

# Shelton Intermediate School Student Handbook



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## **PRINCIPAL’S LETTER**

Dear Parents / Students:

Welcome to Shelton Intermediate School (SIS). The “Middle School” years are a unique period of time during which you will notice a tremendous amount of social, emotional, physical, and intellectual growth. To assist students during their years spent at SIS, we have developed this handbook. Please take the time to read and review this handbook with your child / children. This handbook will prove to be a valuable resource to which you can refer to answer a variety of questions regarding a number of policies and procedures which exist at SIS. During this particular year, however, some items may need to be modified while we are in a pandemic. Those items will be noted with an asterisk. Our district and school websites—as well as Infinite Campus messages—will provide specific updates as needed.

At Shelton Intermediate School, our goal is to enable our students to experience social, emotional, physical, and intellectual growth. In addition, we attempt to instill in our students a sense of personal accountability in all areas ranging from academic performance to behavior. Every effort is made to ensure that students are provided with a safe and positive environment in which learning can take place. We promote empathy, courtesy, and respect while teaching our students to appreciate diversity in all of its various forms. Our academic programs are designed around a set of learning principles, or core beliefs, which frame the concept of “learning for understanding” in which students are challenged to apply their knowledge in a variety of contexts.

Parental involvement is critical to ensure the success of each child. It is for this reason that we encourage parents / guardians to be involved in the education of their respective children. Maintaining open lines of communication will allow us to work together with you, the parent / guardian, to do what is in the best interest of your child.

Please allow us to extend our best wishes for a healthy, productive, and successful school year. If you have questions or concerns, we encourage you to contact us so that issues can be addressed in an appropriate and timely fashion.

Professionally yours,

***JOHN P. SKERRITT, PRINCIPAL***

## **MISSION STATEMENT**

Through shared *leadership*, the Shelton Intermediate School fosters student growth by means of diverse and challenging educational opportunities. With the *teamwork* of our staff, parents, and community, we commit ourselves in providing a comprehensive educational experience with high academic standards for all students. We commit to developing successful citizens in an ever-changing global society through a learning environment that has a *focus* of respect, responsibility, and safety.

## **GOALS OF SHELTON INTERMEDIATE SCHOOL**

The goal of Shelton Intermediate School is to increase student performance in the areas of literacy, numeracy, and inquiry, through consistent implementation of best instructional based practices, which address 21<sup>st</sup> century skills, are supported by data, and measured through standards based assessments.

## **ORGANIZATION**

Shelton Intermediate School offers a varied and expanded program dedicated to excellence for all students. All students receive a developmentally appropriate academic program that also allows for exploration experiences. All students receive exposure to an expanded program, structured to meet their academic, developmental, and pre-vocational needs.

The Intermediate School is broken down into smaller, heterogeneous groups of 90-100 students. These are called Teams. The Teams function as a school within a school. Most of the students’ classes are taken within their teams. Our School Counselors are assigned to students by grade. The basic educational program is standard for all students.

All students take Language Arts, Mathematics, Science, Social Studies, Health/Physical Education and Unified Arts classes. Instructional differentiation occurs to meet students' needs within the classroom setting.

## **ACADEMIC PROGRAM**

The faculty and staff at the Intermediate School are trained to provide the best educational opportunities for the pre-adolescent student. We encourage parents to be involved as collaborative partners with the school.

**Core Academics /Elective Courses:** All students will take Language Arts, Mathematics, Science, and Social Studies five times a week. The Unified Arts courses are: Band, Exploring World Cultures, Jazz/Choir, Nature's Lab, 3-D Art and Design, 2-D Art and Illustration, Business Tech, Communication Tech, Music Production, Inventor's Lab, Video Game Design, Automation & Robotics, Italian (A&B Days), Spanish (A&B Days). Most Unified Arts courses are open to all students. Classes will consist of students from both grades; however, only eighth graders may choose to take Spanish or Italian as a full-year course. For grades seven and eight, Physical Education and Health are also required courses. The Physical Education class meets every other day for three marking periods. Health consists of a course that meets every other day for one marking period. Each grade level includes a Family Health unit within the general curriculum.

Parents have the right to opt their students out of class activities or specific topics within the curriculum they may deem controversial or in conflict with their specific family values. Parents should notify the school of their concerns with specific areas of curriculum and can opt their student out of that topic or activity with a letter of notification to the Principal with copies to the Assistant Principal, guidance and instructional teacher. Students opted out of activities or a specific topic within the curriculum will be given appropriate alternative assignments/tasks/activities for their engagement.

**SIS Band:** All students wishing to be in the SIS Viking Band must sign up for band as one of their elective classes. All band students receive weekly lessons during their Academic Team Time (ATT). In addition, all students are placed into band as their flex club for full band rehearsals once a week. The SIS Jazz Band is an after school performing ensemble that is open to all students by audition. The SIS Viking Band, Jazz Band and Jazz Choir have regularly scheduled performances each year such as the Winter and Spring Concerts. All band students must have at least one year of playing experience in a school.

**FLEX:** A weekly flex period allows students to participate in many activities such as Student Council, Yearbook, Band, Jazz Choir, Teen Corps, Best Buddies, Art, Media Club, Computer Club, Beautification Club, and many others. All students are encouraged to participate in a flex activity of their choice or interest.

Shelton Intermediate School also offers a tutorial support and programming during flex period and the school day for students who are in need of support in the areas of reading, writing, and math. Students not in good academic standing will be held back from their flex club to work on and improve academic grades.

**Enrichment and Tutorial Support:** Shelton Intermediate School has high academic expectations for all students. The school offers enrichment and tutorial support along with various academic supports and interventions that enable all students to achieve. Students who fail to meet academic expectations by failing three or more academic courses for the school year will be retained. Students who fail two academic courses for the year will be notified of the opportunity to attend mandatory summer school. Those who achieve a grade of C or better in the designated mandatory summer school subject will be promoted to the next grade. Students failing one academic subject for the year will be given the option of recommended summer school but will not be subject to retention.

**SIS (Strategies to Improve Skills) and Intervention:** SIS is the Shelton Intermediate Schools' SRBI (Scientific Research-Based Intervention) program. SIS is an approach to education designed to ensure that all students receive high quality instruction in the general education curriculum, as well as targeted interventions for those students who may benefit from additional academic assistance. All students attending Shelton Intermediate School take SIS every other day for the full year. Every level (or tier) is designed to support and/or enhance the student's education.

SRBI is a way to provide support and instruction to all students at their different learning abilities. Student progress is monitored, and decisions regarding instructional strategies and other learning supports are determined for the student.

SRBI is most commonly used in addressing needs in the areas of reading, math, and learning behaviors. A “continuum of support” is developed by the school and programs are designed to meet students’ needs.

