PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as "you" but rather as "the student," "students, "or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the Student Code of Conduct contained herein intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletter, web pages, and other communications. Please refer to the district web site link http://www.griswoldpublicschools.org for all Board of Education policies.

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

The Director of Curriculum is the designated district compliance officer who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Griswold Middle School Core Values:

Respect

Responsibility

Kindness

Honesty

Griswold Middle School Personnel
Michele Raynor – Principal
Sarah Cary – Assistant Principal

Grade 5

Ray Knolhoff….Language Arts and Science
Joreen Mattras…. Language Arts and Science
Jen Larkin…. Language Arts and Math
Ty Roby…. Language Arts and Social Studies
Denica Burnell… Language Arts and Social Studies
Lars Weldy…. Language Arts and Math

Grade 6

John Felty…. Language Arts
Laurie LaBossiere…. Language Arts
Michelle Holdridge….Math
Erin Shea….Math
Sharon Hvizdak….Social Studies
Matt Dyer….Science

Grade 7

Lisa Lear…. Language Arts
Lee Hulten…. Language Arts
Sarah McNamee….Math
TBA (hire)….Math
Elizabeth Foy….Science
Philip Miner….Social Studies

Grade 8

Amy Cory…. Language Arts
Lynda Casey…. Language Arts
Kathy Brunelle….Math
Jen Socha….Math and Language Arts
Peter Berglund….Math and Science
Krista Thivierge….Science and Social Studies
Lisa Romasanta….Social Studies

Special Education

Janet Keffer…grade 5
David Bennett…grade 6
Carol Verissimo…grade 7
Erin Palonen…grade 8
Robert Hess…grades 5-8
David Amaral…grades 5-8
Kristen Chambers….Speech/Language
Valerie Center….Occupational Therapist

Exploratory Teachers

Erin Wraichette….Art
Maria Sokola…Spanish
Kristen Butremovic…Health

Charles Butremovic…Technology
Louis Bocciarelli….Music
Kathy Bocciarelli….Music
Chad Barclay….Physical Education
Morgan Rein….Physical Education
Carol Goulart….Librarian

Reading

Pat Porter….Literacy Coach
Eleanor Campbell….Reading Interventionist
Kristen LaLima….Reading Interventionist

Support Staff

John Howe….School Psychologist
Gail McHugh….School Psychologist
Elaine Mahanke….School Social Worker
Paula Mikutel….Guidance Counselor
Renee Normandie….School Nurse

ADMINISTRATORS' MESSAGE

Dear Students:

Welcome to Griswold Middle School! The entire faculty and staff welcome you to our school and hope that this new school year will be a challenging and rewarding one for you. Our priority is to provide you with a secure and cooperative learning environment where all students can excel. This handbook has been created for your use. It contains all the regulations and procedures students are expected to follow. If you have any questions, please refer to this handbook.

The entire Griswold community is very proud of our school. Our teachers are well trained professionals who are dedicated to making this year a successful one for you.

Welcome, work hard, challenge yourself and get involved. Best wishes for an enjoyable and productive school year!

Sincerely,

Michele Raynor
Principal

IMPORTANT PHONE NUMBERS

Main Office: 860-376-7630
Fax: 860-376-7610
Special Education: 860-376-7655
School Nurse: 860-376-7624
School Nurse Fax: 860-376-7623
Transportation: 860-376-2860

GRISWOLD MIDDLE SCHOOL MISSION STATEMENT

The mission of the Griswold Public Schools is to educate for excellence in a safe and accepting atmosphere, thus inspiring students to maximize their potential and develop into confident and contributing members of society.

The Griswold Public Schools will attain its mission by:

- Nurturing a culture and climate where safety, order, communication and accomplishment are fundamental and where integrity, respect, compassion, trust, diversity, and healthy choices are expected and valued.
- Inspiring teachers and learners to develop knowledge, skills and individual talents.
- Providing hands-on opportunities that expose students to a variety of community and real-world experiences.
- Promoting high standards and excellence in academic, social, civic, physical, artistic, and technological endeavors.
- Improving achievement and programs by analyzing, reporting and using student performance data.
- Selecting and retaining high quality staff, investing in their ongoing growth, and involving them in collaboration, reflection and problem solving.
- Inviting families to serve as partners in their children's education through opportunities that support learning, volunteering, decision making, and educational advocacy.
- Engaging the community as learners and as proud caretakers of strong educational values for future generations.
- Preserving the campus environment and other features that contribute to the uniqueness of the Griswold district.
- Utilizing all resources (people, time, materials, and facilities) to further expand the vision and horizons of the Griswold Public Schools.

ABSENCES

The Griswold Board of Education has an Attendance Policy.

Attendance, Excused Absences and Truancy Definitions

"Class Cut" is when a student misses a class and has no legitimate reason for doing so or is tardy to or dismissed from school and does not have a legitimate excuse.

