior	ISS/OSS/possible police referral	1 to 10
False fire alarm	OSS; referral to counselor; possible police referral	5 to 10
Technology – unauthorized use of/unauthorized access of school computer networks	ISS/OSS; referral to counselor; possible police referral (<i>see Technology/Acceptable Use Policy</i>)	3 to 10

Vandalism	ISS/OSS; possible police referral	3 to 10
Weapons – possession/use of	OSS; possible police referral; mandatory referral for expulsion	10

- The disciplinary guidelines outlined here are not meant to be all-inclusive or restrictive, but rather to provide students and parents with relative information as to how various disciplinary situations are typically actioned.
- Lunch/recess detention issued by a teacher must be accompanied by a phone call home and notification to school counselor for PowerSchool log entry.
- ISS – In-school suspension; all student work delivered to the office
- OSS – Out-of-school suspension; all student work posted in Google Classroom; student is responsible for all missed schoolwork.
- For all offenses at all levels, additional disciplinary action, up to and including possible expulsion as indicated by Board policy, may be required depending on the nature, severity or frequency of the offense. Incidents involving police referral may result in arrest.
- Incidents involving damages, theft, clean-up or other services require restitution.
- A student whose discipline record shows habitual and repeated behavior infractions of at least five (5) individual suspension actions or 15 total days of suspension within one year may be brought before school administration for review. Administration may also consider for review any student who has accumulated eight (8) suspension actions or a total of 24 days of suspension with a two-year span.
- Expulsion: Any student whose conduct on school grounds or at a school-sponsored activity violates a publicized policy of the Board, or seriously disrupts the educational process or endangers persons or property, may be expelled. Expulsion proceedings are required (*Connecticut General State Statutes, Sec. 10-233d*) when there is reason to believe that a pupil, 1) possessed or used a firearm, deadly weapon, dangerous instrument or martial arts weapon on school grounds or at a school-sponsored activity; 2) off school grounds possessed a firearm or used or possessed a firearm, instrument or weapon in the commission of a crime; or 3) on or off school grounds offered for sale or distribution of a controlled substance. Any such exclusion shall take place in accordance with sections 10-233a to 10-233h of the *Connecticut General State Statutes*. Cases of possession of controlled substances shall be brought to the Superintendent for consideration of additional action, including the initiation of expulsion proceedings. The Superintendent may also recommend expulsion proceedings for other serious violations of school policy or for any student referred by the Principal through the *Disciplinary Review Process*.

COURSE SELECTION

World Language and Music course selections are made when you are transitioning to sixth grade, and those choices will automatically continue year to year. Requests to change a selected course should be made through your guidance counselor.

DAILY SCHEDULE

Two-Day Cycle: This may sound confusing at first, but it is how we organize our schedule. We start the first day of school on *Day A*, and the following day is a *Day B*. Then we start on *Day A* again. This cycle determines what special subjects (P.E., music, etc.) you will have each day.

DRESS GUIDELINES

Scotts Ridge Middle School students take pride in their personal appearance; they understand that appropriate attire and grooming reflect positive training received at home. At no time should clothing detract from a student's attention to the academic process. Students wearing attire that is disruptive to the educational process, dangerous to personal safety, advocates substance abuse or makes sexist/inappropriate statements will be asked to change. Fads in attire or grooming sometimes tempt students to persuade parents that "all the kids are wearing this." To help students and parents make constructive decisions regarding dress, we have provided basic guidelines detailed below with the intent of sustaining the positive learning environment at SRMS.

The following should not be worn during the school day:

- Hats, bandanas, caps or hoods
- Short-shorts, mini-skirts, pajamas (bottoms or tops), boxer shorts, underwear, spandex bottoms
- Clothes with obscene (sexually charged, suggestive, offensive) or profane language or illustrations
- Clothes that promote or display alcohol, tobacco or drug-related products
- Tank tops, tube tops, halter tops or midriff tops
- Hanging chains, spiked adornments, "roller" shoes

Additionally:

- All tops must meet or exceed waistband in length
- Undergarments must be completely covered at all times
- Attire and grooming must meet specific health and safety requirements in courses such as gym and science; additional requirements may be presented by teachers of those courses and other courses
- Footwear must be worn at all times
- We strongly discourage the wearing of shirts and sweatshirts that commemorate private celebrations as it contributes to cliques and students feeling excluded.

As a result:

- Students whose attire does not meet the above standards will be asked to address concerns brought to their attention. Additionally, they may be asked to meet with a school counselor or school administrator.
- Parents may be contacted to bring appropriate clothing to school.

EXTRA HELP

At times you may find that you need just a bit more help in understanding the material that has been taught in class. To help you on a more individualized basis, your teachers are available to give you the extra help you may need. You should see each teacher personally to make the necessary arrangements to meet either before, during or after school.

FIRE/EMERGENCY DRILLS

At the sound of the alarm or an announcement signaling an emergency, students are to evacuate the building.

