

# McGEE MIDDLE SCHOOL STUDENT HANDBOOK TABLE OF CONTENTS 2022-2023

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Last Update 8.24.22

## MESSAGE TO PARENTS & STUDENTS FROM THE ADMINISTRATION

Dear Families,

Welcome to Catherine McGee Middle School. It is the goal of the members of our school to facilitate and support learning experiences which help our students develop and grow skills in:

- Thoughtful decision making and problem solving
- Insightful reflection
- Respectful and effective communication
- Positive relationship building

Our staff is hopeful that our young learners will serve as kind citizens who influence others in positive ways. Our handbook is designed to help students and families understand the daily operations of the school. The information provided should assist in the referencing of routines, expectations, program offerings, and opportunities at McGee. If at any time you or your child has a question or needs clarification, please contact the school at (860) 828-0323.

We look forward to your partnership as we work together to achieve a culture and community of growth.

Salvatore Urso, Principal



# **ACADEMIC INFORMATION**

## **PROGRESS REPORTING**

Report cards are issued three times a year and students will earn marks or comments to denote academic achievement and target behaviors. The marks used to report achievement are traditional A, B, C, D, and F. Tentative release dates are noted on the district calendar.

Student achievement and attendance records can be accessed 24 hours a day using the parent portal system through the link on the McGee website. Each parent will receive information regarding access at the beginning of the school year. Please contact the front office should you need assistance.

## **PARENT PORTAL**

Parents/Guardians and students can access teacher grade books as a progress-monitoring tool through PowerSchool. Parents are required to create their own username and password so they can access student information. For more information on how to create and access the parent portal please contact the front office staff.

## **GRADING SYSTEM**

The following numerical values will be used to assign letter grades:

97-100 .....	A+
93-96 .....	A
90-92 .....	A-
87-89 .....	B+
83-86 .....	B
80-82 .....	B-
77-79 .....	C+
73-76 .....	C
70-72 .....	C-
67-69 .....	D+
63-66 .....	D
60-62 .....	D-
59 or below .....	F

## **GRADING TURNAROUND GUIDELINES**

To get the most out of our PowerSchool Portal, the following guidelines will be utilized for all grades and courses:

- All assignments will be posted either as a course announcement or as an unscored entry on the day the assignment is given.
- Grades for class work, homework, and quizzes will be entered within one week from the date the assignment was due and collected.
- Grades for lab reports, essay assignments, exams, and tests will be entered within two weeks from the date the assignment was due and collected.
- Grades for long-term assignments and research papers will be entered within three weeks from the date the assignment was due and collected.
- Please note that assignments that are handed in past the due date may require an additional seven calendar days to appear on the Portal beyond the guidelines stated above.
- Staff may use the mean, median, mode, or other concrete evidence to assign grades.

## **INCOMPLETE GRADES**

Students who do not complete all work by the close of the marking period may be given an incomplete. All work must be completed within 10 days from the issue date of the report card. Failure to do so will result in a failing grade (F) for any assignment not completed and turned in within the ten days.

## **END OF YEAR GRADE 8 AWARDS**

### **THE PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE**

#### **Purpose**

- To recognize academic success in the classroom

#### **Criteria**

- Earn an overall grade point average of 3.5 on a 4.0 scale for grades 6, 7, and marking periods 1-3 of grade 8
- Achieve at the advanced Level in math and reading on the grade 7 SBA

### **THE PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT**

#### **Purpose**

- To recognize students who show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Excellence.

### **THE AMERICAN CITIZENSHIP AWARD**

#### **Purpose**

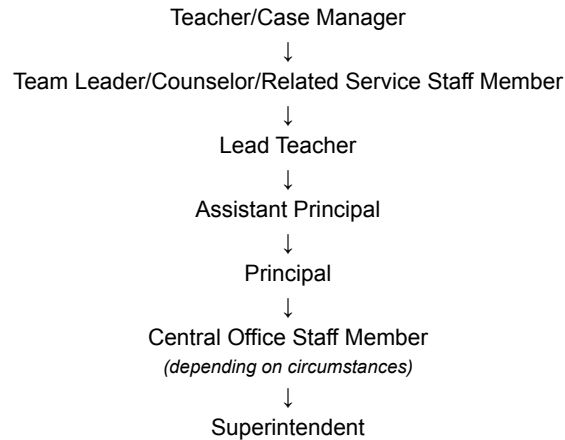
- To recognize the students that consistently exhibit the kinds of behaviors we want to see displayed in our school and in our community.

#### **Criteria**

- Participate in school and/or community service
- Show a positive attitude toward classmates, school, and community
- Display an understanding & appreciation of civic responsibility
- Possess strength of character & the courage to do what is right
- Promote citizenship within our school or community through other activities

## CHAIN OF COMMAND

When you have a question about your child's classes, work habits, or assignments, it is best to first contact the person who is closest to the situation. In most cases, this is the teacher. For that reason, we have adopted a McGee Chain of Command parents must follow in order to get their questions or concerns resolved quickly. The chain of command for McGee is as follows:



## ELIGIBILITY POLICY

McGee's eligibility policy aims to hold all students to a consistent standard for academics in order for them to participate in extracurricular activities including but not limited to athletics, clubs, and school musicals or plays. In order to be eligible, all students must maintain an overall average of 70%. Students must have no more than one "F" in a core academic class (i.e., Math, Science, Social Studies, ELA, World Language).

Teams, in coordination with administration, exploratory teachers, and school counselors will maintain the right to implement contracts for behavioral or attendance issues as well. Failure to comply with the terms of these contracts could mean suspension from the activities involved. These same staff members may make exceptions to the above policy when circumstances warrant such a decision. Finally, administration and coaches, advisors, or directors have the right to suspend a child from pertinent activities due to behavioral infractions, safety concerns, or violations of their own rules.

## HOMEWORK/CLASSWORK

Independent practice, research, and opportunities for application are a necessary part of every student's educational program. The following guidelines have been established and adhere to the Board of Education policy. The time ranges for nightly assignments are as follows:

Grade 6	up to 60 minutes
Grade 7	up to 70 minutes
Grade 8	up to 80 minutes

Homework will not be weighted more than 15% of the student's grade (up to teacher's discretion).

