

Plainfield Central Middle School

Student Handbook 2021-2022

(Updated 08/18/21)

Dear School Community,

Our school welcomes back students and staff to our building. Although the effects of Covid-19 continue to play, the task of educating students becomes our natural focus. As we move forward, the theme of “Dream Big. Work Hard. Be Nice.” becomes our vision phrase for the 21-22 academic journey.

The middle school years are a time for student growth and the inclusion of associated guiding principles accompany that supports that growth. Along the way, expectations and boundaries are established for students to progress in a successful manner. Established supports are in place for students. These supports work best when functioning in harmony with home collaboration. We believe firmly in the necessary positive connections for a home-school relationship and routinely work to enhance this healthy and positive connection.

Schools will continue to experience challenges that will, without a doubt, test our flexibility, test our patience, and test our abilities to find effective solutions to these challenges.

Schools continue to provide opportunities and experiences for individual and team growth. Students and families who involve themselves in their education and take advantage of the presented opportunities, routinely strengthen the necessary foundations for lifelong success.

S Gagnon, Principal

Middle School Philosophy

Our school is designed with the understanding that each student is a unique individual and brings their own value, their opinions, and their qualities to our classrooms and building. Students are assigned to teams of teachers and support staff, making our interactions smaller and more personal in nature. Teachers will support each student, providing encouragement and opportunities, while setting expectations that are designed for higher levels of understanding.

Academic and social expectations and responsibilities have been established to maximize genuine growth as individuals and as contributing members of our community and society. Academically, you will be expected to think for yourself, solve problems independently, develop means of effectively interacting and communicating with others. Specifically, you will strengthen your organizational skills, understanding when and how to ask for assistance. The necessities of listening and following directions/instructions while completing assignments and tasks routinely lead to student success. Socially, you will experience lessons and activities that are designed to foster a climate of empathy, acceptance, tolerance and respect for our ethnic and racial similarities and differences. Teambuilding activities shall foster the lifelong skill of working together to achieve at greater and higher levels. Support staff will guide you through career paths and high school planning, maintaining an “eye” is always on preparing now for a bright and successful future.

The three middle school years are busy and go quickly. Get involved with your academic team, get involved with your school, take advantage of the plethora of opportunities (clubs, sports, extracurricular activities) that are available to you and are designed for you. When students are involved in their school community, they simply achieve more and more of their goals.

Non-Discrimination Statement

PPS is committed to a policy of equal opportunity/affirmative action for all qualified persons. PPS does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. PPS does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the PPS nondiscrimination policies should be directed to: The Assistant Superintendent's Office at 860-564-6401.

Mission and Vision Statements

Our mission is to inspire life-long learning in a supportive and creative environment for our students. We shall promote excellence in academic and social endeavors, foster open communication and shared responsibility, and encourage each unique child to meet the challenges of the future.

We are a middle school that believes a supportive, team structure is the foundational base for members of our school community. Our work ensures that rigorous standards are in place and are designed to meet the needs of our learners, guiding them to higher levels of achievement. On our educational journey, diversity is welcomed. Presenting students with social and emotional guidance and collaborative teambuilding opportunities fosters a necessary growth of empathy and sympathy for people. These experiences reflect a commitment to strengthening our school community through tolerance and acceptance. Finally, connecting parents/guardians in their child's education is a focus and when effectively established, strengthens the ability for the student success.

We believe that "We Are Better Together" and to "Dream Big. Work Hard. Be Nice." Our Student Voices Committee established (2020), in collaboration with members of our faculty, created the following document:

Plainfield Central Middle School Royals' Expectations and Responsibilities

Welcome diversity of all members of our school community

Respect that teachers must be free to teach

Are expected to make positive choices each and everyday

Are expected to respect the personal property of all school community members

Should not be disrespected because of race, sex, religion, culture, size, financial status, etc.

