

Anthony R. Salutari Jr.
Principal

Jason Bluestein
Assistant Principal

**Rochambeau Middle School
A Nationally Recognized Blue
Ribbon School**

**STUDENT/PARENT
HANDBOOK AND PLANNER**

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September 2009

Dear Students and Parents,

Welcome to Rochambeau Middle School. All of us look forward to working with you over the course of the 2009-2010 school year. Together, we can make this a rewarding and successful year. This Student/Parent Handbook and Planner provides valuable information for you. Schedules, directories and guidelines will help you understand middle school life at Rochambeau. The planner will provide a convenient location for students to record their assignments as well as other important information.

At Rochambeau, we believe that ongoing parental involvement is essential for a successful middle school experience. We value ongoing communication with parents regarding all aspects of our students' progress and encourage you to share with us any questions or concerns that you may have throughout the year. It is a pleasure to share the special years of middle school with you and your child.

It is the students and parents responsibility to read the Student/Parent Handbook in its entirety. Students are required to confirm completion of this task by returning a form indicating this to their homeroom teacher by Friday, September 11, 2009.

To find out more information about our school, visit us online at: <http://www.region15.org/rms>.

We look forward to an outstanding school year.

Sincerely,

Anthony R. Salutari Jr.
Principal

Jason Bluestein
Assistant Principal

This Agenda Belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____ HOMEROOM _____

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ROCHAMBEAU MIDDLE SCHOOL VISION STATEMENT

We are a community in which the love of learning is fostered through differentiated, rigorous and engaging instruction. Staff and students feel safe to explore new ideas and collaborate in a climate where they are valued, respected, and honor the differences among people in order to achieve their individual potential in a global community.

RMS MISSION STATEMENT

Our mission at Rochambeau Middle School, a community committed to the unique needs of young adolescents and the belief that everyone can learn, is to educate our students to attain academic success, to think critically and creatively and to act responsibly, utilizing a diverse and challenging curriculum with school, home and community collaboration, in a safe, nurturing environment.

A MESSAGE TO STUDENTS FROM THE 2008-2009 STUDENT COUNCIL

Dear Students,

Welcome to a great year at Rochambeau. For those of you attending this school for your first year, we wish you well. We know you will love your time here. And, for those of you returning, prepare yourself for another enjoyable year.

The following pages contain the RMS Student and Family Handbook. You will find important codes, regulations, and information that, if read, will make your time at RMS both easier and more enjoyable. So, please take some time to read through it with your parents. You won't regret it!

Sincerely,

The Student Council

I. GENERAL INFORMATION

Office Hours 7:45 AM – 3:45 PM

Important Phone Numbers

Main Office: 264-2711

Guidance Office: 264-2685

Nurse's Office: 264-2767

Middle School Time Schedule

Period	Start Time	End Time
HR	8:05	8:12
1	8:14	8:55
2	8:57	9:38
3	9:40	10:21
4	10:23	11:05
5	11:07	11:49
6	11:51	12:33
7	12:35	1:17
8	1:19	2:01
9	2:03	2:45

*Teachers can be contacted through e-mail with the following format, first initial last name@region15.org (Ex: jbluestein@region15.org), or visit the Region 15 staff directory at <http://technical.region15.org/directory/>

Book Bags and Backpacks

Students may bring book bags and backpacks to and from school. However, they are not allowed in classrooms. Since each student has a locker, students do not need to carry all of their books and notebooks during the entire day.

Cell Phones

Cell phones ARE NOT to be used during the school day (7:55 AM-2:45 PM). If brought to school, they must remain off, and in the student's locker. The school is not responsible for them if they are lost, stolen, or damaged. If the phone rings during the day, is used or even seen, it will be confiscated, and parents will be required to come to school and pick up the phone from the administration. Confiscation will result in an automatic office detention. Office phones are available for students to make important/emergency calls.

Dances and Socials

The Student Government sponsors several dances and socials during the school year. Sixth grade socials occur immediately after school. Seventh and eighth grade dances occur in the evening. An adult must accompany students wishing to enter after the dance begins. Only Rochambeau students may attend the dances and socials. The school dress code applies during dances and socials. Students must purchase tickets in advance and have it signed by their parent/guardian. Students may not attend a dance or social if they were absent the day of the dance/social, if they were suspended on the day of the dance/social or if they do not meet the eligibility criteria. It is very important that students be picked up promptly at the end of the socials and dances. No student will be allowed to walk home. In the event of an emergency and parents cannot reach the chaperones at school, parents are advised to ask the Southbury Police to relay a message.

- Tickets for dances will be sold during lunch waves on Monday, Tuesday, Wednesday and Thursday.
- **No tickets will be sold at the door for socials or dances.**
- **No one admitted without a ticket (Permission slip serves as the ticket).**
- Payments must be made by CHECK (payable to RMS) or MONEY ORDER – NO CASH will be accepted.
- Tickets require a parent's/guardian's signature and contact phone number.
- Dance hours are 6:30PM-9:00PM.
- The School Dress Code applies.
- Students are to come inside the building as soon as they arrive.
- NO ONE is admitted without a ticket, or after 8:00PM.
- Cell phone use is not allowed during socials or dances.
- Unless you are on a dance clean-up committee, students are to be **picked up promptly at 9:00PM**
- Students are to use good manners, be polite, act with consideration and follow school rules.
- Only RMS seventh and eighth grade students are allowed to attend dances.
- Once students enter the building, they must remain inside until the end of the dance or until their parents/guardians pick them up.

Middle School Dress Code

As middle school students you are expected to take pride in your personal appearance. Clothing should be neat, clean, and in good condition. Clothing or grooming which is distracting, disruptive, or dangerous to others is not allowed. Please see Student Dress and Grooming Policy #5132 of the Board of Education Policies. To promote a positive, safe and non-disruptive learning environment, proper attire is required. Students are prohibited from wearing clothing or other items that interfere with the learning process, are disruptive, unsafe, or contrary to law. Without limitation, the following are examples of attire that may not be worn in Region 15 public schools during the academic school day or at school activities:

- Clothing that is overly-revealing, considering the age and gender of the student.
- **Shorts** (including sports types) may be worn, but should fall to mid-thigh or below.
- **Skirts** must be an appropriate length – mid-thigh or below (regardless of leggings or tights underneath.) The general rule is fingertip length when standing straight up.
- **Jeans** with rips, holes, or tears are not permitted.
- **Shirts** must cover undergarments and the top of your pants. Bareback, halter, low cut, midriff, tight, or spaghetti strap shirts are not allowed. Sleeveless T-shirts must not be overly revealing.
- **Pants** must fit appropriately so as to completely cover undergarments.
- **Sleepwear** is not appropriate for school.
- **Leggings or tights** may be worn with the appropriate length skirts or shorts over them.
- **Transparent, mesh, ripped, fringed, spiked or torn clothing, as well as garments with loose straps or chains** are not allowed in school.
- **Clothing, T-shirts, jewelry, or other items** that advertise or promote drugs, alcohol, violence, gangs, sex, or profane language could contribute to a hostile learning environment for students are not permitted.
- **Hats, bandanas, and sunglasses** (unless required by a doctor's order) are not allowed for wearing in the building. Headwear for bona fide religious reasons may be worn.
- **Outdoor clothing** including heavy jackets, coats, and hats are not to be worn in the building.
- **Chains or spikes** of any kind are prohibited at school.
- **Footwear**-high heels, heeled shoes (wheeled shoes) are not allowed. Shoes should be safe and appropriate to the season.
- **Deodorant Sprays and Aerosols**-Students are not to bring any type of aerosol, deodorant spray, perfume, body mist, etc. to school due to possible allergic reactions.

