

PUTNAM MIDDLE SCHOOL

STUDENT HANDBOOK 2022-2023



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GENERAL INFORMATION

SCHOOL HOURS

Regular Day:	7:30 a.m. to 2:10 p.m.
Early Release:	7:30 a.m. to 11:10 p.m.
2-hour Delay:	9:30 a.m. to 2:10 p.m.

Main office hours during the school year are 7:00 a.m. to 3:30 p.m.

Walkers and parent drop-off students are not to arrive to school before 7:15 a.m. Students are to report to homeroom quickly after arrival and getting breakfast. The school day starts at 7:30 a.m.

Students not in homeroom by the 7:30 a.m., or 9:30 am (2-hour delay day), bell are considered tardy. Students who are tardy three times without an excusable reason will be assigned a consequence.

Students must arrive by 11:00 a.m. to get credit for a day of school. Students may not participate in activities if they arrive after 11:00 a.m. unless an extenuating circumstance exists, and prior approval is granted by the principal.

Dismissal begins at 2:10 p.m. A late bus which departs at approximately 4 p.m. provides transportation for students who stay for extra help, activities, or detentions Tuesday-Thursday. Late bus students are dropped off at a stop reasonably close to their homes. There is no supervisory staff on duty before 7:15 a.m. or after 2:30 p.m.

COMMUNICATION

School Telephone Numbers

Main Office:	(860) 963-6920
Fax:	(860) 963-6921
Transportation:	(508) 943-0482
Food Services:	(860) 963-6925 (press 5 and then press 2)

Website

The website for Putnam Middle School is located at: www.putnamschoolsct.org

The site includes interesting and timely information concerning middle school events, academics, athletic schedules, and family resources. A staff directory is also available on our website.

Email

School staff can be contacted via email by using the format: firstname.lastname@putnamschoolsct.org

Example: Teri Bruce's email is tbruce@putnamschoolsct.org

MISSION STATEMENT

The mission of the Putnam Public Schools, in partnership with the community, is to empower all individuals and inspire them to become lifelong learners and engaged citizens by providing a diverse and meaningful educational experience.

STRATEGIC GOALS

21st Century Skills:

We will integrate in all environments 21st century skills which motivate and challenge students to promote authentic and innovative learning.

Curriculum, Instruction, and Assessment:

We will increase the achievement of all students through innovative teaching strategies, vertically aligned curricula, and assessments which meet the individual learning styles and diverse needs of students.

Health & Safety:

We will provide, coordinate, and expand programs which support overall wellness.

Parent and Community Involvement:

We will advocate for and collaborate with families and community stakeholders to enhance communication, increase involvement, foster relationships, and strengthen partnerships.

PMS RULES TO LIVE BY

The Putnam Middle School community is respectful, responsible, and our efforts go beyond what is expected. We define respect, responsibility, and effort as follows:

- Respect: Being considerate and appreciative of others, self, and property
- Responsibility: Being trustworthy, dependable, and reliable, while making good decisions
- Effort: Being the best you can

The goal of Putnam Middle School is to provide a safe and productive learning environment for all students. It is important to establish an environment that minimizes disruptions and encourages students to conduct themselves in a responsible manner that is appropriate to their age and level of maturity. A primary objective for Putnam Middle School is to recognize positive behavior exhibited by our students. Additionally, we will help teach our students to become responsible adults by making appropriate choices, exhibiting responsibility, and understanding and accepting the consequences for their actions. Putnam Middle School faculty and staff will enforce the reasonable expectations established for our students. We endeavor to solve student behavior problems in a positive, non-humiliating manner.

The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location. Additionally, pursuant to Connecticut state law, there are certain behaviors that occur off school grounds for which the district shall take disciplinary action. Students who do not choose to follow these expectations will be subject to disciplinary action and shall be referred, when appropriate, to legal authorities for violation of the law.

