

Seymour Middle School Handbook for Students & Parents



2021-2022

“The Home of Cougar Pride”

**Principal: Jodie Roden
Assistant Principal: Kathleen Reynolds
211 Mountain Road
Seymour, CT 06483
203.888.4513
Fax: 203.881.7535
www.seymourschools.org**

Administrative Directory

Board Of Education

Edward Strumello Chairperson
Kristen Bruno
Christopher Champagne
James Garofolo
Kristen Harmeling
Jay Hatfield Vice Chairperson
Peter Kubik
Beth Nesteriak
Fred Stanek

Superintendent of Schools

Dr. Susan Compton

Associate Superintendent

Mrs. Vonda Tencza

Business Manager

Principal

Mrs. Jodie Roden

Assistant Principal

Mrs. Kathleen Reynolds

**Seymour Public Schools
SCHOOL CALENDAR 2021-2022**

AUGUST, 2021 (0 days)

MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August 2	BOE Meeting
August 26-27	New Teacher Orientation
August 30	1st Day Staff (Full Day) Professional Development
August 31	Professional Development-Staff

SEPTEMBER, 2021 (21 days)

MON	TUE	WED	THU	FRI
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

September 1	Schools Reopen (Full Day) ☆
September 4	Labor Day Recess-Schools Closed
September 7	Meet the Teachers - (MS)
September 14	Meet the Teachers - (CLS PreK-2)
September 15	Meet the Teachers - (CLS 3-5)
September 22	Meet the Teachers - (BES 3-5)
September 23	Meet the Teachers - (BES K-2)
September 13	BOE Meeting
September 23	Professional Development-Staff
September 23	Half Day-Students
September 27	Meet the Teachers - (SHS)

OCTOBER, 2021 (20 days)

MON	TUE	WED	THU	FRI
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 4	BOE Meeting
October 11	Columbus Day Recess-Schools Closed
October 18	BOE Meeting
October 21	Professional Development-Staff
October 21	Half Day-Students

NOVEMBER, 2021 (19 days)

MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

November 2	Professional Development-Staff
November 2	Electron Day Recess (Students Only)
November 3	BOE Meeting
November 3	Parent Conferences (Bem-Day/MS-Evening/HS-Evening)
November 3	Half Day-Students
November 10	Parent Conferences (Bem-Evening/MS-Evening/HS-Day)
November 10	Half Day-Students
November 11	Veterans Day (Schools in Session)
November 17	Parent Conferences (Bem-Day/MS-Evening/HS-Evening)
November 17	Half Day-Students
November 24	Half Day-Students
November 25	Thanksgiving Recess-Schools Closed
November 26	Thanksgiving Recess-Schools Closed

DECEMBER, 2021 (15 days)

MON	TUE	WED	THU	FRI
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

December 6	BOE Meeting
December 9	Professional Development-Staff
December 9	Half Day-Students
December 22-31	Holiday/Christmas Recess-Schools Closed

182 Days (Students)
185 Days (Teachers)

NOTE: The last day of school is tentative. Emergency school closings are made-up by adding the days to June. In excess of 15 school closings any remaining days will be taken from the April break beginning on Monday of the scheduled break.

- ☐ = Holiday/School Recess - No School for students and staff members
- ☐ = Professional Development - Staff Reports; No School for Students Only
- ☐ = Half Day

JANUARY, 2022 (19 days)

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January 3	New Year's Day Recess-Schools Closed
January 10	BOE Meeting
January 14	Professional Development-Staff
January 14	Half Day-Students
January 17	Martin Luther King Day Recess-Schools Closed

FEBRUARY, 2022 (18 days)

MON	TUE	WED	THU	FRI
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

February 7	BOE Meeting
February 18	Professional Development-Staff
February 18	Half Day-Students
February 21	Presidents Day-Winter Recess-Schools Closed
February 22	Presidents Day-Winter Recess-Schools Closed

MARCH, 2022 (23 days)