Are encouraged to develop their own self without disrespect or judgement

Have a right to their education without being interrupted by respectful students

Have a right to respectfully speak their mind, share their views and opinions, free of fear of verbal or physical disrespect

District and Site-Based Contact Information

BOE members

Christi Haskell, Chairperson

Kathleen Barry, Vice-Chairperson

Audrey Lemieux, Secretary

Cynthia Arpin

Stephen Boettcher

Peggy Bourey

Michael Broughton

Nicholas Easton

Heather Smith

District Personnel Office: 860-564-6403

Paul Brenton, Superintendent of Schools

Scott Sugarman, Assistant Superintendent, Director of Special Education

Jessica Fitch, Assistant Special Education Director

Ronald Lussier, Business Manager

Rena Cadro, Director of Curriculum

Linda Schultz, Director of Food Services, Chartwells

Andy Parden, Director of Information Technology

Plainfield Central Middle School Office: 860-564-6437

Scott Gagnon, Principal

Colin Delaney, Vice Principal

School Fax Number: 860-564-1147

Office of the Nurse: 860-564-8993

Dattco Transportation Number: 860-564-7017

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The materials that are included in this handbook are intended to ensure that all members of our school community (students, parents/guardians, and faculty) are aware of district and site-based policies and procedures. Our handbook is updated annually and policies, at times, are updated during the academic year. Changes that are made during the school year will be shared through varied methods of communication. All BOE policies, in their entirety, are available on our district website (plainfieldschools.org)

Attendance / Tardiness / Truancy

Students enrolled in Plainfield Public schools (PPS) are required to attend school on a regular basis. Consistent daily attendance is critical for effective education and is the legal responsibility of the parent/guardian.

Connecticut state law requires parents to ensure that their children between the ages of 5 – 18 attend school regularly. Attempts should always be made to conduct appointments before or after normal school hours. When a parent/guardian makes the decision that their child will need to be absent from school, we ask that the school is contacted between 7:00 AM and 8:20 AM and a written note of excuse is sent in to the main office upon returning to school. Students are required to turn in a written note for a parent/guardian confirming an absence. Students must be present to attend or participate in any extracurricular activity. Absences for vacation purposes are unexcused.

School is in session from 7:55 AM – 2:40 PM. In the event of a 2-hour delay, school will be in session from 9:55 AM – 2:40 PM.

A student is considered tardy when arriving to school after 8:20 AM. Students arriving late to school repeatedly may be considered truant and are subject disciplinary action.

At the conclusion of the school year, the school 's attendance and tardy information is reported to both the Superintendent and the State Department of Education.

A student is considered truant when four (4) unexcused absences occur in a month or ten (10) unexcused absences occur in a school year. Parents/guardians maintain the responsibility of working together with school personnel to address attendance and tardy concerns. Unexcused absences are subject to disciplinary action.

Attendance Guidelines – Administrative

1. Students must be present for four hours on any give full day to be considered present.
2. Students whose absences fall between 28-44 days (excused or unexcused) are expected to successfully complete the PCMS Summer Recovery Program to be promoted to the next grade.
3. Students absent 45 days or more (excused or unexcused) will not be promoted.
4. Attendance letters are sent out when the student has been absent 10 days, then again at 15 days, 20 days, 20 days, 28 days, and 45 days.

Athletics

Participation in athletics is an important part of our educational programming for all of our students and requires commitment, effort, and self-discipline. Participation also requires a positive attendance/tardy record, performance (grades) and conduct.

The following guidelines have been established for participation:

Attendance /Tardy: no more than 4/month or 10/year unexcused;

Grades: students must pass ALL subjects to be eligible. The prior marking period dictates eligibility.

Conduct: students must exhibit a consistent pattern of positive, acceptable behavior.

Issues with any or all of the above categories may result in a student contract in an effort to get the student "back on track." The principal reserves the right to make the final eligibility determination.

Students attending athletic events:

Supervision is paramount for those students remaining after school to attend an athletic event (normal dismissal time is 2:40 PM and normal game time is 3:30 PM). Students must make prior arrangements to be supervised by a staff member until the event begins. Students may not simply "hang out" or walk around the building/campus and must be supervised.