The SRBI framework has three “tiers.” Each tier provides differing kinds and degrees of support. It provides help for students who need more support than they are receiving from the general curriculum, while it also allows enrichment opportunities for those students who do not need additional support. **Tier 1** is the general curriculum received by all students. Students who do not require additional support in reading or math will have other academic opportunities during SIS. **Tier 2 and Tier 3** interventions are delivered by the Language Arts and Math departments every other day. During this period instruction is focused on learned foundational strategies and concepts. Differentiation is based on students’ individual needs. Students are given individualized or small group instruction based on their needs.

**ATT (Academic Team Time):** Academic Team Time (ATT) is a daily support time during the school day where under the guidance and direction of team teachers:

- Students are required to bring all necessary materials to their assigned class.
- Students work on assignments individually.
- Students work on group assignments only with the direction and approval of the teacher.
- Students are allowed to complete current and upcoming assignments; ATT time is not utilized to complete independent practice that is due that day or past due without the teacher’s approval.

**Independent Practice:** Independent Practice, whether at home or at school, is a critical component of your education. Independent practice reinforces daily lessons and lets the teacher know when you have mastered a concept and are ready to move on. The Independent Practice requirements for your four content area classes are as follows:

Language Arts:

- Grading on a 1-4 scale
  - Score 4 - assignment is complete with evidence of effort and/or questions as to why something was not fully completed
  - Score 3 - mostly complete with evidence of some effort applied to complete the assignment
  - Score 2 - assignment is ½ completed with minimal effort
  - Score 1 – some/little of the assignment is complete and very little effort was applied to the assignment
  - Score 0 - fully incomplete or missing

Math Department:

- Grading on a 1-4 scale
  - Assignments must be completed on time with your name, date and the assignment on the top of the paper.
  - To receive full credit you must show ALL of your work.
  - One day late or incomplete assignments will receive partial credit.

Science Department:

- Grading on a 10 point scale to assess student work based on EFFORT and COMPLETION
- All work must be completed on TIME and reflect a student’s BEST effort to receive full credit
- Late or incomplete assignments will receive partial credit

Social Studies Department:

Grading

- 4- Complete, directions followed, good effort
  - 3- Satisfactorily completed
  - 2- Incomplete or better effort needed, not all directions followed
  - 1- Incomplete or completed with poor effort
  - 0- Not turned in
- Late assignments will be accepted for partial credit within a reasonable time.

## **ALGEBRA CRITERIA**

**Algebra:** Shelton Intermediate School students who qualify academically may take Algebra. The course enables high performing students to achieve high school credit for Algebra. All 7<sup>th</sup> grade students will participate in the Algebra placement exam at the end of the 7<sup>th</sup> grade school year. Achievement and academic requirements for placement in the Algebra program include the 7<sup>th</sup> grade final exam, other test scores, academic grade points, and merit recommendations.

Department recommendations are based on the following characteristics used for inclusionary purposes:

- The student is highly self-motivated and is capable of extensive independent work
- The student is willing to extend beyond specific assignments
- The student shows continual willingness to be challenged intellectually

## **HEALTH SERVICE/ILLNESS DURING THE DAY**

Students who become ill during the school day should immediately tell their classroom teacher. They will be given a pass to the nurse. If it is necessary, someone will accompany the student to the nurse's office or the nurse will go to the student's classroom. If the nurse is not in the office at the moment, do not wait; go directly to the Main Office.

**FOR STUDENT SAFETY REASONS: Students are not to contact parents without permission from the nurse or office. Students contacting parents to dismiss them from school without the knowledge of school personnel will not be released from the building. Students will not be released to anyone not on their emergency form without parental consent.**

**All medications prescribed by a doctor to be taken during school hours must be brought directly to the school nurse by a parent or guardian. Written authorization from the doctor and the parent must accompany the medication. Medicines must not be carried by the student.**

## **REPORTS TO PARENTS**

Through the Infinite Campus system, parents and students will have access to their assignments and progress at all times by logging onto the school web page and entering the Infinite Campus portal. Parents are encouraged to e-mail teachers with any questions or concerns. Many teachers maintain web pages with assignments and information for their classes and students. Two parent-teacher conferences will be conducted throughout the year. Periodic conferences may also be scheduled when requested by a teacher or parent. The school system maintains an automatic phone system whereby parents receive important information and reminders periodically throughout the year from the Shelton Intermediate Principal and the Central Office.

### **Report Cards:**

Report cards are issued electronically three times a year. Fourth marking period and final grades are reported in a year-end report card mailed home after the end of the school year. The system used for grading on report cards is:

A+ = 97-100	D+ = 68-69
A = 93-96	D = 65-67
A- = 90-92	F = below 65
B+ = 87-89	G = Good
B = 83-86	S = Satisfactory
B- = 80-82	N = Needs improvement
C+ = 77-79	U = Unsatisfactory
C = 73-76	NM = No Mark
C- = 70-72	

## **HONOR ROLL**

Students achieving honor roll will be honored in team recognition assemblies for the first three marking periods. High Honors students must have a term GPA of 3.67 or higher, with no course grade of C or below. Honors students must have a term GPA of 3.33 – 3.66, with no course grade of C or below.

## **TEXTBOOKS**

Students must follow the prescribed procedure in the maintenance of textbooks issued to them. Books should be covered at all times. Books lost or damaged must be replaced by the student to whom the book was issued. Fines will be levied for damaged books.

## **SUPPORT SERVICES**

Support services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study habits, help with home, school and/or social concerns, or any area the student may feel he/she would like to discuss with the counselor. Each student is assigned to a counselor based on his/her grade. School counselors are located in the Student Support Center on the first floor. Students wishing to visit his/her counselor should contact the secretary in the Student Support Center to arrange for an appointment.

## **BULLYING: “BULLYING IS NOT OK AT SIS.”**

The school culture of Shelton Intermediate School promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Bullying of any type is prohibited in our building. The culture of our building fosters an environment in which students and all members of our school community feel safe, supported, engaged. Shelton Intermediate School promotes an optimal learning environment that supports healthy social, emotional, physical, emotional and academic growth, an environment that is free of harassment, intimidation, or bullying.

As of July 1, 2011, Connecticut State law defines “Bullying” as the **repeated** use by one or more students of a written, oral, or electronic communication, such as cyber-bullying, directed at or referring to another student attending school in the same school district or a physical act or gestures by one or more students, **repeatedly** directed at another student attending school in the same district that:

- Causes physical or emotional harm to such student or such student’s property,
- Places such student in reasonable fear of harm to himself or herself, or damage to his or her property,
- Creates a hostile environment for such student,
- Infringes on the rights of such student at school, or
- Substantially disrupts the education process or the orderly operation of a school.