Students dressed inappropriately will be asked to change or call a parent for a change of clothing. Repeat offenders may be issued an office detention. The administration has the final say on proper attire.

Electronic Gadgetry

All electronic music/gaming/cameras/, etc... are prohibited. **Please leave them at home. If these are used during the day they will be confiscated.** The school cannot be responsible for loss or damage.

Field Trip Procedures and Expectations

Permission Slips:

- Permission slips signed by parents/guardians are required for all field trips and are given to the student's teacher.
- Payments must be made by CHECK (payable to RMS) or MONEY ORDER – NO CASH will be accepted.
- If there is a need for financial assistance, parents/guardian should contact the Assistant Principal.

Expectation for Student Behavior:

Taking students out of the building is a tremendous responsibility that we take very seriously.

- We reserve the right not to accept responsibility for students who have been involved in serious or consistent behavioral difficulties.
- In order to help the students understand our expectations, we have developed a set of guidelines for student behavior. We expect our students to represent our school and the towns of Southbury and Middlebury in a mature and responsible manner.

Students must consistently demonstrate that they are able to:

Cooperate with requests of adults
Respect others in their group
Use appropriate manners
Dress appropriately as per the school and Board of Education policies
Have appropriate social interactions with others
Show respect for people, places and property

- If we have any doubt of a student's ability to meet these expectations, we will request that the student remain at Rochambeau where a planned program of activities will be provided.
- Determination of a student's eligibility will be made by the Administration and the grade level teaching team. Concerns will be communicated to parents/guardians as necessary
- School rules must be observed while on field trips.
- Students should not bring any valuable personal items while on a field trip since our school cannot be responsible for their loss.
- Regulations regarding medication at school (see the Nurse section) also apply to field trips.
- On days when entire teams or grades are going on a trip, students who are not going are required to attend school. A planned program of activities will be provided for any student not going on a field trip.

Washington DC Trip Eligibility: Participating in the three-day trip to Washington is a unique privilege for the students, and a serious undertaking for the school staff chaperoning the trip. As we consider the responsibility of taking our students to our nation's Capitol, we need to communicate clearly to all of the students and parents/guardians the guidelines for maintaining eligibility for the trip. The guidelines for academic and behavioral eligibility are as follows:

Academic Expectations: In order to attend the Washington trip, a student must maintain passing grades in his/her academic classes. If students are not maintaining cumulative passing grades in at least four of the five academic subjects at the end of the third marking term, they are not eligible to take part in this field trip and other end-of-the-year activities. Instead, their academic team will recommend that the students spend the three days in school in concentrated makeup work and study, thus increasing their chances for participating in graduation.

Behavioral Expectations: Taking 150 to 200 eighth grade students out-of-state for three days is a tremendous responsibility, and one that we take very seriously. Consequently, we ask that parents understand and respect our need to reserve the right not to accept responsibility for students who have been involved in serious or consistent behavioral difficulties. Our primary goal whenever we take students out of the building is to have them represent our school and the towns of Southbury and Middlebury in a mature and responsible manner. Therefore, in order to be eligible to participate in the field trip, students must **consistently** demonstrate in school that they are able to:

- Follow directions given by adults at all times
- Cooperate with the entire eighth grade student population group
- Use appropriate manners and have appropriate social interactions with others (both those that they know and those that they do not know)
- Show respect for all people, places, and property

If we have any doubt about a student's ability to meet these behavioral expectations, we will contact the student's parents to recommend he/she remain at school where a planned program of activities will be

provided. The administration and the eighth grade teaching team will make the final determination of a student's eligibility. Concerns will be communicated to parents on an individual basis.

Pets and Animals

Pets and animals are not permitted in school or on school buses. A special exception to this rule must be obtained from the Principal.

Food, Candy and Drink

Food, candy, and drink are not to be brought to school by students for consumption during class periods unless given permission. Students are encouraged to eat healthy lunches and snacks. **Gum is not permitted** because it becomes a sanitary and maintenance problem when it is stuck under tables or ground into carpets. Students who are caught chewing gum will receive an office referral.

Food Services

Rochambeau's school lunch program provides well-balanced meals for those students who choose to participate. Free or reduced-price lunches are available for qualifying students. Applications may be obtained in our main office. The 2009-2010 cost of a full hot lunch will be announced prior to the first day of school. À la carte items are priced individually. Students are expected to pay for their lunches. All students have lunch accounts which are accessed through a four digit pin number. This individual pin number is sent to the student during the summer by the Food Services Department. Students are asked to memorize that pin number as this is the number they will use through the 12th grade. It is the parents' responsibility to be sure that there are adequate funds available for their child's use. Students may put money into their accounts prior to the start of the school day. All monies should be brought to the cafeteria. Charging will not be permitted. Positive and negative balances on the student's accounts carry over from school to school. A student **MUST** report to the cafeteria during their assigned 20-minute lunch. If a student has been invited to have lunch with a faculty member, the student must first present a signed pass to one of the supervisors on duty. If a student is serving a teacher assigned lunch/recess restriction, he or she needs to bring a signed pass to one of the supervisors on duty.

Cafeteria Expectations for Grades 6-8

Below are the cafeteria rules that we require our students to follow. The purpose of these rules is to allow the school to provide a safe, pleasant, and orderly dining experience for all of our students. Failure to follow these rules will result in consequences to be determined by the administration.

1. Be respectful at all times to all people. It is unreasonable to expect other students, cafeteria staff and school officials to tolerate rude and disrespectful behavior.
2. No glass bottles or containers are allowed.
3. Always form a single line at counters and act politely.
4. Use good table manners.
5. Clean up after yourself.
6. Do not leave the cafeteria without a written pass.
7. Food must remain in the cafeteria.
8. Remain at your table until a supervisor dismisses you.

Recess - Students will have an opportunity to exercise and socialize during their twenty minute recess period. **Recess is a privilege which can be revoked for a variety of reasons.** Since safety considerations must always temper recess activities, we ask that our students use the school facilities in a reasonable manner. Roughhousing or other excessively physical activities, profanity, snowballs, or potentially dangerous actions are not permitted. We also expect that each child will act with respect toward the recess supervisors and observe their directions while on the playground. Specific rules regarding recess behavior are:

- Play away from the classrooms.
- Do not leave the playground area.
- Do not bring food onto the playground.
- Do not use foul language.
- Do not hang on basketball hoops or nets.
- Cooperate with recess supervisors by listening to their directions and requests.

Messages/Items Brought To School For Students

Messages:

- A parent/guardian may leave a message for their child with the office staff.
- At the start or end of a period (based on the message content), the student's classroom will be called and the teacher will be given the message to give to the student.
- Calls to classrooms will not be made during instructional time unless there is an emergency situation.