## **EXPECTATIONS:**

**Daily Assignments** - Students are expected to complete and turn in all assigned work on time. Assignments may be checked and recorded.

**Absences and Homework** - Upon returning to school, a student must turn in any homework that was due on the day of his/her absence. Students will be allowed two (2) days to make up homework for each day of absence. Penalties will not be given for absences from school.

When a child is absent due to illness, parents / guardians should visit the PowerSchool Parent Portal for assignments. If a child is absent for an extended period of time, (2 or more days), parents may call to request homework. **Homework requests must be made before 9:00 a.m.** Office personnel will notify the appropriate team leader of the parent request. The team leader will coordinate the materials/assignments and ensure that they are available in the main office for parent pick-up between 2:30-3:30 p.m. Students are encouraged to select a “study buddy” in their team classes and should call their “study buddy” for questions regarding homework assignments. **Homework requests for non-school vacation time will not be accommodated.** Work should be completed when a student returns to school.

**Long-Term Assignments** - Students are expected to complete and turn in all assigned long-term assignments to their teachers on the established due date. Student work that is turned in after the established due date will receive a late penalty. For example, a student who turns in a project five days late can be penalized up to 50% of the total grade. When a student is absent on the day a long-term project is due, he/she must turn in his/her completed long-term assignment work on the day of his / her return.

## **RETENTION**

Retention is an extreme measure. A child being considered for retention must be referred to the Child Study Team and support programs and strategies must be implemented and evaluated for effectiveness. The Child Study Team is typically made up of members from the support staff, classroom teachers and administrators who meet for the purpose of evaluating student performance and making recommendations for interventions and strategies that would benefit the child. For more information regarding retention, please see Board of Ed Policy 6147.1

## **STUDENT CONDUCT AND DISCIPLINE**

### **STUDENT RIGHTS AND RESPONSIBILITIES (BOE POLICY)**

The School Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. The Board also believes that every right carries with it certain responsibilities. Among these rights and responsibilities are the following:

- Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
- The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his rights.
- The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights.
- The right to know the standards of behavior that are expected of students and the consequences of misbehavior.

## GENERAL EXPECTATIONS

Students are expected to behave safely and respectfully. In addition, kindness, honesty, and the demonstration of positive working habits are essential. The behaviors below serve as obstacles to teaching and learning. These behaviors require school staff to implement action steps which may include the consequences that follow.

Striking/assaulting a student or staff member	Theft/vandalism	Use/possession of obscene/profane language/gestures/images depicting nudity
Use, possession, sale of inhalation products, alcohol, drugs, paraphernalia	Possession of a weapon, ammunition, knife, dangerous instrument, firearm, combustible materials	Engaging in a plan and/or carrying out a plan to cause physical or emotional harm to others
Threats/instigating/harassing/namecalling/sp reading rumors/isolating/overall mean behavior	Dishonest behavior - Untruthful reporting, plagiarism, tampering with possessions of others	Class cutting, missed detention, excessive tardies
Leaving class without approval, failure to notify supervisor of whereabouts or intended whereabouts	Engaging in any behavior that serves as a serious disruption to teaching and learning	Insubordination, refusal to meet reasonable staff requests, defiance
Electronic device violation - possession/misuse	Acting in a manner that creates a safety or health hazard, pushing, shoving, throwing a projectile	

## STUDENT CONSEQUENCES

### Teacher / Team Detentions:

Staff members may issue teacher or team detentions for infractions of school or classroom rules. Teacher/team detentions are generally from 2:20 – 3:00, unless otherwise communicated. Students may take the late bus home at 3:10.

### Office Referral:

Staff members may complete an Office Referral for behaviors that are more serious in nature. Consequences determined by the administration or lead teacher for an Office Referral may include the following: Lunch Detention; one, two or three hour Office Detention; community service, social probation, In-School Suspension (ISS), and Out-of School Suspension (OSS).

**Lunch Detention:**

Supervised lunch in an area designated by administration.

**Office Detention:**

Assigned for infractions of school or classroom rules and assigned by administration.

**Conflict Resolution Meeting:**

Students are guided through a resolution process with appropriate staff member(s). Follow [link](#) for general example of a mediation (aka restorative meeting).

**Removal from Class:**

Each teacher shall have the authority to remove a student from class when the student causes a serious disruption to the educational process within the classroom. An administrator or designee will escort students removed from class. Further disciplinary action may be taken.

**In-School Suspension (ISS):**

Students will earn ISS for various infractions of school rules. The purpose of ISS is to provide a highly structured educational environment for those students who have violated the rules of McGee Middle School. School staff may have conferences with these students during internal suspension. Students may not attend any activity/event if they were suspended from school on the day of the activity or event.

**Out-of-School Suspension (OSS):**

Out-of-School suspensions will be used in the case of more serious rule violations. Students may not attend any activity/event if they were suspended from school on the day of the activity or event.

Please note under CT State Law: School Officials and Boards of Education may unilaterally impose the following actions as discipline:

- Removal from Class
- In School Suspension
- Out of School Suspension
- Expulsion
- Loss of Privilege

Student /Parent Rights: School Officials are required to provide students with an informal hearing in each case above with the exception of Expulsion

- A student interview constitutes an informal hearing (parent or guardian presence is not required by law)
- A student must be informed of the reason for suspension
- Parents must be notified within 24 hours
- Students have the right to make up work



## **VANDALISM**

Vandalism by students involving damage to school property will result in disciplinary action. The school or town will complete the repairs to school property as a result of vandalism, and the parents or legal guardian of the student(s) may be responsible to pay the cost of the repairs.

## **DRESS CODE:**

Clothing at school must be safe and free of disruption to the educational process.

## **GENERAL INFORMATION**

### **ACTIVITIES / CLUBS / ENRICHMENT / INTRAMURALS**

Students are invited to join and to become active participants in a variety of activities. A complete list will be posted on McGee's web site. Privileges to participate in clubs / enrichment activities are subject to the Eligibility Policy and may be revoked due to grades, disciplinary referrals, suspensions, or behavioral issues of concern. The team, school counselors and / or the administration will be responsible for making this decision. Students may not attend an activity/club/enrichment/intramural if they are on social probation or were absent, dismissed due to illness, or suspended from school on that day.