[See Board of Education Policy 5131.911\(a\)](#)

Policy Adopted June 25, 2008/Reviewed Summer 2016

## **CYBER-BULLYING PREVENTION AND INTERVENTION “DELETE DIGITAL DRAMA”**

### **Prevention**

- Talk to your child about Internet and cell phone safety
- Monitor the amount of time your child spends online
- Set up the computer in the family room or other room where you can supervise your child’s internet use
- Purchase tracking software to block inappropriate web content and check your child’s online activities
- Encourage your child to tell a parent or trusted adult about threatening or harassing messages

### **Intervention**

- Save the evidence
- Protect your child from further bullying by blocking offending e-mail addresses and cell phone numbers
- Change your child’s phone number and e-mail address if necessary
- Report extremely harmful online speech to the police
- Report incidents and file complaints with e-mail services, internet service providers, web sites, cell phone companies, etc.

- Consider canceling services with providers who do not respond adequately to your concerns about safety or harassment

### **For Students:**

- Ignore the bullying; don't prolong it by engaging with the perpetrator or forwarding hateful messages to others
- Save the evidence to show to parents and the police if necessary
- Don't feel shame; tell your parents or a trusted adult
- Protect yourself from further bullying by blocking offending e-mail addresses and cell phone numbers
- Change phone numbers, e-mail addresses and screen names if necessary

### **LIBRARY LEARNING COMMONS**

Students may come to the library media center by obtaining a pass from their teachers. Students can borrow books, conduct research, work on projects, collaborate with peers, read independently, participate in our Maker Spaces or practice keyboarding or coding. Teachers are also encouraged to bring entire classes to the Learning Commons for team activities, research, class projects, guest speakers, gallery walks, book talks, and any other activities that may require a larger space than a classroom setting.

### **Borrowing Procedures**

Students may check out a book for a period of up to two weeks. Books may be renewed, if necessary. Students may check out one fiction book at a time or up to three non-fiction books at a time. If a student has a past due book, however, they may not borrow another book until the late book is returned. The Library Learning Commons staff will issue past due notices on a monthly basis. If a student loses or damages a book, the Learning Commons Staff will send a bill for the replacement cost of the book.

### **PHYSICAL EDUCATION**

Each student will be required to change into appropriate clothing and footwear for gym classes. Both 7<sup>th</sup> and 8<sup>th</sup> grade students will participate in three marking periods of physical education and one marking period of health class.

A student may be excused from participating in physical education classes in the case of illness, concussion, or physical disability. A doctor's note must be received by the nurse in order to be excused from class.

### **Concussion Awareness – Definition, Identification, What to Know and Do**

A Concussion is a traumatic injury to the brain. It may be caused by a blow to the head, jaw or face; may be caused by a hit to the body or neck that produces a whiplash motion in the head. You don't need to get knocked out or lose consciousness for an injury to be a concussion.

If you bang your head or snap your neck and feel sick to your stomach, dizzy, if the light is too bright, noise is too loud, if you feel sluggish, foggy, or groggy, confused or disoriented, if your head hurts or you have a headache, blurred vision or ringing in the ears, or if you just don't feel "right" **tell an adult immediately and report to the nurse.** Do not continue to play or return to the game.

If you know you have a diagnosed concussion, bring the doctor's note to the school nurse. Follow the treatment plan that your doctor has given you along with the timeline for getting back to regular activities. Always tell your coach, school nurse, teachers if you have suffered a concussion. Remember just because you feel better, does not mean the effects of the concussion are over unless the doctor says you are cleared. Follow the doctor's orders.

## THE CAFETERIA\*

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition a well-balanced breakfast and lunch are offered daily at a reasonable price. If students wish to eat a la carte, the cost of food choices are per item. In 2012, the Department of Agriculture released **the meal pattern requirements mandated by law in the Hunger Free Kid's Act**. All lunches will include five meal components:

- A **meat or meat alternate** such as yogurt, lean beef, chicken or low-fat cheese;
- A **grain** such as whole-wheat bread or brown rice;
- A fresh or canned **fruit** selection;
- Raw or cooked **vegetables** in a variety of colors; and
- Low-fat or fat-free **milk** selections

*Each child must select at least three of these five components on their tray to make a meal, including a fruit or vegetable. **Children must select a fruit or vegetable with their lunch every day. Without a fruit or vegetable, students will be charged the a la carte price, not the meal price. Free and reduced lunch students will be charged accordingly if they do not comply with the new meal pattern mandated by law.***

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Leaving the table and floor in a clean condition for others.
3. No food or drink may be taken from the cafeteria.

## ATTENDANCE\*

One of the most important factors in achieving academic success is also one of the most basic: going to school every day. Research has shown that a student's attendance record may be the biggest factor influencing academic success. By attending class regularly students are able to keep up with daily lessons and assignments, take quizzes and tests on time and achieve higher grades. Students who attend school regularly are more likely to score higher in reading and math assessments than students who don't attend school regularly. As a parent or guardian your commitment to school attendance will also send a message to your child that education is a priority for your family. Attending school every day is a critical part of educational success. Support your student in attending school daily.

As a parent or guardian try to plan ahead in order to limit your child's absences, make school attendance a priority, and help your child get to school on time every day. At the beginning of the school year, review the attendance rules and make sure you understand whom you need to call if your child is going to be absent. **Follow the school's guidelines and attendance policy, and report absences immediately. If you know your child will not be in school due to an absence resulting from: illness, injury or necessary visits to physicians, dentists or optometrists, please call the school as soon as possible in the morning at 203-926-2000 and leave a message reporting the student's name and reason for absence on the attendance line.**

Connecticut State Board of Education defines **excused absences** as *the first nine (9) absences when the parent/guardian approves the absence and submits written documentation of the reason for the absence within ten days of a student's return to school.*

*The **tenth** absence and all absences thereafter will be considered excused when the school receives appropriate and timely documentation 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 observance of 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 sent to the school);
- 5) Lack of transportation that is normally provided by the district other than the one the student attends (no parental documentation required: example a bus misses a child's pick-up/bus stop);
- 6) Extraordinary educational opportunities pre-approved by the district administrators and in accordance with State Department of Education guidance.



### **Documentation for Excused Absences**

Written documentation should explain the nature of, reason for and length of the absence. Such documentation may be in the form of a signed note from a parent/guardian (first nine absences), a signed note from a school official who spoke in person with the parent or guardian about the absence, or a note confirming the absence with the school nurse or licensed medical professional. Separate documentation must be submitted for each incidence of absenteeism.

The requirement that “all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence,” only applies to the tenth and subsequent absences.

Additional documentation regarding court appearances can be any of a variety of court materials that validate the student’s presence in court on the date of the absence.

### **Unexcused Absences**

A student’s absence from school will be considered unexcused unless the absence meets the criteria for an excused absence (including proper documentation), or the absence is the result of a disciplinary action by the school or district.

### **Disciplinary Absences**

When a student is not attending due to disciplinary action (out-of-school suspension, expulsion) the absence shall not be recorded as “excused” or “unexcused” but rather as a “disciplinary” absence. All other absences that do not follow State Board of Education guidelines are classified as unexcused. Absences excused or unexcused are never removed from a student record. The total number of absences and tardies are reported each quarter on the student’s report card.