MON	TUE	WED	THU	FRI
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

March 2	Parent Conferences (Bem-Day, MS-Day, HS-Day)
March 2	Half Day-Students
March 7	BOE Meeting
March 9	Parent Conferences (Evening Bem Dist)
March 9	Half Day-Students
March 16	Parent Conferences (Bem-Day, MS-Day, HS-Day)
March 16	Half Day-Students
March 23	Professional Development-Staff
March 23	Half Day-Students

APRIL, 2022 (15 days)

MON	TUE	WED	THU	FRI
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 4	BOE Meeting
April 15	Good Friday-Schools Closed
April 16-22	Spring Break-Schools Closed
April 27	Professional Development-Staff
April 27	Half Day-Students

MAY, 2022 (21 days)

MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 2	BOE Meeting
May 27	Professional Development-Staff
May 27	Half Day-Students
May 30	Memorial Day Recess-School Closed

JUNE, 2022 (11 days)

MON	TUE	WED	THU	FRI
1	2	3		
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

June 6	BOE Meeting
June 15	School Year Ends TENTATIVE
June 15	Half Day-Students TENTATIVE

BOE Approved: January 11, 2021
Revised: July 28, 2021

SCHOOL SCHEDULES



REGULAR SESSIONS			SCHEDULED HALF DAY			EARLY DISMISSALS			DELAYED OPENINGS			DELAYED OPENINGS ON EARLY DISMISSAL			
SCHOOL	START	END	SCHOOL DAY	START	END	SCHOOL DAY	START	END	SCHOOL DAY	START	END	SCHOOL DAY	START	END	SCHOOL DAY
BS	9:00	3:30	6 Hours, 30 Minutes	9:00	1:30	4 Hours, 30 Minutes	9:00	12:15	3 Hours, 15 Minutes	11:00	3:30	4 Hours, 30 Minutes	11:00	1:30	2 Hours, 30 Minutes
CLS	9:00	3:30	6 Hours, 30 Minutes	9:00	1:30	4 Hours, 30 Minutes	9:00	12:15	3 Hours, 15 Minutes	11:00	3:30	4 Hours, 30 Minutes	11:00	1:30	2 Hours, 30 Minutes
MS	8:00	2:30	6 Hours, 30 Minutes	8:00	12:30	4 Hours, 30 Minutes	8:00	11:30	3 Hours, 30 Minutes	10:00	2:30	4 Hours, 30 Minutes	10:00	12:30	2 Hours, 30 Minutes
HS	7:30	2:00	6 Hours, 30 Minutes	7:30	12:00	4 Hours, 30 Minutes	7:30	11:00	3 Hours, 30 Minutes	9:30	2:00	4 Hours, 30 Minutes	9:30	12:00	2 Hours, 30 Minutes

Table of Contents

<u>General Information</u>	<u>Page</u>
Mission, Preamble, School Colors and Mascot	1
Vision Statement	1
Welcome Message from the Principal	1
Core Values and Beliefs, Action Statements	2
<u>General Directory</u>	
Academic Honesty	3
Arrival	3
Assemblies	3
Attendance	4
Buses	5
Cafeteria	6
Dismissal	7
Emergency Telephone Information	7
Extended School Year Services (ESY)	7
Extra-Curricular Activities	7
Fire Drills/Safety Tips	7
Grades (Progress Reports/Report Cards)	8
Guidance	9
Library Media Center	9
Mask	9
Nurse's Office	9
PBIS (Positive Behavior Intervention and Supports)	10
Physical Education	11
School Cancellations/Delayed Openings	11
Student Insurance	11
Student Lockers/Locks	12
Student- Parent Handbooks	12
Student Schedule	12
Tardiness	13
Textbooks	13
Visitors to the School	14
Work Completion	14

Table of Contents (Continued)

Handbook Acknowledgement Form

Page

HANDBOOK ACKNOWLEDGEMENT FORM

15

****Must be signed and returned by September 10th, 2021, after students and parents have reviewed the Board of Education Policies. A link to these policies can be found on our school website.**

