

THIS BELONGS TO: _____

first name

last name

**Robert Gray Middle School
Student Handbook & Calendar
2018-19**

Regular Bell Schedule

Morning Activities & Breakfast 8:30-9:05
Prepare for Classes, Use Lockers 9:05
Classrooms Open 9:10
1st 9:15-10:15
2nd 10:20-11:15
3rd 11:20-12:15
Lunch, Use Lockers 12:15-12:20
Lunch, Halls Closed 12:15-12:20
4th 12:50-1:45
5th 1:50-2:45
6th 2:50-3:45

Be Internet Awesome

“Code of Awesome”

1. **BE INTERNET SMART:** Share with Care
2. **BE INTERNET ALERT:** Don't Fall for Fake
3. **BE INTERNET STRONG:** Secure Your Secrets
4. **BE INTERNET KIND:** It's Cool to Be Kind
5. **BE INTERNET BRAVE:** When in Doubt, Talk It Out

Assembly/Celebration Schedule

Morning Activities & Breakfast . 8:30-9:05
Prepare for Classes, Use Lockers 9:05
Classrooms Open 9:10
1st 9:15-10:05
2nd 10:10-10:57
3rd 11:02-11:49
Lunch, Use Lockers 11:49-11:59
Lunch, Halls Closed 11:59-12:19
4th 12:24-1:11
5th 1:16-2:03
6th 2:08-2:55
Assembly/Celebration 3:00-3:40
Return to 6th 3:40-3:45

How to Give Feedback

Always start with a comment from the heart, then ones from the brain and finish with one from the heart. It's cool to be kind.

HEART

- Be kind and positive.
- Give a compliment.
- Words matter; be mindful of your tone.



BRAIN

- Be specific and helpful.
- Be constructive by offering suggestions and corrections.



Arrival & Morning Time

- Preferred arrival time: 9-9:05 AM (unless arriving by bus)
- Students use front door only and remain inside unless in a supervised outside activity
- Stay in cafeteria until 8:30 if arriving early
- 8:30-9:00 Morning activities may be available & may require SUN registration
- 9:00-9:05 Stay put until 9:05 bell; All entering students go directly to the cafeteria
- Lockers available 9:05-9:15, before classes, 12:15-12:20, and after school only.

AVID Schoolwide & AVID Elective

AVID is part of every class at RGMS and is an elective for selected students.

AVID Schoolwide: The entire school will learn strategies for college and career readiness.

My AVID Binder: All students will carry the AVID Binder to all core classes.

Required Contents: (*assembled with contents in this order before the first day of school*)

- 3-ring binder-- 3" with inside pockets
- Zipper pouch with 2 +pens (some erasable) 2+ pencils (sharpened), & handheld pencil sharpener with cover
- Student Handbook & Calendar (handed out first week of school)
- Notebook paper, college ruled, part of a pack (store the rest)
- 5-6 colored tab subject dividers to separate class sections, labeled

AVID Elective: This is an awesome elective for 7th graders that were invited to participate.

- **Media Mondays:** Songs, Videos, Short Stories, Short Films, Quick Writes, Public Speaking, Graphic Organizers, Calendar Organization, Back Channel Feedback
- **Thinking Tuesdays:** Ice Breakers with Tutors, IQ Challenge, Tutorial
- **Workday Wednesdays:** Project Development & Management, Instructional Strategies
- **Thinking Thursdays:** Ice Breakers with Tutors, IQ Challenge, Tutorial
- **Focus Fridays:** FUN Friday Activities, Grade Reflections, Field Trips, Study Sessions, Conferencing, Calendar, Binder Organization and Repair, Tutorial Reflections, Goal Setting

Focused Notetaking:



	TOPIC/OBJECTIVE:	NAME:
	CONTENT/CLASS:	CLASS/PERIOD:
ESSENTIAL QUESTION:		DATE:
		SOURCE:
Questions	Notes	
Summary		

Name, topic, source, and essential question

NOTES: Focus on the essential question as you take notes in this section. Consider how you take notes to best organize the information.

Return to this section after you're done note taking and:

- **strike-out** unneeded information
- **circle** key vocabulary
- **underline** main ideas
- **?** areas of confusion
- ***** information likely to be on a test or quiz

QUESTIONS:

What questions might be asked about the information in your notes on a quiz or exam?

What questions would you ask someone who has learned this information?

Write these questions here to help you recall the information and to use as a study guide.

SUMMARY:

In just a couple sentences, summarize the information here. Focus on the essential question and use your notes to answer that question.

Ready to Learn: Class Time

1. In seat, silent and working at the bell
2. Devices off & away unless on & academic with permission
3. AVID Binder and all needed materials ready
4. Pencils sharpened, water bottle filled
5. Homework system in place



PERSONAL ELECTRONIC DEVICE USE DURING CLASS TIME

1. Use devices only for academic purposes with teacher permission
2. Stay completely off social media, texting and other personal uses
3. Put earbuds & headphones away and keep devices off and out of sight unless on for academic purposes with teacher permission in the classroom
4. Leave device, headphones & earbuds in class or other assigned area if leaving the classroom
5. Use only school computers during teacher, library or office assistant class time
6. Go to the office with permission to text or call a parent/guardian
7. Give device to school staff when requested without argument

VOICE LEVELS	
0	Silent
1	Whisper
2	Private Voice
3	Public Voice
4	Cheering & Shouting

SCHOOL SUPPLIES

Ready to Learn means having all needed supplies in each class, including the AVID Binder in all core classes. Pencils can be bought for 25 cents in the main office during personal time. Leave extra school supplies, like lined paper, in your locker or at home. Unused books & other items must be stored in lockers, not left on floors or in other common spaces, especially during lunch.

