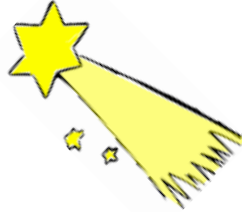




We reach for the stars!



SRMS Procedural Information for Parents

2023-2024

Lisa Frese, Assistant Principal

750 North Salem Road
Ridgefield, CT 06877
Telephone: 203-894-5725
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August 2023

Dear Parents/Guardians,

I am thrilled to extend a warm welcome to all the parents/guardians who are embarking on a new chapter at Scotts Ridge Middle School! As the Principal, it is my privilege to introduce you to the exciting world of middle school education and provide an overview of the procedures and practices that will guide us through this academic journey.

Middle school marks a significant milestone in the lives of our students, as they transition from elementary to more advanced levels of learning and personal growth. Our dedicated team of educators and support staff are committed to ensuring that this transition is smooth and enriching for every student.

Our Mission and Values: At Scotts Ridge, we believe in fostering a nurturing and inclusive environment where every student can thrive academically, socially, and emotionally. Our mission is to provide a well-rounded education that equips students with the skills, knowledge, and character traits necessary to find success in future endeavors. Our core values define our approach to this mission as we strive to create an environment where all members of the Scott's Ridge community feel connected, valued and supported. Our school motto is "Nothing is more important than how we treat people." This one, simple sentence is our guiding principle and the foundation of our culture and climate.

Academic Excellence: We maintain high academic standards, offering a rigorous curriculum designed to challenge and engage students in a range of subjects. Our teachers are dedicated to delivering quality instruction that caters to various learning styles and individual needs. We encourage open communication and dialogue between students, parents, and teachers to ensure the best possible support for each student's academic growth.

Student Support Services: Recognizing that each student is unique, our school provides a range of support services to address individual needs. Our school counselors, psychologists and Teen Talk Counselor are available to offer academic

and personal guidance, ensuring that every student receives the necessary tools to navigate middle school successfully.

Extracurricular Activities: Beyond the classroom, we offer a diverse array of extracurricular activities that allow students to explore their interests and talents. There's something for everyone to get involved in and build well-rounded skills!

Communication Channels: Open lines of communication between parents, guardians, teachers, and administrators are crucial for a successful school experience. We encourage you to regularly check our school website, calendar, newsletters, and other communication platforms for updates on school events, policies, and important dates. We strongly encourage every family to join our incredibly supportive PTA! In doing so, you will also receive monthly PTA newsletters and key updates throughout the year!

Procedures and Guidelines: To ensure a safe and orderly environment, we have established clear procedures and guidelines that all students are expected to follow. These cover areas such as attendance, behavior expectations, dress guidelines, and more. Our goal is to maintain an atmosphere where all students feel connected, valued, and supported.

As we embark on this new academic year, I encourage parents and guardians to actively engage in their child's education journey. Your support and involvement play a pivotal role in creating a positive and successful middle school experience. We are excited to work collaboratively with our students, parents, and staff members to create a vibrant and dynamic learning community. If you have any questions, concerns, or ideas to share, please feel free to reach out to me or any member of our dedicated team.

Once again, welcome to Scotts Ridge Middle School! We are excited to partner with you and make this a year filled with growth, achievement, and memorable experiences.

Sincerely,



Timothy J. Salem
Principal



SOME HELPFUL INFORMATION

ARRIVAL

The school day begins at 8:00am. in homeroom. However, students should be given enough time to arrive at school, go to their locker, and walk to homeroom by 8:00. *Any student who arrives at school after 8:00 must sign-in at the Main Office as a late arrival to school.*

AFTER SCHOOL & SOCIAL ACTIVITIES

During the year, the PTA will be sponsoring evening “social” activities. (Check the PTA newsletters for specific events.) Administrators and teachers typically chaperone these events and will be assisted by parents. **Students may not leave during school-sponsored events for any reason unless they have a note from their parent or guardian.** *These activities are for students enrolled at SRMS. No guests may attend.* After school clubs will be offered throughout the school year. Check the SRMS website under SRMS Clubs for more information and sign up!



ATTENDANCE

Each day new material and information are presented in school. It is important for your student to be present to gain this new information or to ask questions. For this reason, we discourage students from missing school except for health or personal emergencies. At SRMS we use **School Dismissal Manager** to manage absences.

