

GRISWOLD MIDDLE SCHOOL



STUDENT HANDBOOK 2025-2026

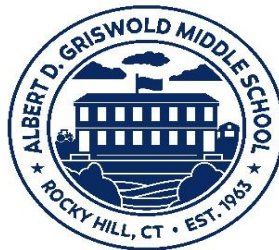
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Principal

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This planner belongs to:

Homeroom#: _____

The Rocky Hill Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran's status, national origin, ancestry, sexual orientation and past or present learning disability, physical disability or mental disorder. The Rocky Hill Board of Education provides equal access to the Boy Scouts and other designated youth groups. The Rocky Hill Board of Education guarantees compliance under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1973, section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1991 and Connecticut General Statutes 46a-60.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Anabella Diaz-Santiago
Interim Assistant Superintendent for Personnel and Student Services
761 Old Main St.
Rocky Hill, CT 06067
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For further information on non-discrimination, visit:

<http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Rocky Hill Public Schools is committed to providing a website that is accessible to the widest possible audience, regardless of technology or ability. This website endeavors to comply with best practices and standards defined by Section 508 of the U.S. Rehabilitation Act. We are always striving to improve the accessibility standards of our website.

Please refer to the websites to view the following Rocky Hill Policies:

(#5110)-[NON-DISCRIMINATION \(STUDENTS\)](#)

(#5120)-[TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 - PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT \(STUDENTS\)](#)

(#5410)-[POLICY REGARDING STUDENTS AND SECTION 504 OF THE REHABILITATION ACT OF 1973 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990](#)

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HUMAN RIGHTS

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

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



Albert D. Griswold Middle School

Expectations Matrix



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

Dear Student:

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

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

Dear Parents / Guardians:

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

Sincerely,

Jason Maziarz

Principal

ABSENCES: ATTENDANCE REGULATIONS

A pattern of excellent attendance is one of the best indicators for success in school and in later years. However, if the absence is unavoidable on a given day, your parent/guardian will need to log into [PowerSchool](#) and log the absences. [Directions for reporting absences.](#)



Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education (the "Board"), through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board takes seriously the issue of chronic absenteeism. To address this issue, the Board, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Please refer to this website to view the entire Rocky Hill School Attendance, Truancy, and Chronic Absenteeism (#5210):<https://content.myconnectsuite.com/api/documents/41f9215c611748c69c5c8995f04bf303.pdf>

Absence - any day during which a student is not considered "in attendance" as defined in these regulations.

Disciplinary absence - any absence as a result of school or District disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent except for each day that the student receives alternative education programming for at least half of the instructional school day. A disciplinary absence is not considered excused or unexcused for attendance and truancy purposes.

Educational evaluation - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and/or motor abilities.

Excused absence - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the student has been excluded from school in accordance with Conn. Gen. Stat. § 10-210 (regarding communicable diseases), and the following criteria are met:

- a. Any absence before the student's tenth (10th) absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
- b. For the student's tenth (10th) absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - (i) student illness (verified by an appropriately licensed medical professional);
 - (ii) religious holidays;
 - (iii) mandated court appearances (documentation required);
 - (iv) funeral or death in the family, or other emergency beyond the control of the student's family;
 - (v) extraordinary educational opportunities pre-approved by the District administrators and in accordance with Connecticut State Department of Education ("State Department of Education") guidance and this regulation; or
 - (vi) lack of transportation that is normally provided by a school district other than the one the student attends.

c. A student, age five (5) to eighteen (18), inclusive, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to the student's return to school.

In attendance - any day during which a student is present at the student's assigned school, and/or participating in an activity sponsored by the school (e.g., field trip) for at least half of the regular school day; and/or participating in statutorily authorized remote learning as determined through a combination of; synchronous virtual classes, synchronous virtual meetings, activities on time-logged electronic systems, and/or the completion and submission of assignments for at least half of the instructional school day.

Mental health wellness day - a school day during which a student attends to such a student's emotional and psychological well-being in lieu of attending school.