TARDY TO CLASS

Students have adequate personal time to prepare for each class, arrive on time, be seated, be silent, and start working before the bell rings. Halls should be clear at all times unless it is personal time. Excessive tardiness is considered skipping class. If you arrive tardy, enter quietly and get right to work.

SILENT FIVE

In many classes, you will be required to be silent from the time the bell rings or from the moment you enter the room until attendance is reported and the teacher says otherwise. This helps you get Ready to Learn. Quiet brains can think better.

STAY PUT FIVE

For the five minutes before all passing times, including morning and lunch, everyone will stay where they are and wait until the bell rings to move into the halls.

SKIPPING CLASS

Students must be in their assigned classes on time unless their teacher gives them permission to be elsewhere. Otherwise, they won't be Ready to Learn. When a student skips class, it creates a school emergency. Staff must look for the student until found, parents will be notified, and the police may be called. Skipping creates unsafe situations.

WATER BOTTLES

Rigid plastic water bottles with lids are allowed in classrooms with teacher permission. The teacher will determine where they will be stored or if they will be kept at the student's desk. They must be filled during personal time, not class time, to get Ready to Learn. They may not be tossed, thrown, flipped or used in any other way that projects them into the air for safety reasons.

Personal Time

Morning, Lunch, Passing Time & After School

PASSING TIME

Passing time is used for accessing lockers, using the restroom, filling water bottles, using personal electronic devices, taking care of business and getting to the next class or lunch on time.

HALLS/STAIRS

Halls and stairs are open for passing through. Sitting or standing on stairs or hall or cafeteria floors is not allowed.

NORTH SIDE of SCHOOL

The doors, walkway and stairs north of the school are only available for use between classes and before and after lunch. At all other times, students must remain in the building or use the courtyard for access from outside rooms.

MORNING TIME

All students enter the school through the front doors and stay inside the school upon arrival. Regular arrival time is 9:00 unless riding a bus. Early students report to the cafeteria and remain there until 8:30. Unless going to an activity, all students remain in the cafeteria, library or gym until 9:05.

LUNCH TIME

Lunch starts at 12:15 and halls must be clear at 12:20 when locker use ends. Everyone stays put from 12:40-12:45.

AFTER SCHOOL

Students must be in an RGMS or SUN sponsored activity, or a PIL sport to be at RGMS after being released at 3:45. All students must be in an activity or leave school grounds by 3:55 when buses leave.

LOCKERS

Lockers are available during personal time from 9:05-9:15, before classes, and until 12:20 at lunch. They are not available during lunch or before school. You will be assigned a locker and a partner each year. Keep the combination a secret. **You must spin the dial after you shut it.** We can change locker partners and combinations.

Decorations can be hung inside, but only things that do not mark up the locker or stick to it. Locker fronts may be decorated when a student has a birthday.

BACKPACKS, BAGS & PURSES

Backpacks, bags and purses must be left in your locker from the time you enter the halls to go to your locker until time to leave school.

SUPPLIES

Unused books & other items must be stored in lockers, not left on floors or in other common spaces. Take all needed supplies with you during lunch before halls close.

FOOD & DRINK

- **Food/Drink Allowed:** Cafeteria, Classrooms with permission, Upper Blacktop, Lower Blacktop, SUN Room
- **Food/Drink Stays Out of:** Library, Gym, Computer Labs, Lower Field
- **School Breakfast:** In cafeteria from 8:30-9:05; take to classrooms from 9:05-9:15.
- **No Thank You Table:** School food or drink can be left for others on the No Thank You table.
- **Food Sharing/Delivery:** Food sharing or taking from others is not allowed. Large quantities, like bags of candy, pizza, chips or other junk food, must remain at home and can't be passed out. No food may be ordered to be delivered to RGMS.
- **Holiday Candy:** Halloween, Easter, Valentines candy...it all has to stay home!
- **Meal Money:** Turn in before school to the cook rather than at lunch.
- **Meal Number:** Your PPS ID is your lunch and breakfast number. You punch it into a keypad in the cafeteria.
- **Recycle & Garbage:** Clean up your messes and recycle before you leave your eating area. Please pay careful attention to how you sort and do it correctly.

Recycle & Compost

GRAY TUB

Food in containers
Forks, spoons
Paper plates & lunch wrap

COMPOST BUCKET

Food out of containers

Take home sandwich & snack containers!