During class or lunch time:

- Familiarize yourself with the proper exit closest to each of your classrooms. This is posted on the wall in each room. If you are in the cafeteria, exit the building through the front doors of the building and walk to the parking lot.
- Walk quickly to the exit, remaining quiet and staying with your class teacher or supervisor at all times.
- Be alert to the specific instructions given by your teacher, supervisor or public address system when outside of the building.

GRADING SYSTEM

Your academic performance is evaluated through numerical averages and indicated by letter grades on quarterly report cards. All teachers at SRMS use the same numerical ranges for letter grades. They are:

A+	95 to 100	C+	75 to 79
A	90 to 94	C	70 to 74
B+	85 to 89	D	65 to 69
B	80 to 84	F	0 to 64

COUNSELING SERVICES

You never have to feel alone in middle school. In addition to teachers and administrators, you also have a School Counselor to support you. You will have the same School Counselor for three years, and she or he will always be available to answer your questions, advise you with academic and personal problems and just be around when you need a friend.

The Counseling Department is next to the Main Office. It's easy to make an appointment with your counselor. All you need to do is drop by the Counseling Office between periods, and the secretary will help to arrange a meeting for you with your counselor. You may also ask a teacher for a pass to visit the Guidance Office. Your parents are welcome to call the Counseling Office if there is any concern or question they may have. Don't wait for your counselor to call you. Come whenever you need to talk to somebody. The SRMS counselors are:

Grade 6	Ms. Elizabeth Reynolds
Grade 7	Ms. Eliza Baker
Grade 8	Ms. Stephanie Tavares

GUM

Gum chewing is not permitted in school. Chewing gum is distracting in the classroom, and it leads to a great amount of extra clean-up of furniture and halls.

HEALTH OFFICE

Our Health Office is located next to the Counseling Office. Our school nurse is there between 8:00 a.m. and 2:50 p.m. each day. She treats any accidental injuries which occur at school, responds to any medical emergencies and provides supportive care, such as issuing elevator passes to students with crutches and casts. The nurse should be consulted if you have a health problem which might affect participation in school programs. Any physical education excuses from your doctor should be brought to the nurse.

HOMEWORK/EXTENDED ABSENCE

Homework at the middle school is an extension of classroom learning. We expect that you will complete homework as it is assigned, and you can expect that your teachers will recognize your efforts. A few suggestions for homework completion are:

- 📖 Always record assignments in your online planner and or written planner of choice.
- 📖 Set aside regular, uninterrupted homework time each school night.
- 📖 Equip your homework space with a good light, a dictionary, pens, pencils, erasers, paper, etc.
- 📖 Speak to your teacher and/or school counselor if you are having difficulty getting your homework done.

Some suggestions for absences:

- 📖 Go to your teachers' Google Classroom sites.
- 📖 Call another student from your team or class who can share assignments with you.
- 📖 If prolonged illness or emergency results in an extended absence, you or your parent should contact your school counselor, who will help you make arrangements to keep up with your work.
- 📖 Board of Education policy discourages vacations during school time. Teachers are not expected to provide assignments for students who take vacations at times other than school holidays.

ITEMS LEFT AT HOME

Occasionally you may forget your lunch or a book at home. You may call a parent and ask that the item be brought to the school. Please remember *it is your responsibility to stop in the Main Office to pick up the item*. If a secretary must call into your classroom to remind you, the entire class is disrupted and instruction is stopped.

LOST & FOUND

A "lost and found" area is located in the Main Office. If you've lost a valuable object, report it at once to the Main Office. Please do not bring valuables or large sums of money to school where they may be lost. We do everything we can to safeguard private property, but the school cannot be responsible for lost items. Do your fellow students a favor and bring any found objects to the Main Office.

LUNCH PROGRAM

Our lunch period provides a break in the day for a meal and socializing. Students may purchase a full lunch, sandwiches or snacks. The cafeteria is a busy place; therefore, students must abide by all the rules and regulations.

Students have two options for purchasing lunch:

1. Café Prepay (check the “Parents” tab on our website)
2. Cash

Menus can be found on the ridgefield.org website. Look for the *Department > Food Services* tab. Questions regarding the lunch program can be directed to the Food Service Office at 203-894-555.



MEDICATION

All prescribed and non-prescribed medication for students must be left with the school nurse. ***Students may not carry such medications with them at school.*** New physician's orders are required at the beginning of each school year for inhalers, epi-pens, ibuprofen, acetaminophen and any prescribed or non-prescribed medications. Please contact the Health Office to make such arrangements. Medications should be picked up at the end of the school year. Any medication not picked up will be disposed of on the last day of school. The nurse and student will mutually agree on the time of administration of medication. *It is the student's responsibility to come to the Health Office to receive medication.*

PASSES & PERMISSIONS

- ① *In school on time but late for class?* If another teacher has kept you after class, have that teacher give you a pass slip. If you are late without a good reason, you must get to your class as soon as possible and discuss your problem with your teacher, who will determine if it is an excused or unexcused tardy.
- ① *Need to leave the room for a moment?* If you need to leave your room during class time, you must get permission from your teacher, obtain a classroom pass and fill in the sign-out sheet. When returning, you must sign in and return the pass.
- ① *Special passes for medical reasons?* You may at some time during the year have difficulty getting from place to place because of a cast, the need for crutches or another medical problem. Have your parents contact the school nurse to arrange for a special pass to allow you time between classes and to help you avoid corridor traffic. *Only students with an elevator pass may use the elevator.*

REPORT CARDS

PowerSchool is regularly updated by your teachers, so you are always able to check your progress.