BACKPACKS

Students will be using backpacks to carry their books/materials from class to class throughout the day. They will NOT be allowed to go to their lockers in between classes or during instructional time. At the start of each year, students are issued a personal locker with its own unique combination. **Students can only access their locker three times a day, upon arrival at school, on their way to lunch, and at the end of the day at dismissal.**

BICYCLES

Students are allowed to ride their bicycles to school. If they do ride one, please remind them that they need to park and secure it properly in one of the bike racks in front of the building. They can lock and chain it to a rack. The school is not responsible for stolen or damaged bicycles.

SRMS CODE OF CONDUCT

The Scotts Ridge Middle School STAR matrix defines the expectations for students in different areas of a school day. Lessons exploring each of the components of STAR – *Safety, Trust, Accountability, Respect* – are conducted with students and reinforcement through the classroom and advisory which occurs throughout the year.

S.T.A.R. – Safety. Trust. Accountability. Respect

	Classroom (classrooms, gym, library, comp. labs, auditorium)	Hallway/Stairs	Cafeteria	Bus	Field/Outdoors	Bathroom- Locker Room	Cyberspace
SAFETY	Follow instructions and directions. Keep feet on the floor. Maintain clear work/floor space. Handle and share materials with care.	Walk. Always. Pass quietly. Keep to the right in halls and on stairs. Keep hands and feet to self.	Remain seated, except for when you get your lunch and clean your table. Listen to and follow directions. Enter and exit in an orderly way. Clean up spills on the floor to prevent slips.	Remain seated at all times. Follow the bus driver's instructions. Communicate safety concerns to your driver and the SRMS staff. Keep feet and backpacks out of the aisle.	Follow rules. Move in a safe manner. Report concerns to a staff member. Use good judgment.	Report problems to staff. Use facilities appropriately.	Keep your passwords secret. Report any cyber bullying posts you see or receive to an adult. Obtain teacher permission before shooting or posting photos or videos.
TRUST	Be proud to do your own work. Be honest with staff, peers, yourself. Handle & keep your own possessions.	Always request a pass to be out of class. Be considerate to fellow students. Walk at all times to avoid accidents.	Pay for all food you remove from the lunch area. Take turns cleaning up your table. Ask for permission to leave the cafeteria.	Be honest with bus drivers. Notify others of inappropriate behavior.	Have permission to be outside. Employ fairness in all games and activities.	Take only as much time as you need. Report inappropriate use of facilities ASAP. Turn in lost & found items to PE teachers.	Only use electronic devices with permission of staff. Visit only appropriate websites for research.
ACCOUNTABILITY	Come to class on time, prepared with the right materials. Take responsibility for your actions and choices. Do your work. Do your best. Accept the disciplinary action and grades you deserve; advocate respectfully for yourself if you find them unfair.	Be on time to class. Ensure that you have all needed materials for class.	Help clean up your table; make clean-up a team effort. Recycle responsibly.	Help keep the bus clean by leaving with all trash and papers.	Use equipment as intended. Return equipment to its proper place.	Clean up after yourself. Get, or return, to class quickly.	Use your real name in digital communications. Keep in mind that bullying laws also apply to cyberspace.
RESPECT	Support classmates' ideas, opinions, and contributions. Show empathy. Use appropriate tone and volume. Address peers and teachers respectfully.	Share space. Take care of school and personal property, including your own. Pass quietly in the hallways. Help others.	Wait patiently in line. Thank the cafeteria workers who serve you. Keep voices down. Allow others to sit with you.	Be polite to the driver and fellow riders at all times. Use appropriate language and volume.	Demonstrate good sportsmanship. Include others. Be respectful of classrooms at work near the outdoor activity area.	Demonstrate respect for others and their property. Respect and maintain the privacy of others. Use appropriate language.	Speak/reply respectfully in all digital communications. Use appropriate language. In classroom wikis and blogs, support classmates' ideas, opinions and contributions.

CELL PHONES & OTHER ELECTRONIC DEVICES

In an effort to support our students being present and engaged during the school day, we have created formal cell phone expectations. The use of cell phones is not permitted for students at any time during the school day. At no time shall a cell phone or electronic device be used in a bathroom or locker room.

SRMS DISCIPLINE GUIDELINES

Philosophy:

At SRMS we strive to support our students in becoming thoughtful, caring, kind, and responsible members of our community. We prioritize facilitating an inclusive school community where all students and staff feel valued, respected, connected, and supported. Our programs, curriculum, and behavioral interventions support a whole child approach.