Remote learning - instruction by means of one or more Internet-based software platforms as part of a remote learning model as may be authorized by the Rocky Hill Board of Education (the "Board") in accordance with applicable law.

Student - a student enrolled in the Rocky Hill Public Schools (the "District").

Truant - any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.

Unexcused absence - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

The determination of whether an absence is excused will be made by the building principal or designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or designee, whose decision shall be final.

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

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

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

Tardiness to class - Students are allowed three minutes to pass between classes. Class begins immediately after the bell. If you are late to class, the teacher will take appropriate action. If you are detained by the office or another staff member, the student should be given a pass. Repeat offenders will be referred to the office for further consequences.

Dismissal request - Students who become ill and who normally walk home from school may walk home early, if we have prior written approval from the parent. Similar requirements are also in effect for bus students who wish to walk home.

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

ACADEMIC HONESTY:

It is important to approach all your schoolwork honestly. Cheating on homework and/or tests is forbidden. Cheating occurs when one student possesses, uses, or copies information with the clear intention of presenting it as his or her own original

and independent work, or uses it to gain an unfair advantage in a testing situation. Students who cheat will receive appropriate disciplinary action. In addition, forgery and plagiarism are considered academic dishonesty. Moreover, students who allow others to copy their work will receive disciplinary consequences as well.

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

Cheating, plagiarism and forgery offenses can result in a zero grade on the assignment and the assignment of detention or suspension. Cheating can also result in loss of honor roll eligibility for repeat offenses.

ACTIVITIES:

You are encouraged to participate in extracurricular activities. In addition to your academic work, these activities are fun and help you to be an active member of your school.

There are clubs that you can join which may appeal to a variety of your interests. They are scheduled for your enjoyment and enrichment. When you join any club, you should show your support and your interest by regular attendance. While being involved in clubs is an important part of your overall education, be careful not to get involved in so many activities that you can't get to them all. Also, overbooking yourself may have a negative effect on your school work. Contact the main office for our school's most current list of extracurricular activities.

ARRIVAL AND DEPARTURE:

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

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

ASSEMBLIES:

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

ATHLETICS:

In keeping with the best interests of the health and safety of the students involved in athletic activities and in accordance with the policies of the Rocky Hill Board of Education, a student must have proof of a current physical examination, written parental/guardian permission and a completed an online athletic registration form prior to trying out for, practicing or participating on an interscholastic team. Please reference our Athletic Handbook for more information.

PHYSICAL EXAM REQUIREMENTS

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

PARENTAL PERMISSION AND INTERSCHOLASTIC SPORTS EMERGENCY FORM

Students who try out for an interscholastic athletic or cheerleading team or intramural club must have read the GMS Athletic Handbook and returned an interscholastic informed consent form filled out and signed by a parent or guardian and the prospective athlete as well as a completed interscholastic emergency form - prior to trying out. The emergency form provides

us with accurate information in the event of an injury. Informed consent forms and interscholastic emergency forms are available in the main office and nurse's office. Athletic registration information can be found on our website.

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

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

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

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

In addition to the above interscholastic sports, an extensive intramural program is provided at GMS.

CHEMICAL HEALTH FOR STUDENT ATHLETES: The Rocky Hill Board of Education (the "Board") participates in the Connecticut Interscholastic Athletic Conference ("CIAC"). In accordance with CIAC participation rules and the Board's obligation under state and federal law, the Board prohibits the unauthorized use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, performance- enhancing substances or alcohol during any school-sponsored athletic activity, whether occurring on or off school property. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents by student athletes involving the possession, distribution, sale or use of substances that affect behavior, including performance-enhancing substances. This policy applies to all student athletes participating in school-sponsored athletics, whether or not such athletes are participating in CIAC controlled activities.