"Tardiness" is when students arrive at school later than the beginning of school. Unexcused tardiness will be considered as an accumulated absence and the student may lose credit. Students tardy to school are responsible for work done in classes missed as well as assignments due.

"Truant" is any student who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.

"Habitual Truant" is any student who has twenty (20) unexcused absences within a school year.

Attendance Procedure (Grades K-8)

If a student is absent from school, the parent or other person having control of the student, will contact the school by 9:00 a.m. Following the absence the student must bring a note to school that is signed by their parent indicating the dates and why they were absent. This note must be received within ten (10) days or the absence will be an unexcused absence. If no contact is received, the school will make a reasonable effort to notify the parent or such person by telephone of the student's absence. Such efforts shall include at least two attempts. A written record of these attempts shall be kept in the principal's office.

A building administrator will determine if the absence is unexcused. When the student has four (4) unexcused absences in a month or ten in a school year, a referral will be made to the appropriate staff. The appropriate staff will arrange a meeting with the parent or other person having control of the student to review and evaluate the reason for the student being a truant. This meeting shall be held not later than ten (10) days after the child is identified as a truant. If the parent or other person having control of a child identified as "truant" fails to attend the required meeting or fails to cooperate with the school in trying to solve the truancy problem, the building principal or designee shall file a written complaint with the Superior Court under the Family With Service Needs program. Prior to a written complaint to Superior Court, a PPT meeting may be held to determine if an educational evaluation is needed.

After twenty (20) unexcused absences, the student will be identified as a habitual truant. The appropriate staff shall coordinate services and refer truants and habitual truants to community agencies providing child and family services.

At the beginning of each new school year, any student who has had ten or more unexcused absences will be identified as an “at risk student” and will be monitored by the appropriate staff. A letter will be sent to parents and the appropriate staff will meet with the student to discuss the importance of regular attendance. A letter will be sent to parents and the appropriate staff will meet with the student to discuss the importance of regular attendance.

Early Dismissals

Any student requesting early dismissal must have a signed note from his/her parent or guardian. This note is to be brought to the office before homeroom. The student must report to the office before leaving school and must be signed out and accompanied by his/her parent. Without proper parental authorization, student dismissal will not be allowed. No student is permitted to leave the building or the grounds without proper authorization.

ACADEMIC INFORMATION

Course Grouping

The philosophy of Griswold Middle School is to group students heterogeneously in most core subject areas and in all exploratory areas. Limited homogeneity exists in areas such as math due to the skill level and aptitude required. Flexible grouping may be exercised for periods of time in core classes based on the needs of the students. Flexible grouping is most apparent in Language Arts classes.

Teacher Teams

At Griswold Middle School, the organization of professional staff is the instructional team of teachers. Currently, grade five has two (2) teams and grades six, seven, and eight are organized into one (1) team. Our exploratory teachers form their own team and provide instruction for all grade levels. These teams of teachers, in cooperation with the school's administration, counselors, and each other, coordinate, plan and discuss student academic progress, behavior, instructional needs, home/school information and school activities. Teams make adjustments, provide support, develop academic and behavioral improvement plans based on student data such as standardized tests, progress reports and report cards, failing student lists, reading assessments, and behavioral referrals.

ACCIDENTS AND ILLNESS

A student should report to his/her teacher is he/she becomes ill during the day, or if he/she has an accident while in the building or on school grounds. The teacher will then refer the student to the nurse and school office. **Students must see the nurse for assistance in health matters prior to contacting home and leaving school. Parents should only be contacted after seeing the nurse.**

The Health Office and Health Assessments

State law and Board of Education policy require an up-to-date physical examination for students in grade six. Students will have from the last day of grade five until the day prior to entering grade seven to obtain the required physical examination. Board of Education policy also requires that students participating in interscholastic and intramural sports have an annual physical on file with the nurse before they try out.

Medications: All medications needed by students during school hours must be given to the nurse by the parent, with the authorization form signed by the attending physician. Connecticut state law requires a statement on file in the health office signed by physician and parent describing medication, dosage and possible side effects. **All medications (including aspirin) must be kept by the nurse and distributed by the nurse at the appropriate times.** All medication needing to be administered during school hours are given by the school nurse. **Self-carry medications (inhalers, epi-pens, and diabetic needs) must be brought to the nurse's office with the Medication Authorization form signed by the physician and parent. Self-carry medication will be given to the student upon review of medication policy and self-carry status.**

If your child must receive medication during school hours, you must abide by the following:

1. An order from the doctor must be completed and signed by the physician and the parent.
2. This must include the name of the medication, the dosage, and the length of time it is to be given. No medication will be given without a doctor's order and written permission by the parent.
3. Medications must be in a pharmacy bottle labeled with:
    a. The student's name
    b. The name of the medication
    c. The time it is to be given

As of August 2011, the State of Connecticut has new immunization requirements for entry into seventh grade. Students are required to have:

1. A health assessment (physical exam)
2. Tdap/Td
3. Polio
4. MMR
5. Meningococcal
6. Hep B
7. Varicella

ASSEMBLIES

Each year a variety of assemblies are held. Students are to sit with their class and conduct themselves in a polite and courteous manner. Past assemblies have included a variety of topics that are related to our curriculum and school safety.

