



We reach for the stars!



STUDENT PROCEDURES

2016-2017

August 2016

Dear Student:

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 will chaperone these events and will be assisted by parents. **Students may not leave during the social 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.

ARRIVAL & DISMISSAL



Our school day begins at 8:00 a.m. with the sound of a tone. Unless you have an appointment with a teacher or staff member, **you may not be in the building before 8:00 a.m.** because we have no adult supervision for you. If you have arranged to meet a teacher for extra help or make-up work, please go directly to that classroom and stay there until you have been dismissed to homeroom.

If you are late for school, you must sign in with the Attendance Office before going to homeroom or class. You must have a written excuse from your parent if your parent did not call the attendance number prior to your arrival (203-894-5725, Option 4).

In order to ensure students' safety, parents must send written notification *and* appear in person in the Main Office to sign out and release students from school before 2:50 p.m. If you bring a written note for early dismissal, give it to your homeroom teacher who will send it to the Main Office at the end of homeroom. Your name will then be put on the attendance sheet, and you may meet your parent in the Main Office at the appropriate time. *Please be aware of the time so a secretary does not have to call your classroom and disrupt the lesson.* **You cannot be dismissed early with only a telephone call.** This is for your protection. If you return to school the same day, please go to the Attendance Office to check in and obtain a pass to go to class.

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. If you are going to be absent, **your parent must call the Attendance Hotline** (203-894-5725/Option 4), **each day of your absence**, before 9:00 a.m. If you are going to be tardy to school, your parent is asked to call before 9:00 a.m. to excuse your tardiness. **If you arrive late, you must report to the Attendance Office before going to class.** When you are absent and there has been no phone call from a parent, your parent will receive a call from the school with notification of your absence. Likewise, if you are late to school and no phone call was made to the Attendance Hotline, your parent will receive a call from the school saying you are absent/tardy. To avoid confusion, please be sure that a parent calls the Attendance Hotline to say that you will be absent or late. *Don't forget: Always report to the Attendance Office when arriving to school after 8:00 a.m.*



BOOK BAGS

Book bags and backpacks are convenient when carrying many books to and from school. When they are used throughout the school day, however, they accumulate so much material that their bulk contributes to traffic jams in hallways and on stairs. For this reason, as well as others, students at SRMS are to leave book bags in lockers during the school day (8:04 to 2:50 p.m.) and carry with them only those materials needed for two or three periods.

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 a *Positive Behavioral Intervention & Support Program* which occurs throughout the year.

CELL PHONES & OTHER ELECTRONIC DEVICES

The use of cell phones and other electronic devices is not permitted outside of designated classrooms. At no time shall a cell phone or electronic device be used in a bath room or locker room. *Students and parents must sign and return the “Cell Phone/Electronic Device Agreement” included with the summer packet.*

COMPLICITY

Students who knowingly withhold information about an infraction, or who intentionally mislead teachers or administrators in the investigation of an incident, may be held partly responsible for the given incident and may face disciplinary consequences.

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 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 should have a 2-inch shoulder strap minimum
- Shorts must have a 3-inch inseam
- Skirts must be longer than extended fingertips
- 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. We appreciate your cooperation.

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 guidance 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.

FIELD TRIPS

There are many things to see and do outside of the classroom which help to make your studies come alive. Field trips vary from year to year and make for an exciting addition to your learning experiences. All field trips require permission from your parents. Please cooperate with your teacher who works hard to make these trips a possibility. Field trips are a privilege, and we hope you show appreciation by looking neat, following all school rules while on the trip and using proper etiquette with everyone. Failure to behave in a proper manner may result in suspension from future field trips.

Some students may require some financial aid to defray the cost of field trips. Parents who require more information about this assistance should send a written request for assistance to the assistant principal.

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

GUIDANCE SERVICES

You never have to feel alone in middle school. In addition to teachers and administrators, you also have a Guidance Counselor to support you. You will have the same Guidance 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 Guidance 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 Guidance 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 Guidance 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	Mrs. Mary Wyton
Grade 7	Mrs. Elizabeth White
Grade 8	Mrs. Lisa Rodden

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 Guidance 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.

HOMEROOM

After the bus drops you off in the morning, you will go to the gym (6th & 7th grades) or cafeteria (8th grade) until it's time report to homeroom. Homeroom is where attendance will be taken and daily announcements made. It is important that you are on time to homeroom, as with all of your assigned classes and lunch. You will return to homeroom for the last ten minutes of the school day for the check-out process.

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 guidance counselor if you are having difficulty getting your homework done.

Some suggestions for absences:

- 📖 Go to your teacher's website at www.ridgefield.org (link to SRMS).
- 📖 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 guidance counselor, who will help you make arrangements to keep up with your work.
- 📖 If you are absent *for more than two days*, you or your parent may call the Guidance Office (894-5725, extension 36614) *before 9:00 a.m.* to request class worksheets. They will be available between 3:00 p.m. and 4:00 p.m.
- 📖 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 Main Office. 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.

LOCKERS

At the start of each year, every student is issued a personal locker with its own special combination. You are expected to keep your locker clean and orderly. To help you with this, we will have locker clean-out several times each year. Please do not write or put decals or stickers on your locker, because you will be asked to remove them — and that is quite a job.

Your locker combination should not be shared with anyone! Your combination works this way:

1. Starting at “zero”, turn to the right for the first number.
2. Turn left one complete turn past the first number and stop at the second number.
3. Turn right and stop at the third number; lift the locker handle. Your locker should now open.