We have core STAR values at SRMS! Our positive behavioral expectations are shared in our **STAR** matrix. **Safety** - Following all safety guidelines while in school. **Trustworthy** - to be honest, sincere, and kind in words and actions. **Accountable** - to be accountable for actions, choices and their results, and **Respectful** - to show consideration, appreciation and acceptance. We are also a Anti-Defamation League **No Place for Hate** school where we address instances of bias, prejudice, bullying, and mean spirited behavior with the goal of supporting students in developing realistic action steps and the tools necessary to create a positive outcome for their school community. We are also a Yale RULER school. RULER is a systemic approach to social and emotional learning (SEL) developed at the Yale Center for Emotional Intelligence. RULER is an acronym for the five skills of emotional intelligence:

- Recognizing emotions in oneself and others

- Understanding the causes and consequences of emotions

- Labeling emotions with a nuanced vocabulary

- Expressing emotions in accordance with cultural norms and social context

- Regulating emotions with helpful strategies

The development of these five RULER skills relies on four core tools: the Charter, Mood Meter, Meta-Moment, and Blueprint. These skills and tools are introduced to all stakeholders in the school community—school leaders, teachers, staff, students, and families.

We also understand that children may make poor choices for various reasons and need opportunities to learn and grow from their actions. Integrated throughout our disciplinary guidelines and procedures are opportunities for students to learn from their mistakes in addition to consequences such as detentions or suspensions. Opportunities for growth include, but are not limited to, incentives for positive behavior, written reflections, working with a school counselor, working with a teacher, receiving support from our MTSS Behavioral Lead, or participating in restorative practices. This holistic approach to supporting students in their growth as well rounded young people will not only help students learn from their mistakes but will help them thrive.

Definitions:

Level I Behavior: Classroom managed behavior (eg. talking in class, minor horseplay, etc.)

Level II Behavior: Multiple classroom infractions (3 Level I behaviors or more) **OR**

Level III Behavior: Office managed behavior (eg. harassment, physical altercations, bullying, threats, more severe classroom disruptions, use of substances, obscene language, more severe inappropriate behavior)

STAR/NPFH Reflection: Written reflection where students are asked to reflect on their behavior in connection to the SRMS STAR Matrix and/or the No Place for Hate pledge.

SRMS DISCIPLINE GUIDELINES

Offense	Possible Disciplinary Action	Duration(days)
Misrepresentation of the truth, false information	Level I - depending on offense and severity of behavior, action by teacher can include: written reflection; lunch/recess detention, office referral. Level II or III- Administrative Detention and/or ISS	1-3
Inappropriate behavior	Level I - depending on offense and severity of behavior, action by teacher can include: written reflection; lunch/recess detention, office referral. Level II or III- Administrative Detention and/or ISS	1-3

Disrespectful/Insubordination	<p>Level I - depending on offense and severity of behavior, action by teacher can include: written reflection; lunch/recess detention, office referral.</p> <p>Level II or III- Administrative Detention and/or ISS</p>	1-3
Cell Phone Use between 7:45-2:50	<p>At the teacher's discretion, they can give a warning prior to it becoming a 1st offense.</p> <p>*1st offense - Teachers will confiscate, turn into the office, home contacted, parents will pick up.</p> <p>2nd offense -Teachers will confiscate, turn into the office, home contacted, lunch detention and parents will pick up.</p> <p>3rd offense -Teachers will confiscate, turn into the office, 2 lunch detentions or ISS, phone call home, parent must pick up phone</p>	
Leaving School Grounds	Level III - ISS	1-3
AWOL	<p>Level III</p> <p>1st Offense - Administrator Detention 1-3 days</p> <p>2nd offense - ISS</p>	1-2
Inappropriate Language/ Obscene Language	<p>Level I - depending on offense and severity of behavior, action by teacher can include: written reflection; lunch/recess detention, office referral.</p> <p>Level II or III- Administrative Detention and/or ISS</p>	1-3
Irresponsible physical behavior or horseplay	<p>Level I - depending on offense and severity of behavior, action by teacher can include: written reflection; lunch/recess detention, office referral.</p> <p>Level II or III- Administrative Detention and/or ISS</p>	1-3
Inappropriate use of technology/recordings	Level III - ISS/OSS	1-5
Damaging Chromebook or other school equipment	Level III - ISS, restitution	1-3