Shelton Intermediate School provides interventions for families and students who are frequently absent (four or more days in a month or ten or more absences in the school year). Interventions can include referral to the social worker, referral to the truant officer/outreach worker, or referral to a pre-truancy hearing including representatives from DCF and Juvenile Probation. Possible consequences for habitual absences can include exclusion from extracurricular school activities, after-school detentions, summer school, and possible retention.

### **Early Dismissal**

Early dismissal will be documented on a student’s attendance. Early dismissal requests must be secured from the Main Office. Students who require early dismissal should inform their homeroom teacher upon arrival in the morning. The student must bring a signed parent note to the Main Office with the time of pick-up, the name of the parent/person picking the student up, and a phone number with contact information for the parent. At the time of dismissal, parents should come to the Main Office to sign the student out of school.

[See Board of Education Policy 5113](#)

### **HOMEWORK HOTLINE AND MAKE-UP WORK**

Your teachers will help you make up any work that you miss because of an excused absence from school. Parents are encouraged to contact the SIS Homework Hotline for daily academic assignments. The Homework Hotline can be reached after 3:30 p.m. daily at: 926-2000. You will then be prompted to press 10 + your student’s Team Hotline number. Students will receive this number at the beginning of the school year. If at any time during the year a parent needs this information, contact your student’s homeroom teacher. The number you receive for the Hotline will remain in service for the school year.

If a student is ill for an extended period of time, parents may call the Student Support Center for assignments (**24 hr. notice is required**). Board of Education policy makes the student responsible for making up work for all absences, including unauthorized vacations.

## **TARDINESS**

**Tardy to School:** Students must be in their homeroom by 8:05 AM or they are considered tardy. If you are tardy, report directly to the Main Office for a pass to class. The student will then report to his/her current class and present the late pass to the teacher. Each unexcused tardy will earn 1 demerit point. If persistent tardiness occurs, a parent conference will be requested and cases will be referred to our Student Assistance Team.

**Tardy to Classes:** Attendance is taken in every class via Infinite Campus. Prompt arrival to all classes is required. Tardiness delays the teachers from starting a lesson, thereby depriving the entire class of a portion of the class period. A tardy student may miss directions, instructions, and materials being passed out. Tardiness may result in disciplinary action.

## **ATTENDANCE ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES, FIELD TRIPS, AND SOCIAL EVENTS\***

Students must be in good standing to be eligible for participation in extracurricular activities and events.

**Attendance**—Students are expected to be in attendance for the full school day to attend an after-school activity, such as a dance, social, or a game. Early dismissal on these days may result in exclusion from the activity.

**Disciplinary**—A student will be excluded from extracurricular events and activities for the remainder of the marking period if he/she acquires 16 or more demerit points. In the event of 16 or more demerit points being earned in 2 out of the 4 marking periods, a student may be excluded from end-of-year events and field trips. Students with two In-School Suspensions or one Out of School Suspension during the course of the year may be excluded from any grade level and/or school wide field trips and events.

**Flex**—A student may be required to stay in a study hall during Flex period if he/she is not in good academic standing, including poor grades and missing assignments. Academic teachers will notify the club adviser if a student will not be in Flex attendance. Club advisers may exclude a student from a club for poor behavior during club meetings or for missing more than 2 meetings in a marking period. The student will remain in a study hall for the remainder of the semester (1/2-year).

**Financial Aid**—Financial assistance for school events and field trips is available to families in need. Please contact the principal as soon as possible if you are in need of help.

## **AFTERSCHOOL GAME PROCEDURES\***

**When home games occur in the gym after the school day, students are welcome to stay after school and attend only if supervision is provided that afternoon for that game. Students who wish to attend late games played on the fields must leave the building at regular dismissal and return to school with parents.** There is no interim supervision for late or outdoor games. The following procedures must be followed when staying after for games in the gym:

The student must have a signed note from a parent authorizing the student to stay for the game.

**Students must bring notes to the office located on the floor of their homeroom during A.M. home room.** Faxed notes or parent phone calls are not acceptable to allow students to stay after school.

At the Tier 2 dismissal bell, please proceed to the cafeteria.

If you do not have a note, you cannot stay for the game.

Students will not be allowed to call their parents on the day of the game.

Phone calls or faxed notes from parents will not be accepted on the day of the game.

**Please help us to ensure the safety of all children by adhering to these rules.**

- **SCHOOL COLORS**      Orange and White
- **SCHOOL MASCOT**      Vikings

### **CHEATING/PLAGIARISM**

All Shelton Intermediate School students are expected to adhere to proper ethical behavior and the Viking Values in their academic work. Cheating or plagiarism in any form is dishonest and when discovered will result in academic and disciplinary consequences.

### **TRANSPORTATION**

**There are no walkers at Shelton Intermediate School. Students are not allowed to walk to or from school at any time.**

### **AUTOMOBILES\***

**Students should not be dropped off at school prior to 7:50 a.m.** Students arriving at 7:50 proceed directly to homeroom. Students driven to school in the morning must be dropped off in the designated student drop-off area at the south side of the school. **Autos are not to enter the bus loop or interfere with busses entering the bus chute areas during morning drop off or afternoon pick-up.** The drop-off area at the side of the building is to be used for pick-up at the end of the day.

Students being picked up at dismissal on a permanent basis must secure a permanent pass from the Main Office. Students being picked up at dismissal must use the South entrance at the Tier 1 bell.

Students being picked up for one day only must get a pass from the Main Office on that day. A parent note must be submitted to the Main Office by the student in the morning with specific permission from the parent that the student may meet the parent outside the building or that the parent will enter the building and sign the student out in the Main Office. Students meeting parents outside the building must go to the South Entrance at the Tier 1 bell. Parents entering the Main Office to sign their student out must NOT drive into or park in the bus loop area.

### **BUSES\***

Shelton Board of Education policy clearly states that students will ride their assigned school busses and use their assigned bus stops on a daily basis. **Students are not allowed to ride a bus other than their own.** However, we recognize that a family emergency or child care concerns may require that a child be occasionally transported to another household. In such an instance, notes from the sending parent/guardian and from the accepting parent/guardian must be brought to the Student Resource Center on the second floor by students during the homeroom period. There are no exceptions to this procedure. Notes will be authorized by the Assistant Principal and a pass given to the student. The pass should be presented to the bus driver.

School bus transportation cannot be used by students for social purposes, completion of projects, or other out-of-school activities, but only for emergency child care situations. Because of this, only 1 student or sibling group will be permitted to go home with another student at a time.

### **EMERGENCY SCHOOL CLOSING**

You or your parents may want to know if school will be closed. In case of heavy snow or if any emergency occurs, follow these simple rules:

- ❖ Dial one of the radio stations listed below and listen for the “No School” announcements:  
WICC - 600    WELI - 960    KC101 - 101FM
- ❖ Watch WTNH—Channel 8
- ❖ Access the [Shelton School District Website](http://www.sheltonpublicschools.org) at <http://www.sheltonpublicschools.org>

## **BUILDING AND EQUIPMENT**

Shelton Intermediate School is a beautiful building. We want you to enjoy your surroundings, the building, the equipment, and materials. If every student follows these rules regarding the care of the building and equipment, we will all be proud of our facilities.