BLUE BUCKET

Liquid

TRASH

Paper cone cups
Gum
Garbage

Personal & School Technology

PERSONAL ELECTRONIC DEVICE USE GUIDELINES

- Follow "Ready to Learn" guidelines for device use during class time
- Behave in appropriate manners online at all times
- Use only your own devices and refrain from taking/touching others' devices and chasing
- Take photos and videos only with the permission of everyone in them
- Move away from fights or altercations and refrain from videotaping or posting them
- Give device to school staff, if confiscated, without argument
- Follow personal technology plan if one is required for you

Log In to PPS: PPS-username created this way:

1. *first* letter of the student's first name
2. *first* 10 letters of the student's last name (excluding all dashes, apostrophes, spaces, etc.)
3. *last* four digits of the student's PPS ID number (lunch number)

Website (URL)	Login	Your Password
<ul style="list-style-type: none"> • School Computers (library, technology, classrooms) • StudentVUE • Chromebooks • Canvas LMS (<i>Lms.pps.net</i>) • PPS Password Manager (Reset) <i>https://password.pps.net</i> 	PPS-username	PPS-Password
Google Suite Apps: <ul style="list-style-type: none"> • <i>drive.google.com</i> • <i>classroom.google.com</i> • <i>calendar.google.com</i> • <i>keep.google.com</i> 	PPS-username@apps4pps.net	PPS-Password

Parent/StudentVUE: Check Your Grades

On the internet, go to <http://studentvue.pps.net>
 Click on the **Login to StudentVue/ParentVue** button
 Click on <<"I am a student">>
 Enter your **PPS-username & Password** and click **Login**

Parent/StudentVUE
Android App



Parent/StudentVUE
iOS App



Robert Gray MS
Website Home Page
www.pps.net/schools/gray



Common Spaces Policies

AREA	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
<i>All-School Rules</i>	Use kind words & actions Be patient & polite Respect others' personal space and property	Use school-appropriate language and voice level Take all necessary materials to class and be on time every day	Be aware of your surroundings Follow staff directions the first time they are given Group size must be kept reasonable for the surroundings
<i>Cafeteria</i>	Touch only your own food Clean up your area & deposit all trash correctly before leaving Sit only on benches, not tables	Turn lunch money in before first period Only use areas allowed Always WALK	Report spills to an adult ALWAYS WALK Refrain from throwing food or any containers
<i>Gym & Locker Room</i>	Show good sportsmanship Return equipment to designated areas Be on time and prepared daily	Use locker room lockers only for gym clothes Keep locker combination secret No personal electronic devices	Use locker room only for changing into and out of PE clothing Leave nothing sitting out in the gym or in the locker room
<i>Library</i>	Limit food/drink in the library to special occasions with permission Return materials on time	Print only what is needed and get permission first Bring a pass for library use during classes	Push in chairs when leaving Always WALK Follow technology rules for online use
<i>Halls</i>	Walk center tile single file during class time Be very quiet during class time when in the hall	Sign in and out on the log sheet during class time when leaving for any reason Leave devices in classrooms	Stay toward the right Avoid doors that might open Keep moving and go directly to class or lunch
<i>Main Office</i>	Ask for permission to use the telephone Use a Private Voice level	Know your phone number and address Know your parents' phone numbers	Go alone to the office rather than taking your friends Use hand sanitizer before using the office phone
<i>Bicycles Scooters Walking</i>	Ask for & receive permission before touching other's property Yield to walkers	Keep skateboards in backpacks on busses (district rule) Carry skateboards on campus and wait to ride until off campus	Walk bikes & scooters on school grounds and sidewalks Wear fastened helmets & lock bicycles
<i>Bus Area</i>	Follow staff directions immediately Board only busses you have permission to ride	Follow all district bus rules Bring a parent note to the office before school ends for a bus pass	Walk around busses, not between Look carefully before entering bus lanes or street
<i>Upper & Lower Blacktop & Field</i>	Eat and drink only in allowed areas Clean up all trash Return all equipment to playground staff	Use supportive language when playing games Solve conflicts positively Let all students participate	Stay within school boundaries and allowed play areas Request adult assistance when needed
<i>Assemblies & Special Events</i>	Focus on the presentation & listen attentively Stay with your class	Sit quietly with feet on floor Respond & applaud appropriately Clap rather than scream or whistle	Wait for class dismissal instructions and follow them Follow directions
<i>Stairs</i>	Let others pass Stay to the right	Keep moving on stairs; do not stop Take one stair at a time	Walk and be careful Never sit or stand on stairs

Relationships: 14 BIG NO-NOs

The BIG NO-NOs (What upsets others)	Which Rule?	The BIG YES-YESes (What should you do instead?)
Not stopping when asked <i>(no means no)</i> <i>(results in bullying)</i>	<i>Be respectful</i>	1.
Taking others' stuff <i>(results in chasing & running wild)</i> <i>(you might break it)</i>	<i>Be respectful</i>	2.
Taking others' food <i>(germs!) (bad manners)</i> <i>(you contaminate their food)</i>	<i>Be respectful</i>	3.
Talking behind people's backs <i>(causes drama & rumors)</i>	<i>Be respectful</i>	4.
Screaming, shrieking <i>(signals an emergency)</i> <i>(very annoying)</i>	<i>Be respectful</i>	5.
Calling names or nicknames <i>(gets old really fast)</i> <i>(often a put-down & not nice)</i>	<i>Be respectful</i>	6.
Minding other people's business <i>(you are only in charge of you!)</i>	<i>Be respectful</i>	7.
Spreading rumors <i>(causes confusion and fights)</i> <i>(ends friendships)</i>	<i>Be respectful</i>	8.
Messing around with lockers <i>(easy way to get accused of theft)</i> <i>(causes students to be late to class)</i>	<i>Be responsible</i>	9.
Running to lunch or inside during lunch <i>(causes stampedes) (not necessary)</i>	<i>Be safe</i>	10.
Tripping or kicking <i>(ouch!) (causes injury & is mean)</i> <i>(not a single good reason to do it)</i>	<i>Be safe</i>	11.
Chasing or being chased <i>(causes you to run wildly)</i> <i>(you can't be chased if you don't run)</i>	<i>Be safe</i>	12.
Playing with doors <i>(they are heavy & can break or smash fingers or faces)</i>	<i>Be safe</i>	13.
Horseplay with head, necks or privates <i>(dangerous!) (causes fights)</i>	<i>Be safe</i>	14.