### **AFTER SCHOOL ACTIVITIES**

Unless specific arrangements are made with a staff member, students are not to remain on school grounds after regular dismissal time. Students must have a legitimate reason to remain in the building after school. In all cases, students must have a note from a parent stating that permission is granted to stay after school. The event supervisor will collect notes. Students may not attend any activity if they were absent, dismissed due to illness, or suspended from school on the day of the activity.

### **ATHLETICS**

Students in grades 6, 7, and 8 are eligible to participate in the following interscholastic sports

- Baseball
- Basketball
- Cross Country
- Soccer
- Softball
- Track
- Wrestling
- Unified Sports

### **Eligibility Standards for Interscholastic Athletics and Unified Sports:**

In addition to the eligibility policy stated on page 5, the following are required for participation in interscholastic athletics and unified sports throughout the season:

- All students participating must have a yearly physical examination on file. This yearly examination must be recorded on the yellow form, which is available at the school. This form must be on file with the school nurse when completed by the child's physician.
- All students must meet the requirements of good conduct throughout the school.
- The following academic requirements must be met by all students:
  - Students need to be in good academic standing with at least a 70% average and/or not be failing more than one core course
- The principal or coach may remove a student from participation at any time for just cause.
- Parent permission slip and the Interscholastic Insurance form must be signed and returned to the school.

## **Attending sporting events after school as a spectator:**

To attend an after-school athletic activity, a student must:

- Have a signed note from a parent or guardian designating the activity and date.
- Submit the note to the event supervisor.
- Any student attending an after school activity without a note will be requested to leave the activity. A parent or guardian will be contacted to pick up his/her son or daughter.

Students may not attend an activity/event if they are on social probation, or were absent, dismissed due to illness, or suspended from school on the day of the activity or event.

## **ATTENDANCE & TARDY POLICY**

Administration encourages parents to have their children in school as many days as possible to facilitate their social, emotional, and academic growth. When students are absent, they miss instruction and classroom activities that would enhance comprehension of lessons and successful completion of assignments. Therefore, students are encouraged to stay after school following an absence to receive missed instruction. **Parents must provide a note to verify every absence.**

### **Excused Absences:**

Absences shall be classified as excused for the following reasons:

- Reasons of health, including illness, incapacity or doctor's visits
- Religious holidays
- Funeral or death in the family
- Court appearance
- Approved school activities including field trips

When a student is absent from school, the parent or guardian must call the school before 9:00 a.m. We will call home when a student is absent and a parent did not call in to inform us. If we cannot contact a parent to verify an absence, emergency contacts will be called.

A student must be in attendance for half of the school day to be considered present. Early dismissals or late arrivals that do not fulfill this requirement will be considered absent and require appropriate documentation to be excused.

### **Unexcused Absences:**

Unexcused Absences are defined in Board of Education Policy section 5113-R. Unexcused Absences create serious problems including poor student performance and a lower quality educational experience for the child who is absent. If a student has excessive absences, the administration will contact the parents. A meeting will be scheduled to discuss the absences and the impact they have on academic performance.

### **Provisions of Makeup Work - All Absences:**

- No work given prior to the absence.
- Students have two (2) days available for every one-day absence to make up work.
- All work can be made up with full credit.

## **Tardy:**

Students are tardy to school if they are not in their first period class by 7:30 a.m. Students tardy to school must have a note from home stating the reason for tardiness. (Notes must be received when reporting to the office, or at the latest, on the next school day of attendance). All tardies are considered unexcused.

Excessive tardies will result in various actions/interventions including home-school communication, referral to a counselor, administrator, outside agency, special education, and/or discipline.

## **Truancy:**

- Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents and/or school officials.
- A student who has four unexcused absences in any one month or ten unexcused absences in any one school year is considered truant.
- If a student is classified as truant, the administration will contact the parents. A meeting will be scheduled to discuss the absences and the impact they have on academic performance.
- School staff are mandated by the state to report excessive absences or patterns of concern. Excessive absences and patterns of concern are defined in Connecticut General Statute 10-198a.

## **BACKPACKS AND BOOK BAGS**

Backpacks and bookbags should remain in lockers to ensure hallways and classroom space is maximized. If a student is having difficulty managing materials, staff will intervene to support the student.

## **BEGINNING OF SCHOOL DAY**

McGee Middle School opens at 7:20 a.m. and campus supervision begins at that time. Students should drop off and gather necessary materials at their locker and report to class.

## **BUS TRANSPORTATION**

To ensure the school transportation system operates smoothly and safely, the Berlin Board of Education insists that the following regulations be adhered to by all students who ride to or from school on buses:

Students will:

- Remain in the same seat throughout the entire bus ride
- Use school appropriate and respectful language
- Treat others with kindness and respect
- Follow all school rules while at the bus stop and while riding the bus
- No eating or drinking is allowed on a school bus
- Respect the property of the school bus
- Take their assigned bus to and from school at all times

Administration works with the New Britain Transportation Company to provide safe transportation to every rider. The driver is responsible for safely transporting students to and from school. **Their full attention must be on driving.** Students who display conduct detrimental to the safety and welfare of others while riding on the bus will be referred to school administration and receive consequences. This may include the loss of the privilege to ride on the school bus. If this occurs, parents will be responsible for student transportation.

Bus stops will be established at convenient, safe places along the roadways. The Board of Education and bus company establish the stops. They cannot be set by parental or student request. Students are expected to walk to these stops. It is also necessary for the students to walk to their respective schools if they are within the reasonable distances set above.

## Transportation Regulations

1. Transportation will be provided to and from school on an established bus route for all students except those within the walking area of each school.
2. Any request for a change in the normal bus route or walking area must be made in writing to the Superintendent's office at least two weeks in advance of any possible change being approved or taking place. Such changes must be permanent in nature, including childcare needs.
3. Any parental requests not handled to the parents' satisfaction may be referred in writing to the Board's Transportation & Safety Council. Cases referred should involve **major safety issues** only.
4. Emergency changes may be requested by phone and followed up in writing. Any emergency will require verification and will only be considered if requested for less than one week. These will be made at the school administration's level.
5. All changes requested for child care must be submitted through the Superintendent's Office for their approval.
6. All school rules apply to the bus and the bus stop. Students that are in violation of school policies and acceptable standards of behavior will receive disciplinary consequences through administration. Violation of school rules and/or behavior that could create an unsafe environment will not be accepted. Students are expected to maintain safe and respectable behavior to others and property. Disciplinary consequences may include bus suspension.
7. **Students may not ride another bus to visit with friends or to work on projects after school.** Seating capacity is limited.