Bullying

In accordance with state law, any form of bullying behavior, whether in the classroom, on school property, at a school bus stop or at school sponsored events, is forbidden. Any individual who engages in bullying activity on school property or at a school sponsored activity is subject to disciplinary action.

Bullying means any overt or covert act by a student or group of students directed at another student with the intent to ridicule, harass, humiliate, defame, or intimidate while on school grounds, on a school bus, or at a school-sponsored activity which acts are committed more than once against any student during the school year.

Cyber Bullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, defaming or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures, or website postings, including blogs.

Any individual who believes that he or she has been the victim of bullying should report the matter to any school or district staff member. Any school employee, contractor, or volunteer with knowledge or belief of conduct that may constitute bullying, whether by witnessing such act or receiving student reports of bullying, shall report the alleged acts immediately to an appropriate school or district official designated by this policy. Students may anonymously report acts of bullying to any school or district staff member. Parents or guardians may also file written reports of suspected bullying.

If upon investigation, it is determined that bullying has occurred, appropriate action shall be taken. Such action may include, but is not limited to, warning, suspension, or expulsion.

A School Safe Climate Plan detailing our commitment to alleviate bullying in our school community is currently being updated through collaboration with School Climate Consultants, in accordance with BOE policy.

Cafeteria/ Lunches

Our breakfast and lunch programs occur in the cafeteria. Rules of cleanliness and expectations of behavior follow our motto: Respect Yourself, Respect Others, Respect Our School Community. Misconduct in the cafeteria may result in an alternative lunch placement in or out of the cafeteria.

Our district participates in the National School Lunch Program which include a reduced or free lunch for students and are based upon financial need. Please contact Mrs. Linda Schultz at 860-564-6422, ext. 3303.

Routine charging school lunches is discouraged. Alternative lunches are always provided for those students in need.

Lunches may be pre-paid by sending a checking to Chartwells at our school address. This year, the costs are as follows:

Breakfast	\$1.90
Lunch	@2.90, \$3.40, and \$3.65
Milk	\$0.50 per carton

Breakfast AND Lunch, through State of CT funding, are free for all students during the 21-22 school year.

Nutritional Guidelines:

Eating well is essential for the optimal growth and development of children and youth, and has a positive influence on school performance. Students are able to concentrate better, retain and apply information, and have more positive relationships with their peers. The eating patterns of children and youth also impact their future health, and reduce the risk of obesity, chronic diseases and dental concerns. Growing, active children need lots of fluid. Lack of fluid can lead to dehydration, headaches, fatigue and difficulty concentrating. Drinking water will be available at all meal periods and throughout the school day. Bagged lunches from home should contain at least one item from each of the four food groups.

Reimbursable meals served in PPS meet the USDA school national standards.

PPS have adopted Connecticut's Healthy Snack Standards which focus on decreasing fat and sugar, increasing nutrient density, and moderating portion sizes for snack food and beverages in school. The district will use these standards to determine what snacks are available during the school day, including a la carte sales in the cafeteria.

Foods sold during the school day will meet the USDA standards and the Connecticut Healthy Snack Standards.

Child Abuse

All school employees are required by Connecticut state law to report suspected child abuse, neglect, or if the child is in imminent danger of serious harm directly to the Connecticut State Department of Children and Family Services. Specific reporting procedures are reviewed on an annual basis.

Our school believes working together always leads to better results. However, if there is any doubt about whether a report should or should not be made, it will be made. Child abuse is defined as any physical injury inflicted by other than accidental means or injuries that are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

Cell Phones / Communication Devices

Cell phones and communication devices may be used both to and from school. Once inside the building, they are to be turned off and secured out of sight. Students are not permitted to access, view, record,

display, or redistribute inappropriate images or recordings during the school day. Students are not permitted to take photographs, video and/or audio recordings during the school day.