EVENING PROGRAMS/AFTERNOON SPECTATOR EVENTS

Students must be accompanied by a parent or designee in order to attend evening programs as audience members. For afternoon spectator events, students must provide a signed parent permission form.

BREAKFAST/LUNCH/CAFETERIA

You have the right to eat in a clean, safe, and civil environment. Because there are so many students in the cafeteria at one time, it can become very loud and confusing. **The staff members on duty have helped to establish the rules and the procedures for the lunch period, as rules must be followed.**

Rules:

1. It is expected that students abide by the common rules of manners and courtesy. You are expected to be courteous and respectful at all times to those who work in the cafeteria and to those teachers on duty. Cutting into line is not allowed.
2. Talking must be kept at a conversational level. Screaming at or to one another is unacceptable.
3. When you have finished eating lunch, you will dispose of your trash and tray, and then return to the seat where you were sitting. You are not to be wandering around the cafeteria.
4. You **MUST** leave your table and area clean. The next group coming in to eat deserves a clean place to eat just as you did.
5. Dismissal will be by table. The table and area needs to be clean and the group at the table must be settled down and ready to go. Teachers on duty will check your table for cleanliness before dismissing you.
6. Food is not to be thrown under any circumstance. This means food is not to be thrown on the table, the floor, or at someone else.
7. Anything that adds noise and confusion to the setting is not allowed.
8. <u>You may not take food or drinks from the cafeteria without permission</u>.
9. If you are given an assigned seat, you are expected to be in that seat each day without argument.

All students who have been identified to receive reduced price or free hot lunch during the previous school year may remain as such until October 1st of the following year. Forms need to be resubmitted for each new school year. The same password from the previous year will be used by the student.

Prices

During the summer a form is mailed to parents regarding the price for breakfast and lunch which are served each day at GMS. Applications for free and reduced lunches are also mailed to parents. Parents can pre-pay for lunches by making a check out to **Griswold School Lunch** in whatever amount desired and send it in to either the GMS main office or to the cafeteria office. Once all lunches have been served, the line will re-open for the sale of snacks. A parent's note needs to be filed with the cafeteria office for students who wish to purchase snacks from their pre-paid account. Or, after all that, you may wish to "brown bag" it from home!

BUS SAFETY AND SCHOOL TRANSPORTATION

Appropriate student behavior on a bus is a matter of safety. The bus driver is in charge of the bus and its occupants from the time the students get on the bus until they are safely discharged. Students are expected to respect the rights of others at all times and follow all school rules while on a bus. Repeated misbehavior or a single serious offense will result in losing bus privileges. If a student is on bus suspension, a parent is required to provide transportation to and from school. In an emergency situation only, students may take another bus with a written note from home and a pass from the GMS office.

Transportation discipline includes the following procedures:

1st Offense: Letter of Warning to Parents
2nd Offense: 3 day suspension from transportation plus designated seating
3rd Offense: 5 day suspension from transportation plus possible additional administrative action

Students who are eligible to be transported to school by bus may not ride any bus except the one normally used. In special situations where a bus change is required, parents must provide a note of permission for such change. If a student misses his/her bus ride home, he or she should report directly to the Griswold Office in order to inform by phone his/her parent and determine an alternative transport home.

No bus student may walk home without written parental permission and without there being a parent note/letter for such permission on file with the Griswold Middle School Office. Middle school students are NOT allowed to ride the late bus home from the elementary school.

CARE OF SCHOOL PROPERTY

Students are responsible for all school property in their possession. When students are issued a book they will sign a receipt and put their name in the book. All textbooks shall be covered and protected at all times. Students are responsible for any damage or wear beyond the normal amount. Books which are lost or stolen must be paid for. Students who carelessly or maliciously destroy or damage school property will be held financially responsible and will face disciplinary action.

Most textbooks, reference materials, library books, and other equipment in Griswold Middle School are of excellent quality. Griswold Middle School is well maintained. This fact, in itself,

should be an incentive to keep the school and its equipment in as good condition as possible. Any destruction or defacement will be dealt with severely. Each student is requested to be responsible for making his/her teacher aware of any problems or changes in the condition of school materials.

CELL PHONE/CAMERA/VIDEO POLICY

Cell phones should be off and out of sight at all times. Students are not allowed to send or receive calls or text messages during school hours. Students are not allowed to take photographs or videotape in school or on the bus. Any student caught using a cell phone during the school day will be asked to turn their cell phone over to the adult in charge. Students are expected to respectfully comply with this request. Cell phones may be confiscated by administration. All confiscated cell phones should be turned into the office with the student's name attached.