Disruption of Educational Process	Level III 1st Offense - Administrator Detention 1-3 days or ISS 2nd offense - ISS 1-3 days	1-5
Obscene Behavior	Level III - ISS/OSS	1-5
Theft/Stealing	Level III - ISS/OSS	1-5
Tobacco/Vape possession, sale, use	Level III - ISS/OSS, referral to counselor, possible police referral	3-10
Threats/intimidation/bullying/ Harassment; verbal or physical/biased behavior	Level III - ISS/OSS, referral to counselor, possible police referral	1-10
Alcohol- Abuse/under the influence of, possession	Level III - ISS/OSS, referral to counselor, possible police referral	5-10
Physical Fighting	Level III - ISS/OSS	1-5
Drugs - Abuse, under the influence of, paraphernalia, possession, sale, distribution, intent to sell	Level III - OSS, referral to counselor, possible police referral, possible referral for expulsion	5-10
Endangering students or staff/intent to cause injury	Level III - OSS, referral to counselor, possible police referral	5-10
False fire alarm	Level III - OSS, referral to counselor, possible police referral	5-10
Technology - Unauthorized use of/unauthorized access of school computer networks	Level III - ISS/OSS, referral to counselor, possible police referral - see Technology - Acceptable Use Policy	3-10
Vandalism	Level III - ISS/OSS; possible police referral	3-10
Weapons - possession/use	Level III - ISS/OSS, possible police referral, mandatory referral for expulsion	10

Important information to consider:

- The disciplinary guidelines outlined here are not meant to be all-inclusive or restrictive, but rather to provide students and parents with relative information as to how various disciplinary situations are typically actioned.
 - *Lunch/Recess Detention issued by a teacher must be accompanied by a phone call home and inform the school counselor for PS Log entry.
 - **ISS** = In School Suspension - All student work delivered to the office
 - **OSS** = Out of School Suspension - All student work posted in Google Classroom, student is responsible for all missed work.
 - Student can not participate in school sponsored activities during suspension for both ISS and OSS
-
- For all offenses at all levels, additional disciplinary action up to and including possible expulsion as indicated by Board policy, may be required depending on the nature, severity or frequency of the offense. Incidents involving police referral may result in arrest.
 - Incidents involving damages, theft, cleanup or other services require restitution
 - A student whose discipline record shows habitual and repeated behavior infractions of at least five (5) individual suspension actions or 15 total days of suspension within one year may be brought before the school administration team for review. The team may also consider for review any student who has accumulated eight suspension actions or a total of 24 days of suspension within a two-year span.
 - **Expulsion** - Any student whose conduct on school grounds or at a school sponsored activity violates a publicized policy of the Board, or seriously disrupts the educational process or endangers persons or property may be expelled. Expulsion proceedings are required (Conn. Gen. State Statutes, Sec. 10-233d) when there is reason to believe that a pupil 1) possessed or used a firearm, deadly weapon, dangerous instrument or martial arts weapon on school grounds or at a school-sponsored activity: 2) off school grounds possessed a firearm or used or possessed a firearm, instrument or weapon in the commission of a crime; or 3) on or off school grounds offered for sale or distribution of a controlled substance. Any such exclusion shall take place in accordance with sections 10-233a to 10-233h of the Conn. Gen. State Statutes. Cases of possession of controlled substances shall be brought to the Superintendent for consideration of additional action including the initiation of expulsion proceedings. The Superintendent may also recommend expulsion proceedings for other serious violations of school policy or for any student referred by the principal through the Disciplinary Review process.

COURSE SELECTION

World Language and Music course selections are made when you are transitioning to sixth grade, and those choices will automatically continue year to year. Requests to change a selected course should be made through your guidance counselor.

DAILY SCHEDULE

Two-Day Cycle: This may sound confusing at first, but it is how we organize our schedule. We start the first day of school on *Day A*, and the following day is *Day B*. Then we start on *Day A* again. This cycle determines what special subjects (P.E., music, etc.) you will have each day.

DRESS GUIDELINES

Scotts Ridge Middle School students take pride in their personal appearance; they understand that appropriate attire and grooming reflect positive training received at home. At no time should clothing detract from a student's attention to the academic process. Students wearing attire that is disruptive to the educational process, dangerous to personal safety, advocates substance abuse or makes sexist/inappropriate statements will be asked to change. Fads in attire or grooming sometimes tempt students to persuade parents that "all the kids are wearing this." To help students and parents make constructive decisions regarding dress, we have provided basic guidelines detailed below with the intent of sustaining the positive learning environment at SRMS.