Items brought in for students:

- Items brought in for students and left at the front desk must have the student's name written on it or attached.
- At the start of the period the student has the class related to the item, that classroom will be called and the teacher will be given the message that the student's item(s) is in the main office.
- For items not needed until after school dismisses (examples: overnight bags, skateboards, after school activity items, etc.), the student's Period 9 classroom will be called and the teacher will be given the message that the student's item is in the office for pick up at dismissal.
- Calls to classrooms will not be made during instructional time unless there is an emergency situation.

Lost and Found

- Lost and Found is located in the back of the AP Room during the lunch waves.
- Students who have lost anything should regularly check through Lost and Found while they are at lunch.
- Lost articles will be returned to students upon identification.
- During the December school break, and at the end of school in June, all items currently in Lost and Found are donated to local charities. Students are reminded one week prior to the charity donation to check Lost and Found to claim their belongings.

Parent Information

Being informed is essential for parents. To provide scheduling information and updates on programs and staff, a number of parent communication formats are used throughout the year. An excellent resource is the Rochambeau Middle School website www.region15.org/rms.

It is the student's responsibility to see that any notices are promptly delivered to parents/guardians. Copies of notices are available in the main lobby. Parents may also check the school website.

Parent Portal

Each student will have a unique "User Name" and "Password" assigned to their records. Please keep your password(s) confidential so only you can access the information. Use caution sharing your username and password with your child because there is parent-specific information that could be changed.

Grades will be posted on the Parent Portal by the teachers. Keep in mind that larger projects may require additional time to post. Use the information on the Parent Portal to talk with your child about their progress at school. If you have any issues accessing the Parent Portal, or you feel your password has been compromised, please contact the Main Office.

R.M.S. Parent Teacher Organization (PTO)

Many of the dynamic enrichment programs scheduled throughout the school year are the result of the efforts of our RMS PTO. Because of their contributions, Rochambeau students enjoy special assemblies, equipment, computers, celebration events, and other "extras" which are beyond the capacity of the regular instructional budget. Beyond the tangible, the contributions of time and energy by PTO members brighten our school throughout the year. Parents are encouraged to attend PTO meetings. The Rochambeau PTO meetings are listed on the Region 15 website and newsletter. Additional information about meetings will be sent home with students. The RMS PTO also sponsors cultural arts programs, which are listed on the district calendar.

Fundraising - In accordance with the Board of Education policy on fund raising, the sale of any merchandise in or on school grounds or school buses is prohibited except when specific approval has been given by the administration.

Volunteer Services – Because of the generous involvement of our parents and community members, the school welcomes many volunteers to the building each year. Services contributed include office, media, reading and computer lab assistance, special activity set-up and service, classroom contributions, guest speakers, etc. The enrichment provided by our volunteers is an invaluable extension of the total school program and an excellent example of the collaborative spirit of our “Region #15 family.” Every parent of a RMS student is automatically a member of the PTO. We invite you to become actively involved in the PTO in any capacity. Anyone wishing to become involved as a Rochambeau volunteer may call the office at any time to make arrangements or contact a member of the PTO Executive Board.

School Life

Announcements - Announcements for the benefit of students and staff are read during homeroom and at the end of the school day. Homeroom will include the Pledge of Allegiance, a moment of silence, and the reading of the morning announcements. All students should listen carefully during announcements for reminders about school procedures, club meetings, and most other happenings at Rochambeau which may be important to students.

Assemblies - Assemblies are designed to be educational as well as entertaining experiences. They also provide an opportunity to learn formal audience behavior. Regardless of the type of program, courtesy demands that students be respectful and appreciative. Good assembly manners include giving complete attention, showing appreciation for what is presented, and behaving like young adults throughout the assembly program. Students are expected to sit with their class during assemblies.

Behavior - The staff at Rochambeau is committed to providing a safe, academically stimulating and nurturing environment for all our students. To assist us in this mission, it is imperative that our students behave respectfully towards themselves, others and all property. All students are responsible for their behavior and the choices they make. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item, and will also face further disciplinary action.

Hall Courtesy – Students should keep to the right of the hall and pass quietly to their destination. Students should not block traffic by standing in groups and must be considerate of others in the halls and classrooms. Running in the halls is not permitted.

Passes – Students traveling the halls during class time must have a pass. All students should be in class or in a supervised area at the beginning of each period. Arriving late without a pass may result in a consequence. Four tardy notifications for the same class will result in an office detention.

Student Council -The Student Council is an organization through which students may express their opinions and participate in the management of school activities, projects, and community service. Each homeroom has representatives.

After-School Activity Guidelines:

At all school-sponsored activities students should conduct themselves with positive behavior, good sportsmanship and appropriate dress just as they would during normal school hours.

School Health Office Information

Physical Exams-In accordance with the State of CT requirements, all sixth grade students must have a complete physical. This physical must be performed after July 1, 2009 and be submitted to the Health Office by February 15, 2010. The results of this physical must be recorded on the blue State of CT Health Assessment Record form and all “starred” (*) items must be completed by the physician. This physical may be used to meet the sports physical requirements as long as the physician has checked off the box indicating that the student may participate fully in physical education activities. If a student qualifies for a free lunch, a free physical will be provided by the school physician or his/her designee. Questions or concerns should be directed to Mrs. Shea in the Health Office or to the Main Office.

First Aid-The Health Office is supervised by a registered nurse and is equipped to provide emergency care for injuries and illness. If further care or treatment is required, the parents will be notified and should provide immediate transportation.

Emergency Cards-Students are given emergency cards at the beginning of each school year. It is important that these cards be filled out completely and returned promptly. Two adult emergency contacts

should be listed other than the parents. These contacts should be readily accessible and able to pick up a student in your absence. If any change in information occurs during the school year, please notify the school nurse immediately.

Exclusion From P.E.-Parents may exclude a student from physical education for two days. Longer exclusions from P.E. require a doctor's note. All notes should be brought to the Health Office.

Health Records-A cumulative health record is maintained in a secure location in the Health Office for each student. Access to these records is limited to the school nurse. The school nurse provides pertinent information to appropriate school personnel.

Illness During the School Day-Although students should not come to school if they are ill, sometimes illness becomes apparent during the school day. If this happens, students must obtain a pass to go to the Health Office for an evaluation. It may be necessary to contact a parent or for the student to be sent home.

Long-term Illness -If a student is absent for medical reasons for three or more weeks, homebound tutoring may be arranged through the district. Please contact the school administration for help in this matter.

Immunization-Immunizations must be current for all students. Students will be excluded from school if their immunizations are not current.

Medications-Medications may only be administered in school with the written order of a physician or dentist, and written authorization of the parent/guardian. Doctor's orders are needed for all medications, including over-the-counter medications (except for Tylenol, which only requires parental permission). Medications must be brought to the school nurse by the parent or other responsible adult and must be in the original container. Students are not permitted to transport or carry medication with them during the school day. However, some students may carry and self-administer Epi-pens and asthma inhalers with written orders from both their physician and parents. Please call the nurse to make arrangements for this. New medication orders must be written for every school year. When students need medication during field trips or other activities that take place off the school grounds and/or outside the hours of the regular school day, the parent/guardian must contact the school nurse two weeks in advance to make arrangements.

Screenings-The school nurse conducts screenings of vision, hearing, and posture. Referral letters will be sent to parents/guardians of students who fail the screening according to state guidelines. Vision screenings are conducted annually in grades K through 6 and grade 9. Audiometric screenings are conducted in grades 1,2,3,5 and 8. Postural screenings are conducted in grades 5 through 9 inclusive.