Relationships & Conduct

BULLYING

Students may not call names, bug, pester, torment, threaten, intimidate, or verbally abuse another student in person, online, or through text messages. Telling a person to STOP is the first step. If it keeps happening, ask to fill out a Relationships Problem Solver to get help from school adults.

BUY, SELL, BORROW, TRADE, LEND, GIVEM, KEEP

When students buy, sell, borrow, lend, trade or give away their things at school, they may have a problem getting the items back. Students are prohibited from these activities at school to prevent problems. Found items must be turned in to the office, given back, or left on the lost & found tables.

CHASING

Chasing or being chased is only allowed outside the building. The main cause of chasing is students taking other's things, which is prohibited. If you need help getting something back, ask an adult.

DISPLAY OF AFFECTION

Hugging, holding hands, touching, and other public displays of affection are not appropriate at school. Kissing is never allowed in school. Dancing must be appropriate during school activities.

FIDGETS & SPINNERS

Spinners and any other kind of fidgets must remain totally out of sight during class time. Please leave them at home or in your locker.

FIGHTING

Fighting and play fighting are not allowed at school. This includes running toward where you think there is a fight, watching, cheering, hanging around, taking pictures or videos, or doing anything else to encourage or record a fight. Self-defense does not mean fighting back. It means doing the least you can to prevent fighting and getting hurt. If you can get away from a bad situation, you must. Run! It is much better than risking injury.

GANGS

For safety, you may not bring to school nor have present in books or notebooks anything related to gangs. Tattoos or drawings of gang symbols may not be displayed where anyone else can see them. Flashing or displaying gang signs or anything like them is strictly prohibited. Creating gangs or cults, even just for play, is strictly prohibited.

GAMES OF PAIN

Games meant to hurt each other are not allowed. These include injuring or daring students to injure themselves or others, pushing students down the hill on the field, hitting private parts, etc.

GIFTS

Balloons, flowers and other items are distracting and are best left at home. If they are delivered or brought to school, they will be sent home or held in the main office until after 6th period. Balloons may not be on school buses, in the common spaces or in classrooms.

GROUPS IN COMMON SPACES

Larger groups of students may pose safety hazards and create disruptions. If school adults perceive that large groups in common spaces are likely to cause disruption, they may ask students to break up or go elsewhere.

GUM

Chewing gum is allowed at school except in the library, computer lab, and gym. Teachers may choose to allow students to chew gum in their class. Be responsible and throw it away so we can allow the privilege.

HORSEPLAY

Horseplay in school can result in students getting hurt or bullied and is not allowed in the halls, classrooms, cafeteria and other crowded places. Please be careful with your hands and feet, avoid horseplay inside, and if you are asked to stop, do so immediately. Failure to act in a safe manner can result in a "no touch" order.

LIGHTERS & MATCHES

Matches or lighters are not allowed at school. They must be turned in to the office right away if they are brought on campus. Students face Felony One arson charges and expulsion from school when they create a flame and damage anything, however minor.

LANGUAGE

It is important to use appropriate language at school. Swear words are not acceptable at school and words that sound like swear words are also not allowed. You are responsible for everything you say.

Relationships & Conduct

NOISE

Screaming, shrieking and shouting are not appropriate in the school building. Amplified music is allowed only for special events with adult permission.

PANTSING & PRIVATES

“Pantsing” another student or in any way touching or striking another student’s private parts is never allowed. These offenses may be considered sexual abuse, sexual harassment, or assault.

PERFUME & COLOGNE

Some people are allergic to perfume and cologne, even in lotions. They must remain outside school. Spraying anything in school is not allowed. No Axe!

PROHIBITED ITEMS

Students may NOT bring these to school or on the bus:

- Drugs, alcohol or tobacco and any related paraphernalia
- Weapons of any kind, real or fake, including knives, toy guns and bullets or shells
- Fireworks, explosives, stink bombs, pepper sprays, etc.
- Matches, lighters, or other things that make flames
- Laser lights or tasers
- Hand cuffs
- Spinners & fidget thingies

RUNNING

Running safely means being aware of surroundings, never tripping, and only chasing in wide open, grass areas outside. Running inside at lunch (except in the gym) or to lunch is NEVER allowed. Pushing others aside and darting in and out of crowds is also not safe.