Students using personal communication devices in violation of the policy will be subject to disciplinary action, including confiscation of those devices. Administration reserves the right to limit and/or disallow the use of cell phones and communication devices during the school day (door to door).

Clubs

The middle school runs a variety of clubs, primarily on Tuesdays and Thursdays. Clubs are typically listed on our website.

Community Involvement

PCMS will actively involve and accept the community as a valuable asset to the future success of our students by: building community support through the understanding of our mission statement; encouraging positive interaction between school and community in developing the shared vision; eliciting resources, equipment, and volunteer efforts to support the school's endeavors; welcoming the community to utilize the resources and facilities they support; developing a partnership between parents and the school to support lifelong learning process beyond the walls of our school building.

Dangerous Weapons and Instruments

PPS recognizes that possession and/or use of a dangerous instrument or weapon by a student is detrimental to the welfare and safety of our school community. Possession and/or use of a any dangerous instrument or weapon in any school building, on school grounds, in any school vehicle, or at any school sponsored event is prohibited. For purposes of this policy, "dangerous instrument" and "weapon" includes, but is not limited to the following: pistol, revolver, rifle, shotgun, air gun, spring gun, slingshot, bludgeon, artificial knuckles, knife, chemical weapon, explosive device, "stun" gun, or other electric shock producing device, any device having a sharp point or edge, such as an ice pick or razor, or any other similarly dangerous instrument capable of inflicting injury.

Possession of an instrument that might otherwise be considered a "dangerous instrument" such as baseball bat, tool or lab device, is permitted if such instrument is in a student's possession because, to the extent that such instrument is necessary for the student to participate in the approved school program, extra-curricular activity, science fair or other similar event.

Whenever a school administrator has a reasonable suspicion that a student is in possession of a dangerous instrument or weapon, such administrator is authorized to conduct an unannounced inspection of such student's locker, desk, footwear, the pockets of student's clothing and/or any purse, gym bag, or other receptacle belonging to or under the control of the student. Any search by an administrator must be reasonably related to the objectives of the search, and must be excessively intrusive in light of the age and sex of the student.

A student found to have in his/her possession any dangerous instrument or weapon will have that item confiscated and will be subjected to school discipline, which may involve Plainfield Police and may result in suspension and/or expulsion.

In any case in which there is a possible violation of criminal law that relates to the possession and/or use of a dangerous instrument or weapon, the school administration will work cooperatively with police prosecutors and other law enforcement authorities.

Students and staff will be provided with a written copy of this policy annually. Any teacher, employee, student, parent, school volunteer, or other member of the school community who reasonably believes that a student is in violation of this policy, should refer the matter to the building administration or persons in charge.

Dismissals

Students being dismissed prior to the end of the school day must inform the office. A written note is required, needs to be signed and should state the reason for early release. Please turn this note in to the main office in the morning.

NOTE: Only individuals listed on the Student Registration Form can pick up a student from school. The office staff will not release a child to someone not known to them without picture identification.

NOTE: Parents/Guardians picking up their child at dismissal time are asked to park in the lot next to the cafeteria, wait in the designated area (the cafeteria door will open at 2:35 PM), provide picture identification, and will need to sign their child out.

NOTE: In rare instances, schools may dismiss for emergency purposes. Parents are asked to make sure that their child(ren) know where to go (i.e. back-up plans) if you are not home when they arrive and that the school has a working phone number that allows us to reach you during emergencies.

Dress Code

It is the responsibility of each student for dressing safely and appropriately, understanding that proper attire worn to school typically leads to a safer and better environment. Students should avoid clothing or accessories that is considered vulgar, offensive, unsafe, unhealthy, illegal or disruptive to the educational process. Clothing that advertises alcohol, drugs, tobacco, inappropriate scenes or messages (possibly sexual in nature) will be asked to change their attire. The length of skirts or shorts, clothing that is too revealing or tight fitting which may reveal undergarments and is not in the best interest of students, will not be allowed. Any attire that suggests violence or is considered gang related will not be allowed. For safety reasons, flip-flops are not allowed and all foot apparel must be deemed safe for school. Hats, sleepwear or pajamas are not allowed unless special permission is granted by administration (i.e. pajama day during school spirit week).