1st Offense: Students may pick up their phone in the office at the end of the day.

2nd Offense: Student's parent must come and pick up the phone.

Three or more offenses can result in disciplinary action.

COMPUTER NETWORK AND ACCEPTABLE USE POLICY

The Griswold Public School district believes in the educational value of communications, the Internet, and electronic information services, and recognizes their potential to support its educational program, the curriculum and student learning. Resource sharing, communications, and innovation capabilities for both students and teachers have been increased with access to telecommunications and to the Internet. The district will make every effort to protect students and teachers from any misuses of abuses as a result of experience with electronic information service. It is therefore imperative that members of the school community conduct themselves in a responsible, decent, ethical, and polite manner while using any network. Further, they must abide by all local, state, and federal laws.

Internet access is now available to students and teachers in the Griswold School District. The Board of Education is pleased to bring this access to Griswold and believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Griswold School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

The Griswold School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. This district will not be responsible for any damages such as loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. The district specifically denies any responsibility denies any responsibility for the accuracy or quality of information obtained from the Internet.

CHILD ABUSE

Teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if the child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Family Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

CLASS CHANGE POLICY

Class changes will not be made except in the rare occurrence of an inappropriate academic placement. Not liking a particular subject or staff member is insufficient grounds for a class change. Consideration for any other changes requires a meeting process where the teacher, student, parent(s) and counselor will review the circumstances. Any recommendation for a change must have administrative approval.

CO-CURRICULAR ACTIVITIES/ATHLETICS

Co-curricular activities are those school programs that extend beyond the school day and meet on a regular basis. We at the Middle School encourage all students to participate in these activities. They are fun and add another dimension to school. They also afford an opportunity to establish new friendships and skills. The following are some activities offered at Griswold Middle School:

Boys' and Girls' Cross Country
Boys' and Girls' Basketball (6-8)
Boys' and Girls' Track and Field
Drama Club
School Newsletter
Chess Club
Student Council
Musical
Jazz Band
Robotics
Lego Club
Volleyball
Yearbook
Ski Club
Various Academic Groups

Griswold Middle School offers opportunities to participate in co-curricular programs. **Students must be in good academic standing to take part. That is, a student must be passing all of his/her subjects and maintain those passing grades**. Students representing our school are also

expected to be good citizens of our school. Any deviation from this policy will require administrative approval.

SUPPORT STAFF

School counselors are available to help students better understand themselves, their abilities, talents and career options in order to make mature, responsible decisions effecting their lives and the lives of others. Students may see their counselor by making an appointment before or after class or immediately with teacher permission in an emergency. The School Psychologist and Social Worker may offer focus groups in response to student needs, for example: divorce groups, peer acceptance groups, and study skills programs. Parents are encouraged to contact support staff with any concerns they might have.

Support staff also recommends students who may be in need of academic intervention. Students who have failed several classes each quarter may be provided with small group instruction in their areas of need. These academic intervention classes will be scheduled during their academic day (i.e. SAIL period).

GRISWOLD MIDDLE SCHOOL DISCIPLINE GUIDELINES

The discipline guidelines at Griswold Middle School are based on the values represented by our core words; Respect, Responsibility, Caring and Honesty. The purposes of these guidelines are to establish a safe learning environment through the development of mutual respect for and between the students, staff and school. Griswold Middle School will provide a quality education in a structured program in which positive reinforcement is coupled with the consistency of consequences. Our underlying premise is that school needs to be orderly to maintain a safe, nurturing environment for students. Therefore, all students are expected to follow the fundamental four rules listed below. These rules apply to any school activity.

Four School Rules:

Respect – Be RESPECTFUL to yourself, others and property.
Responsibility – Be RESPONSIBLE for your learning, actions and environment.
Kindness – Have KINDNESS for others in all you do.
Honesty – Allow everyone to TRUST your behavior and decisions.

Students who consistently comply with core rules receive positive reinforcement through High Five card recognitions.

Level I: Teacher Discipline

Teachers will manage classroom behavior and will initiate and implement appropriate disciplinary consequences for all classroom offenses except those that are listed under Level II. Any student who is disruptive within a classroom may be immediately sent/removed to a designated area for critical thinking, and then be disciplined by the teacher at a later time.

Classroom Actions Teachers May Take:

1. Redirect, Seat Change, Reflective Writing
2. Verbal Warning
3. Critical Thinking Center (CTC)
4. Teacher Detention (lunch or after school)

5. Parent Notification/Conference
6. Counselor Referral
7. Collaborative Action Plan
8. Administrative Referral

Student infractions that occur outside the classroom will result in the following teacher actions:

1. Redirect/Re-teach
2. Verbal Reprimand
3. Written Assignment
4. Counselor Referral
5. Teacher Detention (lunch or after school)
6. Administrative Referral

It shall be the teacher's discretion that determines which of the preceding actions will be appropriate for disruptive student infractions outside of the classroom. A meeting may also be called. A meeting with the teacher, counselor, and administrator, whereby the student's prior discipline problems and assigned consequences will be reviewed. When required, the administrator or teacher will initiate a parent conference to consider administrative disciplinary action of the student involved.