SEARCH & SEIZURE

The law allows school officials, which includes school resource officers, to search lockers, school items and personal possessions if we have suspicion that there may be something prohibited or illegal or if we think it is necessary to keep the school safe or orderly. Lockers are not private.

SEXUAL HARASSMENT

Sexual harassment of a student, a staff member or a group of students is prohibited, including:

- Letters, phone calls, photos, texts, e-mail, distribution or display of materials of a sexual nature
- Deliberate touching, leaning over, cornering or pinching
- Sexually suggestive looks or gestures
- Pressure for sexual favors or dates
- Sexual teasing, jokes, remarks or questions
- Pantsing or touching others’ private parts, including buttocks and crotch
- Writing on someone’s skin close to any private area
- Writing about someone in a graphic manner
- “Sexting” someone or other inappropriate networking

THREATS

Be careful with what you say. Threats will be taken seriously and are no joking matter. If you know students that talk about violence, seem to be into guns or other weapons, or have made threats, be sure to tell an adult. Threats of self-harm should also be reported right away.

SUNGLASSES & MASKS

Sunglasses are only allowed outside during lunch. Masks are not allowed. We must be able to see your face and ears.

THEFT

The school and district take no responsibility or liability for loss or damage to your belongings, including your electronic devices. Quite often, students say something was stolen, but really they left it somewhere. We can help you backtrack where you might have left your things but you are responsible. Students who are found to have another student’s property may be disciplined and serious thefts will be reported to the police. Turn in items you find to the office.

VANDALISM

Vandalism means destroying or messing up something that is not yours. This includes throwing paper wads or other items around the restrooms, writing on the walls or lockers, scraping off paint, ripping bulletin board paper, writing or doodling in textbooks or tearing out pages.

VISITORS

The school district does not allow shadowing, student or child visitors, or high school students to attend or visit during the day.

Adult school visitors must report to the office to be checked in. They will be given a visitor badge that they must wear until they check out in the office. Parents need to give 24 hours advance notice if they want to ask to visit a teacher’s classroom.

Personal Time: Student Activities

*Have fun and make friends *** Learn new skills *** Focus on wellness, fitness and fine arts*

For information, see the board in the lobby, the board outside the cafeteria, daily RGMS announcements, posters, RGMS Google calendar, emails home

Morning Activities: 8:30-9:00. Lunch Activities: 12:15-12:45. After-School Activities: 3:45-done

SUN COMMUNITY SCHOOL

Morning, lunch and after-school activities

See the SUN Registration Guide

- Fall, Winter and Spring Terms
- SUN Room has games & fun
- Classes, workshops, clubs, special events
- Leadership opportunities
- SUN MakerSpace classes

PIL YOUTH SPORTS

After-school teams & competitions

See the PPS PIL Youth Sports webpage

- Fall Term: (begins late August)
Girls Volleyballs, Football, Cross Country, Cheer
- Winter Term: (begins late November)
Boys Basketball, Girls Basketball, Wrestling
- Spring Term: (begins early March)
Track & Field, Baseball (new this year!)

GYM

SUN morning gym & lunch open gym

- Basketball, ping pong, whatever is set up
- Tournaments may be held

OUTSIDE AREAS

Lunch unless the weather is too bad

Morning special activities only

- Covered play area & picnic tables
- Four square & basketball field
- Lower field for soccer and running sports

LIBRARY MEDIA CENTER

SUN morning library & lunch open library

- Quiet spaces for reading and studying
- Computers & Chromebooks

RGMS DRAMA

After school practice & weekend performances

Drama has its own communication system

- Three plays per year with spring musical
- Open to all RGMS students; all welcome
- Students not acting have other roles
- Students learn to act, sing and dance

MUSIC

Evening & school day performances

Special morning classes

- Cadet and Concert Bands, Choir Elective
- Orchestra and Stage Band before school
- Rock Band in SUN School

CLUBS

SUN School & RGMS sponsored

Students can start clubs (ask!)

- Learn special skills like playing the ukulele
- Develop Minecraft strategies
- Gender & Sexuality Alliance
- Chess Club competes & wins
- Oregon Battle of the Books
- Ski Club to Mt. Hood Meadows

FUEL UP TO PLAY 60

Special events for wellness through fitness and nutrition and Fuel Up Club

- Tournaments, challenges, taste testing

OPEN CLASSROOMS

Morning & lunch as arranged by teachers

- Get extra help, make up work
- Clubs and other special activities

Where School Rules Apply

- * On the way to and from school
- * During class & personal school time

- * On school grounds
- * During school-sponsored activities

Reporting Issues

PROBLEM SOLVERS

Middle school students are at a time where freedoms and responsibilities create a lot of things to learn and change. When problems arise, students will fill out a problem solver form to explore:

1. What do you say happened?
2. What do others say happened?
3. How could the problem have been prevented?
4. What needs to happen to fix the problem and make it not happen again?
5. What needs to happen to make sure everything will be OK with everyone?
6. Whom do we need to inform?

CALLS & EMAILS HOME

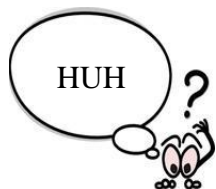
Teachers and school staff may contact parents about problem behaviors or require students to call or email home, especially if they do not improve after problem solving. Parents are encouraged to contact teachers, the counselor, and administrators as well. Students are also encouraged to talk to their parents, counselor, teachers and other school adults to get help and to report when things are not going well.