The following policies must be reviewed:

Public School Choice
Accommodating Dietary Needs
Affirmative Action Plan
Aids Instruction Policy
Alcohol/Drugs and Tobacco
Asbestos Management
Asbestos Hazard Emergency Response Act (AHERA)
Green Cleaning Program
Bullying Policy
 Safe School Climate Plan
 Cyberbullying
Child Abuse
Discipline
Dress Code
Electronic Devices
Equal Employment Opportunity
 Non-Discriminatory Policy
Family Educational Rights/Privacy Act
 (FERPA) For School Records
Field Trip Policy
Grievance Procedure/Title IX Infractions
Homeless Students
Homework Policy
Internet Use Policy
Medication Policy
No-Child-Left-Behind (Federal Legislation)
Pest Management Pesticide Application
Pledge of Allegiance
Promotion/Retention
Safe Educational Environment-SBE
Search and Seizure
Student Records/Confidentiality
Suicide Policy Statement
Title IX Discrimination & Sexual Harassment
[Seymour Public School Policies \(External Link\)](#)

Seymour Middle School

Mission Statement

Seymour Middle School, in partnership with the community, is committed to providing a safe environment that promotes social, emotional, and physical health. It encourages personal responsibility and accountability from all its members in an environment where teaching and learning are exciting. Our mission is to empower our students to become life-long learners and reach their highest potential. We will provide a nurturing environment that promotes dignity, mutual respect, and embraces diversity.

Preamble

The purpose of this handbook is to familiarize students and their parents with the various rules, regulations and policies that govern students at Seymour Middle School. Students and their parents must review the contents of this handbook so that everyone involved may become acquainted with the policies and procedures that are needed to provide students with a positive, safe and supportive learning environment.

School Colors and Mascot

The school colors for Seymour Middle School are *blue* and *gold*. To complement our school colors, the *cougar* is our official school mascot.

Vision Statement

Seymour Middle School is an inclusive learning community where all members work collaboratively to empower our students to take leadership of their own learning while becoming altruistic global citizens of our society.

Welcome Message from the Principal

Thank you for taking the time to review all information in this handbook. Clearly and consistently sharing expectations with our students allows them to meet with success within SMS, as well as outside our school building. We look forward to working collaboratively with you this school year.

Core Values and Beliefs

- We value academic excellence with high expectations and believe in innovative and independent thinking.
- We value personal excellence and believe in acting responsibly, allowing choice in the learning process, and opportunities to demonstrate learning in a variety of ways.
- We value global awareness and believe in demonstrating respect for diversity.
- We value our families and community, and believe in community involvement.
- We value a safe learning environment and believe in developing bonds between students and staff, and demonstrating respect for ourselves and others.
- We value preparing our students for college and career, and believe in promoting creativity, innovation, adaptability, and collaboration.

Theory of Action Statements

- If we design every lesson plan based on high expectations, with learning activities that authentically engage students in the learning process, identifies higher order thinking and discussion questions, and includes planned differentiation, then all students will show continuous growth and achievement.
- If we provide students with choices in how they learn and how they demonstrate what they've learned, then students will be more engaged to take ownership and pride in their learning.
- If we increase student awareness of contemporary societal issues and opportunities to serve the global community, then there will be an increase in responsiveness and respect for the world around them.
- If we partner with the community to provide information to families related to child development and creating supportive learning environments, then there will be an increase in parent involvement and student academic success.
- If we explicitly teach and model what respect is, then our school will be a safe and positive learning environment which fosters connectedness.
- If we design instruction to include the inquiry process, project and problem-based learning, and increase opportunities for authentic audiences, then students will develop a deeper understanding of core content knowledge and skills to exhibit the thinking and learning necessary for post-secondary success.