Level II: Office Offenses

Administrative Discretion

The administration reserves the right to make judgments in the best interest of all individuals involved. ***The discretion of the administration shall supersede penalties listed in the Discipline Code.*** It is understood that discretion means when, in the opinion of the administration, circumstances surrounding a violation are of such a nature as to be gross misconduct or extremely serious or dangerous actions, administration reserves the right to determine a consequence more serious than stated in the code. It is also understood that circumstances may not be considered serious enough to warrant a penalty stated in the code. In ANY circumstances not covered by the written rule, the detention and suspension policy is left to the discretion of the administration. The policy below provides guidelines and consistency. In all cases, the administration reserves the right to employ good judgment in considering a specific situation.

AD – Administrative Discretion
SR – Support Staff Referral
ISS – In School Suspension
OSS – Out of School Suspension
LD – Lunch Detention
ASD – After School Detention

VIOLATION	1st OFFENSE	REPEAT OFFENSE	CHRONIC
Abusive Language/Profanity	LD/ASD/AD	LD/ASD/AD/SR	ISS/AD
Racial/Ethnic Slur	ISS/AD	SR/OSS	OSS/AD
Use/Possession of Alcohol	See Serious Offense Policy		
Arson	See Serious Offense Policy		
Bomb Threat/False Alarm	See Serious Offense Policy		
Disruption	LD/ASD/AD	LD/ASD/AD	LD/ASD/AD
Defiance/Disrespect/Non-Compliance	LD/ASD/AD	LD/ASD/ISS/OSS	OSS/AD/SR
Misbehavior for Substitute	LD/ASD/AD	LD/ASD/AD	ISS/AD
Missed Detentions	ASD/ISS/AD	ISS/AD	AD

Dress Code Rule Break	Warning	Parent Call/ LD/ASD	Parent Call /AD
Harassment/Bullying	AD	AD/SR/ISS/OSS	AD/ISS/OSS
Threatening/Intimidating	LD/ASD/AD	AD/ISS/SR	AD/ISS/OSS
Sexual Harassment	LD/ASD/AD	AD/ISS/OSS/SR	AD/ISS/OSS
Obscene Gesture	LD/ASD/AD	AD/ISS/OSS/SR	AD
Inappropriate Display of Affection	LD/AD	LD/ASD/AD	AD
Inappropriate Location/Out of Bounds/Risk of Injury	LD/ASD/AD	LD/ASD/AD	AD
Lying/Cheating/Plagiarism	AD/Parent Notification	AD/Parent Notification	ISS/AD
Use/Position of Combustibles	See Serious Offense Policy		
Use/Possession of Drugs	See Serious Offense Policy		
Physical Aggression/Fighting	AD/OSS/ISS	AD/OSS/ISS/SR	AD/OSS
Property Damage/Vandalism	Restitution	AD/ISS/OSS/Restitution	AD/OSS/Restitution
Skip Class/Truancy/Tardiness	LD/ASD	LD/ASD	LD/ASD/ISS
Leaving Classroom w/o Permission	LD/ASD/AD	AD/ISS	AD/ISS/OSS
Technology Violation/Electronics	AD/Loss of Privilege	AD/SR/ISS	AD/SR/ISS/OSS
Use/Possession of Tobacco	AD/ISS/OSS/Parent Contact	AD/ISS/OSS/SR/Parent Contact	AD/ISS/OSS/SR/Parent Contact
Theft/Forgery	Restitution/Parent Contact/AD	Restitution/Parent Contact/AD/SR	Restitution/Parent Contact/AD/SR/ISS
Use/Possession of Weapons	See Serious Offense Policy		

Level III: Serious Offense Policy

These acts are so serious they always require administrative action which result at a minimum in the immediate removal of the student from school (up to 10 days), and when appropriate, an expulsion hearing. These acts may also result in referral to law enforcement authorities.

1. possession of weapons: including-but not limited to-firearms, knives, clubs, explosives, and their facsimiles
2. possession or sale of alcohol and/or drugs, including their facsimiles; consumption or being under the influence of alcohol and/or drugs
3. vandalism (major)
4. theft (major)
5. arson, false fire alarm report, including 911 call, bomb threat, weapons threat
6. physical assault to a school employee or another student
7. major disruption of the school (including substantive violent threat to school or school personnel)

In ANY circumstances not covered by the written rule, the detention and suspension policy is left to the discretion of the principal or her designee.

It is the policy of Griswold Board of Education to prevent and prohibit the possession, use and distribution of any drug or drug paraphernalia, alcohol or tobacco products on school property, at school sponsored events, on school buses and in route to and from school by any mode of travel provided by the school system. Violations of this policy will result in a suspension from school, and may result in an expulsion hearing before the Board of Education and legal action. Activities of a questionable nature that mimic or simulate drug use, possession, or distribution are similarly of serious concern and will be treated in the same manner as any substance abuse issue. Smoking is prohibited on all Griswold school properties.