The discipline guidelines at Putnam Middle School are based on the values represented by our core words: respect, responsibility, and effort. The purpose of these guidelines is to establish a safe learning environment through the development of mutual respect for and between the students, staff, and school. Putnam Middle School will provide a quality educational program in which positive reinforcement is coupled with the consistency of consequences through our system of Positive Behavior Intervention and Support (PBIS). Our underlying premise is that school needs to be orderly to maintain a safe, nurturing environment for students. Therefore, all students are expected to follow the fundamental rules listed in this handbook. These rules apply to any school activity.

HOW WE SHOW RESPECT, RESPONSIBILITY, & EFFORT AT PUTNAM MIDDLE SCHOOL

	RESPECT	RESPONSIBILITY	EFFORT
In our school we...	<ul style="list-style-type: none"> • Treat others the way we want to be treated. • Keep hands, feet, and objects to ourselves. • Clean up after ourselves. • Use good manners. • Listen attentively. • Take care of property. 	<ul style="list-style-type: none"> • Put safety first. • Walk. • Arrive on time. • Use inside voices and appropriate language. • Maintain self-control. 	<ul style="list-style-type: none"> • Go beyond what is expected. • Model positive behavior.
Auditorium	<ul style="list-style-type: none"> • Applaud appropriately. 	<ul style="list-style-type: none"> • Sit where directed with assigned teacher. • Enter and leave properly. 	<ul style="list-style-type: none"> • Give full attention to all presenters.
Bathrooms	<ul style="list-style-type: none"> • Place all trash in the trash cans. • Flush the toilet. 	<ul style="list-style-type: none"> • Sign in and out. • Use the classroom pass. • Wash your hands. 	<ul style="list-style-type: none"> • Only use the bathroom as necessary. • Report damage/graffiti.
Buses	<ul style="list-style-type: none"> • Listen to the bus driver. • Keep away from windows. 	<ul style="list-style-type: none"> • Keep feet and items out of aisle. • Walk to bus. • Stay seated. • Wait until bus stops to approach. 	<ul style="list-style-type: none"> • Help others during an emergency evacuation. • Report damage/graffiti.
Cafeteria	<ul style="list-style-type: none"> • Keep conversations friendly and polite. • Wipe all spills. • Keep our place in line. • Properly dispose of trash. 	<ul style="list-style-type: none"> • Silently line up in single file. • Sit with 8 at each table • Stay at one table. • Get permission to leave. 	<ul style="list-style-type: none"> • Invite others to our table.
Classroom	<ul style="list-style-type: none"> • Raise hand; wait to be called to speak. • Get permission to leave seat/room. 	<ul style="list-style-type: none"> • Come prepared. • Use agenda. • Return materials. • Stay on task. 	<ul style="list-style-type: none"> • Try hard to be positive. • Make quality a priority.

	RESPECT	RESPONSIBILITY	EFFORT
Field Trips	<ul style="list-style-type: none"> • Listen attentively to adults and presenters. 	<ul style="list-style-type: none"> • Positively represent our school, the community and yourselves. • Stay with group/partner. 	<ul style="list-style-type: none"> • Actively participate in activities.
Fire Drill	<ul style="list-style-type: none"> • Keep away from vehicles. 	<ul style="list-style-type: none"> • Walk single file. • Be silent at all times. 	<ul style="list-style-type: none"> • Hold the door for others.
Gymnasium	<ul style="list-style-type: none"> • Support all teams. 	<ul style="list-style-type: none"> • Follow after school expectations. • Arrive/leave in an orderly manner. • Bring only water with us. 	<ul style="list-style-type: none"> • Attend games and sporting events. • Welcome visitors.
Hallway	<ul style="list-style-type: none"> • Pass quietly. • Leave displays untouched. • Are courteous to locker neighbors. 	<ul style="list-style-type: none"> • Use Agenda as a pass. • Walk to the right. • Only go to locker at designated times. • Go directly to our destination. 	<ul style="list-style-type: none"> • Help others pass safely. • Pick up litter. • Report inappropriate behavior.
Library Media Center	<ul style="list-style-type: none"> • Handle all LMC materials with care. 	<ul style="list-style-type: none"> • Return all materials on time. • Follow computer rules. • Put away materials when finished. • Return furniture. • Sign in and out. 	<ul style="list-style-type: none"> • Recommend books to others.
Offices	<ul style="list-style-type: none"> • Have an appropriate pass • Consider the privacy of others. • Be polite. 	<ul style="list-style-type: none"> • Report at appropriate times. 	<ul style="list-style-type: none"> • Wait patiently.
Outside Areas	<ul style="list-style-type: none"> • Care for the environment. 	<ul style="list-style-type: none"> • Are accountable for our actions. 	<ul style="list-style-type: none"> • Display a positive attitude.