Academic Honesty

While attending Seymour Middle School, students are expected to conduct themselves with integrity. When one cheats or aids someone in cheating, one violates a trust. The decision that a student's action constitutes cheating will be determined by the professional judgment of each teacher. The following guidelines may assist the teacher in making this determination:

Academic Dishonesty is defined as follows:

- Copying, faxing, or duplicating assignments that will each be turned in as an "original".
- Exchanging assignments by printout, disk transfer, network, wireless or modem, and then submitting them as "originals".
- Writing formulas, codes, or key words on your person or objects for use on a test when prohibited.
- Using hidden and/or unauthorized reference sheets during a test.
- Using programmed materials in electronic or battery-operated devices when prohibited.
- Exchanging answers with others when prohibited (either giving or receiving answers).
- Taking, stealing, and/or using an assignment from someone else and submitting it as your own.
- Giving an assignment to someone else for the purpose of submitting it as his/her own.
- Submitting material (written or designed by someone else) without giving the author/artist name and/or source (e.g., plagiarizing or submitting work created by internet sources, family, friends, or tutors.)
- Not following additional specific guidelines for academic honesty as established by teacher or by team.
- Unauthorized acquisition, use, and/or distribution of a teacher's test materials or answer sheets.
- Unauthorized use of teacher files, grade book, computer files and grading programs.

Arrival

School doors open at 7:40 a.m., therefore students should not be in the building or school grounds prior to this time. The walker door will be closed at 7:55 a.m. Any student who arrives at the walker door after 7:55 a.m. should enter the building through the main entrance and check in with the main office. Loitering in the corridors and lavatories is not allowed. Any students who wish to get breakfast should report to the cafeteria, but must be in class no later than 8:00 a.m. Daily attendance will be taken at 8:00 a.m. In the event of a delayed opening, all times listed above will be adjusted by two (2) hours.

Assemblies

Assemblies are a very important part of a student's school life. Throughout the school year, we hope to have assemblies planned for all grades. The school administration reserves the right to deny a student's participation in an assembly due to disciplinary and/or academic concerns.

Attendance

As long as students are feeling well, they must be in school, on time, every day. Lack of student success is often due to poor attendance. If a child is absent, a parent should call the school in the morning, (203)888-4513, and prior to 9:00 a.m., leave a message by selecting #2 on the menu. After 9:00 a.m., call the main line and dial #8. If a student has poor attendance, his/her ability to attend field trips, participate in sports and clubs may be affected.

The Seymour Board of Education believes that regular attendance is essential to the overall academic, social and emotional development of students. Parents and school personnel must work together to help students take advantage of their educational opportunities. In this respect, parental guidance is essential to encouraging regular school attendance. BOE Policy 5113

CT State Definition of Excused Absence

"Absence" means an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to CGS 10-198b.

- A. For absences 1 through 9, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; AND

*Such documentation should include a signed note from the student's parent/guardian, a signed note for a school official that spoke in person with the parent/guardian regarding the absence or a note confirming the absence by a school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. A separate document must be submitted for each incidence of absenteeism.

- B. For the tenth absence and all absences thereafter, a student's absence from school are considered excused for the following reasons:
1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused regardless of the length of absence);
 2. student's observance of a religious holiday;
 3. death in the student's family or other emergency beyond the control of the student's family;
 4. mandated court appearances(additional documentation required);
 5. the lack of transportation that is normally provided by a district other than the one the student attends(no parental documentation is required for this reason); or
 6. extraordinary educational opportunities pre-approved by district administrators and in accordance with the Connecticut State Department of Education guidance.

Buses

Rules & Regulations:

By administrative policy of the public schools, the drivers of our school buses are responsible for maintaining reasonably proper behavior on the part of the students who enjoy the privilege of public school transportation. Based on the Seymour Public School 21-22 Fall Re-Opening Plan, all seating will be assigned, all students will wear a mask and sit facing forward.

Riding a school bus is a privilege that may be granted or denied by the Seymour Board of Education.

The bus driver will report any misconduct of bus students to school administration on each occasion it occurs.