Sports

Sports Programs-Students may try out for a variety of interscholastic sports during the announced times. Sixth graders may participate in cross-country only. The sports currently offered to seventh and eighth graders are soccer, field hockey, cross-country, basketball, cheerleading, softball, and baseball. Individual team coaches will explain tryouts at the start of each season. In June, there is a sports awards assembly, and team members receive certificates, letters, and recognition.

Eligibility for Interscholastic Sports-The following eligibility rules will govern student participation in interscholastic sports at Rochambeau and are consistent with CIAC rules that are mandated for high school sports. Coaches have the authority to raise eligibility standards with appropriate communication to students and parents. In general, students who are presently failing one or more academic courses are ineligible to tryout or participate in interscholastic athletics. Each Season has a different timeline depending on when report cards or progress reports are issued.

The following clarifies each season's definition of "failing":

- All students are eligible to participate in fall sports. In order to maintain their eligibility, students must maintain passing grades in at least four of their academic classes. Any student failing one or more subjects at progress report time will be placed on "Probationary Eligibility".
- In order to be eligible for winter sports, students must be passing all subjects. Any students who have more than one F in a subject for the first marking period will be "Ineligible" to participate. Students will regain eligibility by passing at least four academic classes by the end of the second marking period.

- In order to be eligible for spring sports, students must be passing all subjects. Any students who have more than one F in an academic subject for the second marking period will be “Ineligible” to participate. Students will regain eligibility by passing at least four academic classes by the end of the third marking period.

Behavior-In order to participate in interscholastic sports, students must maintain positive school behavior. As a team member, each athlete represents our school and carries the responsibility to be a positive role model for all Rochambeau students both at school and in athletic competition. Students who receive a detention or more serious disciplinary consequence lose the privilege to participate in try-outs, practices, or games for the day of the consequence. Detentions will not be rescheduled due to conflict with extra-curricular school activities. Disciplinary consequences involving interscholastic team members will be communicated to the coaches for their support and follow-through.

Sports Physical Examination -Students who are trying out for or participating in any sport must have a current sports physical, which cannot be more than one calendar year old. It is the responsibility of any student who wishes to try out for an interscholastic sport team to obtain a physical through his/her own physician and submit written proof of a physical examination. This must be submitted to the school nurse (not the coach) before participation in any school sponsored athletic clinic, tryout or practice. The sixth grade physical assessment may be used to meet the sport physical requirement for the school year if the physician has checked the box indicating that the student may participate fully in physical activities. The results of the sports physical should be recorded on the Region #15 Sports Physical Form. Please submit the original. This physical is good for 13 months from the date of the examination. Students will not be able to continue to participate past the expiration date. All physicals must be performed by a licensed physician of medicine or osteopathic physician, a certified registered nurse practitioner, or certified physician’s assistant. Physical examinations performed by a certified, registered nurse practitioner or a certified physician’s assistant need to be reviewed and signed by a licensed physician of medicine or osteopathic medicine. If your child qualifies for a free or reduced lunch, a free physical may be provided, by our school physician or his designee, upon parent request. Students who do not qualify for a free lunch, but who need the names of clinics that determine charges on a sliding scale or have a deferred payment plan, may call the Health Office to obtain this information. If you have any questions about these physicals, please contact the Health Office at Rochambeau between 8:30 a.m. and 3:00 p.m. at 203-264-2767

Student Attendance at Home Games -Since games traditionally don’t start until 3:45 p.m., all students must go home after school. If they will be attending the game, parents must bring their children back to school. Supervision is not provided for non-team members. Students abusing this policy will be excluded from future games.

Activity	Eligibility	Schedule
Cross Country*	All RMS students	September to November
Field Hockey*	7 th & 8 th Grade girls	Tryouts held in September
Soccer*	7 th & 8 th Grade boys and girls	Tryouts held in September
Basketball*	7 th & 8 th Grade boys and girls	Tryouts held in November
Cheerleading*	7 th & 8 th Grade girls	Tryouts held at the end of school year
Baseball*	7 th & 8 th Grade boys	Tryouts held in March
Softball*	7 th & 8 th Grade girls	Tryouts held in March

*** Students need a permission slip signed by their parent/guardian, a physical examination that is less than 1 year old (for all sports) and a Pay to Play activity fee of \$100.00 (CHECK OR MONEY ORDER ONLY – NO CASH) in order to tryout and participate.**

School Property

School Property

- Cover all books and take care of them.
- Keep desks clean.
- Do not mark or deface walls, desks, lockers or any property that does not belong to you.
- Students are responsible for all books and equipment they use and must pay replacement or repair costs in the event of loss or damage.

Lockers

- Lockers are the property of the school and are provided to students for use during the school day.
- Locker searches may be conducted in the event that there is a legitimate concern regarding the safety and welfare of students/staff.
- Students are assigned one individual locker at the start of the school year.
- Students must keep their locker clean.
- Students are to use only their locker.
- Students are to keep their combination private.
- Students should not leave money or valuables in their locker.
- Students may not decorate either the inside or outside of their lockers for any reason.
- If a student has a problem with their locker (door doesn't close, lock isn't working properly, etc.) they are to tell their homeroom teacher who will contact the custodian.

SCHOOL ADMINISTRATORS MAY CONDUCT RANDOM PERIODIC INSPECTIONS OF STUDENT LOCKERS WHICH ARE CONSIDERED SCHOOL PROPERTY.

Textbooks

All basic texts are loaned to students for use during the school year. Textbooks are to be kept clean and should be covered carefully. Name and homeroom number should be written on book label in case the book is misplaced. Students will be responsible for lost or damaged books. Students who lose or damage textbooks, library books, or any school property are responsible for the replacement cost or repair of the item. Parents will be notified when this has occurred, and all payments should be made directly to the main office. If your child's fines have not been paid by the end of the year, a parent will need to come to school and pay the fine to receive the final report card. **Do not allow fines to accumulate. Students owing money at the end of eighth grade will be excluded from the end-of-year dance, picnic/field trip, and will not be issued tickets for end of the year functions.**

Transportation-Bus Company: First Student (203) 758-1686

Bus Conduct - Bus stops are arranged at central points of pick-up. Students are expected to abide by all school rules while being transported to and from school. Transportation may be denied to any student who does not behave properly on the bus. The decision to withhold transportation rests with the administration of the school and in each case parents will be informed. For proper bus safety, the driver needs to be able to concentrate on driving. There are several rules of conduct for all students to follow while on the bus:

- Always wait for the bus on the shoulder of the road or on the sidewalk.
- Stay in line when boarding the bus; crowding is dangerous.
- Board only the bus for which you have been issued a pass.
- Obey all instructions of the bus driver immediately.
- Remain properly and quietly seated while the bus is in motion.
- Keep head, arms, and hands inside the bus at all times.
- Do not throw objects, eat, drink, or yell at others.

Violation of the bus rules or rules of conduct will be strictly enforced. Violations can distract the driver and therefore be detrimental to the safe operation of the bus. Safety first! Please review bus infractions under discipline.

Consequences for Bus Infractions

- Parents of students who damage or deface any bus will be held liable for such damage.
- School administration will be notified as soon as possible.
- Consequences for bus rule infractions are frequently more severe than school rule infractions because of safety issues.
- Suspension from riding the bus shall be determined by the administration, and parents/guardians will be notified.