The following should not be worn during the school day:

- Hats, bandanas, caps or hoods
- Clothes with obscene (sexually charged, suggestive, offensive) or profane language or illustrations
- Clothes that promote or display alcohol, tobacco or drug-related products

Additionally:

- All tops must meet or exceed waistband in length
- Undergarments must be completely covered at all times
- Attire and grooming must meet specific health and safety requirements in courses such as gym and science; additional requirements may be presented by teachers of those courses and other courses
- Footwear must be worn at all times
- We strongly discourage the wearing of shirts and sweatshirts that commemorate private celebrations as it contributes to cliques and students feeling excluded.

As a result:

- Students whose attire does not meet the above standards will be asked to address concerns brought to their attention. Additionally, they may be asked to meet with a school counselor or school administrator.
- Parents may be contacted to bring appropriate clothing to school.

EARLY DISMISSAL

In order for a child to be dismissed early from school, you must enter this in SDM as an exception. **No early dismissals will be accepted over the phone or via email.**

EXTRA HELP

At times you may find that you need just a bit more help in understanding the material that has been taught in class. SRMS teachers are free to give extra help on a more individualized basis. Your child must make an appointment with the teacher personally to make the necessary arrangements to meet either before, during, or after school to get extra help.

FIRE/EMERGENCY DRILLS

At the sound of the alarm or an announcement signaling an emergency, students are to evacuate the building.

During class or lunch time:

- Familiarize yourself with the proper exit closest to each of your classrooms. This is posted on the wall in each room. If you are in the cafeteria, exit the building through the front doors of the building and walk to the parking lot.

- Walk quickly to the exit, remaining quiet and staying with your class teacher or supervisor at all times.
- Be alert to the specific instructions given by your teacher, supervisor or public address system when outside of the building.

GRADING SYSTEM

Your academic performance is evaluated through numerical averages and indicated by letter grades on quarterly report cards. All teachers at SRMS use the same numerical ranges for letter grades. They are:

A+	95 to 100	C+	75 to 79
A	90 to 94	C	70 to 74
B+	85 to 89	D	65 to 69
B	80 to 84	F	0 to 64

COUNSELING SERVICES

You never have to feel alone at Scotts Ridge Middle School. In addition to teachers and administrators to help you, you also have a School Counselor to support you. You will have the same School Counselor for three years, and she will always be available to answer your questions, advise you with academic and personal problems and just be around when you need to talk.

The Counseling Department is next to the Main Office. It's easy to make an appointment with your counselor. All you need to do is drop by the Counseling Office between periods, and the secretary will help you set up a meeting with your counselor. Students who need to see their Counselor during the school day must get a pass from the teacher whose class they are missing. Your parents are also welcome to call the Counseling Office with their concerns or questions. Don't wait for your counselor to call you. Come whenever you need to talk to somebody. They are there for you.

The SRMS counselors are:

Grade 6	Mrs. Elizabeth Reynolds
Grade 7	Mrs. Nicki Smith
Grade 8	Mrs. Stephanie Boatman

GUM

Gum chewing is not permitted in school. Chewing gum is distracting in the classroom, and it leads to a great amount of extra clean-up of furniture and halls.

HEALTH OFFICE

Our Health Office is located next to the Counseling Office. Our school nurse is there between 8:00 a.m. and 2:50 p.m. each day. She treats any accidental injuries which occur at school, responds to any medical emergencies and provides supportive care, such as issuing elevator passes to students with crutches and casts. The nurse should be consulted if you have a health problem which might affect participation in school programs. Any physical education excuses from your doctor should be brought to the nurse.

HOMEWORK/EXTENDED ABSENCE

Homework at the middle school is an extension of classroom learning. We expect that you will complete homework as it is assigned, and you can expect that your teachers will recognize your efforts. A few suggestions for homework completion are:

- 📖 Always record assignments in your online planner and or written planner of choice.
- 📖 Set aside regular, uninterrupted homework time each school night.
- 📖 Equip your homework space with a good light, a dictionary, pens, pencils, erasers, paper, etc.
- 📖 Speak to your teacher and/or school counselor if you are having difficulty getting your homework done.