PBIS Block

Students may earn PBIS block for demonstrating respect, responsibility, and effort. Students will not earn PBIS block if there is incomplete work from class, missed homework, refusal to complete work during class, and/or classwork, quizzes, or tests that need to be made up. PBIS block can also be lost due to minor behavior issues. Students who lose PBIS block for behavioral reasons will complete a behavior reflection. Three similar PBIS block losses within a short time span will result in the submission of an office discipline referral.

Behavior Matrix

The purpose of discipline at Putnam Middle School is to maintain a safe, positive school climate. Students are expected to behave appropriately and conduct themselves based on our core values of Respect, Responsibility, and Effort. Should behaviors warrant address, it is done to restore a safe and positive climate for our school community, giving students the opportunity to learn and grow in a supportive environment.

The maximum consequence for any disciplinary infraction is a recommendation for expulsion.		
Infraction	Level	Definition
Class Tardy	1	Student is not in class with their whole person over the threshold of the door after the bell stops ringing
Dishonesty - Non Academic	1	Student delivers message that is untrue
Disruption	1	Student engages in a brief or low intensity behavior that causes an interruption in the educational process and requires frequent teacher re-direction.
Dress Code Violation	1	apparel/accessories that do not fit within the dress code guidelines
Horseplay	1	Student engages in mutual horseplay with another person that is non-violent in nature but is disruptive to the process of learning or maintaining a safe environment.
Unacceptable Language	1	Student uses a low intensity swear, near swear, or offensive gesture which is not necessarily directed maliciously towards an individual.

Mean Behavior and/or harassment	1	Student says or does something that emotionally hurts or upsets another individual.
Mean Behavior and/or harassment Using Technology	1	Using technology to communicate message that emotionally hurts or upsets another individual.
Misuse of Personal Electronics	1	unauthorized use of personal electronics
Misuse of School Technology	1	Use of school computer system for recreational, personal, or commercial purposes. Unintentional damage to school technology.
Inappropriate Display of Affection	1	Student engages in inappropriate verbal and/or physical gestures including hugging, kissing, hand holding.
Leaving Location Without Permission	1	Student leaves location without permission. Student leaves location without permission, but returns in a reasonable amount of time.
Inappropriate Location	1	Student is located inside the building other than the student's scheduled location without a pass granting their permission to be there. Student is found in the halls with a pass, but not in an area the assigned area.
3 Level-1 Behaviors	2	Student has accrued 3 level 1 behaviors
Abusive Language/behavior	2	Abusive or inappropriate language/behavior directed at peers, including but not limited to swears, racial slurs, offensive gestures.
Accessing Inappropriate Content	2	Accessing pornographic websites, hacking, disturbing firewall, etc., or accessing questionable topics (i.e. bomb making, weapons, etc.
Class Skipping	2	Student intentionally does not attend class. Student leaves class and does not return.
Dishonesty - Academic	2	Student knowingly submits someone else's work as his/her own without proper citations. Students copying work from person or source. Student knowingly takes, receives, or gives work to someone else and presents it as his/her own in regard to homework and class exercises.
Physical Contact	2	Interaction between two or more students that is potentially harmful.