DISCIPLINE REFERRAL

For students whose behavioral violations are more extreme or repeated despite interventions, an official discipline referral form will be filled out. Consequences will be assigned per PPS guidelines and parents will be notified.

BUS REFERRALS

Extensive policies describe bus rules and consequences for following them. Please read the PPS District Rights & Responsibilities Handbook carefully to learn these. If you get a bus referral, you may end up having to walk home, write an apology, sit in an assigned seat, and do what it takes to solve the problem.



REPORTING RELATIONSHIP PROBLEMS

When you have an issue with another person or people, here are things to consider when you fill out a Relationship Problem Solver:

What is bullying? It is unwanted, negative behavior that is done to a person repeatedly by another person who has power over the person, and continues despite having been told to stop.

What is NOT bullying?

1. Interactions that commonly happen and are immediate, not premeditated and meant in jest, such as horseplay. Most school reports of bullying fall into this category.
2. Mutual incidents that involve aggression but have equal parties

What is tattling?

Tattling is telling on other students for small, non-serious behaviors just to get them in trouble. Please think when you are telling on someone if it is tattling or if it really should be reported. If it is tattling, please keep it to yourself.

What is reporting?

It is making a report to an adult in an effort to get help or prevent something bad from happening. When we get reports of relationship problems, we ask which adult/s the student has already reported the behavior to, what actions the student has taken to get the unwanted behaviors to cease, who witnessed it, and for other important details.

The best actions to take when being picked on are:

1. Say STOP until it stops
2. Don't try to get even
3. Leave the scene
4. Get adult help if you can't make it go away

What are NOT effective ways to deal with bullying or relationship problems?

- Laughing it off like it is funny
- Ignoring it
- Doing the same or other things back
- Fighting or otherwise hurting the person you are having a problem with

Disciplinary Consequences & Interventions

"The student is not the problem. The problem is the problem."

NOTE: These school policies add to the district-published policies, rules and procedures and state and federal laws. PPS will provide the Student Rights, Responsibilities & Discipline Handbook to all families.

PUNISHMENT consists of forced activities that are meant to produce discomfort or exclusion. As a Positive Behavior and Intervention Supports (PBIS) school, punishment will be avoided. It is rarely effective and often makes behaviors worse. Adolescents need interventions to learn how to replace negative behaviors with positive behaviors.

INTERVENTION consists of the opportunity to read, respond, work, talk, problem solve, learn, grow and change. At RGMS, we have an extensive system of interventions we use to help our students grow.

APOLOGIES

In order to right a wrong, it probably will be necessary to apologize. Usually apologies are done in writing and sometimes they can be verbal. The school will help students learn and practice this art.

BEHAVIOR PLANS

Students having trouble following school routines and rules may have a behavior plan written to help them. A plan could be for: Personal Time (morning, lunch, between classes, after school), locker use; personal electronic device use, bus riding, Ready to Learn habits and others.

CHECK IN CHECK OUT FORMS

For students in need of academic, social or behavioral help, Check In Check Out (CICO) forms may be assigned to track daily behavior in classes. Students who have CICO forms will be assigned a mentor to meet with each morning and before leaving school.

CONFERENCES

A common response to a problem is to talk about it. By explaining what the problem is and offering suggestions for replacement behaviors, most problems can be dealt with when they occur.

CONFISCATION

Staff may confiscate prohibited or misused items. They will give them to the main office to hold until the end of the day, and parents may be required to come get them. We keep a list of what gets confiscated. If it happens often, a plan may be created stating when and if the items, especially smartphones, can be brought to school and where they will be used and stored.

DETENTIONS

There are times when detention can help students learn new and better behaviors and make up lost school time. Lunch detentions may happen in teachers' classrooms and will be assigned and monitored by the detaining teacher. This is a support time rather than a punishment. Appropriate activities will be provided or students will do their own work. Students will be given at least ten minutes to go out and run around. Lunch may be eaten in the classroom.

DO OVERS

When students don't get it right the first time, they may be required to do a behavior over again, possibly after a short time out. This is often the case for minor misbehaviors.

EXPULSION

Expulsion means not being able to attend regular school. It is for severe offenses. Be good!

HOME CONSEQUENCES

As a result of school misbehaviors, students can expect to receive consequences at home. We will contact parents when we believe that they need to know what has happened at school and to request support to make changes in behaviors

LOSS OF PRIVILEGES

Policies on things like allowing gum chewing, electronic device use, going on field trips, sitting on the stage, and taking food outside the cafeteria are privileges for students. These can be lost any time if individuals or groups of students are unable to follow the rules.

Students may also be grounded to the cafeteria (or other places) or sent from the cafeteria, have restricted seating areas, or be sent outside or prohibited from going in the gym or outside during lunch if they are unable to maintain good behavior in their personal time. Being escorted to class is another consequence for students that need help in showing appropriate behaviors.

Disciplinary Consequences & Interventions

"The student is not the problem. The problem is the problem."