- ❖ Pick up litter.
- ❖ Keep your desk and locker clean.
- ❖ Do not mark on walls.
- ❖ Keep all books covered.
- ❖ Keep lavatories clean and neat.
- ❖ Follow the SIS rules for ethical and safe technology use. Handle all equipment as if it was your own and you want it to last forever.

## **LOCKERS\***

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. School combination locks are built into each locker. Since lockers are a permanent part of the building, students are expected to keep them in good usable condition. Your Team teacher will allow you to use your lockers 3 times within a school day (arrival at school, lunch period, and dismissal time). No one should leave classes to go to his/her locker except with special permission. Lockers are school property and as such may be subject to search to maintain school safety and security. Every individual at Shelton Intermediate School is expected to treat all members of the school community and school property with respect, responsibility, and safety.

## **SIS CELL PHONE AND ELECTRONIC DEVICE POLICY**

**Cell phone use, text messaging and cell phone photography are strictly prohibited in the building. Upon arrival at school students are to shut off phones and other electronic devices and lock them in their lockers. This policy protects student property from being lost or stolen, and it protects the privacy of other students and faculty from being photographed without their knowledge or consent.** If this policy is violated, a student's phone or device will be brought to the Student Resource Center and put into the safe for the rest of the school day. The student may retrieve the device at the end of the day with a warning. Upon the second violation, and all subsequent violations, the student's phone or device will be locked in the Student Resource Center safe and must be retrieved by a parent. This will also result in two demerits. If at any time a student needs to contact home, they may come to the Student Resource Center or the Student Support Center and use the phones upon request. If parents need to contact their student during the school day, they can call the Student Resource Center or Student Support Center and the student will be immediately located and will be put in touch with parents. **It is a parent/guardian responsibility to be sure that the school has their most current home, cell, and work phone information at all times. If a change of address, employment, or phone numbers occur during the year, contact the Student Resource Center or Student Support Center immediately so that this change can be made in the student's emergency record.**

## **BRING YOUR OWN DEVICE (BYOD) POLICY FOR ACADEMIC PURPOSES**

SIS supports the Shelton Public School's policy on Bring Your Own Device. Students are encouraged to BYOD to enhance technology rich instruction scheduled by teachers for academic purposes. Teachers will announce to students when scheduled BYOD sessions and classes will occur in advance. SIS does not support the individual use of electronic devices that may disrupt instruction or have the potential to violate the privacy of other students and staff members. (Please refer to the electronic device policy above) Reference Shelton Public Schools BYOD Policy at [SPSS BYOD Policy 6141.322](#)

## **PHOTOGRAPHY IN SCHOOL**

Cameras and cell phones with photographic capabilities are not allowed in the building without permission from the Principal. Every person at SIS has the right **not** to be photographed without permission. Photographing unsuspecting students and staff in a concealing and clandestine manner is a violation of school policy. In the event of a school sponsored academic activity, field trip, sporting event, club activity or enrichment event, the school reserves the right to utilize photographs of students for school sponsored webpages, twitter, announcements, etc. Students in such photos will not be identified beyond their affiliation with SIS and/or the sport, club, activity, or honor event. Parents have the right to opt their students out of any photography. As with curriculum opt-out, parents should notify the

Principal of their concerns and provide a letter of notification to the Principal with copies to the Assistant Principal, Guidance and the student's team to ensure their student is excluded from any photographs.

### **SCHOOL OFFICE TELEPHONES\***

The office telephones are business phones and should be used by pupils by request. Students using the phones need to sign in the log with their name, date and the phone number called. Parents should not call school to leave personal messages except in cases of real emergency.

### **MONEY AND VALUABLES**

Students are advised NOT to carry large sums of money or other valuables to school. Do not leave money or anything which is of value to you in your desk or an unsecured gym locker. If it is necessary that you bring money or other valuable things to school, discuss the situation with your teacher.

### **LOST AND FOUND**

Students who find lost articles (books, clothing, jewelry, etc.) are requested to bring them to the Main Office. Students who misplace articles can check the School Store during the A.M. homeroom period. Lost articles which are not claimed within a reasonable length of time will be donated to charity.

### **HALLWAYS AND STAIRS**

Because we have a large student body here at the Intermediate School, at times the hallways and stairs can be crowded. It is essential that established procedures for movement in the hallways and on the stairs are followed. Students must stay to the right when walking in halls and up/down stairways and must follow floor marking directions. Social distancing rules also apply. Always walk quickly and quietly, and do not block others who are traveling through the halls.

All students do not change classes at the same time. When changing classes, all students are expected to follow the Viking Values of respect, responsibility, and safety when in hallways and stairwells. If you find it necessary to leave your room while your class is in session, you must ask your teacher for a pass. Upon your return to the classroom, give the pass to the teacher.

### **FIRE DRILLS/SAFETY PROCEDURES**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Lock-down and shelter in place drills are also practiced as a part of our school safety program.

### **SMOKING/VAPING PROHIBITED**

The Shelton Board of Education prohibits smoking/vaping on the real property of any school or administrative office building or at any school-sponsored activity. Real property means the land and all temporary and permanent structures comprising the district's elementary and secondary schools and administrative office building. This includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots. As defined by Conn. Gen. Stat. § 10-233a (h), a school-sponsored activity means "any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property."

Legal References-

**Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174 (to be codified at 20**

**U.S.C. § 7183)**

Conn. Gen. Stat. §10-233a(h)

[Shelton Board of Education Policy #1331](#)

### **STUDENT COUNCIL**

The Student Council consists of two representatives elected from each Team and five officers. The goals of the Student Council are to: develop attitudes and practices of good citizenship; promote harmonious relations throughout the entire school; improve student-teacher relationships; improve student morale; provide a forum for student expressions; provide orderly student activities; and promote the general welfare of the school.

The Student Council provides many activities throughout the school year. Activities directed by the Student Council include dances, color day, spirit day, hat day, socials, door decoration contest, food drives, donations to local charities and school pride.

The Student Council works for all the students, and representatives are directly responsible to their homerooms. The motto is “Working for All the Students”. Representatives and officers are elected in September. The Student Council meets on a regular basis during Flex Time. Special meetings may be held after school when needed. Student Council representatives and officers are considered role models who adhere to the academic eligibility standards of Shelton Intermediate School and the Viking Values of respect, responsibility, and safety.

### **AFTER-SCHOOL ACTIVITIES**

The following apply to all activities sponsored by the Shelton Intermediate School:

- All school rules regarding student behavior apply to school dances.
- Activities are for Shelton Intermediate students only and are not open to public participation.
- Students may not come to or leave the activity early unless a parent communicates otherwise to the school and the request is validated by the Assistant Principal or the Principal.
- Students are not allowed to bring overnight bags, book bags, food or drink to the activity.
- If you are not in attendance the day of the activity, you will not be allowed to attend it.