Educational Excellence

PCMS is dedicated to enhancing and supporting educational excellence through a multi-faceted approach. We are committed to continually updating our curriculum, setting high standards for students and teachers, utilizing the most advanced technology and continuing our own professional growth. Excellence is achieved by:

Sharing responsibility for learning among teachers, students, parents, and community; providing challenging curriculum standards with measurable outcomes; enhancing student learning with challenging content in relevant life experiences; upholding high expectations for quality of work; providing opportunities for a full range of exploratory classes; providing the resources to develop computer literacy in our students and staff; integrating technology to enhance direct instruction of curriculum; utilizing positive staff and administrative communication to uphold standards of academic excellence; collaborating with one another on a regular basis to share ideas, observe, and to assist each other professionally; providing the opportunity for professional growth and development; establishing support for necessary supplies and resources from the entire school community.

Emergency School Closing information

Closure of schools occurs from time to time and this information is communicated to our school community through a variety of means: television (local channels); radio (local channels); school messenger phone calls. Please ensure that your emergency contact information is up to date in our main office.

Emergency Drills

State law requires that emergency practice drills are conducted on a regular basis. These drills include both fire drills and lockdown drills. All members of our school community are expected to meet the expectations of safe, orderly drills as set by the administration.

Emergency School Evacuations

PPS has planned protocols to safely care for your child in the event emergency situations in our facility. Should a matter arise that requires evacuation from our school and campus, all students and faculty will be transported (via bus) to Plainfield High School. Please do not interfere with an evacuation as students can be more safely evacuated by our transportation means (i.e. school buses). Students are able to be bused at the appropriate and safe time as deemed by the Superintendent. Families (only when requested) may also pick their child up at PHS.

In the event of an evacuation, communications and notifications will be sent to all families through a variety of means: email, school messenger, Instagram, etc. We ask that you consider the following guidelines which support our emergency planning.

1. Have adult supervision at home to meet your child when they arrive.

2. Do not come to pick up your child unless requested.
3. Please do not call the school or Superintendent's office as this simply ties up all phone lines.
4. Listen to our messages and please adhere to the instructions that will be shared with you.

Fire/Lockdown Drills

Fire drills and lockdown drills are serious matters. We conduct these drills to prepare for saving lives in the event of an emergency. Exiting the building quickly demands instant cooperation on the part of everyone at all times. Safety demands that students and staff (in the event of a fire drill) leave the building orderly, walking in single file. Running and yelling is not acceptable. These emergency drills shall be held on a regular basis (as weather allows). Evacuation instructions are posted in each classroom. Students using the area of refuge are to remain there until the designated faculty member arrives.

Food at School

Concerns for food allergies have consistently grown in recent years and it is for that reason that we ask, in the interest of everyone's safety, that food not be sent in for distribution. We need to stress and discourage the sharing of food with students.

Guidance

Guidance counselors support each student, working to assist them to achieve their highest growth: emotionally, mentally, and socially. This is accomplished through helping new students feel welcome, holding individual or group conferences, providing programming to help students learn about careers, life in general and their interests.

High Honors / Honors

All honor achievements reflect performance in all classes (with no incompletes) and are delineated as follows:

High Honors: A- or above average with no grade lower than an A-

Honors: A- average with no grade lower than a B-

Homework / Classroom Extension Assignments

PPS have established the following guidelines for homework and classroom extension activities:

Grade 6 30-60 minutes each night

Grades 7-12 Time frames will vary from class to class and could include long-term assignments, projects, oral reports, presentations with prior assigned deadlines, etc.