### Bus Transportation For After School (Late Bus):

Late buses will be provided Monday - Thursday for students who are remaining after school. Exceptions occur when staff meetings are in session. Late buses will leave school at approximately 3:10 p.m. Students are to obtain bus passes from the teacher with whom the student is staying.

### Walking and Biking To and From School:

Walking and biking to school are permitted with written parental permission. Permission notes should be submitted to the main office.

## CAFETERIA

Breakfast, hot or cold lunch, milk, ice cream, salads, and snacks are available for purchase. Common courtesy and good table manners should be maintained at all times. If students need to leave the cafeteria, students must obtain permission from the teacher on duty. Parents are encouraged to make use of the NUTRIKIDS® system – see *“Computerized Payment System” for more info*. In emergency situations, students may charge their lunch to their NUTRIKIDS® system account and repay the following day.

### Cafeteria Procedures/Rules:

- Upon entering the cafeteria, students should immediately take their place in one of the hot lunch lines or the cold lunch line.
- Students will get into food lines without running, pushing, or "cutting", and will stand in line without pushing or "cutting."
- Tables and floors should be free of garbage.
- Students will be quiet, remain seated, and wait to be dismissed by school staff
- The Snack Line will close five minutes prior to the end of the lunch wave.

In order to maintain a safe and orderly environment in the cafeteria, the following behaviors are **not** permitted:

- Saving seats by placing books or papers on a table or any other manner.
- Throwing, smashing, and / or spitting of food.
- Stealing or touching another student's food and / or lunch money.
- Borrowing money from other students or misuse of the NUTRIKIDS® system.
- If vending machines are available during lunch hours only, snacks should not be purchased during passing time.
- All open food and drink must remain in the cafeteria.

## Computerized Payment System:

The Food Services Department now utilizes the NUTRIKIDS® Point Of Sale system. Every student has been entered into the system. Students may still pay by cash, but the Food Services Department strongly recommends that parents / guardians deposit money into their student's account at [www.berlinschools.org](http://www.berlinschools.org). (Click on "Departments" and then on "Food Services" and then "My NutriKids".) Information for those students who qualify for free or reduced lunch has been entered into the system and will be processed in the same manner as the transactions of other students, without drawing any special attention to the student. To help the system to work efficiently, students will need to use their student ID number, available on the student's schedule, report card, or by contacting the school. Students that forget their lunch will be allowed to charge their lunch and repay the following day.

## CORRIDOR BEHAVIOR

In order to insure student safety and that of others, students will:

- Keep to the right during passing time between classes
- Respond appropriately and respectfully to reasonable staff requests and feedback - cell phones, devices, earbuds, and other electronics should be in lockers and turned off
- Walk, move at a reasonable pace, do not obstruct the passage of others, gather in large groups, push, shove, kick, trip, or otherwise "handsy" behavior
- Use the doors on the right hand side
- If a student is in the hallway during class time, a pass is required

## DANCES AND OTHER SOCIAL EVENTS

School dances are held periodically throughout the school year. These dances are planned and sponsored by the school. These dances are held for McGee School students **only**.

- Students must be dropped off and picked up promptly by their parent / guardian. Students are not allowed to walk to or from school dances.
- If soda and snacks are available for sale, they may be consumed only in the hallway adjacent to the gym.
- Students may not attend a dance if they were absent, suspended from school on the day of the dance, or dismissed early due to absence.
- All school rules are in effect including the cell phone policy. Cell phones should not be seen, used or heard while on school property.
- Students are expected to stay in supervised areas only. Students not adhering to these boundaries will be subject to removal from the event and further consequences as deemed appropriate by the school administration.

Privileges to attend dances may be revoked due to grades, disciplinary referrals, social probation, suspensions or behavioral issues of concerns. The team, school counselors and/or the administration will be responsible for making this decision.

## DIRECTED STUDY

The purpose of Directed Study (DS) period is to provide a structured, quiet environment in which students can practice, reflect and receive feedback from teachers. It will also serve as an opportunity for large group rehearsal in band and chorus.

- DS will run every Monday, Wednesday, and Thursday.
- Unless participating in rehearsal, students are expected to be present for attendance in their DS classroom, which will occur in the first 5 minutes of class.
- After attendance is recorded, students may present their teacher with a pass from a teacher to another location.
- A pass from another teacher must be obtained prior to DS (plan ahead).
- Students without a pass will not be permitted to leave DS.
- Students are expected to report directly to that location and stay there for the remainder of the period.
- Should a student wish to go to the library during DS, they must follow the same protocol as that of seeing a teacher for help; obtain a pass from the Library Media Specialist or Library Aide.
- Students in Band or Chorus rehearsal during DS are to report directly to rehearsal where attendance will be taken in the first 5 minutes of class.
- 5 minutes after the start of DS the halls should be clear and students should be in the correct location for the remainder of the period.
- Use of personal electronic devices (iPhones, iPods, headphones, earbuds and other electronic devices) is not allowed..
- Should a student need to use the restroom, they are expected to sign in and out.

## EARLY DISMISSAL FOR STUDENTS

Early dismissal from school will be allowed only with a note from a parent or guardian explaining the reason for the early dismissal and stating the time of departure. The administration strongly encourages parents to arrange for medical and dental appointments, etc. after school hours. Students requesting early dismissals are to follow the procedures listed below:

1. Submit the note requesting dismissal to your first period teacher
2. Report to the office at the appointed time
3. A parent /guardian **must** come into the main office and sign the student out

## EDUCATION RECORDS

Education records are considered confidential material available only to the parent (or the pupil if age 18) and those staff members of the school system who have a legitimate educational interest in the pupil. Confidentiality of personally identifiable information is safeguarded at collection, storage, disclosure, and destruction stages. Parents shall, upon written request, have access to all official records relating to their child. The school maintains a record of access to education records. One free copy of the records will be provided to the parent(s) within five days of a written request. Parents have the right to **REQUEST** an amendment to a record or the deletion of material from a record. Parents may also challenge the information in education records at a hearing. A publication entitled "Confidentiality of Education Records" is available to parents of children requiring special education and related services.