### **REQUIRED EMERGENCY INFORMATION**

Individual student records must be kept current. Changes in address, telephone number, physician, etc., should be reported to the office as they occur. **It is every parent’s responsibility to ensure that emergency forms are filled out accurately and returned to school at the beginning of each year. It is every parent’s responsibility to notify the school through the Student Resource Center or Student Support Center of any change in address, phone numbers, parent’s work location and phone, or emergency contact information during the year.**

### **TRANSFERRING**

A student who is leaving the Intermediate School to attend school in another district should notify the Main Office **no later than one day prior to the last day of attendance**. School records are forwarded only at the request of the new school and with written parental permission.

### **BELL SCHEDULE**

7:50 a.m.	Students Enter School
8:05 a.m.	Homeroom
8:10 a.m.	Transition to Period 1
2:45 p.m.	End of Period 7
2:50 p.m.	Tier I Dismissal
2:54 p.m.	Tier II Dismissal

### **TARDIES/DISMISSALS/ILLNESS\***

- **If you are tardy** - Report to the Main Office upon entering the building.
- **If you are ill during the day** - Ask to be excused by your classroom teacher. Report to the school nurse.
- **If you wish to leave school early** - Bring a signed request from your parents on the day that you wish to be excused. Present the request in the Main Office upon arriving at school in the morning.
- **If you are detained in one class** - Obtain a slip from the teacher who detained you and present it to the teacher of your next class.
- **If you are unable to take part in physical education** - Get a certificate from your doctor and present it to the gym teacher and the school nurse.
- **If you are absent from school** - Have your parent call the school in the morning. Report to your homeroom teacher with an excuse signed by your parent or guardian on the day you return to school.

## **STUDENT DRESS**

In order to maintain an environment conducive to the educational process, the Board of Education prohibits the following from wear during the academic school day and at all school functions, including, but not limited to all school dances, including the prom, sports banquets and all club functions includes:

Board of Education Policy #5132 at:

<http://www.sheltonpublicschools.org/www/sheltonps/site/Hosting/Board%20Policies/5132.pdf>

- 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. Outerwear shall not be worn, carried or kept in the classroom during regular school hours.
- Head coverings of any kind, including but not limited to scarves, bandanas, masks, headbands covering forehead, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy. Head coverings shall not be worn, carried, hung on belts or pockets, or around the neck or kept in the classroom during regular school hours. *All above items must be secured in the student's locker before school starts. Items not stored will be confiscated by Principal or his designee.*
- Footwear which mars floors or is a safety hazard.
- Sunglasses, whether worn or carried.
- "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- Attire or accessories which contain overly offensive or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitute "fighting words."
- Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- Shirts and/or blouses which reveal the abdomen, chest, or undergarments. No open backs, midriffs and exposed chest.
- See-through clothing, tank tops or sleeveless shirts. No side or chest cut-outs.
- Shorts, miniskirts, or pants which reveal the upper thigh or undergarments. No front, back or side slits greater than 6 inches above the knee Spandex garments are allowed only if they are covered by shorts or skirts.
- 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.

Policy 5132 Adopted July 1, 2006; Revised December 16, 2015 Shelton Public Schools.

## **SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORTS (PBS)**

Positive Behavior Support (PBS) involves a proactive, comprehensive, systemic, and individualized continuum of support designed to provide opportunities to all students, including students with disabilities, to achieve social and learning success. This is accomplished by examining the factors that impact behavior, as well as the relationships between environment and behavior. PBS also works to improve the overall school climate, maximize academic achievement for all students, and address the specific needs of students with emotional and behavioral concerns.

### **How has PBS been implemented at SIS?**

Here at SIS we have developed school-wide expectations, which we teach to all students. Students are encouraged to meet these expectations through school recognition and rewards. We also closely monitor and discourage problem behaviors as part of our PBS program.

### **What are our school expectations?**

We refer to our school expectations as “Viking Values”. An SIS learner values Respect, Responsibility, and Safety. Throughout our school, posters are visible stating our school expectations, and the school rules which coincide with these expectations are clearly outlined for all areas of the school.

### **How are students made aware of our school expectations?**

Teachers, counselors, and administrators address school expectations with the students. Classroom lessons on PBS are administered in September by the counselors and by administrators during back to school assemblies with our students. These lessons demonstrate the importance of PBS. Teachers continue to teach expected behaviors throughout the year and reinforce the principles of PBS.

### **How are students positively reinforced for exhibiting proper behaviors?**

SIS offers several opportunities for students to be recognized for meeting our school expectations throughout the year. Some reinforcements include:

- **Viking Dollars** – awarded to students for demonstrating random acts of kindness, good work, and various demonstrations of good citizenship and the Viking Values. These tickets work like cash at SIS and can be redeemed in the cafeteria, the school store, and for participation in afterschool activities.
- **Raffle Tickets** – given to any student for demonstrating random acts of kindness. These tickets are dropped into a raffle box and monthly raffles are held. Prizes include gift certificates for iTunes, movies, Shelton Rinks, school dance tickets, etc.
- **Honor Roll Recognition** – those students who have put their best academic foot forward and achieved Honor Roll will be recognized in various ways throughout the year.
- **Team Events** – Teams plan a variety of fun events throughout the year for students. Some events are aimed at team-building, while other events are planned as a reward for students demonstrating positive behavior and effort.

### **How are problem behaviors dealt with?**

Behaviors are first identified as Level 1, 2, or 3 behaviors.

Level 1 behaviors are those problem behaviors which can usually be dealt with by the classroom teacher. These behaviors may include, but are not limited to: talking in class, arriving late to class, gum chewing, running in the halls, distracting others during class, etc. Teachers address students exhibiting level 1 behavior and re-teach them the expected behavior. If the problem behavior continues, teachers will ask the student to take a moment to fill out a Viking Values Reflection sheet, after which the student may rejoin the lesson. The teacher may contact parents/guardians, consult with the school counselor, and/or administer a Team consequence such as a lunch detention or essay assignment. If the behavior is not corrected, the student will be referred to the Student Resource Center.

Level 2 behaviors are those level 1 behaviors that are not corrected by the student despite several interventions made by the teacher. For example, if a student continues to disrupt the class by talking out of turn despite several attempts to correct this behavior (i.e., being re-taught the correct behavior, completing a Viking Values Reflection Sheet, given a Team consequence, meeting with the counselor, and/or notifying parents/guardians), then the talking out of turn behavior is seen as a level 2 behavior. Students exhibiting level 2 behaviors are sent to the Student Resource Center where the Assistant Principal or Principal determines the consequence.



Level 3 behaviors are those behaviors that are severe. They immediately warrant referral to the Student Resource Center. Examples include: illegal activity, safety concerns, physical fighting, sexual harassment, vandalism, threatening, profanity, bullying, etc. Students exhibiting such behaviors are immediately sent to the Student Resource Center where the Assistant Principal or Principal determines the school consequence.