If a student receives a bus conduct referral he/she will address this concern with school administration. Depending on the severity of the occurrence, students could also potentially lose the privilege of riding the bus.

Procedure for Family Emergency Bus Stop Changes – Should a circumstance come up that you need to change your child's bus stop for a small temporary amount of time, you must contact Mrs. Pat Boyle at Central Office. Central Office will approve emergency bus stop changes on a case by case basis. Your child must ride the bus in which he/she is assigned. For safety purposes we cannot approve the switching of buses for a play date, after school party, or because your child wants to go to a friend's after school.

Cafeteria

The school cafeteria is maintained as a vital part of the school's health program to encourage good nutrition – a well-balanced lunch is offered. Free school lunches will continue throughout the 21-22 school year. The cafeteria also offers breakfast every morning beginning at 7:40 a.m.

Seymour Middle School Cafeteria Expectations

Lunchroom management and all students will adhere to the following cafeteria guidelines, and behaviors outlined by the Cougar Pride Matrix:

1. Students are to enter the cafeteria in an orderly manner, go straight to their seats, and wait to be called to get their lunch by one of the supervisors.
2. Students are to be respectful in how they act and speak towards the cafeteria staff custodians, supervisors, and their peers.
3. Students may only get into lunch line once and must make all of their purchases for that day within that transaction. Students must then go directly to their seats with their food.
4. Students will not be permitted to leave their seats without permission.
5. Students are not allowed to leave the cafeteria until they are excused by a staff member. Prior to being dismissed, students must clear their table and the area underneath the table must be free of any trash.
6. No food or beverages may leave the cafeteria. Unfinished food and drinks must be either consumed or disposed of properly.
7. Free and reduced rate lunches cannot be sold or used by any other student other than to whom it was issued.
8. Student seating will be determined by administration throughout the school year.
9. To maintain the health and safety of others, no food items, whether brought from home or purchased, should be shared with other students.

Students who do not follow any of the above listed expectations may lose their privilege of eating in the cafeteria with their peers.

Dismissal Procedure

To promote your child's safety and independence, we want to ensure all students are aware of their dismissal procedures. Sending in a note or email that morning is best, but please submit any changes for your child's dismissal by 1:30 p.m. This allows the school to notify staff and students in a timely manner.

Emergency Telephone/Email Information

If parent/guardian's home/work telephone number or email address changes, it is essential that the school office be made aware of this in writing. An up-to-date "emergency number" of a relative or friend should also be in our files. This information is needed in case an emergency arises. All telephone numbers and email addresses are kept strictly confidential.

Extended School Year Services (ESY)

Extended School Year Serviced (ESY) is made on an individual basis based on the needs of the student who receives special education services. The type of service, amount of service and duration of the ESY program for eligible children is determined by the needs of each individual child who is eligible for ESY services. During a student's annual review, criteria should be reviewed to determine a child's eligibility for services, including discussion regarding a child's eligibility for ESY and what that program would entail.

Extra-Curricular Activities

Seymour Middle School sponsors numerous programs, clubs and sports teams that will stimulate your interests, talents and abilities. If a student is absent from school on a particular day, he/she will not be permitted to take part in any after-school activities. In order to participate in an interscholastic team's practice or game, a student must have arrived at school no later than 10:30 a.m. on that same day. A student's ability to participate in any extracurricular activities will be dependent on his/her behavioral choices, as well as attendance.

*For information on academic eligibility and other sports-related regulations, please refer to the Seymour Middle School Extra-Curricular Activities and Sports Handbook, which can be found on our website: www.seymourschools.org.

Fire Drills/Safety Drills

The Seymour Board of Education requires that safety drills (such as a Fire Drill or a Lock-Down Drill) be held on a monthly basis. Directions for fire drills are posted in every classroom. Students should learn the directions in each room in which they have a class. The signal for a fire drill is given by the alarm-activated announcement. When the signal is given, students should follow instructions promptly, and in all seriousness – no pushing, no running, no stopping, and no talking.