Bus Passes-If the need to take a different bus arises, a student needs a dated note signed by a parent or guardian. The note with the child's name should state which bus is to be taken and should be brought to the guidance office by lunch time of that day.

Alternative Transportation-Students who ride to school via transportation other than the school bus should be dropped off at the front entrance of the school via the driveway entrance on the left. Bicycles and

skateboards may not be ridden on school property, which means students must walk or carry them from the edge of the property to the bike rack. This rule also applies to after school activity time. Students riding bicycles must wear helmets in accordance with state law.

Visitors

Visitation Policy-During the school day, visitors must ring the doorbell for admittance.

All visitors, including former students, must go directly to the office when entering the building. All visitors and volunteers must sign in and wear a visitor pass.

II. ATTENDANCE INFORMATION

On January 2, 2008, the State Board of Education approved the following definition of attendance for public school districts:

"A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent."

This definition took effect at the start of the 2008-2009 school year.

Early Arrival to School-There is no supervision at school prior to 7:55a.m. No students should be dropped off before this time. Students are not allowed in the building prior to this time unless special arrangements have been made with a teacher.

Attendance

- Except for illness or emergency situations, students are expected to be present at school.
- Parents/guardians should call the RMS nurse at **264-2767** before **9:00AM** for any students who will be absent or tardy that day.
- The nurse's phone line has an answering machine to record your message if you call before school hours.
- Parents/guardians may also FAX a signed absence note on the morning of the absence to **264-6638**.
- Parents/guardians should always contact the Guidance Office in writing prior to the absence if they are aware of any upcoming vacations, appointments, etc.
- A RMS staff member will call parents/guardians for any students who are "absent unexcused."
- Vacations during the school year may be considered an "unexcused" absence.
- Students who are absent, or not present in school for at least half of the regular school day, on the day of an after school event are not permitted to attend or participate in the event.

Make-Up Work/Homework When a Student Is Absent

- Students are to check with each teacher on the day they return to school to receive assignments and missed work. Make-up work should be completed in the comparable amount of time the student has missed school. For example, if a student misses two days of school, make-up work should be completed within two days upon their return to school.
- On the **third** day the student is absent, parents/guardians can call the Guidance Office at 264-2685 to request make-up work/homework.
- If the request is received before 9:00AM, any make-up work/homework that teachers compile can be picked up after 3:00PM the same day in the Guidance Office.
- If the request is received after 9:00AM, any make-up work/homework that teachers compile can be picked up the next day in the Guidance Office.
- It is suggested that parents/guardians call the school before picking up make-up work to confirm that teachers have compiled work for the student and sent it to the Guidance Office.

Early Dismissal-Early dismissal from school should be requested only when absolutely necessary. If it becomes necessary to ask for an early dismissal, a written request, signed and dated by a parent or guardian, must be presented the secretary in the Guidance Office before classes start or during lunch/recess on the day the early dismissal is desired. At the time of the dismissal, the student must report to the office to sign out before leaving the building. If an emergency arises, please call 203-264-2711 to arrange for early dismissal. A parent/guardian must come into the guidance office when picking up for dismissal and sign their child out on the Early Dismissal Log.

Dismissal- Students should remain quiet, listen for any announcements and await dismissal via the tone over the intercom at 2:45 PM. At that time they will proceed directly to the buses or the AP Room. Please remember that running in the halls is not permitted.

- Every time a student does anything other than go home by their typical way, parents/guardians must send a note to the Guidance Office.
- If students did not come to school with a note, they can call home before the end of their lunch wave and make arrangements for a note to be Faxed or brought in.
- If a note is not able to be Faxed or brought in, students must go home their typical way.
- Office staff can not take verbal permission over the phone from parents/guardians.

Permanent Changes in dismissal for a student

- Parents/guardians write a note that explains the specifics (Examples: Every Tuesday and Wednesday during the school year the student will be picked up instead of taking the bus, every Friday student will walk home, etc.).
- Student brings the note to the Guidance Office when they arrive in the morning.
- Student is given a "Pick Up" or "Walker" pass with the specifics written on it that will be used all year.
- Students keep the pass and, on appropriate days, show it to the Aide on duty outside the front door at dismissal.

Laws and Policies

Laws Regarding School Attendance-Each parent or other person having control of a child five years of age and over, and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school is in session in which provision for the instruction of such child is made according to Connecticut State Statute, Section 10-184.

Penalty, Section 10-185-Each day's failure on the part of a person to comply with any provision of Section 10-184 of the Connecticut State Statutes (see Duties above) shall be a distinct offense, punishable by a fine not exceeding twenty-five dollars per day.

Absent from School-The State Board of Education, policy #5113.2, based on state law, and has adopted a new set of regulations dealing with attendance. Because of this, it is essential that we keep track of excused and unexcused absences. The new law states that whenever a child has ten unexcused absences in a year or four unexcused absences in a single month, the school district must report that child to state juvenile authorities. The goal of this policy is to assure that students attend school the full 180 days as much as possible. In accordance with the Commissioner of Education, and the State Board of Education, "A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent." Therefore, on a full day of school, students must arrive by 11:25 A.M. to be considered present. If a student leaves school prior to 11:25 A.M. they will be considered absent. If your child is going to be absent or tardy for any reason, please call our school health office at 203-264-2767 and leave a message on the answering machine. Please include the reason for the absence or tardiness. If parents do not contact the school when a child is out, the absence will be recorded as "**unexcused**". We are required to monitor attendance carefully. Any pattern of excess absences whether excused or not, may result in a referral to the Region 15 Attendance Review Board.

Region # 15 Truancy Policy-The Region #15 Board of Education believes that regular school attendance is essential to the academic success of students. Therefore, it is the policy of the Board of Education to monitor school attendance for the following purpose: to identify students who are truant/habitually truant, or excessively absent; to enlist the cooperation of parents/guardians and, when necessary, the juvenile justice system, in order to change the behavior pattern that has developed. In accordance with the truancy policy of the Board of Education, "truant" at middle school means a child who has four unexcused absences from school in any one month, or ten unexcused absences from school in any school year. "**Habitual**" **truant means a child who has twenty unexcused absences.**

Procedures For Monitoring Truancy

1. Parents/guardians have a statutory obligation to ensure that their child attends school.
2. Parents/guardians are required to provide the school with a telephone number or some other means of contacting them during the school day.
3. It is the responsibility of the parents/guardians to contact the school health office when it is necessary for their child to be absent from school. If a child is absent and no notification has been received from

the parent, the school will make a reasonable effort to notify the parent/guardian by telephone of the child's absence. **(The absence will stand as unexcused).**

4. When a student is identified as a truant or habitual truant, the Superintendent or designee will conduct a meeting with the parent/guardian, student, and Student Assistance Team members. The meeting will occur no later than ten school days after the child's fourth unexcused absence in a month, or tenth unexcused absence in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy.
5. If the Superintendent determines that further assistance is required for a truant child and the child's family, the Superintendent may file a written complaint with the Superior Court pursuant to Connecticut General Statutes S46b-149 alleging that this is a family with service needs. **The Superintendent is required to file with the Superior Court in cases where parents fail to cooperate with school efforts to remedy the truancy issue.** All Policies and regulations are available on the Region 15 web site under General Information.