Please refer to the website to view the entire Rocky Hill Public School Chemical Health for Student Athletes (#5620) :<https://content.myconnectsuite.com/api/documents/1e83798c262945fe9508815628cfb469.pdf>

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

BICYCLES /SCOOTERS:

You may ride your bicycle to school if you follow these rules: Do not ride your bicycle on school grounds (walk the bicycle in from Bailey Rd.). Lock your bicycle in the rack provided. Upon dismissal, students must walk their bikes from school grounds until they reach Bailey Road.

BULLYING AND HARASSMENT:

The staff of Griswold Middle School has structures and processes in place to proactively address the issue of bullying. It is our hope that our efforts help to continuously improve the culture of our school. It is our priority to provide a safe school that is free of verbal and physical harassment, torment, humiliation, and ridicule. **Verified acts of bullying could result in severe disciplinary action.**

BUSES:

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

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

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

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

CAFETERIA:

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

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

- to sit facing in toward the table
- not to disrupt the cafeteria in any way (i.e. excessive noise, arm wrestling, etc.)
- to bring your own lunch money or lunch to school.
- Remain quiet during dismissal.

Annual DPA Parent Notification

Technology is used to support the curriculum on a daily basis. A list of approved instructional apps, websites, and software can be found on the [Rocky Hill Public Schools Approved Technology List](#) along with vendor privacy policies and data privacy agreements for any program that uses student data. When using technology at school, students are able to access the Internet in a safe way because of teacher supervision and the district's Internet filter, *GoGuardian*. For more information about safeguarding children's Internet usage at home, please visit our [Curriculum website](#) and click on Instructional Technology on the left.

CELL PHONES & SMART WATCHES:

Cell phones/ Smart watches may not be used during the school day and must be kept in your locker and remain off. Violations of this policy will result in confiscation of the phone/watch as well as communication with the student's parent/guardian. Administrators and parents will consult regarding the return of the phone. Repeat violations of the phone policy could result in disciplinary action.

COMMUNICATION:

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

COMPUTER SYSTEMS AND INTERNET SAFETY:

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Rocky Hill Board of Education (the "Board") has installed computers and a computer network(s), including Internet access and electronic messaging systems on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, Smartwatches, network access devices, tablets, laptops, personal gaming systems, Bluetooth speakers, e-readers, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board's computers, computer network, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the Rocky Hill Public Schools (the "District"). These computer systems are business and educational tools. As such, they are made available to students in the District for education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education-related purposes. The District will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and other online communication sites and cyberbullying awareness and response. Additionally, the District will implement a technology protection measure designed to block or filter Internet access to visual depictions that contain material that is obscene or obscene as to minors or contains child sexual abuse material, and designed to ensure that such filtering technology is operative during computer use by minor students to the extent practicable when such students are using Board-owned computers or devices and Board-provided Internet access.

Please refer to the website to view the entire Rocky Hill Public School Student Use of the District's Computer Systems and Internet Safety (#5760) : <https://content.myconnectsuite.com/api/documents/6d84ad18450f41d3809ddd224af18349.pdf>

CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS:

The Rocky Hill Board of Education ("Board") complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records maintained by the Rocky Hill Public Schools (the "District"). The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

Please refer to the website to view the entire Rocky Hill Public School Confidentiality and Access to Education Records(#5140) :<https://content.myconnectsuite.com/api/documents/879cfb6cfda2454f9073272b37d40031.pdf>

DISCIPLINE & BEHAVIOR:

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

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

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

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

BEHAVIOR:

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

DISCIPLINE:

It is the policy of the Rocky Hill Board of Education (the "Board") to create a school environment that promotes respect of self, others, and property within the Rocky Hill Public Schools (the "District"). Compliance with this policy will enhance the Board and the District's ability to maintain discipline and reduce interference with the educational process that can result from student misconduct. Pursuant to this policy, the District shall promote the utilization of consistent discipline practices, both within and across schools in the District, while also promoting the consideration of individual circumstances arising in each student disciplinary matter. Where appropriate, the District implements strategies that teach, encourage and reinforce positive student behavior that do not require engagement with the discipline system.