Due Process
All students have the right to a hearing with their assigned administrator where reasons for suspensions will be presented and where the student may explain his/her actions. However, school administration may immediately remove the student from school when, in their judgment, the student's behavior presents a real and present danger to the health and safety of the student, others, or the fundamental good order of the school. In the case of removal from school for more than ten days, there will be a hearing before the Board of Education.

BULLYING BEHAVIOR
In accordance with state law, it is the policy of the Griswold Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is expressly forbidden.

"Bullying" shall mean any overt acts by a student or group of students committed more than once during the school year that is directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds, a school-sponsored activity, or on the bus.

Bullying behavior in violation of Board policy must occur on school grounds or at a school sponsored activity. School officials are authorized to impose discipline for such conduct (off campus) only if such conduct markedly interrupts or severely impedes the day to day operations of the school.

Types of Conduct
1. Physical intimidation and/or attacks.
2. Verbal taunts, teasing, cruel rumors, false accusations, name-calling and put-downs, including taunts based on ethnicity, gender, religion, sexual orientation or other protected and/or individual characteristics and social isolation.
3. Oral or written threats and intimidation **(including use of electronic devices and social media including off campus actions if they negatively affect school performance.)**
4. Threatening looks, gestures or actions.

Investigation
The Assistant Principal or their designee is responsible for investigation of all bullying reports. Formal reports may be made in writing or orally by students, parents or guardians. Such reports should be reasonably specific as to action, time and place, number of incidents, the target of alleged acts, suspected bully and names of potential witnesses.

Anonymous reports may be made whereby students request their name be withheld. Should anonymity be requested, the Assistant Principal will meet with students but no disciplinary action may be taken solely on an anonymous report. Bullying can take many forms and can vary dramatically in how serious it is and what impact it has on the victim and students. Accordingly, there is no one prescribed response to verified acts of bullying. Interventions assigned by the administration may be disciplinary or non-disciplinary such as counseling, mediation, education and/or social skills training. Bullying behavior by any student in Griswold Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Bullying outside of the school setting may also be addressed if it has a direct and negative impact on a student's academic performance or safety in school.

Board policy and regulations set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians on the Griswold website.

DRESS CODE

Students dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress in unsafe, disruptive or contrary to law.

Any school dress which impairs safety or increases risk of injury to self or others, causes discomfort to others (uncleanliness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited. Students should be clean and neatly dressed in order to maintain a safe and proper educational environment. The dress code is designed to provide appropriate levels of decorum and decency, while allowing students to express their individuality. This dress code will be enforced by all Griswold faculty.

1. The following is a list of items not permissible to wear to school: bathing suits, lingerie type and camisole type clothing, see-through clothing, strapless tops, backless shirts, bare shoulder tops, white undershirts and soft-soled slippers
2. Clothing which is immodest because of its tight fit, revealing nature, has holes revealing, or apparel which jeopardizes safety is prohibited.
3. Clothing and accessories shall not display letters, words, or pictures which reference any of the behavior; drugs or alcohol, sex or sexual behavior, profane language or gestures, weapons or facsimile, gang related colors (bandanas/accessories) or any clothing disruptive of the educational environment.
4. No hats, scarves, bandanas, sweatbands, sunglasses, or hoods shall be worn in the school building.
5. Length of skirts or shorts shall be no shorter than mid-thigh. No short-shorts or mini-skirts with bare legs. Opaque leggings may be worn under shorts and skirts. The rule of measurement will be: When standing with arms relaxed at the student's side, the tips of the fingers cannot extend below the hem of the skirt or shorts.
6. Shirts with thin straps (1/2" or less), short shirts which expose the midriff, and see-through or mesh-style shirts or blouses are not to be worn. No visible skin should show between the midriff and low rise pants, shorts or skirts.
7. Underwear or boxers exposed or worn as outerwear is not permitted.

HARASSMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or disability they may have. The District will have no tolerance for harassment of any kind. Students are expected to treat other students and district employees with

courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or administration. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the principal or the assistant principal. The allegations will be investigated and addressed and appropriate disciplinary actions taken, where necessary.

EXTRA-HELP

All teachers make arrangements for students requiring support. Students experiencing any type of academic difficulty are strongly advised to seek extra help. Students must bring in a note signed by parent/guardian in any cases where the student will be staying after school. This time can be spent reviewing:

1. Material not clear to student.
2. Material missed due to absences.
3. How to study more effectively.
4. Preparation for a test.
5. Planning and working on a major project/paper.

FIELD TRIPS

Each year Griswold students take a variety of educational field trips. Students are expected to represent their school for the fine institution it is. Good conduct while at Griswold Middle School is necessary for field trip participation. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. In addition, behavioral expectations found in school are always expected on field trips.