PERSONAL TECHNOLOGY DEVICE PROBLEMS

There is plenty of personal time for students to use personal electronic devices. If you have trouble being a responsible device user, we will follow these steps:

1. **Warning:** Student will be counseled on violation and requirements and Problem Solver will be submitted
2. **Confiscation:** Device will be confiscated and returned to student at the end of the day from the main office after filling out the Problem Solver
3. **Parent Pick-Up:** Device will be confiscated and picked up only by parent/guardian after student and parent fill out the Problem Solver
4. **Personal Device Plan:** Written plan that specifies when and where student can have a device at school, leading up to loss of the privilege

REMOVAL FROM CLASS

Removal from class is a serious intervention. Teachers may remove students from class when they are getting in the way of the class learning. Removal options include having a student wait outside the classroom to be counseled by the teacher, call for an escort to the main office for a more serious discussion, or sending the student to another classroom for a time out.

SKIPPING CLASS CONSEQUENCES

Students that skip class will be required to fill out a problem solver, make a plan to stop the behavior, and make up the time they missed, including the time staff have lost due to the emergency situations that are created.

STAYING AFTER SCHOOL

Students may be kept after school with parent permission. Students staying after school must be under the supervision of an adult or involved in a school program.

SUSPENSION

Suspension is used sparingly to exclude a student from school for a limited period of time. Fighting, bullying, verbal abuse toward a school adult, drugs/alcohol, and other big offenses are behaviors that can get students suspended. This doesn't happen very often and never needs to happen to you. Our rules are clear.

Positive Behavior Interventions & Supports PBIS

Our School Rules:
Be Respectful
Be Responsible
Be Safe

STUDENT RESPONSES

When asked to move seats or other directives from adults, students must comply without arguing. If you argue, talk back, refuse to comply or make other inappropriate choices, the problem turns into defiance as well. Students need to learn to approach adults at times and in manners that will help them develop helpful responses. Comply, then ask.

When other students are being corrected for their behavior, it is not OK to laugh at them, make fun of them, or call attention to them in any way. Give others a break and avoid being rude. That is what you would want!

It is also not OK to interfere with other students' business. Let other students take care of solving their own problems. They can do it without your help and you may just make the problems worse by interfering.

WRITING

Essays and other written assignment, along with internet research, may be given to students as interventions for behaviors that need to be changed. We will help students learn how to write apologies. It may help to reread this handbook carefully.

WORK WITH MEANING

Sometimes meaningful work is the best way to make up for misbehaviors. Staff will arrange work that is appropriate and does not embarrass the student.

Assignment Calendar

Week of August 27

<i>Period</i>	Monday Jump Start Day	Tuesday All students	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of September 3

<i>Class</i>	Monday NO SCHOOL	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of September 10

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of September 17

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of September 24

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of October 1

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of October 8

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday NO SCHOOL:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of October 15

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of October 22

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of October 29

<i>Class</i>	Monday NO SCHOOL:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of November 5

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of November 12

<i>Class</i>	Monday NO SCHOOL	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of November 19

<i>Class</i>	Monday FALL CONFERENCES	Tuesday FALL CONFERENCES	Wednesday NO SCHOOL	Thursday NO SCHOOL	Friday NO SCHOOL
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of November 26

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of December 3

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of December 10

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

WINTER BREAK WORK TO DO

<i>Class</i>	WORK TO DO				
LA					
SS					
SCI					
MATH					

Assignment Calendar

Week of December 31

<i>Class</i>	Monday NO SCHOOL	Tuesday NO SCHOOL	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of January 7

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of January 14

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of January 21

<i>Class</i>	Monday No School	Tuesday No School	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					

NOTES

Assignment Calendar

Week of January 28

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of February 4

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of February 11

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of February 18

<i>Class</i>	Monday No School	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of February 25

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of March 4

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of March 11

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of March 18

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

<i>Class</i>	Spring Break Work to Do				
LA					
SS					
SCI					
MATH					

Assignment Calendar

Week of April 1

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of April 8

<i>Class</i>	Monday NO SCHOOL	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of April 15

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of April 22

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of April 29

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of May 6

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of May 13

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of May 20

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of May 27

<i>Class</i>	Monday NO SCHOOL	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					

Assignment Calendar

Week of June 3

<i>Class</i>	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
LA					
SS					
SCI					
MATH					
NOTES					



2018-19 School District Calendar (Subject to possible revision)

- Calendars are online: Go to www.pps.net and click on the "Calendar" link.
- ☼ Snow make-up days will be added at the end of the school year.
- **NOTE:** There will be no early dismissals or late openings for the 2018-19 school year.