## ELECTRONIC DEVICES

Cell Phones, earbuds, smart watches, and various other communication devices are not allowed to be used during the school day and are to be turned off and placed in the student's locker. We strongly recommend that any valuable, portable device be left at home. Should your child's device be confiscated for violation of school policy, the action steps outlined below will be implemented.

### Action Steps:

- **First offense:** if a student is found using a cell phone during school hours the phone will be taken and turned over to administration. The student will pick it up at the end of the day and may receive disciplinary consequences.
- **Second offense:** the cell phone will be turned over to administration and a parent / guardian must come to the school to pick up the phone. The student may be issued additional consequences.
- **Any further infractions** will result in more restrictive consequences including the loss of privilege to bring a cell phone to school.

To enhance student safety and to provide the best possible learning environment for students, the following guidelines have been established:

- **It is strongly recommended that any electronic device equipped with location services be enabled.**
- If a parent needs to contact a student during the school day, contact should be made through the Main Office.
- If a student needs to contact a parent during the day, contact should be made through the Main Office.

Please note:

If a student is in need (illness/upset) they should ask for staff help from a staff member or administrator, who can deploy a professional nurse or counselor for support. Students should not be contacting parents via cell phones in lavatories, stairwells, etc.

School officials have the right to search a student cell phone in the event there is reasonable cause that it will support an investigation into mean behaviors, videos taken of students and/or staff or property.

Devices can easily be lost, stolen, broken, or used in ways that cause harm to others. Please help by consistently checking, teaching, modeling, and providing feedback in responsible and positive use of these powerful tools.

## Chromebooks

It is the McGee expectation that Chromebooks will be used for school related purposes only between the hours of 7:30 AM - 2:20 PM.

## E-readers and iPads

E-readers, iPads, and similar electronic devices may only be used in the classroom with the teacher's permission. Should a student abuse the use of these tools, he or she may lose the privilege of bringing them to school.

## EMERGENCY CLOSING - NO SCHOOL - LATE OPENINGS

Parents and guardians will be notified by the "School Messenger" phone system regarding school closings, early releases, etc. "No School" announcements will also be made over radio stations WTIC, and WRCH as well as TV stations WFSB, WVIT, and WTNH. Stations request that the public **NOT** call them for information. If Berlin is NOT announced, that indicates school is in session. Parents are requested not to call the school for closing information. It is recommended that they listen to the radio/TV stations listed, or call the Berlin Public Schools Special Announcement Number at 860-828-8594. A recording will provide up-to-the-minute information regarding school closings and other special announcements. When schools are closed because of an emergency, it is for the entire day. **THIS INCLUDES EVENING HIGH SCHOOL AND ADULT EDUCATION.** Conditions can change and safety is of the utmost importance. When there is a 2 hour delay, school will start at 9:30 a.m.

## FIELD TRIPS / FINANCES

Throughout the school year, students may be provided with the opportunity to extend the curriculum in the building (for special fundraising activities or student projects) or outside of the school building. All field trips require permission from parents / guardians. Some activities may require money to help defray the cost or support student projects. Financial support may be available upon request. Please contact your child's school counselor to discuss possible financial support. Deadlines for submitting payment and permission slips will be enforced. Failure to adhere to designated dates may result in a student's ineligibility to participate in the field trip. Payments made by check or money order should be made out to McGee Middle School.

**Field trip eligibility criteria:** Students must demonstrate a pattern of appropriate attendance, behavior and academic performance. Students who have demonstrated a pattern of excessive absences, disruptive behavior, and poor academic performance as determined by the administration may not be eligible to participate in field trips. Parents/guardians will be notified that their child may be ineligible to participate. Please refer back to page 5 for academic eligibility requirements. In the event that this decision is made, all prepaid funds will be returned, unless otherwise stipulated in a contractual agreement.

**All school rules apply while on a field trip.** Failure to behave in a proper manner will result in disciplinary action and may include suspension from future field trips and school activities. If a student needs to be removed from a field trip site, a parent or guardian will be contacted. A parent or guardian will be requested to pick up his/her child or incur the cost(s) of transporting the student home.

## INTERNET USE AGREEMENT

McGee students are expected to adhere to the Board of Education policies regarding student use of the district's computer systems and internet safety. **Students and parents must agree to and sign off on all the provisions included in the policy before students will be allowed to access the school's computers.**

The following is the McGee School Internet Rules:

1. I will not visit any "chat room."
2. I will not visit any other "accounts" that I might have online.
3. I will not visit any "sexually-oriented" site.
4. If by mistake I visit an "inappropriate" site, I will contact the teacher immediately so I will not get into trouble.
5. I will not visit any "hate" sites.
6. I will not visit any sites that offer graphics which are "inappropriate" for school.
7. I will not send or receive any email.
8. I will not give any names, accounts, or screen names online (my own, or that of another person). I will not take any names, accounts, or screen names online.

9. I will not buy or send for any “materials” online (or engage in any online trading).
10. I will use online games, only if they are “appropriate” for use in school.
11. I will not respond to any “personal” questions that are asked of me online.
12. I will not visit any site that “costs money” to visit.
13. I will not visit any sites that offer “graphic violence.”
14. I will not go online without teacher supervision.
15. I will not download files onto the hard drive or disk.
16. I will not add, delete, or change any files or settings on the computer.
17. I understand that information from the Internet is not necessarily true and that I should evaluate all information I obtain.
18. I understand that “copying” information obtained from the Internet is plagiarism (using someone else’s work as my own).

## **ITEM DROP-OFF**

In an effort to encourage students to develop self-responsibility, McGee discourages parents from dropping off items left at home except in areas of safety and health. In these instances, items may be dropped off in the Main Office, but please be aware that individual calls for students into the classrooms will not occur, as it interrupts instructional time. Students will be called down to the office mid-morning, and at the end of the school day.

## **LABORATORY SAFETY AGREEMENT**

### **Personal Protective Equipment**

1. Many materials in the lab can cause eye injuries. Safety glasses are available at all times for students to use, however, not all labs will require them. Students must wear them when directed to by the teacher.
2. Lab aprons are available at all times for students to use, however, not all labs will require them. Students must wear them when directed to by the teacher.