IF A STUDENT IS ABSENT, HE/SHE IS NOT ALLOWED TO PARTICIPATE IN ANY EXTRA CURRICULAR ACTIVITIES ON THAT DAY. Examples of these activities include dances, trips, and sporting events.

Tardiness

Late to School-It is very important for students to arrive on time to school. In addition to missing information and instruction, arriving late to class is disruptive to teachers and to their classmates. Please call the Health Office if your child is going to be late at 203-264-2767. All students who are late (after 8:05 AM) must report to the Guidance Office with a dated signed note from a parent indicating the cause of the tardiness. RMS has two categories of tardy: excused and unexcused. Examples of an excused tardy are doctor's appointments and family emergencies. Examples of an unexcused tardy include oversleeping and missing the bus. Please note that a bus arriving late to school does not count as a tardy against any student who is on that bus. However, any student late to homeroom when the bus is on time will be charged for an unexcused tardy. When a student accumulates three unexcused tardy notations per semester an office detention will be issued. **Rochambeau Middle School, based on past state practices, considers that four hours constitutes a "minimum day". If a student arrives to school after 11:25 a.m., the student is considered absent. Students not in school for at least half the day will be considered absent for the purpose of eligibility to participate in extra curricular activities on that day.** Failure to sign-in may result in a detention.

Late to class-It is equally important to be on time for each class attended. If a student is delayed because of a conference with a teacher, the student should ask for a pass to his or her next class. If a student is tardy due to his or her own actions, he or she will have to abide by the school's procedures regarding "late to class" situations. A student with four tardy notices to the same class in a marking period will meet with an administrator and be given an office detention as a consequence.

Vacations

We strongly suggest that families plan vacations during the scheduled school vacations. Occasionally, parents ask that students be excused from school for a family vacation. Although make-up work may be provided, the student will not be able to benefit fully from classroom presentations and interactions while away. However, if it is unavoidable that your child misses school during scheduled academic days, please be sure to notify the teachers and the Main Office in writing at least one week before the vacation. Upon return, students will be responsible for completing all assignments missed within a week. Teachers are not expected to provide materials prior to your vacation, and/or re-teach material covered during the student's vacation.

Withdrawal

Withdrawal from Region #15-If a family is planning to move out of the Region #15 school system, the parent/guardian must send a note to the school so we can make the necessary arrangements for students to transfer. When it is time for the transfer, a parent/guardian must come to the school to sign important transfer papers.

III. ACADEMIC INFORMATION



“All students will meet or exceed proficiency standards in all academic areas as measured by state, regional and school based assessments.”

“All students will demonstrate proficiency in critical and creative thinking.”

Grade Level Guidelines (Grades Six through Eight)

- At this level, assignments reflect the departmentalization, specialization of instruction and interdisciplinary nature of middle school.
- As assignments become more complex and diverse, organization and record keeping skills become essential.
- There should be a continued emphasis on “how” to study and work independently.

Grade Guidelines

Grade		Percentage	Level of Work
A+	=	95-100	Excellent
A	=	93-94	
A-	=	90-92	
B+	=	85-89	
B	=	83-84	Above Average
B-	=	80-82	
C+	=	75-79	
C	=	73-74	Average
C-	=	70-72	
D	=	65-69	Below Average
F	=	Below 65	Failing
I	=	No grade	Incomplete

Honor Roll Eligibility

- **High Honors:** B+ or above in all academics.
- **Honors:** B's or above in all academics. One C+ may be offset by any A.
- To be eligible for any honors, a student must achieve a grade of C or better in non-academic courses and may not receive a comment indicating unsatisfactory effort or disruptive in class.

Rochambeau Program of Studies

Rochambeau offers comprehensive academic and related arts programs to all students. In grades 6-8, all students take language arts, math, social studies and science. All seventh and eighth grade students take a world language class. In addition, students have the opportunity to experience many related arts classes throughout their years at Rochambeau. Offerings vary depending on grade level.

Student Assessment-Assessment of each student's progress is an ongoing process which requires maximum communication between family and school. Specific grading rationales can be obtained at Open House, from the teacher, or on the Parent Portal.

Report Cards and Progress Reports - The faculty at Rochambeau strongly believes in continuing communication between home and school. If students or parents have any questions about classes or progress, dialogue with your child. **Parents are then encouraged to contact their child's teacher whenever the need arises.** Report cards are sent home at the end of each quarter. Progress reports are sent home with every student at the midpoint of each marking period. Students have two weeks from when the grades close to make up work when they receive an incomplete on their report card. Failure to do so will result in a failing grade. Both progress reports and report cards require parent signatures before being returned to school. Please remember that you may view your child's progress at any time on the Parent Portal.

Dealing with Academic Issues-We at Rochambeau promote clear communication between students, parents, and community. One of our goals is to help Rochambeau students be their own advocate and attempt to resolve their conflicts themselves. Therefore, **if your son or daughter has an issue or problem with his/her education program, we encourage you to have your child approach his/her teacher and discuss it in person.** If the issue is not resolved to your child's or your satisfaction, you are asked to contact the teacher and address the issue by phone or set up an appointment to discuss it in person. Should you still feel the issue is not resolved, you should contact your child's school guidance counselor. If the concerns are not resolved upon completion of the above steps, contact the school administrator.

Promotion-Promotion to the next grade level is a serious decision made on an individual basis for each child. Whenever there is any consideration of retention, the student's teachers work together with parents to examine all aspects of the child's progress and to support academic success. The decision for promotion to the next grade is based on each student's academic performance and readiness for the next grade level. Such decisions will be made following conferences involving the parents, teachers, guidance counselor and principal. **Eighth grade students must pass at least four of their academic courses for the year to be eligible to participate in end-of-year activities.**

Arts Enrichment Programs

RMS EXPRESSIONS: student literary magazine is open to all students. Meetings are held during ELT and after school throughout the school year.

Chorus-Open to all students beginning in sixth grade. Sixth grade chorus meets once a rotation by team and once as a full group. Seventh and eighth grade chorus meets once a rotation by grade level and once by voice part. Attendance at rehearsals and scheduled concerts is required.

Band & Orchestra- Open to all students beginning in sixth grade. Sixth grade band and orchestra meet once a rotation with one rotating lesson per rotation. Seventh and eighth grade band and orchestra meet twice a rotation with one scheduled lesson per rotation. Attendance at rehearsals and scheduled concerts is required.

Chorale*- Select vocal group open to seventh and eighth grade girls and boys. This group rehearses once a rotation during the school day and after school one day per week. Auditions are held at the beginning of the school year to determine placement in the group. A Pay to Play fee is required. Attendance at rehearsals and scheduled concerts is required.

Chamber Orchestra*- Select string ensemble open to seventh and eighth grade students. Auditions are held at the beginning of the school year to determine placement in the group. A Pay to Play fee is required. Attendance at rehearsals and scheduled concerts is required.

Jazz Band*- Select instrumental ensemble open to seventh and eighth grade instrumental students by recommendation of the instructor. This group performs classical-jazz ensemble literature. Auditions are held at the beginning of the school year to determine placement in the group. This group rehearses once a rotation during the school day and one day after school. A Pay to Play fee is required. Attendance at rehearsals and scheduled concerts is required.