Please refer to this website to view the entire Rocky Hill Student Discipline Policy.

(#5510):<https://content.myconnectsuite.com/api/documents/1abb3ce59c194c0a998467575e370666.pdf>

DRESS CODE:

In order to maintain an environment conducive to the educational process, the Rocky Hill Board of Education (the "Board") prohibits the following from wear during the academic school day:

1. Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Outer wear shall not be worn, carried or kept in the classroom during regular school hours.
2. Head coverings of any kind, including but not limited to scarves, bandannas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Head coverings shall not be worn, carried, hung on belts or around the neck, or kept in the classroom during regular school hours. Approved coverings worn as part of a student's religious practice or belief, or as required or permitted in conjunction with school district health and safety protocols, shall not be prohibited under this policy. Nothing in this policy shall be construed to prohibit protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.
3. Items 1. and 2. above must be secured in the student's locker or other storage area before school starts. Items not stored will be confiscated by the administration.
4. Footwear which mars floors or is a safety hazard.
5. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
6. "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts.
7. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
8. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
9. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika.
10. Attire or accessories that depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
11. Shirts and/or blouses that reveal the abdomen, chest, or undergarments.
12. See-through clothing, tank tops or sleeveless shirts.
13. Shorts, miniskirts, or pants that reveal the upper thigh or undergarments. Spandex garments are allowed only if they are covered by shorts or skirts.
14. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

Please refer to this website to view the entire Rocky Hill Student Student Dress.

(#5750):<https://content.myconnectsuite.com/api/documents/0adb87e2985a4678ade4e58c71a7b863.pdf>

DRUG AND ALCOHOL USE BY STUDENTS:

The Rocky Hill Board of Education (the "Board") is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in Connecticut General Statutes Section 21a-240, or alcohol on or off school property or during any school-sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior.

Please refer to this website to view the entire Rocky Hill Student Drug and Alcohol Use by Students.

(#5630):<https://content.myconnectsuite.com/api/documents/797e929bea124316aac7f0e5b50e6e2f.pdf>

EARLY DISMISSAL:

At GMS early dismissal is at 11:40am. In the event of an early dismissal, we encourage all students to have a plan with their parents/guardians as to where they should go or what to do.

EARLY INTERVENTION –Multi-Tiered System of Support(MTSS)/Tier I Support:

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

EVENING ACTIVITIES:

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

ELECTRONIC DEVICES:

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

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

FIRE DRILLS/LOCK DOWN DRILLS:

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

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

GRADING: Grades will be determined using the following criteria:

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

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

INCOMPLETE GRADES:

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

GUIDANCE:

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

GUM, CANDY, and Other Consumables

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

HEALTH AND SAFETY

The health and safety of the students in school is of utmost concern to all of us, requiring close cooperation between parents, teachers and the school nurse. Understanding and constant communication are vital in helping the schools render the best possible care and protection to your child. Your assistance in following the instructions below will help us greatly in providing proper health services.

WHEN TO CALL THE SCHOOL:

Parents must notify the school office/nurse:

1. To report if a student will be absent from school. (Schools will explain absence reporting system)
2. To designate a responsible adult who is to be notified in case of emergency should a parent be unavailable.
3. To inform the **school nurse** if the student has:
 - a) been diagnosed with a long-term disorder, e.g., diabetes, seizures, etc.
 - b) been placed on daily medications.
 - c) had severe, known reactions to allergens, e.g., bee stings, food, etc.
 - d) had any form of surgery or will have one soon.
 - e) had a physical examination (forms will be provided for the examining doctor to complete in order to bring school records up to date).
 - f) had hearing or sight tested, and the results of these tests.
 - g) had any update of immunizations (e.g. DT, MMR)
 - h) has a communicable disease (e.g. strep throat, chicken pox)

WHEN TO KEEP THE STUDENT HOME: Parents are responsible for keeping students home when an illness is evident and are advised to keep a student home when a rash is detected. Nurses are not allowed to diagnose an illness or rash. Students should be kept home until they have been free of fever (temp below 100.4) and/or vomiting for 24 hours without the use of medication. **Parents should call the school nurse to report if a student will be absent due to illness.**

LENGTHY ABSENCES: Parents whose child has been absent from school because of illness or injury for a period of ten school days or longer must secure their doctor's approval for the student's readmission to school. Please discuss this with the school nurse.