### **General Safety**

1. Read all directions and listen to instructions before beginning work.
2. Only do the activity or lab that the teacher has demonstrated or approved.
3. Handle all equipment in a safe manner and only in the way that was demonstrated by the teacher.
4. Any spills must be reported to the teacher for proper cleanup procedures.
5. All classroom rules and consequences apply, including the severe clause.
6. Never eat or drink at lab stations.
7. Stay on task at all times.

### **Heating and Fire Safety**

1. Never use heat sources without eye protection – your teacher will remind you.
2. Never leave a flame unattended.
3. Always point hot objects away from you or anyone else.
4. Burn/Heat only what your teacher tells you.
5. Use clamps or tongs to remove all objects that have been exposed to heat/flames.
6. Tie back hair and do not wear baggy clothing.
7. Remove or secure any hanging jewelry.

### **Chemical Safety**

1. Use all chemicals in the manner that is intended and as directed by the teacher.
2. Listen to your teacher for correct disposal of chemicals.
3. Tie back hair and do not wear baggy clothing.
4. Remove or secure any hanging jewelry.



## **Glassware Safety**

1. Never use broken glassware. See your teacher for proper disposal.
2. Listen to your teacher for proper heating and cooling procedures—doing it incorrectly could cause the glass to shatter or crack.

## **Sharp Instrument Safety**

1. Handle all sharp instruments with care. Never cut toward you; always cut away from you and anyone else. Notify the teacher if you are cut.
2. Properly secure material before cutting.

## **LEAVING SCHOOL GROUNDS**

Students are expected to leave school by bus, as designated walkers, or by parent pick up. Under no circumstances will a student be given permission to be transported by any other adult unless a parent or guardian provides written consent and designates the name of the person who will be responsible for transporting the student from school grounds. Students should not leave the school grounds unless these guidelines have been followed.

## **LOCKERS**

A corridor locker and a gym locker will be assigned to each student. Students should not share lockers or combinations. Lockers should be closed and locked when not in use. If a locker fails to operate properly, it is the student's responsibility to report it to his / her Directed Study teacher immediately. It is the student's responsibility to keep the assigned locker in good condition and locked at all times. A student may be held responsible for any damage to a locker.

All school lockers are school property and the administration reserves the right to examine the contents of lockers when there is reasonable suspicion that school rules have been violated. Students will receive specific locker times as deemed appropriate by administration.

## **LOST AND FOUND**

All articles that are found are to be turned into the main office. Students should inquire in the office should they be missing an item. Any unclaimed items will be donated.

## **NURSE**

The Nurse's office is available to all students during school hours. When it is necessary for a student to see the nurse, a pass must be obtained from a teacher, unless there is an emergency. The nurse offers first aid, assists in calling parents / guardian or physician, dispenses medication in compliance with State Statutes (10-212), secures emergency care, offers health guidance and obtains alternative services for students.

## **Release Due To Illness / Exclusion from Gym:**

No child will be released from school due to illness without contact from the Nurse's office. A note from a doctor is necessary if a student is to be excluded from gym for any reason.

## **Medication:**

**Students are not permitted to carry medication** unless orders for self medication are on file with the Nurse. All medication must be in a properly labeled container, accompanied by a physician's order to be dispensed by the nurse, or as stated in State Statutes. All medication will be administered by the nurse, principal or certified teacher. The policy regarding school personnel administering medicine to students is in compliance with state law. Medication authorization containing all required information listed in the policy must be on file in the Nurse's office prior to the administration of any medicine. Medication authorization forms are available in the school office and Nurse's office.

The dispensation of medication during the school day will be done in accordance with the following:

- A written statement must be received from the parent or guardian of the student requesting that the school administer the drug.

- The school must receive a statement signed by the physician who prescribed the drug which includes the following information:
  - Name and address of student
  - School and class in which the student is enrolled
  - Name of the drug and dosage to be administered
  - Times or intervals at which each dosage is to be administered
  - Beginning date for administration of drug
  - Date on which administration of the drug is to stop
  - Any severe adverse reactions that should be reported to the physician and one or more emergency phone numbers for the physician
  - Special instructions for administration of drug, such as sterilization and storage
- Parents must agree to provide subsequent physician statements should any of the initial information change.
- The parent/guardian request statement and the physician's statement must be resubmitted to the school at the beginning of each school year. Medication remaining at the end of the time designated by the physician or at the end of the school year must be claimed by the parent within five days or it will be discarded.
- The drug must be received by school designee in the container in which it was dispensed by the physician or pharmacist.
- The Board of Education, administration, and employees who are designated to administer a prescribed drug and who shall have a copy of the most recent physician's statement shall not be held liable in civil damages for administering or failing to administer the drug unless he/she acted in a manner that would constitute gross negligence or wanton or reckless misconduct.

### **Self-Administration of Medications:**

Self-medicating students are responsible to report to the school nurse when requested and/or upon any change in the prescription or administration schedule. Failure to comply with this procedure may result in the loss of self-administration of medication privileges. Self-administration of medication by a student will be permitted only under the following conditions:

- A written authorization to self-administer medication and signed by the **parent / guardian** *and*
- A written order by an **authorized prescriber** for the self-administration of medication for medical reasons *or*
- **The School Nurse** will collaborate with the parent and Doctor to decide those students that would be appropriate for the self-administration program
- Prescribed medications shall be administered to and taken only by the person for whom the prescription has been written.
- The school nurse will periodically consult with the student who is self-administering medications.
- The school nurse and parent will determine the plan for self-administration including storage, backpack, and method for monitoring the self-administration medication.

### **Cough Drops:**

Students may not carry cough drops to school. Medicated cough drops are defined as those cough drops which require a prescription to obtain, and those cough drops which contain menthol. Medicated cough drops, per the State of Connecticut, must be treated as a medicine, and require a Medical Authorization form signed by the child's physician and parent / guardian. An adult must bring medicated cough drops to school. Non-medicated cough drops do not require a Medical Authorization Form and may be administered by the Nurse. Non-medicated cough drops must be brought to school by an adult along with a parent / guardian's signed permission. All cough drops must be kept in the Nurse's office and must be consumed there prior to the student's leaving. The Nurse may only administer cough drops at a rate of one cough drop every two hours, or according to packaging, for no more than one week.