HALL PASSES

Students must have their agenda pass to be out of their classrooms during instructional time.

HOME PARTNERSHIP AND GRISWOLD MIDDLE SCHOOL

The Griswold Middle School community aspires to have each child investigate, master, and apply the knowledge, skills, values, and behaviors essential for productive lifelong learning and meaningful participation in society. While learning becomes the child's responsibility, it is the role of the teachers and parents to support, nurture, and guide the child's education. Students flourish in an atmosphere where learning is a collaborative home and school effort. Therefore, the home and school relationship is essential in that:

- In a spirit of cooperation, parents, and teachers will establish communication which is direct, constructive, and ongoing. Communication from school to home or home to school should be prompt, courteous, and focused on the child's well-being. Teacher

suggestions for scholastic improvement and follow-up, particularly in consistent daily monitoring of homework completion and overall achievement, should be adhered to. It is essential that communication and remediation of classroom problems occur at the parent-teacher level as most appropriate and direct to attaining a solution.

- Parents and teachers recognize the academic, physical, social, and emotional development of the child is a shared and overlapping responsibility of the school, family, and community at large. At home and at school, a high priority is given to learning and the positive development of each child.
- Parents and teachers contribute to an atmosphere of respect among students themselves, and between students and adults. High standards are established for each child's responsibilities in the learning process, for his/her behavior, and for his/her respect for other people and for property.
- The intention of Griswold Middle School is to ensure the home and school relationship be positive, productive, and, most importantly, established in the best interest of each student.

School personnel may be reached via email by using the person's first initial followed by last name@griswoldpublicschools.org.
Parents may also access student information using an online system to access student grades and homework called Gradequick. More detailed information will be made available as the school year begins.

HOMEWORK AND STUDY

Homework at Griswold Middle School is considered a key ingredient in the overall learning process. It is designed as an extension of classroom work to help students become more adept with material presently being studied. Homework also promotes a greater degree of self-directed and independent learning.

All students at Griswold Middle School should be spending between one and two hours nightly on teacher-directed assignments. If no formal assignments are given, the same amount of time should be spent reviewing previously presented work in each of the student's academic areas or reading.

Students at Griswold Middle School will have experience working on long term projects, preparing for tests, and reading assignments. These tasks should be considered as homework and may entail completing assignments over a weekend or holiday period. Students, therefore, must learn to budget their time and establish priorities. All students should keep a daily assignment log identifying their exact assignments. It should be noted to both parents and students alike that one of the greatest sources of academic failure of Griswold Middle School is the non-completion of homework assignments.

Parents are encouraged to contact their child's teacher or team leader if they have any questions dealing with their child's general work habits as they relate to homework.

Homework requests will be processed for students who have been absent from school due to illness or suspension for a period of three days or more. When a student returns to school, the

students should consult with each teacher regarding make-up work, deadlines, and times of after school extra help.

LIBRARY MEDIA CENTER

The library media center houses a collection of materials designed to meet a variety of needs and abilities. The center provides students and staff with an impressive collection of current sources ranging in variety from books, magazines, videos, on-line data bases and computer software. Students receive a library media center orientation early in the school year that helps provide them with the resources to use the center most effectively.

The center can be used during class with a pass from the teacher. Most books may be borrowed for two weeks and may usually be renewed. It is the student's responsibility to return all borrowed books to the book drop located in the library. Students who damage or fail to return a book will be required to pay for it or lose the privilege of borrowing books.

LOCKERS

Each student will be provided a locker. Personal combination locks may be placed on the locker barring the homeroom teacher is made aware of the combination. The frequency with which students can access their lockers is determined by the teaching team and the identified needs of the students.

Students are not to share lockers nor are they to distribute combinations to other students. Any student who tampers with, or enters, or attempts to enter another person's locker will be subject to disciplinary action. The Griswold School follows Connecticut State Law and Board of Education policy regarding search and seizure of property or person. Lockers are school property and may be accessed by authorized school personnel.

LOST AND FOUND

Students who find lost articles are asked to take them to the office. Valuables will be kept in the office. Other articles will be placed in the Lost and Found Cubicles in the cafeteria where they can be claimed by the owner.

The school is not responsible for any personal property which is lost or stolen. Students are encouraged to leave valuables at home. Electronics should never be left unattended. Locker rooms are not monitored during classes and as such valuables need to be locked in a locker. If possible, the school will make every reasonable effort to recover the property and, when necessary, discipline those involved.

MARKING SYSTEM

Below details the marking system used for grades six through eight. It is important to note this is with the exception of grade five, where there is a <u>Standards-Based Report Card.</u>

The grading policy for Griswold Middle School is as follows:

97-98-99-100	= A+	87-88-89	= B+	77-78-79	= C+	65-66-67-68-69	= D
94-95-96	= A	84-85-86	= B	74-75-76	= C	64 and below	= F

90-91-92-93 = A- 80-81-82-83 = B- 70-71-72-73 = C-

An "I" grade will revert to an F is the missing work is not made up within a reasonable time during the quarter following the one in which the incomplete was given.