Physical Aggression	2	Students engages in successful and/or unsuccessful attempts of any physical act directed toward another individual that is intended to cause harm.
Inciting	2	Student incites, encourages, or promotes mean behavior, fighting, or aggression.
Insubordination	2	Deliberate refusal to adhere to expectations to the point of disruption.
Skipped office detention	2	Failed to serve office detention
Skipped teacher detention	2	Failed to serve teacher detention
Willful damage to School property	2	Intentional or unintentional destruction of school property.
Safety Violation	2	Intentional or unintentional acts that possess a safety risk to an individual building and/or school community
Abusive Language/Behavior towards staff	3	Abusive or inappropriate language/behavior directed at staff, including but not limited to swears, racial slurs, offensive gestures.
Bullying	3	Repeated written, verbal, non-verbal or electronic communication directed to another individual that creates actual or perceived physical or emotional harm to the individual and/or his or her property that disrupts the educational process. See Board Policy 5131.911
Fighting	3	Engaging in physical contact with another individual that is aggressive and/or violent in nature that may result in injury.
Forgery	3	Deliberately signing an individual's name other than your own.
Leaving school property without permission	3	Deliberately leaving school grounds without permission from staff or parent/guardian.
Overt Defiance	3	Blatant disregard for school rules, failure to comply with repeated redirections which causes disruption to the educational environment.
Possession of Combustibles	3	Possession of combustibles (matches, lighters, fuel) on school property
Possession of Weapons	3	Possession of weapons (guns, knives, brass knuckles, etc.) on school property. See Board Policy 5131.7

Possession or use of E-Cigarettes, Vapor Pens, Tobacco, Alcohol, or Drugs	3	Possession and/or use of illegal or unauthorized substances. See Board Policy 5131.6
Theft	3	Unlawful taking of property belonging to another person, or passing on or removing private or school property without the owner's permission
Threat towards students	3	Verbal or written threat, or gestures implying bodily injury or to intimate students.
Threat towards staff	3	Verbal or written threat, or gestures implying bodily injury or to intimate staff.
Violation of Policy 5136.6 relating to Alcohol, Drugs, Tobacco	3	Unlawful manufacture, distribution, sale, dispensing, possession or use of controlled substances, other illegal drugs, performance-enhancing substances, alcohol or tobacco, including electronic nicotine delivery systems and vapor products
Violation of Policy 5145.511 relating to Sexual Harassment, Harassment	3	Conduct that discriminates on the basis of one or more of the following: race, national origin, religion, disability, age, sex, gender identity or sexual orientation.

*Suspensions and expulsions are based upon Board of Education Policy (BOE) #5114 (see district website at www.putnamschoolsct.org)

PMS Community Events

Over the course of the school year, there are several events that students may participate in. Each event has a specific set of participation requirements as outlined below. Please note, that events and participation requirements can change.

Event	Participation Requirements
End of Year/Prior to Break Movie	None
2 monthly ticket pulls	None – random ticket pull
2 monthly ticket buy-ins	Submit name/tickets for consideration
School store	None – student uses their earned tickets to purchase items
End of Year Rally (Prizes)	None – random ticket pull
Keep This Coupon Silent Raffle	None – student uses their earned tickets to enter raffle

December No Referral Raffle	No referrals starting December 2
Baseball Trip	<ul style="list-style-type: none"> • 100 Tickets • No referrals 6 weeks prior to event • Not on academic probation
End of Quarter PBIS Rallies	<ul style="list-style-type: none"> • 5th grade - everyone attends quarter 1 rally, but students with referrals may not participate in the activities <ul style="list-style-type: none"> ○ After quarter 1 – No referrals in previous quarter • 6-8th grade – No referrals in previous quarter
Co-curricular Field Trips	<ul style="list-style-type: none"> • Not on academic probation • Cannot be chronically absent*medical exceptions, etc. • No referrals within 6 weeks of field trip
Student Council Dances/Events	<ul style="list-style-type: none"> • Attendance • Not on Academic Probation • No Referrals
Field Day	<ul style="list-style-type: none"> • Since end of spring break: <ul style="list-style-type: none"> ○ Full participation: No referrals (excludes referrals for tardy to school) ○ Partial: 1 referral resulting in detention ○ No participation: >1 referral resulting in detention or any referral resulting in ISS or higher • 8th Grade: Above requirements and a ClassDojo requirement. Information will be shared later.
8th Grade Lock In	<ul style="list-style-type: none"> • Since end of spring break: <ul style="list-style-type: none"> ○ ClassDojo score of at least 80% in all classes ○ No referrals above a tardy • Not on academic probation