### **PARENT-TEACHER CONFERENCES**

Parents have the opportunity to discuss their student's school progress by individual appointment with teachers and / or guidance counselor during regular school hours. Students, parents, teachers, or school counselors may initiate these conferences. During formal Parent-Teacher conference times, we can accommodate one conference slot per student. If more than one conference slot is needed, arrangements may be made to meet during regular school hours.

## **PHOTOGRAPHS**

From time to time during the school year, school personnel and / or the media take photographs. If you do not wish your child to be photographed for school use, school website use or for media purposes, please alert the school office in writing.

## **PTO - PARENT-TEACHER ORGANIZATION**

McGee Middle School has a very active PTO group. Parents are urged to join and take an active part in the McGee Parent-Teacher Organization. Three objectives of the parent-teacher group are:

1. To promote the welfare of children and youth in home, school and community.
2. To secure laws for the care and protection of children and youth.
3. To bring the home and the school into closer relationship so that parents and teachers may cooperate in the education of the child.

If you have questions, comments, suggestions, or anything else you would like to share or discuss, please see the school website for contact information.

### **What Does the PTO Do for McGee Middle School?**

The PTO's financial goal is to provide McGee with equipment and opportunities that might otherwise not be available out of the regular school budget. All money raised by the PTO goes back to our school, directly benefiting all of our students and staff. Over the past five years, the PTO has provided over \$60,000 to pay for the following:

- Computer equipment to create a new, permanent computer lab
- Start up funds for the McGee school store
- Mobile computer lab equipment
- Science lab equipment (computers and probes)
- Courtyard umbrellas
- SMART Boards
- Cultural events
- D.C. t-shirts and awards
- Eighth grade party, promotion ceremony

Just as important as our financial support of McGee School is the PTO's non-financial goal, to assist McGee teachers, staff, and administrators in making McGee a connected community. The PTO hosts book fairs, partners with the Student Government to hold safe, "fun nights out" for students, and the PTO shows appreciation for teachers and staff, and assists the school in any way it can. Keep an eye out for emails during the course of the year to see how you can volunteer to help.

### **PTO Meetings:**

PTO meetings will be held monthly. For specific dates, please see the calendar or the PTO link on the McGee website.

### **PTO Events / Opportunities:**

Some PTO events held throughout the year may include Restaurant Nights, Book Fairs, Student Fun Nights and dances. Some PTO-sponsored fundraising activities include Box Tops for Education, Yankee Candle and the Unfundraiser.

### **Communication:**

Good communication is key to the PTO's success, and the majority of our communication is via email. The PTO maintains an email list and sends monthly newsletters, periodic updates and information on PTO and school events, reminders, and volunteer requests. The PTO collects email addresses from the PTO membership roster, so be sure to include your email when you send in your membership form. Another option is to send your email address to the PTO's email account, mcgeopto@gmail.com, and you will be added to the list.

## SCHOOL COUNSELING SERVICES

All students will be assigned a school counselor. The school counselor assigned to a 6th grade student will also work with that student in grades 7 and 8. The school counseling office is upstairs across from the Wellness Center. Passes are available outside of the counseling suite.

### School Counselors Help Students in Three Main Areas:

- **Personal/Social** – School counselors are available to help students through problems with peer relationships and personal matters. Students will gain a better understanding of themselves and the world around them.
- **Academic** – School counselors are committed to helping students improve their school performance, strengthen study skills, set goals and work towards them, and resolve any other concerns with classes.
- **Career Experience** – School counselors help students begin the career exploration process by helping individuals increase awareness, discover the world of work, and understand the connection between school and work.

A confidential needs assessment is given to every student at the beginning of the year to identify individual and grade level needs. During the course of the school year, students will see their counselor in a variety of ways (small group, individually, or classroom setting). It is not uncommon for students to get a pass to see their counselor for lunch or to check-in. Do not be alarmed that something is wrong. This is normal procedure.

## SCHOOL HOURS

Regular school hours are from 7:30 am to 2:20 pm. Early dismissal is at 11:40 am. Emergency dismissal is at 11:40 am or as required. Delayed opening hours are 9:30 am to 2:20 pm.

## SCHOOL SAFETY

In an effort to keep our schools in Berlin safe, the following procedures are used:

- We conduct regular safety drills.
- The main entrance to each school is clearly marked.
- Access to the building is limited to the main entrance.
- All visitors must be visually identified before being buzzed in.
- Visitors sign-in at the Main Office.
- Name tags are given to and must be worn by visitors.
- The Town of Berlin employs an Armed Security Officer to be stationed at the school.
- McGee utilizes exterior and interior video surveillance for the safety of all students and staff.

### Fire Drills:

Fire drills are required by law and are conducted regularly. Classroom teachers will review detailed procedures for exiting the building during fire drills. **There is to be no talking.** Complete and full cooperation is required during fire drills. Students should walk quickly, calmly and silently through the corridors and listen carefully to teacher instructions. Stay-put drills will also be held several times during the school year. Classroom teachers will review detailed procedures for this drill.

## **SUBSTITUTE TEACHERS**

Students are required to maintain high standards of behavior when being taught by a substitute teacher. Substitute teachers in our school must be given the cooperation, courtesy and respect from all students. Misbehavior for a substitute teacher will result in teacher and office disciplinary action.

## **TEACHER OFFICE HOURS**

Students are invited and encouraged to remain after school for office hours on those days when there is a late bus. This time can be devoted to making up work due to illness or absenteeism, and for extra help or doing research in the school library. Students are required to speak with their teacher(s) in advance to make an appointment.

## **TESTING**

State-mandated testing will occur at school. These tests measure student mastery of skills in the areas of Reading, Mathematics, and Grade 8 Science. Student profile sheets explaining test results are mailed to parents. Students and parents are invited to make an individual appointment with the school counselor for further explanations.

## **VIDEO SURVEILLANCE**

Please note that cameras are stationed at various points both inside and outside of the school. The sole purpose of these devices is to enhance the safety and security of all individuals at McGee Middle School. Any student, staff member, or visitor to McGee is prohibited from tampering with or damaging the school's video surveillance equipment.

## **VISITORS**

Students are not allowed to invite friends or relatives to attend classes or school dances. Visitors are permitted to visit the school only when classes are not in session. **All visitors are required to enter through the Main Office** and are **required** to sign in and receive a visitor's pass.