Art Enrichment-To qualify for Art Enrichment, students must receive an A or higher in Art, be recommended by a teacher, and present a portfolio of artwork. The portfolio is judged by a group of art educators and the Director of Fine Arts. This admission process takes place in May. Art Enrichment is a graded course and attendance is required.

Student Council-The Student Council represents the entire student body. Students from each grade are selected by student vote to serve as representatives. Meetings are held during school. Student Council seeks the suggestions and assistance of the student body in planning activities such as: dances, spirit days, talent shows, fundraising and community awareness. They also assist Administrators and Teachers in carrying out special projects and in improving the school climate. The Student Council Advisor assists their officers in conducting meetings and in planning the year.

Yearbook- The Yearbook Committee is made up of eighth grade students. They help take and organize pictures and assist the Yearbook Advisor(s) in making decisions about the yearbook layout. Students who are interested submit a written paragraph explaining why they would be an asset to the committee. Meetings are held once a week during school hours.

MathCounts- The MathCounts Team is made up of students that would like an extra challenge in math. Students from each grade are allowed to participate on a voluntary basis to problem-solve challenging, yet real life examples, in meetings after school from 2:50 – 3:50 PM. The official company, found at www.mathcounts.org, sends materials to the coach for the students to practice. In the beginning of winter, the students involved will take the School Competition Challenge to determine which four participants will represent the official RMS MathCounts Team at the local competition level. The official RMS MathCounts Team may also compete at the state level. Based on performance at the state level, individual students may make it to the national competition in May. The MathCounts coach leads the students through these sessions and competitions.

Eligibility to Participate in Extra/Co-Curricular Activities/Arts Enrichment Programs

Extra/Co-Curricular programs include interscholastic sports, Student Council, Mathcounts and activities that require practice and/or rehearsal time after school (special music groups, etc.) and evening activities such as dances. The first priority for all students in Region 15 is the successful fulfillment of all scheduled classes. The following rules are in effect regarding academic eligibility to participate in co-curricular activities and/or Art Enrichment Programs for all students in Regional School District 15 and are consistent with CIAC rules that are mandated for high school sports. In general students who are presently failing one or more courses are ineligible to tryout or participate in Arts Enrichment/Co-Curricular Programs/Activities.

The following clarifies the definition of “failing”:

- All students are eligible to participate at onset of the school year. In order to maintain their eligibility, students must maintain passing grades in at least four of their academic classes. Any student failing one or more subjects at progress report time will be placed on “Probationary Eligibility” and will be allowed to participate until the end of the marking period.
- Any student who is failing more than one academic class at the end of the marking period will be “Ineligible” until their grades are reviewed at the close of the next marking period.
- Students who are passing all classes are considered in “Good Standing” and can participate in any Arts Enrichment Programs, Student Council, Yearbook, Mathcounts and/or any other Co-Curricular Activity.

Homework Policy-The careful completion of homework is very important; it helps to review what has been learned in class and to practice skills that have been introduced. Every teacher will explain his/her homework policy. The school follows the Board of Education Policy # 6154

- Parents/guardians are encouraged to speak with their child’s teacher if homework assignments appear to be taking an inordinate amount of time or are creating undue stress.
- Examples of homework that may be assigned in various grade levels are listed below:

Reading assignments	Constructing projects
Taking notes on reading assignments	Completing worksheets
Reviewing and rewriting class notes	Conducting research
Writing assignments	Problem solving

Make-Up Work/Homework When a Student Is Absent or Missing Class

- Students must check with each teacher on the day they return to school to receive assignments and missed work. (Refer to page 13 if the student has been absent for three or more days.)

Plagiarism

As defined in the Merriam-Webster online dictionary (www.webster.com):

Plagiarism: to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source, to commit literary theft: present as new and original an idea or product derived from an existing source

- A first offense for plagiarism will result in the following academic consequences:
 - A zero will be given for the assignment but the student will have the option to redo the assignment.
 - Parents/guardians and administration will be made aware of the incident.
 - If the assignment is redone, the zero will be changed to a 50. Students will have to use their own time to complete the specific assignment.
 - The redone assignment will be graded and then averaged with the 50.
- A second offense for plagiarism will be handled as detailed above and may include disciplinary consequences from the administration.

School Counseling Office

School Counseling

- Counselors are available to all students and facilitate peer groups and group counseling on topics such as friendship, social skills, restructured families, divorce, anger management, grief and loss, new students, etc.
- Individual counseling is available.
- School Counselors teach comprehensive counseling lessons in the classroom at each grade level where lessons focus on a variety of topics including peer pressure, conflict resolution, career awareness, communication skills, diversity and bullying and teasing.

P.H.A.S.E. (Peer Mediation)

- P.H.A.S.E., Peers Helping All Students Equally, is a group of students who have been trained in a process called Peer Mediation.
- Peer mediation, which is facilitated by a student who is a trained peer mediator, gives students a chance to sit face to face and talk uninterrupted, so that each side of the dispute is heard.
- The peer mediator does not take sides, give advice, or assume responsibility for solving the problem. The mediator is there to help the disputants solve their own problem. All mediation sessions are confidential.
- After the problem is defined, solutions are created and an agreement is reached, the agreement is written and signed by all students involved.

Peer Tutoring

- Trained peer tutors will assist other students with academic needs during Extended Learning Times (ELTs), lunch/recess, or after school.
- Applications for peer tutors go out during the fall.
- Students can nominate themselves or be nominated by RMS staff members.
- The applications are screened and qualified students become tutors.
- Students that are in need of tutoring, as determined by their teachers, counselors, and/or parents will be assigned a tutor during the fall.
- Students may request the assistance of a peer tutor at any time.

Extended Learning Time & Study Hall Expectations

Extended Learning Time (ELT)

- All students will participate in “Just Reading” during ELT for approximately 20 minutes.
- Students must bring work to be completed after “Just Reading,” or take the opportunity to meet with their teachers, and respect the need for quiet for others.
- “Work ELT” will be offered each day and is designed to improve students’ performance based on standardized test scores in addition to challenges students are experiencing with their academic work load at any time over the course of the school year.

Study Hall

Students will be assigned to a study hall. Study halls are an opportunity for students to study, read, or to get started on their homework. They are to work quietly and keep the study area neat. Study halls are not for talking and playing games or cards. Students should report to study hall with the materials necessary for work. It is important that if students have little or no homework, they have appropriate material to read or study.

Media Center

- The Media Center is not a study hall.
- Research using the Media Center facilities is encouraged.
- Quiet behavior is expected.
- A limited number of Media Center passes are available each morning. To obtain a pass, students should see Mr. Fildes in the Media Center.