STORM ANNOUNCEMENTS

When school is cancelled or delayed due to inclement weather, we like to let everyone know as soon as possible. The quickest way for you to find out is by signing up for the *Superintendent's News Service* by going to www.ridgefield.org or by listening to one of the following radio/TV stations for school cancellations: WEBE (108FM), WEZN (99.9FM), WLAD (800AM/98.3FM), WCBS (880AM), WFSB TV (Channel 3), WTNH TV (Channel 8), WVIT (Channel 30).

Parents should be aware that changing weather conditions may require additional delays or other changes after the initial notification is made. It is best to continue monitoring information sources for updated delays or cancellations.



SRMS TELEPHONE NUMBERS

Attendance	203-894-5725/Option 1
Fax	203-894-3411
Counseling Office	203-894-5725/Option 2
Main Office	203-894-5725/Option 0
Nurse	203-894-5725/Option 3

TELEPHONE USE & MESSAGES

If you need to make a telephone call *in an emergency*, you may use the Main Office telephone. Please remember that the Main Office is a very busy place and that you should use the telephones there only *in an emergency*. Students should not use classroom telephones to contact parents. Sometimes parents may have to get a message to you. Because the Main Office is so busy, *we can only get messages to students regarding very serious matters.*

VISITORS

All visitors — including parents — must check in with the security guard or at the Main Office and wear an identification sticker while on school grounds. It is also our policy that we are unable to have students who attend other schools accompany students to their classes.

YEARBOOK



Over the last few years the yearbook has grown bigger and better. It's a great memory of the very special days you spent here, and we feel it truly reflects the best of our school and students. You can make it even better by doing great things in school, by working on the yearbook committee or by just remembering to buy one.

SRMS Bell Schedule 2020-2021

<u>Regular Schedule</u>	<u>Early Dismissal</u>									
Arrival 8:00 - 8:20	Arrival 8:00 - 8:20									
Period 1 8:20 - 9:10	Period 1 8:20 - 8:36									
Period 2 9:13 - 9:54	Period 2 8:39 - 8:55									
Period 3 9:57 - 10:38	Period 3 8:58 - 9:14									
Period 4/G6 10:41-11:26	Period 4 9:17 - 9:32									
Period 5/G8 11:29 - 12:14	Period 5 9:35 - 9:50									
Period 6/G7 12:17 - 1:02	Period 6 9:53 - 10:08									
Period 7 1:05 - 1:46	Period 7 10:11 - 10:26									
Period 8 1:49 - 2:30	Period 8 10:29 - 10:45									
Dismissal 2:30 - 2:50	Dismissal 10:45 - 11:05									
*Lunch waves										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">G6</th> <th style="width: 33%;">G8</th> <th style="width: 33%;">G7</th> </tr> </thead> <tbody> <tr> <td>10:41-11:01</td> <td>11:29-11:49</td> <td>12:17-12:37</td> </tr> <tr> <td>11:06-11:26</td> <td>11:54-12:14</td> <td>12:42-1:02</td> </tr> </tbody> </table>	G6	G8	G7	10:41-11:01	11:29-11:49	12:17-12:37	11:06-11:26	11:54-12:14	12:42-1:02	
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10:41-11:01	11:29-11:49	12:17-12:37								
11:06-11:26	11:54-12:14	12:42-1:02								
<u>3-hour Delayed Opening</u>	<u>2-hour Delayed Opening</u>									
Arrival 11:00 - 11:20	Arrival 10:00 - 10:20									
Period 1 11:20 - 11:26	Period 1 10:20 - 10:38									
Period 2 11:29 - 12:14	Period 2 10:41 - 10:59									
Period 4/G6 11:29 - 12:14	Period 4 (6) 11:02 - 11:47									
Period 5/G8 12:17 - 1:02	Period 5 (8) 11:50 - 12:35									
Period 6/G7 1:05 - 1:50	Period 6 (7) 12:38 - 1:23									
Period 2 1:53 - 2:00	Period 3 1:26 - 1:45									
Period 3 2:03 - 2:10	Period 7 1:48 - 2:07									
Period 7 2:13 - 2:20	Period 8 2:10 - 2:30									
Period 8 2:23 - 2:30	Dismissal 2:30 - 2:50									
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