EXCLUSION FOR CERTAIN HEALTH CONDITIONS: Students will be excluded from school for the following conditions:

- any undiagnosed rash (MD approval for re admission to school or resolution of rash)
- any untreated eye infections
- diarrhea(defined as 3 or more loose stools per day)
- temperature of 100.4 degrees or over
- suspected communicable diseases, e.g., chicken pox, etc.
- vomiting

STUDENTS ON CRUTCHES:

- Must have a Physician order stating crutches are needed in school.
- Parents need to report to the school nurse prior to returning to school
- Do not send your student to school on the bus without permission from the school nurse.

STUDENTS ON MEDICATION: Students who require medication, including over the counter medication, during school hours may do so provided they have WRITTEN AUTHORIZATION FROM A PHYSICIAN/ DENTIST/ ADVANCED PRACTICE REGISTERED NURSE/ PHYSICIAN'S ASSISTANT. MEDICATION FORM LOCATED ON RHPS WEBSITE -

[CLICK HERE](https://goo.gl/pnn3Gd) OR USE THE URL: <https://goo.gl/pnn3Gd>

THE MEDICATION AUTHORIZATION FORM **MUST** INCLUDE THE FOLLOWING:

- DATE OF DOCUMENT
- STUDENT'S NAME, ADDRESS, AND BIRTHDATE
- CONDITION FOR WHICH THE MEDICATION IS BEING ADMINISTERED

- NAME OF DRUG, AMOUNT OF DRUG, TIME OF ADMINISTRATION, RELEVANT SIDE EFFECTS, AND DURATION TO BE ADMINISTERED (date from ___ to ___)
- DOCTOR'S SIGNATURE AND PHONE NUMBER

THIS FORM, MUST INCLUDE PARENT'S/GUARDIAN AUTHORIZATION SECTION COMPLETED, AND BE PRESENTED TO THE NURSE PRIOR TO ANY DRUG BEING ADMINISTERED, ACCORDING TO CONNECTICUT STATE LAW.

Students who are able to self administer their asthma inhalers and/or medication for the emergency treatment of severe allergic reactions and/or medication while on an overnight field trip, may do so provided:

- 1) THEY PRESENT A PHYSICIAN/ DENTIST/ ADVANCED PRACTICE RN/ PHYSICIAN'S ASSISTANT'S WRITTEN ORDER FOR "AUTHORIZATION FOR SELF- ADMINISTRATION"
- 2) THERE IS WRITTEN AUTHORIZATION FROM STUDENT'S PARENT INCLUDING AN AGREEMENT TO SUPPLY THE SCHOOL NURSE WITH BACK-UP MEDICATION
- 3) THERE IS A SIGNED STATEMENT OF UNDERSTANDING FROM THE STUDENT
- 4) THE SCHOOL NURSE HAS EVALUATED THE SITUATION AND DEEMED IT TO BE SAFE AND APPROPRIATE. IF THE NURSE DETERMINES THAT THE MEDICATION CANNOT BE SAFELY ADMINISTERED, THE PHYSICIAN AND PARENT WILL BE NOTIFIED. IF THE SITUATION CANNOT BE RESOLVED, THE SCHOOL MEDICAL ADVISOR WILL DETERMINE IF THE STUDENT CAN SELF-ADMINISTER MEDICATION.

