

Middle School Community Agreement for 2017-18

The following agreement summarizes standards of behavior expected of Catlin Gabel middle school students. These expectations are essential in making possible the healthy and fun environment that allows us all to thrive as independent, self-reliant, empathetic, and curious learners. All students are expected to play a positive part in creating a safe, inclusive, and healthy community. It is up to each one of us to follow the community agreement and be responsible for each other and ourselves.

This agreement is also an educational tool and, through these guidelines, Catlin Gabel encourages students to practice self-discipline, sound judgment, and respect for self and others. Our goal is to help students learn from experiences both in and out of the classroom, to grow from errors in judgment, and to be accountable for their own actions. To this end, violation of any of these agreements will lead to conversations with students involved and their parents as well as the possibility of some form of disciplinary action.

Honesty and Integrity

Students are expected to act with honesty and integrity in all their actions at the school both inside and outside the classroom. Students are expected to take responsibility for their actions, academics, and behavior. Catlin Gabel regards dishonesty and disrespect as serious infractions and responds accordingly. Lack of personal integrity is evident by such actions as lying, stealing, or forgery. Lack of academic honesty is evidenced by such acts as plagiarism, cheating, or allowing others to represent your work as their own.

Respect and Responsibility

Students are expected to demonstrate respect for self, others, including staff, and the environment. The following are not acceptable in this community, be they in person or electronic.

- **Disruptive behavior:** actions that interfere with the educational environment or process, or that are detrimental to the welfare of others.
- **Vandalism:** intentional damage, defacing, or destroying of property.
- **Verbal abuse, harassment and intimidation:** putdowns, insults, jokes, slander, and ostracism. Language or behavior that insults, demeans, ridicules, or torments another person. Acts that have the effect of (a) physically harming a student or damaging a student's property; (b) knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or (c) creating a hostile educational environment, including interfering with the psychological well-being of a student. (d) Intentional threats by words or actions.
- **Discrimination:** treating someone differently or unfairly because of their race, sex, ethnicity, sexual orientation, gender identity, or religion – either within or outside of the school community.

Repeated instances of the above behaviors when directed at other community members are considered bullying and will not be tolerated.

Attendance

- **Arriving on time:** School begins with first period at 8:00 am. Students are expected to be on campus from 8:00 am until 3:15 pm. We suggest students arrive by 7:50 am.
- **Late arrivals:** Any student who arrives after 8:00 am is required to sign-in in the Middle School Office.
- **Absences:** A parent must notify the school by 9:00 am if a student is absent. Planned absences require a form to be filled out at least three days in advance.
- **Leaving Campus:** Any student who needs to leave school for any other reason (medical appointments or going home ill are common reasons) must have a parent call or email the office ahead of time and must sign out in the Middle School Office.

Drugs, Alcohol and Tobacco

Student use of drugs, alcohol, and tobacco are prohibited on campus and all school events, trips, and functions.

Sexual Activity

Sexual activity is not appropriate at school at any time by students, as well as at school-related, school-sponsored, or school-sanctioned events or activities regardless of location.

Electronic Devices and Phones

Cell phones and individual handheld devices are not permitted 8 am-3:15 pm. Specifically:

- All handheld personal devices are to be kept with ringers/sound off in backpacks or cubbies during school hours. They may not be kept in pockets or brought to classes.
- Use is not allowed during school breaks or lunch.
- Use is not allowed on any trips including class trips, community engagement or during athletic events.
- If students need to make a call home, the Middle School office phone is available at all times. A private phone can be made available upon request, anytime.
- We ask that parents not text or call students during the school day – messages may be left for students through the office. That being said, we urge families to make plans in advance of the school day so as not to interrupt teaching and learning.
- Leaving one's personal devices at home eliminates a temptation and distraction that is often too difficult for adolescents and preadolescents to resist and minimizes equity issues within our school community.

Technology Responsible Use Agreement for Computers and the Internet

At Catlin Gabel School we integrate and adapt technology for instructional use to:

- Ensure access to digital tools, where appropriate, to enhance and transform daily learning.
- Guide students in appropriately selecting and using digital tools for their own learning needs.
- Provide opportunities for discussion and practice of digital literacy and digital citizenship principles.