Grade Reporting (Progress Reports and Report Cards)

Progress reports are readily accessible through PowerSchool. At the end of each marking period, final grades are available to view on PowerSchool. Tentative end of marking period dates are as follows: November 5th (marking period 1), January 25th (marking period 2), and April 1st (marking period 3). Final report cards will be mailed home in June. If a parent conference is desired, parents are encouraged to contact the school to schedule an appointment.

Guidance

Guidance services are available to you and your parents. The school has two full-time counselors, a social worker and school psychologist who meet with students periodically to discuss problems and concerns. You are encouraged to make appointments with your counselor if you would like to discuss a problem. Such appointments should be made before or after school.

In addition to the services mentioned above, counselors aid students in the selection of high school courses, provide occupational information, orient students to the Middle School, and consult with parents. If parents wish to meet with the counselors, they may do so by calling for an appointment - telephone number (203) 888-4513, Ext. 1201.

Library/Media Center

Students are strongly encouraged to use the Library/Media center for informational and independent reading needs. Students may borrow materials for a period of two weeks. Students with overdue materials or outstanding fees will have their borrowing privileges limited. If a book is lost or destroyed, the student must pay the replacement cost of the book.

Mask

Based on the Governor's mandate, all members of the school community will begin the 2021-22 school year wearing facial masks. This order will be revisited by September 30, 2021. "Gator" style masks are not permitted.

Nurse's Office

In case of illness or injury, students are to report to the Nurse's Office that is located on the main floor near the cafeteria. Students must obtain permission before visiting the nurse.

PBIS (Positive Behavioral Interventions and Supports)

PBIS emphasizes a school-wide system of supports that include strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support. The goal is to establish a climate in which appropriate behavior is the norm.

The main focus of PBIS is to provide a clear system for all expected behaviors at Seymour Middle School. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

1. Behavioral Expectations are Defined.

Clearly defined behavioral expectations are defined in positive, simple rules in the SMS Cougar Pride Matrix. Students are expected to “Do the Right Thing” by:

- Take accountability for your words/actions
- Be empathetic/think of others
- Respect self, others, environment
- Be an Up-stander

2. Behavioral Expectations are Taught.

The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples are described and rehearsed, and negative examples are described and modeled. Students are given an opportunity to model appropriate behavior. Students will continue to review building-wide expectations that incorporate safe, healthy practices, adhering to new procedures and protocols, and practicing and respecting safe distancing within all areas of our building.

3. Appropriate Behaviors are Acknowledged.

Once appropriate behaviors have been defined and taught, they are acknowledged on a regular basis. SMS has designed a system that rewards positive behaviors. Pop Up Rewards occur to acknowledge students who demonstrate expected behaviors of that month, such as good character, helping others, etc. PBIS Celebrations provide an uninterrupted teacher-led activity for students who have continued to uphold high behavioral expectations. Some of these activities have included “Name that Tune”, a nature walk, or window painting. Student names have also been entered in raffles as they exemplify Cougar Pride for themselves and their peers.

PBIS (Positive Behavioral Interventions and Supports) (Continued)

Mrs. Roden and Mrs. Freimuth enjoy making Up-stander phone calls to families for our students who are nominated by their team teachers for outstanding academic and behavioral performance.

4. Behavioral Errors are Corrected Proactively.

When students violate behavioral expectations, clear procedures are in a place to address such violations. A discipline referral is submitted to report an occurrence of a problematic behavior. Team referrals are submitted to document a behavioral matter that is addressed by the referring staff member. An office referral is submitted for a behavioral matter that requires intervention by and administrator.

Students who are referred by a teacher or staff member may be required to complete a PBIS reflection sheet. The reflection sheets are required to be signed and returned to school.