ATTENDANCE

Connecticut state law requires students to attend school regularly. A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

1. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials.
2. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:

3. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
4. Student's observance of a religious holiday;
5. Death in the student's family or other emergency beyond the control of the student's family;
6. Mandated court appearances (documentation required);
7. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
8. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

ARRIVING & DEPARTING SCHOOL

Those students who arrive to school by bus must use the sidewalks after departing the bus and report to the recess area. Walkers must report to and leave school using the public streets and sidewalks and not the Nature Trail. **All walkers must follow the directions of the crossing guards and school personnel. Students who bring skateboards, scooters, and bicycles to school may lose the privilege to do so if they do not follow the safety directions of crossing guards and school personnel.**

Parents should be aware that Connecticut State Law requires all children under the age of 16 to wear a bike helmet while riding bicycles on any roadway. In the interest of health and safety, Putnam Public Schools also require all students to wear helmets while riding bicycles on school grounds. Students will not be permitted to ride bicycles on school grounds unless they wear proper helmets. Students cannot ride double on bikes.

Whether students walk, are bussed, or ride a bike to school, they must stay out of the parking lots and use caution when arriving and departing school. The school does not provide supervision until 7:15 a.m. Students are not to arrive before that time. Only students who are in supervised after school activities may stay after school.

LEAVING SCHOOL GROUNDS/RELEASE OF STUDENTS FROM SCHOOL

Students may not leave the school or grounds during school hours without permission from their parents, guardians, or school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Arrangements should be made with the

school office by the parent or guardian to pick up the student in the school office. If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note from the parent or guardian and verifiable identification.

DRESS CODE

Students may not:

- have skin between shirt and pants/ skirt/shorts which is visible.
- wear apparel which, through words or design, is sexually suggestive; promotes the use or consumption of alcohol, drugs, or tobacco, including drug paraphernalia; suggests intolerance or lack of respect to others on the basis of gender, race, religion, or ethnic, or economic background; promotes violence.
- wear, carry, or display gang paraphernalia (i.e. bandanas).
- wear apparel, including jewelry, which, through normal use, is destructive to school property, is inherently dangerous or poses a threat to the student or others, or could threaten the safety of the student or others in the performance of science labs, technical classes, athletics, or other school activities.
- wear hood, bandanas, durags, hats etc.
- have visible breast, cleavage, or buttocks
- wear pajamas/slippers
- have underwear and/or undershorts that are not covered by outer clothing (i.e. bras or boxers)
- wear clothing with images/content that is blatantly pornographic, profane, intolerant, or disrespectful towards others.

TRANSFER/WITHDRAWAL

Students **transferring into** the Putnam Middle School (PMS) will begin attending classes after all forms have been completed and an evaluation of the student has been made. A day is needed to process student information and make program and room assignments. Students **withdrawing from** PMS should notify the principal's office (860-963-6920) at least three days in advance of their planned departure from the school. Time is needed to prepare transfer documentation and to update all records before a child leaves.

ONLINE REGISTRATION FORM

Putnam Public Schools has transitioned to an online registration form. To access this form please visit www.putnamschoolsct.org.