In order to accomplish these and other goals, Catlin Gabel students engage with technology on a daily basis, both in classes and through completion of work at home. Catlin Gabel does not employ system-wide Internet filtering, and students are expected to practice good judgment and make responsible choices. To guide students, individual teachers develop computer use policies for their classes, make their expectations known to their students, and provide specific instruction on healthy digital citizenship. In addition, the expectations listed below comprise the middle school-wide expectations for responsible use of technology. In signing this community agreement, students and families acknowledge that they have read and agree to the following expectations regarding responsible use of technology.

In addition to general school expectations, the following technology-specific rules apply regardless of time, location or device used.

Students will:

- ☐ Use Catlin Gabel accounts productively and efficiently for school and educational purposes.
 - Classroom use of laptops, tablets, and other electronic devices is limited to relevant academic purposes except with explicit permission of the teacher.
 - Read and respond to emails from teachers within 24 hours on school days.
 - Apply THINK to all emails and postings (TTrue/TThoughtful, HHelpful, IInspiring/IImportant, NNecessary, KKind).

- ❑ **Protect, maintain and respect account security.**
 - Passwords must be at least 12 characters, include at least one number, and one upper and lower case character, and not any part of the student's name. Passwords must be updated annually or upon request by administration or the Technology Department.
 - Passwords should not be shared with anyone except upon face-to-face request from a Technology Department staff member, Catlin Gabel administrator or parent.
 - Students should not disable or circumvent any digital or physical security protections put in place by the Technology Department or Administration for any reason. Gaining unauthorized online access to other accounts or any other school-related system is strictly prohibited.
 - Screen Sharing or interacting with other students screens in any way is not allowed unless teachers explicitly give instructions to do so.
- ❑ **Periodically review and maintain a healthy, accurate and positive digital identity as anything they post online becomes a permanent part of their digital identity.**
 - Pause, think, and double-check to make sure that any digital posts, reposts, emails, texts, videos, and audio files are not abusive, degrading, defaming, obscene, sexually explicit, derogatory, disrespectful, discriminatory, insulting, demeaning, belittling, ostracizing, intimidating or threatening. Such communication is considered cyberbullying and will not be tolerated.
 - Uploading or downloading illegal or sexually explicit material is strictly prohibited. This includes transmittal of such material via text or through apps such as SnapChat.
- ❑ **Be mindful of the amount of time they spend online, gaming, and recreationally using digital tools, and will work to maintain balance between the technology world and the natural world. They will seek help if they feel they are overusing technology or if they are having difficulty with time management.**

Middle School After-School Program (MSASP)

MSASP is offered to all Catlin Gabel students from 3:45 pm to 6 pm. Any students on campus during these times, except those in supervised programs, are expected to participate. MSASP is an extension of the school day and all of the above agreements apply. In addition, all students, regardless of how often they participate in MSASP, are expected to:

- **Sign-in by 3:45 pm, unless they are involved in another supervised school activity, and sign out when leaving.**
- **Stay within designated MSASP areas and within sight of MSASP staff. Being inside classrooms without teachers or adult supervision is not allowed.**
- **Communicate with MSASP staff when they leave designated MSASP areas or change locations to participate in other supervised activities.**

These expectations are about student safety. Consequences for not following these rules may include exclusion from the MSASP, requiring students to be picked up at 3:15 pm.

MIDDLE SCHOOL COMMUNITY AGREEMENT FOR 2017-18

**PLEASE UPLOAD SIGNED FORM TO MAGNUS HEALTH
BY THE FIRST DAY OF SCHOOL
TUESDAY, SEPTEMBER 5**

I/we, _____, the parent(s)/guardian(s) of _____,
(Print adult name(s) here) (Print student name here)

have read the *Middle School Community Agreement* for standards of student behavior. We commit to supporting these guidelines with our child during the upcoming school year.

I, _____, student in grade level 6 7 8
(Print student name here) (Circle appropriate level)

have read the *Middle School Community Agreement* for standards of student behavior and commit to abiding by these rules.

Signatures:

Parent(s)/Guardian(s)

Student(s)

Date