Individual Integrity

PCMS is committed to developing positive characteristics that allow each of us to reach our full potential. Students and staff will foster this atmosphere by:

Caring about self and others; having mutual respect; developing trust; taking personal responsibility; valuing truth in self and work; fostering self-confidence; working cooperatively; developing the ability to persevere; setting and striving toward goals; accepting differences in a diverse culture.

Internet Use

In nearly every classroom, computers / chrome books are provided for students and are in use to afford the provided educational opportunities to be enhanced. Prior to allowed access, it is a requirement for students and their parents/guardians to sign a permission contract provided by PPS with the understanding that internet use at school is a privilege which can be granted or rescinded.

Late Bus Transportation

Late buses run on Tuesdays and Thursdays (starting on 09/28), departing our school at approximately 3:50 PM. Late bus transportation forms must be filled out and signed by parent/guardians. PPS uses cluster stops for drop off locations and a listing of these are available on our website.

Lockers

Students are assigned a locker with a built-in locker combination and should not share their personal combination. Personal locks are not allowed (except in rare instances and must be approved by the principal) and lockers should be kept neat and clean. Sharing lockers is not permitted and are subject to search should there be reasonable cause that they may contain items prohibited on school grounds.

Lockers are NOT scheduled to be used during 21-22.

Lost and Found

Articles that are found and turned into the main office shall be placed in the lost and found section of the school cafeteria. From time to time, unclaimed articles are donated.

Missing Work / Make -Up Assignments

It is the responsibility of each student to make this request with each individual teacher. At times, it is necessary to request work prior to absences from our teachers. Please do this at least three days prior to known, upcoming absences. This may be accomplished through a note, an email, or a phone call.

Nurse / Medical / Accidents / Medications

The State of Connecticut and the Plainfield Board of Education have established health related policies and regulations for the health and safety of all children who attend school. Before a child enters the seventh grade, s/he must have proof of a current physical and appropriate vaccinations. Grade 8 students must have required vaccinations.

All requirements are available through our school nurse (desimoneh@plainfieldschools.org) and are posted on our website.

If, in the opinion of the nurse, a student is too ill to remain in school, the parent/gradian will be notified. The school nurse will make the decision as to whether a student needs to be sent home.

All accidents occurring in the building, on school grounds, or in connection with a school-rated event/activity, must be reported to the school nurse. The parent/guardian will be contacted directly by the school nurse.

Connecticut State Law and Regulations require a physician's or dentist's written order as well as parent/guardian authorization for the nurse to administer medications. This includes the administration of aspirin, ibuprofen or aspirin substitute containing Acetaminophen. Authorization forms are available at the school and some medical offices. It is recommended that medication use be reviewed annually and must be delivered to the school nurse by a responsible adult, in a pharmacy prepared container and labeled with the name of the child.

Parent Conferences

Parent conference days are scheduled into the district calendar and two days are set aside for this purpose. However, the middle school schedule allows for parent conferences throughout the school year. These typically occur during each academic team's preparation period and should be scheduled through either the team leader or guidance counselor.

Personal Property

Students assume responsibility for their own personal property. When bringing items from home, please use precautions to keep your property safe and secure. Report any missing items to administration as soon as you become aware that it is missing. Although PPS accepts no responsibility for personal property, we will work to retrieve those items.

Promotion / Retention

PCMS promotes those students to the high school level who have made the satisfactory progress, both academically and developmentally at the end of the academic year.

Subject failures may result in alternative educational programming that is designed to yield positive results. Occasionally, students are retained for a myriad of reasons.

PTO

PCMS welcomes involvement and participation in planning school events that are designed to benefit all students. Meetings are held at 5:30 PM in the Healey Conference Room (across from the main office) during each month. Parents/Guardians interested in participating should share their desire to be involved with Mrs. Griffin (griffinb@plainfieldschools.org).

Report Cards / Progress Reports / Grading System

Report cards and progress reports are made available on Aspen at the middle and end of each marking period. Families may request paper copies through the guidance office.