Demerits will be issued for offenses that result in a consequence assigned by the teacher, Principal, or Assistant Principal. Students in excess of 15 demerits in a marking period may be excluded from team or school activities, including extracurricular activities and sports.

## **SIS VIKING VALUES:**

### **CLASSROOM:**

- **Respect:**
  - Respect self, staff, peers, and property
  - Leave the classroom as you found it
  - Raise your hand and wait to be recognized
- **Responsibility:**
  - Be prompt, prepared, and ready to learn, and stay on task
- **Safety:**
  - Keep hands, feet, and objects to yourself

### **HALLWAY**

- **Respect:**
  - Respect everyone's right to learn
  - Keep hands, feet, and objects to yourself
- **Responsibility:**
  - Be on time by taking the most direct route
  - Walk quietly to the right
- **Safety:**
  - Secure a safe environment by keeping the hallway free of clutter

### **LAVATORY**

- **Respect:**
  - Respect school property
  - Respect others' privacy
- **Responsibility:**
  - Use the lavatory only when necessary and with permission
  - Wash your hands and clean up after yourself
- **Safety:**
  - Report any problems to the teacher

### **GYMNASIUM**

- **Respect:**
  - Keep your hands, feet, and objects to yourself
  - Keep comments positive and encouraging
- **Responsibility:**
  - Come prepared with proper attire
  - Secure valuables in the gym office
- **Safety:**
  - Obtain permission before handling equipment and before entering and exiting the gym

## LIBRARY

- **Respect:**
  - Keep hands, feet, and objects to yourself
  - Be considerate of library materials and other learners in the library
- **Responsibility:**
  - A signed pass is required to enter and exit the library
  - Return library materials on time and in good condition
- **Safety:**
  - Use the internet appropriately

## CAFETERIA

- **Respect:**
  - Respect self, staff, peers, and property
  - Speak quietly and respectfully at your own table
- **Responsibility:**
  - Clean up all areas of our cafeteria
  - Enter and exit the cafeteria with your homeroom in a quiet and orderly fashion
- **Safety:**
  - In order to ensure safety, remain seated at your assigned table

## AUDITORIUM

- **Respect:**
  - Respect self, others, staff and school property
- **Responsibility:**
  - Be responsible for your actions and be an attentive, polite member of the audience as you represent SIS
- **Safety:**
  - Consider the safety of yourself and others before, during, and after the performance
  - Bring only pertinent materials to the presentation

## EXAMPLES OF INAPPROPRIATE BEHAVIORS:

- **Level 1:**
  - Interruption of Learning: speaking out/general noises in class, not sitting in assigned seat, late to class, eating/chewing gum in class.
  - Distraction of Learning: wearing hat/bandanas, earphones, playing games, non-instructional items.
- **Level 2:**
  - Refusal to follow teacher directions: continual speaking out/noise making in class, refusing to sit in assigned seat, repeatedly late to class, skipping teacher detention, skipping office detention, refusal to follow any staff directions that do not compromise student safety.
  - Blocking Parent/Teacher Communication: missing parent signature when requested, forging parent signature, removing voice messages on answering machines, removing school documents from the mail, forging bus notes.
  - Disrespecting Learning Community Property: inappropriate writing/drawing on any school property (walls, desks, textbooks, lockers...), physical damage to school property, taking property without permission, destruction of Chromebooks, computers. etc.
  - Unsupervised Activity: outside of classroom or cafeteria without a pass, unsupervised after school, using the telephone or a cell phone without staff permission, entering the faculty room without permission, entering unsupervised classroom without permission.

- Disrespecting the Learning Community: cheating/plagiarism, inappropriate physical contact/throwing objects (“fooling around”), inappropriate language, inappropriate reading/written materials, taunting/inciting others, inappropriate Internet use, unauthorized use or possession of cell phone, tablet, etc.
- Teasing /“Rumoring”: name calling, mocking, taunting, gesturing, embarrassing.
- **Level 3:**
  - Illegal Actions: possession of tobacco products\*, smoking or distributing tobacco products\*, in possession of any illegal substance\*, using or distributing any illegal or drug substance\*, possession of a weapon\*, possessing/using fireworks, malicious damage to school property, tampering with teacher’s property, malicious taking of property, malicious physical contact, pulling false fire alarms, setting a fire on school grounds.
  - Safety Concerns: verbal harassment, sexual harassment, racial/ethnic comments, malicious physical contact, inappropriate bus behavior\*, throwing objects with malicious intent, threatening, directly swearing at a staff member.
  - Severe unsupervised activity: skipping class, leaving school grounds without permission.
  - Bullying/Cyberbullying: Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, written, or otherwise, conducted by one or more persons against another or others, at the school or in any way negatively affecting the learning environment. Examples of bullying include but are not limited to:
    - Verbal Bullying: slandering, ridiculing or maligning a person or his/her family, persistent name calling, using a person as the object of jokes, abusive and offensive remarks
    - Cyber Bullying: using the internet (i.e. e-mail, chat room discussion groups, instant messaging, web pages, etc.), cellular phones, or other interactive and digital devices to post or send text and images with the intention of harming another person
    - Physical Bullying: pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault, damage to another person’s work area or property, cornering, stalking
    - Gesture Bullying: non-verbal threatening gestures, glances or staring which can convey threatening or dismissive messages
    - Exclusion: socially or physically excluding or disregarding a person or persons

Harassment and discrimination can take many forms including, but not limited to: racial slurs, ethnic jokes, disparaging or insensitive remarks about an individual’s religion, age, gender, physical ability, appearance or sexual orientation, physical or verbal threats, or sexual harassment. None of these or any other forms of harassment, bullying, discrimination, or cyber-bullying is acceptable in a school environment. All allegations of such activities are fully investigated, and students found to have engaged in behavior against this policy are subject to disciplinary action.

### **SIS Viking Values--Demerit System**

Standards for appropriate student conduct are supported through consequences such as class exclusions, detentions, privileges lost, office detentions, in-school suspensions, out-of-school suspensions and expulsions. Each of these is recorded as an incident on a student's disciplinary file in Infinite Campus. In addition to these consequences, a demerit point system is used to identify students with consistent behavior issues. This accumulation of incidents on a student’s record can indicate that the student has difficulty following school rules and would therefore be an inappropriate candidate for extracurricular and/or out-of-school activities.

School dances, field trips, assemblies, participation on sports teams, and after school activities are some of the privileges that will be revoked if a student has accumulated more than 15 demerits within one marking period.

As an educational institution, we believe that all students should have the opportunity to learn from their mistakes and be able to make reparations for inappropriate behavior. At the end of each marking period, students will have all demerits earned during that marking period cleared from their disciplinary record.