## **LISTING OF BOARD OF HIGHLIGHTED EDUCATION POLICIES - [ALL POLICIES PAGE LINK](#)**

5141.21	Administration of Student Medications	1331	Prohibition Against Smoking
5141.25	Food Allergies and/or Glycogen Storage Disease	5113-R	Student Attendance and Truancy (Administrative Regulations)
3516.12	Notification Concerning Asbestos Management Plans	5144	Student Discipline
5131.911	Bullying Prevention & Intervention	5145.1	Student Privacy
5131.911-R	Safe School Climate Plan	5125-R	Confidentiality and Access to Education Records
5132	Student Dress	5131.83-R	Student Use of the District's Computer Systems and Internet Safety
5131.6	Drug and Alcohol Use by Students	3541	Transportation
6153	Field Trips	6172.4	Parental Involvement Policy for Title I Students
5145.4	Non-Discrimination (Students)	6135	Parent-Teacher Communication
5145.4-R	Non-Discrimination (Administrative Regulations)	1010	Green Cleaning Programs
6161.8	Parental Access to Instructional Material	1250-R	Visitors to the Schools
3524.1	Pesticide Application on School Property	5141	Wellness Policy
5145.12	Search and Seizure		<b><u>Non-policy Items (Notifications) included in handbooks:</u></b>
5145.401	Policy Regarding Section 504 of the Rehabilitation Act of 1973		Your Right to Request Information Concerning Teacher and Paraprofessional Qualifications
5145.401-R	Notice of Rights under Section 504 of the Rehabilitation Act of 1973 (Administrative Regulations)		Complaint Resolution Procedure
5145.5-R	Sex Discrimination and Sexual Harassment (Students) (Administrative Regulations)		Indoor Air Quality
			Requesting an Initial Evaluation of a Child

# Berlin Public Schools Calendar 2022-23



### School Hours

BHS	7:25 am – 2:10 pm
McGee	7:35 am – 2:20 pm
Elem.	8:40 am – 3:25 pm
AM PK	9:00 am – 11:30 am
PM PK	12:30 pm – 3:00 pm
CCTA	8:00 am – 2:00 pm

AUGUST (5/5)				
M	T	W	T	F
22 PD	23 PD	24 PD	1st Day of School	26
29	30	31		

SEPTEMBER (20/25)				
M	T	W	T	F
			1	2
5 LD	6	7	8	9
12	13	14	15	16 BF
19	20	21	22	23
26	27	28 APD	29	30

OCTOBER (19/44)				
M	T	W	T	F
3	4	5	6 &	7
10 FB	11 PD	12	13	14
17	18	19	20 &	21
24	25	26	27	28
31				

NOVEMBER (18/62)				
M	T	W	T	F
	1	2	3	4
7 PD	8 PD	9*	10	11
14	15	16*	17*	18
21	22	23 ED	THANKS GIVING	
28	29	30#		

DECEMBER (16/78)				
M	T	W	T	F
			1#	2
5	6	7#	8 SNO	9
12	13	14 APD	15	16
19	20	21	22 ED	23 WB
WINTER BREAK				

JANUARY (20/98)				
M	T	W	T	F
2 WB	3	4	5	6
9	10	11	12	13
16 MLK	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY (17/115)				
M	T	W	T	F
		1 APD	2	3
6	7	8	9	10
13	14	15	16	17 PDW
20 PDW	21 PD	22	23	24
27	28			

MARCH (23/138)				
M	T	W	T	F
		1	2	3
6	7	8*	9*	10
13	14	15*	16 &	17
20	21	22#	23 & #	24
27	28	29 #	30	31

APRIL (14/152)				
M	T	W	T	F
3	4	5 APD	6	7 GF
APRIL BREAK				
17	18	19	20	21
24	25	26	27	28

MAY (22/174)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24 APD	25	26
29 MD	30	31		

JUNE (7/181)				
M	T	W	T	F
			1	2
5	6	7	8	9Ⓢ ED
[12]	[13]	[14]	[15]	[16]
[Make-up days will be added to the end of the school year as needed through June 30.]				

Key	
August 25	First Day of School for Students
PD	Prof. Development (No School for Students)
LD	Labor Day
BF	Berlin Fair
FB	Fall Break
ED	Early Dismissal
WB	Winter Break
MLK	Martin Luther King Day
PDW	Presidents' Day Weekend
GF	Good Friday
MD	Memorial Day
APD	Afternoon Prof. Dev. (Early Dismissal)
SNO	Snow Date for Conferences

Conferences (Early Dismissal)	
<b>Elementary School #</b>	November 30, 2022 (After School) December 1, 2022 (Evening) December 7, 2022 (After School) March 22, 2023 (After School) March 23, 2023 (Evening) March 29, 2023 (After School)
<b>Middle School *</b>	November 9, 2022 (After School) November 16, 2022 (After School) November 17, 2022 (Evening) March 8, 2023 (After School) March 9, 2023 (Evening) March 15, 2023 (After School)
<b>High School &amp;</b>	October 6, 2022 (Evening) October 20, 2022 (After School) March 16, 2023 (Evening) March 23, 2023 (After School)

Report Card Dates	
<b>Elementary School</b>	November 23, 2022 March 17, 2023 June 9, 2023
<b>Middle School</b>	December 2, 2022 March 13, 2023 June 16, 2023
<b>High School</b>	November 4, 2022 January 25, 2023 March 31, 2023 June-sent electronically
<b>Testing</b>	PSAT – October 2022 SAT – March 2023 NGSS – April 2023

School will close for the year upon completion of 181 Student Days (©June 9, 2023)	
188 Staff Days (June 9, 2023)	
<b>Graduation: June 9, 2023</b>	
Special Observance Days	
Sept. 26-27, 2022*	Rosh Hashanah
Oct. 5, 2022*	Yom Kippur
Oct. 10-11, 2022*	Sukkot
Oct. 24-28, 2022	Diwali
Jan. 6, 2023	Three Kings Day
March 8, 2023	Holi
March 23-April 20*	Ramadan
April 6-7, 2023*	Passover
April 17, 2023	Bright Monday
Faculty will make appropriate accommodations for students affected by these and other special observance days. *These holidays begin at sundown on the evening before the date specified.	