JULY 2018

S	M	T	W	Th	F	S
			X			
1	2	3		4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2018

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 ^{+PROF}	15 ^{+PROF}	16 ^{+PROF}	17 ^{NEO}	18
19	20	21 ^{PROF}	22 ^{PROF}	23 ^{PROF}	24 ^{PLAN}	25
26	27 ^{START}	28*	29	30 ^{START}	31	

SEPTEMBER 2018

S	M	T	W	Th	F	S
						1
2	X	3	4	5	6	7
8	9	10	11*	12	13	14
15	16	17	18*	19	20	21
22	23	24	25*	26	27	28
29	30					

OCTOBER 2018

S	M	T	W	Th	F	S
						1
2	3	4*	5	6	7	8
9	10	11*	12	13	14	15
16	17	18*	19	20	21	22
23	24	25*	26	27	28	29
30						

NOVEMBER 2018

S	M	T	W	Th	F	S
						1
2	3	4*	5	6	7	8
9	10	11*	12	13	14	15
16	17	18*	19	20	21	22
23	24	25*	26	27	28	29
30						

DECEMBER 2018

S	M	T	W	Th	F	S
						1
2	3	4*	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	X	21
22	23	X	24	25	26	27
28	29	30	31			

- ▒ Students out of school
- ▒ Schools closed and district offices open
- X Schools and district offices closed
- DAY/EVE Day and evening conferences (No school for students)
- START Start of school year
- END End of school year
- GRD Grading period ends
- INS Statewide Inservice (Schools closed)
- MT Mid-Term Progress Reports entered into student system
- TRF-H High School transfer application deadline

JANUARY 2019

S	M	T	W	Th	F	S
		X	2	3	4	5
6	7	8*	9	10	11	12
13	14	15*	16	17	18 ^{GRD}	19
20	X	22 ^{PLAN}	23	24	25	26
27	28	29*	30	31		

FEBRUARY 2019

S	M	T	W	Th	F	S
					1	2
3	4	5*	6	7	8	9
10	11	12*	13	14	15	16
17	X	19	20	21	22	23
24	25	26*	27	28		

MARCH 2019

S	M	T	W	Th	F	S
					1	2
3	4	5*	6	7	8	9
10	11	12*	13	14	15	16
17	18	19*	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019

S	M	T	W	Th	F	S
						1
2	3	4*	5	6	7 ^{GRD}	8
9	10	11*	12	13	14	15
16	17	18*	19	20	21	22
23	24	25*	26	27	28	29
30						

MAY 2019

S	M	T	W	Th	F	S
						1
2	3	4*	5	6	7	8
9	10	11*	12	13	14	15
16	17	18*	19	20	21	22
23	24	25*	26	27	28	29
30						

JUNE 2019

S	M	T	W	Th	F	S
						1
2	3	4*	5	6	7 ^{END GRD}	8
9	10 ^{PLAN}	11 ^{PLAN}	12 ^{PLAN}	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2019

S	M	T	W	Th	F	S
						1
2	3	4*	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- TRF-E/MS Elementary/Middle School transfer application deadline
- PLAN Teacher Planning Day
- PROF Teacher Professional Development Day
- +PROF Tentative Teacher Professional Development (re-configured/Focus/Priority Schools 1-3 days)
- NEO New educator orientation
- CC Classified Connection (PD for classified employees)
- * School site staff meetings
- Snow make-up days for students (END, GRD, and PLAN days move accordingly)
- ⊗ Possible snow make-up day for students (announced by January 18)

Revision Date: May 4, 2018

Requesting Assistance

- Could you please help me?
- I'm having trouble with this. Would you mind helping me?
- Could you please show me how to... (do this..., write this..., draw this..., pronounce this..., solve this..., etc.)?

Interrupting

- Excuse me, but.... (I don't understand.)
- Sorry for interrupting, but.... (I missed what you said.)
- May I interrupt for a moment?
- May I add something here?

Asking for Clarification

- Could you repeat that?
- Could you give me an example of that?
- I have a question about that....
- Could you please explain what _____ means?
- Would you mind repeating that?
- I'm not sure I understood that. Could you please give us another example?
- So, do you mean...?

Probing for Higher Level Thinking

- What examples do you have of...?
- Where in the text can we find...?
- I understand..., but I wonder about....
- How does this idea connect to...?
- If _____ is true, then...?
- What would happen if...?
- Do you agree or disagree with his/her statement? Why?
- What is another way to look at it?
- How are _____ and _____ similar?
- Why is _____ important?
- How do you know that? Can you give an example?
- Is there another way to look at this?

Expressing an Opinion

- I think/believe/predict/imagine that....
- In my opinion....
- It seems to me that....
- Not everyone will agree with me, but....

Building on What Others Say

- I agree with what _____ said because....
- You bring up an interesting point, and I also think....
- That's an interesting idea. I wonder if...? I think.... Do you think...?
- I thought about that also, and I'm wondering why...?
- I hadn't thought of that before. You make me wonder if...? Do you think...?
- _____ said that.... I agree, and also think....
- Based on the ideas from _____, _____, and _____, it seems like we all think that....
- That's an excellent point, and I would add....

Soliciting a Response

- Do you agree?
- _____ [name], what do you think?
- Can someone else ask a question or offer an opinion?
- _____ [name], what did you understand from that answer?

Disagreeing

- I don't really agree with you because....
- I see it another way. I think....
- My idea is slightly different from yours. I believe that.... I think that....
- I have a different answer than you....

Offering a Suggestion

- Maybe you/we could....
- Here's something that we/you might try....
- What if you/we...?

Classroom Reporting

- _____ [name] explained to me that....
- _____ [name] pointed out that....
- _____ [name] mentioned that....
- _____ [name] shared with me that....
- _____ [name] brought to my attention that....
- _____ [name] pointed out something interesting/intriguing/surprising/etc....