Some suggestions for absences:

- 📖 Go to your teachers' Google Classroom sites.
- 📖 Call another student from your team or class who can share assignments with you.
- 📖 If prolonged illness or emergency results in an extended absence, you or your parent should contact your school counselor, who will help you make arrangements to keep up with your work.
- 📖 Board of Education policy discourages vacations during school time. Teachers are not expected to provide assignments for students who take vacations at times other than school holidays.

ITEMS LEFT AT HOME

Occasionally your child may forget lunch or a book at home. They may call a parent and ask that the item be dropped off at the Main Office. Please remember ***it is your child's responsibility to stop in the Main Office at an appropriate time to pick up the item.*** If a secretary must call into the classroom to remind your child, the entire class is disrupted and instruction is stopped.

LOCKERS

At the start of each year, students are issued a personal locker with its own unique combination. **Students can only access their locker three times a day, upon arrival at school, on their way to lunch, and at the end of the day at dismissal.** They are told not to share their combination with anyone, and to ensure their locker is closed and locked whenever they aren't using it. Students should keep their lockers clean and orderly, and should not place decals or stickers on them or write on them. A student's locker is school property- school administrators may open a locker at any time with "reasonable cause" if they believe that the locker contains items which are prohibited by school rules or state laws.

LOST & FOUND

A “lost and found” area is located in the Main Office. If you’ve lost a valuable object, report it at once to the Main Office. Please do not bring valuables or large sums of money to school where they may be lost. We do everything we can to safeguard private property, but the school cannot be responsible for lost items.

OBLIGATION

Students are expected to take care of the school’s books, technology, materials, and property. Returning items on time and in good condition is very important. Students will be expected to replace any lost or damaged school equipment.

LUNCH PROGRAM

Our lunch period provides a break in the day for a meal and socializing. Students may purchase a full lunch, sandwiches or snacks. The cafeteria is a busy place; therefore, students must abide by all the rules and regulations.

Students have two options for purchasing lunch:

1. School Payment Portal (Go to Quick Links-Parents-Lunch Payments on our website)
2. Cash

Menus can be found on the ridgefield.org website. Look for the *Department >Food Services* tab. Questions regarding the lunch program can be directed to the Food Service Office at 203-894-5550.



MEDICATION

All prescribed and non-prescribed medication for students must be left with the school nurse.

Students may not carry such medications with them at school. New physician’s orders are required at the beginning of each school year for inhalers, epi-pens, ibuprofen, acetaminophen and any prescribed or non-prescribed medications. Please contact the Health Office to make such arrangements. Medications should be picked up at the end of the school year. Any medication not picked up will be disposed of on the last day of school. The nurse and student will mutually agree on the time of administration of medication. *It is the student’s responsibility to come to the Health Office to receive medication.*

PASSES & PERMISSIONS

We use various forms of passess to keep track of where students are and where they are going during the day.

- ⌚ *In school on time but late for class?* If another teacher has kept you after class, have that teacher give you a pass slip. If you are late without a good reason, you must get to your class as soon as possible and discuss your problem with your teacher, who will determine if it is an excused or unexcused tardy.
- ⌚ *Need to leave the room for a moment?* If you need to leave your room during class time, you must get permission from your teacher, obtain a hall pass and fill in the sign-out sheet. When returning, you must sign in and return the pass.
- ⌚ *Special passes for medical reasons?* You may at some time during the year have difficulty getting from place to place because of a cast, the need for crutches or another medical problem. Have your parents contact the school nurse to arrange for a special pass to allow you time between classes and to help you avoid corridor traffic. *Only students with an elevator pass may use the elevator.*

SCHOOL DISMISSAL MANAGER SDM

Using SDM with your smartphone or computer, you can quickly report when your child will be **absent, tardy, leaving early coming back, leaving early not coming back, or riding a bus to a friend's house** (no more notes or phone calls required).

Please make every effort to communicate your child's plan with them before they leave for school. If you make a change in SDM after your child has left for school and they are unaware of the plan, please call the main office for assistance.

Upon initial login for the school year, your child's default will be their assigned bus. **If you normally pick them up after school or they walk home, please click "Update Main Default" and choose the correct default ("Pickup" or "Walker").** If there are times when your child's dismissal plan (at 2:50) differs from the default, you do NOT need to report it. At the middle school level, we begin to set the path to independence and personal responsibility. Students are expected to know and follow their after school plan. This can include taking the bus, walking, staying at school for a club or extra help, or being picked up by a parent. Please communicate directly with your child. At the middle school level the only time you need to put an exception in SDM is if you are picking your child up early, or if they will be absent, tardy or riding a bus to a friend's house.