TELEPHONES

Students will be allowed to use the office phones upon approval of the office staff and for an appropriate reason. **PLEASE DO NOT TEXT OR CALL YOUR CHILD'S CELL PHONE DURING THE SCHOOL DAY. PLEASE CALL THE OFFICE TO HAVE A MESSAGE DELIVERED TO YOUR CHILD.**

TRANSPORTATION

Students in grades 6 through 8 who live 1 mile or further from the school are entitled to ride on the school bus. Students must be at designated bus stops 8 minutes before scheduled bus pick up and wait 8 minutes after the bus is scheduled to pick up. Students who are transported by school bus **must** remain on the bus until they arrive at the middle school.

Students are expected to conduct themselves in a safe and orderly manner on the bus. Students are expected to:

- Walk to/from the bus.
- Wait until the bus stops to approach.
- Listen to the bus driver.
- Keep away from windows.
- Keep feet and items out of the aisle.
- Stay seated.
- Help others during an emergency evacuation.
- Report damage/graffiti.

Additionally, students who damage or deface a bus or equipment on the bus will be held liable for such damage. The use of tobacco, drugs or any controlled substance in any form on a school bus is prohibited by state law. Eating and drinking are prohibited on the bus. Violations will follow the guidelines established in **PMS Rules to Live By**. This includes conferencing with the student about the inappropriate behavior as well as the targeted, appropriate behavior, parent contact, loss of privilege, individual instruction, redirected academics, office detention, bus suspension, and possible recommendation for expulsion. The transportation department may choose to assign seats to some or all students.

INSTRUCTIONAL MATERIALS, SUPPLIES, PROPERTY, & EQUIPMENT

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment, or materials. In accordance with State law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library books, or other educational materials. It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student. Any students damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the

destructive act. This liability is in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate. In addition, anyone who witnesses such an act and fails to report it to school personnel will be considered as having contributed to that action. Such charges for damaged property will be exactly those, which the school must incur to repair the damage. Students should not attempt to repair school equipment but should notify the main office immediately if it isn't functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. **Students are warned not to bring large sums of money or valuables to school, especially electronics and cell phones. Liability for these items remains with the student.**

SAFETY DRILLS

By state law, schools must hold periodic drills to be able to evacuate the building quickly in time of emergency or to safely lockdown our building. It should be remembered that these drills are preparing students should a need arise. All students must take the drills seriously, and follow instructions from school personnel quickly and quietly. There should be no talking during our safety drills.

LOCKERS

If used during the academic year, a reasonably sized book bag, books, and jacket will fit in the locker. Lockers are the property of the school, loaned to students for their convenience during the school year, and should be kept in good order and not abused, and may be opened and subject to searches from time to time by school officials. Students are encouraged to leave valuable items at home as the lockers do not have locks. Students bringing a lock from home must provide the main office with the combination or spare key to the lock.

LOST/FOUND

Lost and found items will be collected in the main office for a period of time. Unclaimed items will be donated to local organizations.

STUDENT COUNCIL

PMS has an active Student Council that is open to all students. All students are urged to actively support the Student Council. The president and vice president will be members of Grade 8 who maintain good academic and behavioral standards.

SNACKS

Snacks are permitted during the school day as designated by individual teachers. Students are not to bring glass bottles or containers to school. Snacks are not permitted in the auditorium, gym, library/media center, or computer lab. Students may not enter the building or classrooms or walk down hallways with opened bottles or containers. Snacks and drinks are to be consumed in the classroom only.

SELLING IN SCHOOL

Students are not permitted to fundraise or sell any materials, supplies, or food in school.

FIELD TRIPS

Individual teams schedule field trips throughout the year. A signed parent permission slip is required for a student to attend a field trip. Students must be in good academic, behavioral, and attendance standing in order to attend a reward field trip. Students who do not attend field trips are required to attend school as learning activities will continue.