ANY MEDICATION MUST BE IN A PROPERLY LABELED BOTTLE FROM THE PHARMACY. IT IS TO INCLUDE THE STUDENT'S NAME, DATE, MEDICATION NAME, FREQUENCY OF ADMINISTRATION, AND THE DOCTOR'S NAME. THE MEDICATION, EXCEPT THOSE APPROVED FOR TRANSPORTING BY STUDENTS FOR SELF MEDICATION, MUST BE DELIVERED TO THE NURSE BY A PARENT, GUARDIAN, OR OTHER RESPONSIBLE ADULT. NO MORE THAN A 90 DAY SUPPLY OF MEDICATION MAY BE BROUGHT IN.

IN THE EVENT OF ACCIDENT OR ILLNESS: Parents are responsible for contacting the school to keep updated telephone numbers and individuals responsible for transporting ill students. Nurses and teachers make every effort to ensure immediate care, comfort, and protection for students during any emergency which may occur at any school activity. The following procedures apply in all schools:

- * School personnel will administer first aid only (reasonable and prudent) to a student whose illness or injury occurs on school premises during school hours or supervised school sponsored activities.
- * Parents, or an individual designated by the parents, are responsible for transporting an ill student to his home or to the physician.
- * If a parent cannot be reached in an emergency, the student will be transported to the nearest hospital (or the hospital of choice listed in Power School if appropriate), where he will remain until the parent arrives. In a life- threatening emergency the student will be transported by ambulance to the nearest hospital.

We very much appreciate your attention and cooperation in these important matters. Please do not hesitate to call your school nurse if you have any questions.

HOMEROOM:

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

HOMEWORK:

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

Homework will be included in student grades. Homework is worth 5% of each content area's grade.

HONOR ROLLS:

When the school honor rolls are determined all subjects taken by a student are considered equal regardless of the frequency of class meeting times. Any grade earned which is below a 70, disqualifies a student from being awarded honors. Cheating, of any sort, (i.e. homework, final examination etc.), can disqualify a student from being awarded honors. Students who attain a numerical average of 94 or better are awarded "High Honors". Students whose averages range between 90 and 93 are awarded "General Honors". Grade point averages are not rounded up. To determine your average, add up all grades assigned for the quarter and divide by the number of grades. The average that you get is not rounded up when figuring your grade average. Remember, any grade lower than a 70 automatically disqualifies one for the honor roll.

LATE BUS:

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

- A late bus is available for students who remain after school for extra help, an afternoon activity or detention. The late bus arrives at approximately 4:15 PM. An announcement will be made for the students to come to the office to sign the late bus sheet.
- Students may not leave the school grounds after school then return to take the late bus home.
- Bus students who stay after school may not walk home unless the school has previously received written permission from their parent(s) or guardian(s). A special form is available for parents to sign if they wish to authorize their child to either walk home or receive a ride from someone.
- Students may take the late bus from the Middle School only. You may not walk to the high school to catch the late bus.
- **There is no late bus on Fridays.**

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

LAVATORIES:

Student lavatories are located throughout the building. You may use the lavatories with permission from your teacher. Students should not spend any more time in the lavatory than necessary. Misuse of lavatories will result in disciplinary action.

LIBRARY:

The library/Media Center is an information center. Students are allowed to conduct research, work on projects, or read quietly. The library is open daily.

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

LOCKERS:

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

LOST AND FOUND:

Lost items should be turned to the grade level pods or the cafeteria. You may check for lost items before or after school with the permission of your teacher. They are left in a special place in the pod & cafe. Periodically, the items left behind are donated to charity.

MAKE UP WORK:

If you are absent you are responsible for getting and making up all assignments missed. Immediately upon returning from an absence, students are required to arrange a make-up work schedule with each of their teachers. For extended an absence (three or more days), assignments can be obtained by calling the office. For a one or two day absence, you may call a friend or make up the assignments upon returning. Students are allowed one school day for each day of absence to make up work. Marking period extensions and/or make up work time are not allowed for unauthorized student absences such as family vacation periods which occur while school is in session.

MONEY AND VALUABLES:

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

The school is not responsible for the loss of property.