Please report absences and tardies before 9:00a.m. When your student is tardy (which is any time after 8:00 a.m.), he/she will sign in at the Main Office before reporting to class.

We strongly suggest planning ahead to create any dismissal exception in SDM before 9:00a.m. as well. However, please note that the cut-off time for same day entries is 1:00pm. on regular days and 9:30a.m. on early release days. Calls are discouraged after cut-off times unless it is an emergency. We truly appreciate your cooperation with these expectations.

CULTURE and CLIMATE PROGRAMS

We prioritize facilitating an inclusive school community where all students and staff feel valued, respected, connected, and supported. We have four programs we implement that compliment one another to achieve this goal. Classroom teachers, administrators, and other staff members integrate these principles into every facet of our school community. It is our expectation that students aspire to do the same. These programs are used to help students learn and grow into well-rounded young people. At a very basic level, it is treating each other with kindness and respect so that everyone feels like they have a place they belong. The four programs used are:

1) PBIS - Positive Behavior Interventions and Supports

The PBIS philosophy is that when students are taught to effectively use relevant expected social skills for themselves, and with others, school climates are described as more positive, learning environments are designated as safer, and student-educator relationships are referred to as more trusting and respectful. PBIS establishes a positive climate in which appropriate behavior is the norm.

We have our STAR Program at SRMS! Our positive behavioral expectations are shared in our STAR matrix. Safety, Trustworthy, Accountable & Respectful.

Yale Center for Emotional Intelligence: RULER

We utilize the RULER approach to (1) increase the emotional intelligence of students, faculty, and the larger Ridgefield community and (2) to apply Positive Behavior Interventions and Supports in our school. RULER is an acronym that stands for the five skills of emotional intelligence: recognizing, understanding, labeling, expressing and regulating emotions. RULER is an evidence-based approach for integrating social and emotional learning into schools, developed at the Yale Center for Emotional Intelligence.

2) No Place for Hate (NPFH)

NPFH is a program sponsored by the Anti-Defamation League and is designed to empower students to make their school a safe and inclusive space where all students feel valued, respected, and have a sense of belonging. Students participate in various activities that are designed to address instances of bias, prejudice, bullying, mean spirited behavior etc. with the goal of supporting students in developing realistic action steps and the tools necessary to create a positive outcome for their school community.

Students can also be involved by becoming a NPFH Student Ambassador where they will help design the activities and participate in leadership training at the beginning of the year. Parents/Guardians can join the parent committee. Please reach out to Janine Johnson, jjohnson@ridgefieldps.net or Emily Sherwill, esherwill@ridgefieldps.net if you are interested in joining.

3) Advisory Program

All students take part in an advisory group led by a faculty member. The groups are small and, when possible, students remain in the same group for their entire middle school career. The goal of this program is to promote students' social-emotional and academic well-being and encourage students to form relationships and to be responsible members of the community. Advisory groups meet throughout the year to review and discuss important topics pertaining to the school, specific grade level, or individual growth. Topics include information about new procedures, handling stress, organization, and grade level related topics such as transition to high school. There will also be opportunities throughout the year to participate in advisory activity blocks where students choose an activity such as ping pong, making friendship bracelets, board games, drawing, etc.

REPORT CARDS

PowerSchool is regularly updated by the teachers, so you are always able to check your student's progress.

STORM ANNOUNCEMENTS

When school is canceled or delayed due to inclement weather, we like to let everyone know as soon as possible. The quickest way for you to find out is by signing up for the *Superintendent's News Service* by going to www.ridgefield.org or by listening to one of the following radio/TV stations for school cancellations: WEBE (108 FM), WEZN (99.9FM), WLAD (800AM/98.3FM), WCBS (880AM), WFSB TV (Channel 3), WTNH TV (Channel 8), WVIT (Channel 30).

Parents should be aware that changing weather conditions may require additional delays or other changes after the initial notification is made.

It is best to continue monitoring information sources for updated delays or cancellations.