STUDENT DANCES

Only students registered in Putnam Middle School may attend school dances. Students must be in good academic, behavioral, and attendance standing in order to attend dances. Students who habitually violate ***Putnam Middle School Rules To Live By*** may be denied the privilege of attending a school dance. Students must have a signed school issued permission slip with emergency numbers in order to attend. During school dances, students may not leave the dance until the designated end time unless parents contact school administration. All school rules are in effect during school dances. Students may not walk home from the dance. Parents are requested to pick students up promptly when the dance ends.

PASSES

Students who are dismissed from class to the bathroom, lockers, nurse, office, water fountain, etc., are required to sign out using E-Hallpass. They must also carry a pass indicating where they are going. Students in the hallways without a pass will be sent back to a teacher to receive a pass to his/her destination, and may receive disciplinary consequences.

AUDITORIUM & ASSEMBLIES

A wide variety of activities are presented in the auditorium and exemplary student behavior is expected. Students should enter and leave the auditorium quietly and follow staff directions. Writing implements and book bags are prohibited unless directed to bring them by a teacher. Food and drinks are not permitted in the auditorium.

ACADEMICS

ACADEMIC PROGRESS

Students are given reports of academic progress approximately every six weeks in the form of a progress report or report card. Students may receive an incomplete on their report card or progress report. Students have 10 school days from the end of a marking period to turn in his/her incomplete grade(s). The administration or guidance will meet with those students who are failing two or more subjects. To participate in the 8th grade promotion ceremony, a student may not have an overall cumulative average lower than 65. Promotion to the next grade will be in accordance with Board of Education Policy 5123.

SCHOOL COUNSELING & GUIDANCE SERVICES

School counseling and guidance services are available to all students and parents. Such services are directed toward helping students find success in school. From time to time, small groups are formed to assist students in resolving peer conflicts or to help them through periods of stress that may be affecting school performance. Individual counseling on a short-term basis is available to meet specific, individual needs.

CHEATING & PLAGIARISM

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications, or the Internet

Violations will follow the guidelines established in **PMS Rules To Live By**. This includes: conferencing with the student about the inappropriate behavior as well as the targeted, appropriate behavior, parent contact, conference with guidance counselor, redoing assignment/retaking test, receiving a failing grade on the project/test upon multiple violations, class detention, or suspension.

PARENT/TEACHER CONFERENCES

Teacher/Parent conferences will be conducted two times per school year. Parents may also request a meeting with teachers at any time during the school year.

HONOR ROLL

To recognize academic success and achievement, three honor roll distinctions have been established. Students will be recognized for honor roll status each quarter.

1. Principal's List - Course average of 95 or above; no letter grade of D or F.
2. First Honor Roll - Course average of 90 or above; no letter grade of D or F.
3. Second Honor Roll - Course average of 85-89; no letter grade of D or F.

EXTRACURRICULAR ACTIVITIES

ELIGIBILITY

The goal of Putnam Middle School is student academic excellence in all subjects. Any student may tryout/participate in extracurricular activities with the understanding that their academic performance has direct bearing on their actual participation. A student will not be allowed to participate in an extracurricular activity (athletics and clubs) having any F's (failures) on his/her progress report or report card. Students deemed ineligible will be prohibited from participating in their activity for a period of two weeks. At that time, his/her academic status will be reviewed. If after two weeks the student is still ineligible, he/she must wait until the next available reporting period to regain their eligibility status. The extracurricular coach/advisor will check with the guidance counselor regarding the academic requirements and eligibility of the students participating in their sport or activity.

BEHAVIOR EXPECTATIONS

All students who participate in extracurricular programs are expected to exhibit good sportsmanship and be exemplary representatives of PMS. Good sportsmanship includes being fair on the field of play and being a good loser and a graceful winner. All student-athletes and parents are required to sign the PMS Athletic Pledge. Behavioral, academic, and attendance guidelines are clearly defined in the Athletic Pledge. Athletes who violate school rules will be subject to the school discipline system and will also be held responsible as a team member.

DISTRICT POLICIES

All policies of the Putnam Public Schools are available at www.putnamschoolsct.org.



PUTNAM MIDDLE SCHOOL

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