Grading Scales:

A+	98-100	A	93-97	A-	90-92
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D	65-69	F	Less than 65		

School Bus Safety Guidelines

Meeting general bus expectations enhances the safety for all. Please adhere to the following:

- Enter and exit the bus in an orderly fashion
- Take your seat and remain seated
- Follow the driver's instructions
- Refrain from eating or drinking on the bus
- Use headphones, earbuds, etc. when listening to devices
- Ensure that the aisles are clear
- Keep arms and feet inside the bus

School Climate

Our site-based school climate committee has developed a vision through the collaborative efforts of students, faculty, parent, and School Climate Specialist (SCS). The document is in the process of being updated as our school continues its collaborative work, specifically and currently with SCS (Dr. JoAnn Freiberg and Mrs. Ciccone). Upon completion, the document will be posted on our website and the

update is expected to be completed in September, 2021. These on-going efforts reflect a commitment to providing a working structure with respect to addressing issues of environment, restorative practices, equity, tolerance, and acceptance. Our planning includes developing purposeful and engaging lessons/activities (many through our SEL platforms, student activities lead by the School Climate Consultants (restorative practices) and teambuilding professional collaboration with Justin McGlammery, Focus Your Locus). These opportunities are designed for promoting, educating, and enhancing our commitment to strengthening our school climate and social justice efforts.

Sexual Harassment

Sexual harassment is forbidden by federal and state law and will not be tolerated by PPS. Students are expected to adhere to a standard of conduct that is respectful and courteous to fellow students and to the public. Should sexual harassment be alleged, BOE policy dictates that the matter will be thoroughly investigated, there shall be no retaliation against the victim of the harassment and that the concern shall be appropriately addressed. Sexual harassment is defined as any repeated unwelcome sexual advance, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from (or in) the educational setting.

Student Conduct

Parents: Parents are expected to work together with school authorities regarding student behavior.

Students: Students should adhere to the standards of proper and acceptable conduct; students should comply with the behavioral expectations set forth by our school community.

These standards and expectations include, but are not limited to the following list:

following directions the first time given, refraining from using profanity or gestures, walking on the right-hand side of hallways and stairwells, keeping hands to one's self, arriving to class on time, prepared with the necessary materials and homework, refraining from the use of obscene language or gestures/threats, smoking/vaping, bringing pets to school, displaying disrespect toward another individual's ethnic/racial/sexual identity, etc., vandalizing, insubordination, unauthorized use of electronic devices.

Student Conduct – Extracurricular Activities

Field trips, athletics, extra-curricular activities, etc. are all considered to be part of our school's programming. There are times, however, when safety concerns may require the cooperation and supervision of a parent/guardian.

Supportive Environment

PCMS strives to create an environment that is conducive to student learning and safety. We support policies and creative programming that will:

Encourage communication; enhance collaboration; promote appropriate social interaction; provide for the maximum safety of our students; promote unity among students and staff; support an aesthetically pleasing structure; maintain a healthy environment.

Student Records

Student records are confidential and are protected by law from unauthorized inspection or use. The record is cumulative and moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18, or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Records may be accessed by parents (whose rights have been legally terminated), school officials, or agents/facilities with which the district contacts for the placement of students with disabilities, as well as their attorneys and consultants. Records may be reviewed during regular school hours upon completion of a written request form. The Principal or designee will respond to reasonable requests for explanation and interpretation of the records. Copies of student records are available and require a 24-hour notice and may include a copying fee.

Visitors

All visitors are asked to ring the buzzer on the exterior of the building's main entrance and should always have identification on them. Although most meetings are held in either of the two conference rooms in the main foyer, visitors must sign in, present identification, and obtain a visitor's pass.

Students are not allowed to bring guests and/or students from other schools to PCMS.

Walker / Riding Bicycles

Students choosing to walk or ride their bikes to school must have a signed permission note from their parent/guardian on file in the main office. Walkers and bike riders will be released after the buses have left the campus. Helmets are a must for bike riders. A bike rack is provided for students. Please note that PPS accepts no responsibility for the loss or damage to any bicycle.