SRMS TELEPHONE NUMBERS

Attendance	203-894-5725/Option 1
Fax	203-894-3411
Counseling Office	203-894-5725/Option 2
Main Office	203-894-5725/Option 0
Nurse	203-894-5725/Option 3

TELEPHONE USE & MESSAGES

If you need to make a telephone call *in an emergency*, you may use the Main Office telephone. Please remember that the Main Office is a very busy place and that you should use the telephones there only *in an emergency*. **Students should not use classroom telephones to contact parents.** Sometimes parents may have to get a message to you. Because the Main Office is so busy, *we can only get messages to students regarding very serious matters.*

VISITORS

All visitors — including parents — must check in with the security guard or at the Main Office and wear an identification sticker while on school grounds. It is also our policy that we are unable to have students who attend other schools accompany students to their classes.



YEARBOOK

Over the last few years the yearbook has grown bigger and better. It's a great memory of the very special days you spent here, and we feel it truly reflects the best of our school and students. You can make it even better by doing great things in school, by working on the yearbook committee or by just remembering to buy one.

SRMS BELL SCHEDULE

2023-24



<p style="text-align: center;"><u>REGULAR SCHEDULE</u></p> <p>Homeroom 8:00 - 8:08</p> <p>Period 1 8:11 - 8:59</p> <p>Period 2 9:02 - 9:49</p> <p>Period 3 9:52 - 10:39</p> <p>Period 4/G6 10:42 - 11:29</p> <p>Period 5/G8 11:32 - 12:19</p> <p>Period 6/G7 12:22 - 1:09</p> <p>Period 7 1:12 - 2:00</p> <p>Period 8 2:03 - 2:50</p>	<p style="text-align: center;"><u>ADVISORY DAY</u></p> <p>Homeroom 8:00 - 8:08</p> <p>Period 1 8:11 - 8:55</p> <p>Period 2 8:58 - 9:41</p> <p>Period 3 9:44 - 10:27</p> <p>Period 4/G6 10:30 - 11:13</p> <p>Period 5/G8 11:16 - 11:59</p> <p>Period 6/G7 12:02 - 12:45</p> <p>Period 7 12:48 - 1:31</p> <p>Period 8 1:34 - 2:17</p> <p><i>Advisory</i> 2:20 - 2:50</p>
<p style="text-align: center;"><u>EARLY DISMISSAL</u></p> <p>Homeroom 8:00 - 8:08</p> <p>Period 1 8:11 - 8:31</p> <p>Period 2 8:34 - 8:53</p> <p>Period 3 8:56 - 9:15</p> <p>Period 4 9:18 - 9:37</p> <p>Period 5 9:40 - 9:59</p> <p>Period 6 10:02 - 10:21</p> <p>Period 7 10:24 - 10:43</p> <p>Period 8 10:46 - 11:05</p>	<p style="text-align: center;"><u>EXTENDED EARLY DISMISSAL</u></p> <p>Homeroom 8:00 - 8:08</p> <p>Period 1 8:11 - 8:37</p> <p>Period 2 8:40 - 9:06</p> <p>Period 3 9:09 - 9:35</p> <p>Period 4/G6 9:38 - 10:05</p> <p>Period 5/G8 10:08 - 10:35</p> <p>Period 6/G6 10:38 - 11:05</p> <p>Period 7 11:08 - 11:35</p> <p>Period 8 11:38 - 12:05</p>
<p style="text-align: center;"><u>2 HOUR DELAYED OPENING</u></p> <p>Homeroom 10:00 - 10:08</p> <p>Period 1 10:11 - 10:44</p> <p>Period 2 10:47 - 11:20</p> <p>Period 4/G6 11:23 - 11:55</p> <p>Period 5/G8 11:58 - 12:30</p> <p>Period 6/G7 12:33 - 1:05</p> <p>Period 3 1:08 - 1:40</p> <p>Period 7 1:43 - 2:15</p> <p>Period 8 2:18 - 2:50</p>	<p style="text-align: center;"><u>3- HOUR DELAYED OPENING</u></p> <p>Homeroom 11:00 - 11:06</p> <p>Period 1 11:09 - 11:34</p> <p>Period 2 11:37 - 12:02</p> <p>Period 4/G6 12:05 - 12:30</p> <p>Period 5/G8 12:33 - 12:58</p> <p>Period 6/G7 1:01 - 1:26</p> <p>Period 3 1:29 - 1:54</p> <p>Period 7 1:57 - 2:22</p> <p>Period 8 2:25 - 2:50</p>