Students must also realize that demerits are earned for serious infractions and, therefore, should require serious attention. Any student who has earned more than 15 demerits in two out of four marking periods will lose all privileges for the fourth marking period. Students with two In-School Suspensions or one Out-of School Suspension during the course of the year, may be excluded from any grade level and/or school wide field trips and events.

The following is the list of consequences which earn demerit points.

Tardy to school (without medical excuse)	1 demerit point
Class Exclusion	2 demerit points
Teacher lunch detention	2 demerit points
Second Cell Phone Violation	2 demerit points
Office lunch detention	3 demerit points
Teacher after-school detention	3 demerit points
Office after-school detention	5 demerit points
In-School Suspension	15 demerit points
Out-Of-School Suspension	20 demerit points

#### **Office Referrals – Class Exclusions (2 demerits)**

Students will be sent to the Student Resource Center for actively disrupting the learning process of others, for endangering the safety of others or for violating school disciplinary rules. If a student is referred to the office, he/she must follow the steps below.

1. Report directly to the Student Resource Center and wait for an adult to assist you.
2. Upon arrival to the office, complete a student self-referral sheet.
3. Remain quiet; do not talk to others waiting or people coming in and out of the office area.
4. Do not leave the area until given permission.

Students who are sent to the office receive an exclusion from class. Class exclusions are a notification to the parent/guardian informing them of the student absence from the learning environment. All class exclusions will result in the student earning 2 demerits.

#### **Teacher Detentions (Lunch - 2 Demerits, After-School - 3 Demerits)**

You may receive a lunch or after-school detention from a teacher for violation of school or classroom rules, tardiness to class or disruptive behavior in class. A teacher lunch detention will result in the student earning two demerit points, and a teacher after-school detention will result in the student earning three demerit points. Rules for serving a teacher detention will be determined by each teacher. Failure to serve a teacher detention will result in an Office Detention and 5 demerit points.

You will be given 24 hours' notice before an after-school detention is to be served, allowing you to make any necessary transportation arrangements. A detention obligation takes precedence over all other school obligations and activities. Parents will receive teacher notification of the detention and the reason for the detention. This note must be returned to the teacher who gave the detention signed by the parent/guardian.

#### **Office Lunch Detention (3 Demerits)**

You may be assigned an office lunch detention by the Principal or Assistant Principal for violating the Viking Values. All office lunch detentions will result in earning 3 demerits. Lunch detentions will be served in the ISS/Lunch Detention room on the day assigned or on the school day immediately following. If you are assigned an office lunch detention, you should:

- Report to the cafeteria and immediately get in line for your lunch.
- After getting your lunch or if you bring a lunch from home, go directly to a designated area.
- Eat your lunch quietly; do not talk or make unnecessary noises.
- Clean up your area when you are told and wipe up any mess you made.
- You may leave when the teacher on duty dismisses you.
- Failure to attend lunch detention or arriving late will result in an additional office detention.

### **Office After-School/Flex Detention (5 Demerits)**

You may also receive an office detention for violation of school rules from the Principal or Assistant Principal. All office detentions will result in the student earning 5 demerit points. Office detentions will be held during Flex on Wednesdays or after school on Tuesdays and Thursdays from 2:50 p.m. until 3:30 p.m. Failure to attend an office detention will result in a one-day in-school suspension and 15 demerit points.

In order to fulfill your detention responsibilities, students must do the following:

1. Students must come prepared with homework or independent reading materials.
2. Students must report to detention promptly at the beginning of Flex or at 2:50 p.m.
3. There is to be no talking.
4. Students must remain in their assigned seats.
5. Students must complete a behavior-processing sheet, which will be collected.
6. When students are finished with this assignment, they may do their homework or read from their independent reading materials.

Failure to obey all of these rules will result in the scheduling of another office detention.

Note: Rescheduling of an office detention will occur if a note is written by a parent/guardian or a parent/guardian contacts the office before 1:00 p.m. on the office detention date. No verbal explanation from the student will be accepted.

### **In-School Suspension (15 Demerits)**

An in-school suspension is the temporary removal of a student from classes while under proper educational supervision. It is also a demerit-bearing consequence (15 demerits) used to correct inappropriate student behavior.

During in-school suspension students are removed from their normal classroom atmosphere and expected to accomplish prescribed assignments. While on suspension, students are expected to adhere to all school rules. The area used for in-school suspension provides the student with an environment that is isolated from his/her peers and where he/she can continue academic progress uninterrupted. While in the suspension area, assignments will be provided at an appropriate level along with remedial assistance when needed. Students will also be given any tests or important work from their regularly scheduled classes.

All privileges will be removed in an attempt to motivate the student to return to regular classes. The student will not be permitted to arrive, depart, eat lunch or socialize with other students, nor will the student be allowed to participate in any after school activities.

### **Out-of-School Suspension (20 Demerits)**

Students receive out-of-school suspension for behavior which significantly impedes the educational process of others or endangers any member of the school community. A student may also receive out-of-school suspension for consistent inappropriate behaviors that impede the educational process and/or somewhat endangers any member of our school community.

### **Earning Merit Points**

If a student chooses, he/she can earn merit points to bring down the number of demerit points earned within a marking period. With written parent and administrator consent, a student can provide community service to the school, community, or community organization. For every half-hour of service, 1 point may be earned back. Students should submit this activity to the school administrator prior to the community service for approval.

Demerits earned from In-School-Suspensions and/or Out-Of-School Suspensions cannot be worked off.

### **PARENT-TEACHER ORGANIZATION**

The Intermediate School P.T.O. works closely with the school staff and student body during the school year. Many of the school's activities are possible only because of the assistance and support provided by this organization. A membership drive is held every fall. PLEASE JOIN!

## **ID PROCEDURES**

All students and staff must wear a school picture ID around their necks on a school approved lanyard at all times during the school day. Student ID badges are not permitted to leave the school building.

Daily homeroom teachers will check for appropriate ID and lanyards each morning. Students in need of a replacement school picture ID on a school-approved lanyard will be sent to the security desk. Students must pay a non-refundable \$5.00 fee for a replacement ID badge. Replacement lanyards are \$1. If students do not have cash, a temporary ID will be issued until students pay for a replacement ID. The Shelton Intermediate School reserves the right to withhold any school records for students with outstanding unpaid fees.

Students will not be permitted to travel around the building outside of their scheduled academic classes without an ID.

Students who are insubordinate or who consistently are not in compliance with the school ID policy will face disciplinary consequences assigned by the Assistant Principal or Dean of Students.

All visitors are required to wear visible visitor's ID. All visitors to the building must enter through the Main Entrance when buzzed in, stop at the Main Office, and sign in. A photo ID may be requested and a visitor's ID will be issued. Visitors must exit the building through the Main Office and upon leaving return their ID. The administration reserves the right to deny visitors access to the building at any time.

## **BOARD OF EDUCATION POLICY MANUAL**

For a complete updated list of all Board Policies including full text please go to:

[http://www.sheltonpublicschools.org/policy\\_book](http://www.sheltonpublicschools.org/policy_book)