Honor Roll
The honor roll is one of the means to implement the philosophy of the Griswold Board of Education. Its purpose is to provide an incentive for striving to reach the limit of their potential both in the academic and exploratory areas of the curriculum. The honor roll publicly recognizes above average achievements by all students regardless of their intellectual capacity.

The HONOR ROLL includes ALL grades and is as follows (the same as Griswold High School):

High Honors:	93 – 99.99 and no grades below 85
Honors:	87 – 92.99 and no grade below 80
General Honors:	80 – 86.99 and no grades below 75

Progress Reports
A progress report will be mailed home at the halfway point during each marking period. The purpose of this report is to inform both the student and the parent of achievement thus far in each of his/her classes. Upon receiving a progress report that denotes academic weaknesses, parents should call their child's teacher or team leader to work toward a resolution to the problem.

A progress report may be used as an instrument of praise, reflecting strengths and academic improvement, or to call attention to impending problems. Progress reports may also be distributed any time a teacher determines it is necessary.

Report Cards
Report cards will be issued four times a year and are mailed to parents. Please refer to the calendar posted on our website for progress report and report card dates.

PROMOTION AND RETENTION POLICY
It is the policy of Griswold Middle School to promote those students whom the school feels have made satisfactory progress both academically and developmentally. Parents of any student receiving a failing grade in any subject at any time during the school year should contact the teacher of that subject to determine solutions to the academic deficiency. A student may be considered a candidate for retention alternatives only after a referral to the Student Success Team (SST) for intervention strategies. Final decisions regarding retention will be made by the school principal.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS' STUDENT RECORDS
The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly stating the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them or their right to a hearing regarding the request. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement personnel); a person serving on the Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee. A school official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy and Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, DC 20202-4605

SCHOOL INSURANCE

Early in the school year students will receive an application blank and a pamphlet describing the accident insurance policy available to children at this school. Parents are urged to read the policy carefully with their child and to purchase the plan best suited to their needs. This is the *only* way to insure financial coverage for routine accidents when non-school negligence exists.

The school carries a policy concerning only approved sports and related activities. Students participating in approved activities are covered by this policy only while they are actually taking part in the activity. A physical examination and/or doctor's permission is required before a student may participate in a sport or related activities. Parents must submit to the school nurse a written report of the findings of their physician. The policy does not cover students while traveling to and from school.

SCHOOL SAFETY

Visitors must sign-in at the school office and *wear a visitor pass.* Parents/Guardians are invited to visit our school. Please contact the office to make an appointment. Student visitors from other schools are generally not permitted. In some cases exceptions are made only after getting advance permission from the administration. In accordance with safety laws and school policy, Fire/Lock-Down Drills are practiced periodically.

SEARCH AND SEIZURE

The right to inspect desks, lockers, backpacks, cell phones, and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety, and health in school.

This document serves as advanced notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities and events.

SPECIAL SERVICES

Griswold Middle School offers a number of programs that come under the heading of Special Education Services. These include specialized classes, psychological testing and counseling, speech and language therapy, and educational programs to meet special needs. In all situations, inclusionary practices are emphasized.

In order for a child not previously placed in a special education program to be placed, a pupil planning and placement team (PPT) meeting must occur. This team approach is used only after other modifications to the existing program have been attempted and have failed. This process is sequenced in the following manner: (1) teacher intervention, (2) pull out interventions (SRBI), (3) Student Success Team (SST), and, lastly, (4) PPT. During the PPT meeting there is a review of the child's academic performance, behavior, and test data for the purpose of determining whether or not a child is in need of special services and, if needed, what those services will include.

The PPT is composed of an administrator or designee, a classroom teacher, counselor, a member of the Special Services Staff, the child's parent or legal guardian, and any other individuals as deemed appropriate. Recommendations for special services placement will not take place without written parental permission.

STUDENT RECORDS AND ACCESS
All pupil records are considered confidential property of the school. Information in a student's file is collected only for legitimate educational purposes. This includes academic progress, test data, grades, behavioral information, and correspondences of a relevant educational nature.

TELEPHONES
Students are reminded that they must have a classroom pass to use the telephone and that telephone use is restricted to reasons of necessity and emergency. Parents may leave emergency messages for students and they will be delivered. **All cell phones are supposed to be off and in students' lockers.** If you need to reach your child, please call the office and not your child's cell phone.

WEBSITE
Important dates, events and daily announcements are listed on the Griswold Public Schools website http://www.griswoldpublicschools.org
Every Wednesday important announcements, event notification, and other information are posted to the Griswold Middle School website which can be accessed on the Griswold homepage.

Please note: refer to the district website for **Board of Education policies** that govern the Griswold Public Schools and for **State Statutes** that apply to the public schools.