NURSE:

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

ON TEAM TIME:

On Team time is for the purpose of making up work, extra help, and enhancing subject area knowledge. Students will be allowed to leave On Team with a pass signed by a teacher stating the student's specific destination.

PASSING:

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

REPORT CARDS:

Report Cards are distributed on the dates indicated on the marking period schedule. Report cards are sent home via email. A student's progress can also be monitored by parents via the **Parent Portal**. Please contact the school should you have any questions regarding access.

RESTORATIVE PRACTICE:

The Rocky Hill Board of Education (the "Board") is committed to identifying strategies to improve school climate, including, but not limited to, by responding to challenging behavior and implementing evidence and research-based interventions, including restorative practices. Restorative practices may be implemented by school employees for incidents of challenging behavior, bullying, and/or harassment in the school environment, or other forms of student conflict that is nonviolent and does not constitute a crime. Restorative practices shall not include the involvement of a school resource officer or other law enforcement official unless such challenging behavior or other conflict escalates to violence and/or constitutes a crime. In addition, the Rocky Hill Public Schools (the "District") shall address challenging behavior, bullying, and harassment in accordance with the Board's Student Discipline policy and any other applicable Board policy, administrative regulations, and/or school rules.

Please refer to the website to view the entire Rocky Hill Public School (#5500):

<https://content.myconnectsuite.com/api/documents/fb8a79f618f7411ca9fb1805369a7cbb.pdf>

RIDES:

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

SCHOOL CLIMATE:

All schools must support and promote teaching and learning environments where all students thrive academically and socially, have a strong and meaningful voice, and are prepared for lifelong success. Implementation of the following set of guiding principles and systemic strategies will promote a positive school climate, which is essential to achieving these goals. This policy sets forth the framework for an effective and informed school climate improvement process, which includes a continuous cycle of (i) planning and preparation, (ii) evaluation, (iii) action planning, and (iv) implementation, and serves to actualize the Connecticut School Climate Standards, as detailed herein. The Board recognizes that improving school climate is contextual. Each school needs to consider its history, strengths, needs, and goals. Furthermore, this policy will support and promote the development of restorative action plans that will create and sustain safe and equitable learning environments.

Please refer to the website to view the entire Rocky Hill Public School Climate Plan (#5320)

<https://content.myconnectsuite.com/api/documents/8a90f36cf15b4da6b5a58a421b71f93c.pdf>

SCHOOL CLOSING:

Emergency/storm closings and delayed openings are announced on the radio and on TV at approximately 6:30 a.m. A phone call and email from our automated alert system will be sent to you as well. On delayed opening mornings homeroom begins at 9:45 a.m.

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

Due to unforeseen circumstances, usually weather related, school may be dismissed earlier than the regularly scheduled time. On these days, lunch will be served. Parents/guardians should make sure that they have made plans with their children on what to do if school is dismissed early.

SEARCH AND SEIZURE:

Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The way the search is conducted should be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Please refer to this website to view the entire Rocky Hill School Search and Seizure (#5740):

<https://content.myconnectsuite.com/api/documents/fc494ad3a838474d8cef6e227284ae39.pdf>

TELEPHONE:

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

TEXTBOOKS/CHROMEBOOKS/ HEADPHONES/BLUETOOTH HEADPHONES:

All textbooks are school property and are loaned to you for the school year. You are responsible for any loss or damage occurring while books are assigned to you. Chromebooks and chargers are school property and loaned to you for the school year. In the event of incurring any damage the charge to replace a chromebook is \$250.00 and the cost to replace a charger is \$35.00.

Students are asked to bring a pair of headphones to use during the day with their chromebooks.

VISITORS:

Visitors are required to use the entry system located at the front door to get into the building. Any person visiting the school must first check in at the main office and state the reason for the visit. In addition, the visitor will need to sign in at the office and receive a visitor's pass. Every courtesy will be extended to guests of the school, but violators of this rule will be asked to leave immediately.

WEAPONS:

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



RESPECT, RESPONSIBILITY, AND PRIDE

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

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