If you forget your combination or if your locker should jam between classes, go to your next class and have your teacher issue you a pass so that you are not reported absent from class. Then go to the Main Office and see a secretary for help. If necessary, a custodian will be called to assist you. Lockers jam because students try to squeeze in items that are too large. Be aware of the space capacity of your locker, and do not try to force large items in it.

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 at www.lunchtime.ridgefield.org/lunchtime
2. Cash

Menus can be found on the www.ridgefield.org website. Look for the *District Offices > Food Services* tab. Questions regarding the lunch program can be directed to the Food Service Office at 203-894-5550, ext. 22035.



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.*

PARENT/TEACHER CONFERENCES

To help your parents get to know your teachers and learn about your progress, teachers are available for parent/teacher conferences. Once per year in the late fall, the entire faculty is available at the same time for these conferences. This helps parents to arrange to meet as many of your teachers as possible at one time.

Additionally, parents may call individual teachers and/or your guidance counselor at any time and arrange for personal appointments or a team meeting at a mutually-convenient time. The dates for the 2015/2016 conferences are:

AFTERNOON	EVENING
Thursday, November 10, 2016 12:00 to 3:00 p.m. <i>Early Dismissal 11:05a.m.</i>	Wednesday, November 9, 2016 5:00 to 8:00 p.m.
Friday, November 18, 2016 12:00 to 3:00 p.m. <i>Early Dismissal 11:05 a.m.</i>	Thursday, November 17, 2016 5:00 to 8:00 p.m.

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 *In school but need to be dismissed early?* Bring a note from home and give it to your homeroom teacher, who will send it to the Main Office. Your name will be put on the attendance sheet, and you may meet your parent in the Main Office at the appropriate time.
- 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

The Parent Portal 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 4
Fax	203-894-3411
Guidance	203-894-5725/Option 6
Main Office	203-894-5725/Option 0
Nurse	203-894-5725/Option 5

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 SCHOOL CALENDAR

"Lost time is never found again." (Benjamin Franklin)

HOLIDAYS (school closed)

September 5	Labor Day
October 3	Rosh Hashanah
October 10	Columbus Day
October 12	Yom Kippur
November 11	Veterans' Day
November 24 & 25	Thanksgiving Holiday (11/26 Early Dismissal)
January 16	Martin Luther King Day
February 20	Presidents' Day
April 14	Good Friday (Occurs during Spring Break)
May 29	Memorial Day

SCHOOL BREAKS

Dec. 24 through Jan. 2	Christmas Recess (12/23 Early Dismissal)
April 10 through 14	Spring Recess

SRMS CONCERTS

(All concerts begin at 7:00 p.m.)

MUSICAL

Dec. 6, 7, 2016; January 12 & 17, 2017
May 3, 10, 16 & 23, 2017; June 7, 2017
March 31 & April 1, 2017

SRMS EVENTS

September 29	Open House (6:45 p.m.)
September 14	Picture Day
March 30	Curriculum Evening (6:45 p.m.)
Last Day of School	8th Grade Promotion Ceremony

PARENT TEACHER CONFERENCES

November 10 & 18	Afternoon (12:10 to 3:10 p.m./11:30 a.m. dismissal)
November 9 & 17	Evening (5:00 to 8:00 p.m.)

TEACHER PROFESSIONAL DEVELOPMENT DAYS

November 8	No School
February 16	Early Dismissal 11:05 a.m.
February 17	No School
March 17	Early Dismissal 11:05 a.m.

SRMS BELL SCHEDULE
2016-2017

<p><u>REGULAR SCHEDULE</u></p> <p>HR/Check-In 8:00 to 8:10 Period 1 8:14 to 8:54 Period 2 8:58 to 9:38 Period 3 9:42 to 10:22 Period 4 10:26 to 11:06 Period 5A 11:10 to 11:33 Period 5B 11:37 to 12:00 Period 5C 12:04 to 12:27 Period 6 12:31 to 1:11 Period 7 1:15 to 1:55 Period 8 1:59 to 2:40 HR/Check-Out 2:40 to 2:50</p>	<p><u>EARLY DISMISSAL</u></p> <p>HR/Check-In 8:00 to 8:10 Period 1 8:13 to 8:31 Period 2 8:34 to 8:52 Period 3 8:55 to 9:13 Period 4 9:16 to 9:33 Period 5 9:36 to 9:53 Period 6 9:56 to 10:13 Period 7 10:16 to 10:34 Period 8 10:37 to 10:55 HR/Check-Out 10:55 to 11:05</p> <p><i>Note: Lunch will not be served.</i></p>
<p><u>ADVISORY DAY</u></p> <p>HR/Check-in 8:00 to 8:10 Period 1 8:14 to 8:50 Period 2 8:54 to 9:30 Period 3 9:34 to 10:09 Period 4 10:13 to 10:48 Period 5A 10:52 to 11:15 Period 5B 11:19 to 11:42 Period 5C 11:46 to 12:09 Period 6 12:13 to 12:48 <i>Advisory 12:52 to 1:22</i> Period 7 1:26 to 2:01 Period 8 2:05 to 2:40 HR/Check-Out 2:40 to 2:50</p>	<p><u>DELAYED OPENING</u></p> <p>HR/Check-In 10:00 to 10:10 Period 1 10:13 to 10:37 Period 2 10:40 to 11:04 Period 3 11:07 to 11:31 Period 5A 11:34 to 11:57 Period 5B 12:01 to 12:24 Period 5C 12:28 to 12:51 Period 4 12:55 to 1:19 Period 6 1:22 to 1:46 Period 7 1:49 to 2:20 Period 8 2:16 to 2:40 HR/Check Out 2:40 to 2:50</p>