5. Conscientious Cougars.

Our PBIS Committee has worked to establish criteria for an additional means of recognition for our students as Conscientious Cougars. These students have demonstrate commitment to their personal learning, show a strong desire to support their peers and the greater community, and are overall role models. At the end of each quarter moving forward, we will be recognizing students who have met one or more of the following criteria:

- Perfect or close to perfect attendance, both remotely and in-person
- No discipline referrals
- Consistent participation, both remotely and in-person
- Have an overall “B” average or better, or has shown marked improvement in a subject
- Strong self-advocacy skills, such as being proactive when absent or asking for work in advance of an absence
- A leader in the classroom or on team

Location	Expectations
Cafeteria	<ol style="list-style-type: none"> 1. Clean up after yourself 2. Use appropriate manners 3. Stay seated/ask permission to get up 4. Keep conversations/volume in check
Classroom/Media Center	<ol style="list-style-type: none"> 1. Be prepared/ready to learn 2. Put forth your best effort 3. Accept the learning process 4. Be respectful of people/environment
Hallway/Lockers	<ol style="list-style-type: none"> 1. <u>Walk</u> on the right side 2. Take the expected route 3. Respect others and their personal space 4. Be mindful of displays
Bathroom	<ol style="list-style-type: none"> 1. Use only when necessary 2. Respect others' privacy 3. Use facilities timely/appropriately 4. Wash your hands
Bus	<ol style="list-style-type: none"> 1. Stay seated while the bus is in motion 2. Keep conversations/volume in check 3. Be respectful of your words and of others 4. Keep food in backpack
Assembly	<ol style="list-style-type: none"> 1. Walk quickly where directed/sit appropriately 2. Be attentive/participate appropriately 3. Keep feet on the floor 4. Stay in your personal space
Safety/Drills	<ol style="list-style-type: none"> 1. Listen for and follow adult directions 2. Be silent 3. Be aware of your surroundings 4. Follow expected procedures

Physical Education

Physical education is a required course for all SMS students. If there is a physical reason for a student not to participate in this program over an extended time, a physician's note should be sent to the instructor. The instructor will assign the excused student appropriate reading and/or written work pertaining to physical education. Students not participating in physical education class will receive a 'make-up' assignment for that day. Students should be dressed appropriately, including sneakers, on the days they have P.E. class.

School Cancellations/Delayed Openings

When hazardous weather conditions exist without the hope of early improvement, school will be cancelled and announcements of the cancellation will be on the below-listed radio and television stations. A delayed opening procedure for the Seymour Middle School will be implemented as follows: The delayed opening of schools will take place on days when bad weather conditions make a normal opening inadvisable, but the likelihood of improved weather conditions make a delayed opening of school a reasonable course of action. On delayed opening days, all morning classes will begin two (2) hours after their normal starting time and bus runs will be made two (2) hours later than usual. All school closings will be at the normal time.

The Superintendent of Schools will communicate with homes using the telephone with regards to school cancellations/delayed openings and other important announcements. Information can also be found on the district website. www.seymourschools.org.

Radio Stations:

WICC (AM) 600, WATR (AM) 1320, WELI (AM) 960, WEZN (FM) 99.9, KC101.3 (FM)

Television Stations:

WTNH – Channel 8, WVIT – Channel 30, WTIC – Channel 3

Student Insurance

Student group insurance is paid for individually by parents, and is available at a nominal fee on a voluntary basis. This policy usually covers all accidents occurring from the time the student leaves home until they return. Although this is a voluntary form of insurance, parents are encouraged to give it serious consideration for their child's protection. Students participating in the sports program are advised to purchase this insurance.

Student Lockers/Locks

Students will be assigned a locker for intermittent use at school. The use of the lockers is limited to the keeping or storing of those articles which, by the nature of their presence on school property, do not violate any applicable state or local law, regulation or ordinance. It is expected that lockers will be kept clean and orderly. Locker problems are to be reported to the homeroom teacher.

If the school administration has reasonable cause to believe that there is an article in the student's locker which does not conform to these limitations, the principal or his designee shall have the authority to open and inspect the locker for the suspected article. This authority shall be exercised in such a way as to give respect to the privacy of the student's locker consistent with the safety and welfare of the occupants of the school.

Upon return to school for the 2021-22 school year, lockers will be assigned to store outerwear when necessary due to weather. Students will carry instructional material between classes.

Student-Parent Handbook

The school administration shall publish and annually revise a handbook containing information about the School District and about the individual schools and the rules and regulations with which students are expected to conform. The school administration is responsible to ensure that the handbook does not conflict with any school district policies, or State, or Federal law. The handbook shall be published online prior to the start of school. The **Handbook Acknowledgement Form** found on page 15 of this handbook is to be filled out, signed by parent and student and returned to the student's homeroom teacher by September 10th, 2021.

Student Schedule

Students will follow a two day, seven period schedule. Students will have the opportunity to partake in unified art classes each semester. In addition to the four content area classes, students will be enrolled in an academic intervention style class "Response". Students are placed with teachers based on assessment data and academic performance. This class is graded as a Pass/Fail.

Tardiness/Dismissals

When the bell rings at 8:00 a.m., a student is officially counted as tardy if he/she is not inside the classroom.

A partial absence, as in **tardiness or early dismissals**, will be considered excused under the following circumstances:

1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
2. student's observance of a religious holiday;
3. death in the student's family or other emergency beyond the control of the student's family;
4. mandated court appearances (additional documentation required);
5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Note: Car problems and oversleeping by a parent or child are not considered legitimate reasons for being late to school. Once a parent has decided to drive his/her student rather than take the bus, the parent must assume personal responsibility for their attendance.

Textbooks

All regular textbooks are furnished free-of-charge by the Seymour Board of Education to each student. Students are fully responsible for the safekeeping of their textbooks. Textbooks lost or damaged beyond use must be paid-for-in-full at once, so that another book can be issued to the student.

Visitors to the School

Parents are welcome at SMS with an appointment. All visitors must first report to the main office. All visitors who come to our schools must produce identification and state their reason for the visit to the school prior to entering the building.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

Parents dropping of student's items will be instructed to leave such items on a table inside the vestibule. Be sure to label with your child's name. Front office staff will not be able to label the students items.

PLEASE NOTE: When picking a student up from school, parents will not be granted access to the Main Office after 2:15 p.m.

Work Completion

If a student is absent, he/she is responsible for emailing their teachers and obtaining all assignments that are due. All missing assignments are to be handed in within 5 days of their return to school.

Seymour Public Schools

Handbook Acknowledgement

Student Name (Please Print) _____

Parent Name (Please Print) _____

Homeroom Teacher _____ Grade _____

_____ I have read and discussed with my child the policies of the Seymour Board of Education, as outlined in the Parent-Student Handbook for my child's school.

MEDIA RELEASE/DIRECTORY INFORMATION (Seymour Board of Education Policy 5145.15)

The following school activities and media publications require parent permission for a student's name and/or picture to be published. **If we do not receive your completed form with your preferences by Friday, September 10, 2021 that will mean that you are providing consent (saying Yes) to everything below.**

Please check one response (yes or no) for each of the following items, indicating whether or not you give your permission for the student's name and/or picture to be published:

- | | | |
|---|---------|--------|
| 1. In local newspapers | ___ Yes | ___ No |
| 2. In the school yearbook and in other school publications | ___ Yes | ___ No |
| 3. On local television stations | ___ Yes | ___ No |
| 4. On the school/district websites publications (i.e., the Seymour Schools Facebook Page) | ___ Yes | ___ No |

PLEASE NOTE: You must opt out of the media. If we do not receive your completed form with your preferences by Friday, September 10, 2021 the default will be that you do consent for your child's name and/or picture to be published in all of the media forms above.

INTERNET USE AGREEMENT/PARENT PERMISSION (Seymour Board of Education Policy 6141.321)

_____ I understand and will abide by the Internet Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Student Signature _____ Date _____