Computers

Computer Use Policy

1. Students must have permission to use computers and be supervised by a staff member at all times. If a student reports to these areas from a study hall or class and there is not a staff member present, they are to return to class.
2. All students must have permission from a staff member before accessing the Internet. Internet usage is for school-related projects only, unless a staff member grants special permission.
3. Students at Rochambeau are assigned an account on the network. They will be the sole user on said account. The sharing of accounts or passwords is not permitted.
4. No user of technology resources shall knowingly degrade or disrupt the equipment, services, or electrical information resources; this includes but is not limited to, tampering with computer viruses, or attempting to gain access to restricted or unauthorized networks or network services.
5. Technology users must respect copyright regarding software, information, and attributions of authorship. The transmission, reception, or duplication of any copyrighted or other legally protected material is prohibited.
6. Students who use electronic information resources should not give out any personal information about themselves or others while using these resources.
7. Under no circumstance is any student to enter any "chat room," instant messaging, social networking site, or similar Internet site.
8. The transmission of any harassing, threatening, or intimidating message is prohibited. Further, the transmission of any legal message, or the transmission of any message for an illegal purpose or in an illegal manner, is prohibited.
9. No person shall use, create, transmit, or download any images that are pornographic or defamatory.
10. Students are expected to abide by the Board of Education Policy "The Acceptable use of Technology Resources." A copy of this policy, #6163.6, is available in the Main Office and on the school web site. Students must report improper use of Internet to a teacher immediately.

Additionally, students are not allowed to access personal email while using Region 15 hardware.

*Any student who violates the above policies governing the use of technology may have his/her account or user privilege denied, and any such violation may result in disciplinary and/or legal action up to and including possible suspension and/or expulsion.

IV. PROCEDURES AND POLICIES



"All students will act responsibly, show respect, and demonstrate regard for the inherent worth of themselves and others."

Student Expectations

Students at Rochambeau are expected to behave in a caring, cooperative and respectful manner at all times. To ensure the well-being of the entire RMS community, the following activities are prohibited:

- Dangerous activities such as fighting, throwing stones or snowballs, roughhousing and pushing.
- Swearing, rudeness, smoking, harassing or threatening behavior, sexual harassment, bullying, spitting and vandalism.
- Knives, darts, guns, firecrackers, matches, tobacco, water pistols, poppers, chains and other dangerous items.
- Use of alcohol, tobacco or drugs.
- Eating candy and chewing gum.
- Running is prohibited in the building.
- Use discretion in displaying affection.

Technology Policy

Videotapes, photographs, websites, and audiotapes are sometimes made of students and staff involved in some school sponsored curricular and extracurricular activities. These videotapes, photographs, websites and audiotapes, in whole or in part, along with instructional materials and products of instruction, are used to produce multimedia presentations shown in the Region #15 schools. They may also be shown to educators in Connecticut and other states and put on cable channel 17 in Southbury, or the Internet. In some cases, Region #15 sells educational materials, including multimedia materials, to other educators and uses the money received for Region #15 instructional programs. If you have a question or a concern about this procedure, please contact the principal. If you do not want your child or your child's work photographed or filmed on these occasions, you must notify the principal's office, in writing, at the beginning of each school year. Please indicate the name and grade of the student.

Disciplinary Information

Note: The complete Board of Education Discipline Policy may be accessed on the Region 15 website, and conform to policies #5114 and #5144.

The Discipline Process - At Rochambeau, disciplinary records are maintained through an electronic discipline referral process. In this procedure, any event deemed noteworthy by a staff member will be processed with an electronic referral form. Administrators will then process the form, investigate if necessary and assign appropriate consequences. A copy of the completed form, including consequences, will be mailed home. Parents will be notified by telephone of serious incidents. Referral forms will be held for one year. **They are not part of the student's permanent record.** They do serve as a reference to help guide administrators in appropriate consequences over the year. **To better understand behavioral consequences at Rochambeau; please review the "Guidelines for Consequences" grid in this on page 24 of this handbook.**

Definitions of Consequences:

Teacher consequences consist of a variety of activities that are determined by the teacher. These may include, but not be limited to, teacher detention, community service, recess restriction, "time-out", guidance referral or parent phone call.

Recess restriction-suspends the privilege of recess for various lengths of time. During recess restriction, students are expected to report to the office.

Lunch restriction-Students are required to eat lunch in either the office or conference room away from the other students as a result of behavioral difficulties in the lunchroom or other inappropriate behavior.

Office detentions-are generally on Mondays and Wednesdays, although any day may be used. Students are expected to report to the Main Office by 2:50 p.m. Students in office detention are expected to accurately complete a behavior reflection sheet, which will usually be mailed home. This writing assignment asks the student to respond to questions about behavior in order to reflect on what has happened. Students will describe the situation and how it could have been handled differently. Talking in detention is not allowed. Detention ends at 3:55 p.m. **Students MUST be picked up by 4:00 p.m.**

In-school suspension (ISS)-provides an isolated environment in which a suspended student is assigned a reflective writing assignment and class work commensurate with current curricular studies. ISS students are evaluated on cooperation and work production while in ISS to earn the privilege of returning to a regular school program. Prior to returning to normal classroom activities after serving an in-school suspension, parents and students may be asked to attend a conference with an administrator.

Out-of school suspension (OSS)-is used for instances when students pose a serious disruption to their own educational program or that of their classmates, or in any way presents a threat to themselves, others or school property. Prior to returning to school from suspension, a conference may be held with an administrator, parent(s), and student.

Suspension Records-As stated in BOE Policy #5114, suspensions will be part of the cumulative record and shall be expunged if the student graduates from high school or is not suspended or expelled during a two year period following the date of his or her return to school from the suspension.

Expulsion-is a long-term exclusion from school. The Board of Education is the only agency that can expel a student from school.

Disciplinary actions are designed to enable the student to see that his/her behavior has consequences, both positive and negative. It is our hope that disciplinary consequences will help our students grow and mature, as well as become responsible and accountable for their actions. In all instances, we will attempt to make our disciplinary decisions appropriate to the violation and as consistent as possible with past practice in similar situations. Ultimate decision for discipline rests with the principal and/or assistant principal of Rochambeau Middle School. **A student's disciplinary record will be held in the strictest confidence among his/her teachers, parents, guidance counselors, and the administration.**

Notification to Parents/Guardians of disciplinary action shall be given within 24 hours of the time of suspension or expulsion. Students who receive an in-school or out-of-school the day of a school dance will NOT be permitted to attend the dance. This rule may also apply to field trips and other school sponsored-events.

Definitions of Some Inappropriate Behaviors:

Harassment-Harassment in any form hurts people's feelings and will not be tolerated at RMS. It may include comments about a person's height, weight, physical appearance, style, or mannerisms or any intimidating or threatening behavior. Some forms of harassment that are against the law are based on race, gender or ethnic background. All students have the right to a safe and comfortable learning environment. Any kind of verbal or written racial slurs or threats will not be tolerated at Rochambeau.

Bullying-The State of Connecticut defines bullying as: "Any overt act(s) by a student or group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school-sponsored activity or on a school bus, which acts are committed more than once against any student during the school year." One inappropriate act does not qualify as bullying. (The school, however, will investigate the incident and take appropriate action.) When two students of equal power or strength argue or fight, it is not bullying. Playful and friendly teasing is not bullying. Examples of bullying include: saying mean or hurtful things, making fun of someone because of their race, religion, etc, hitting, pushing, or shoving, telling lies or spreading false rumors, and completely ignoring or excluding someone from a game, a seat at lunch, etc.

Bullying behavior by any student at Rochambeau is strictly prohibited, and such conduct will result in disciplinary action, including suspension and/or expulsion from school. Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Anonymous reports may be placed in the box located in the Nurses Office or reports can be filed through the following link, <http://www.region15.org/rms/BullyingDef.htm>, found on the RMS website. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.2 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Sexual Harassment-It is the policy of the Board of Education that any form of sexual harassment is forbidden by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students and to the public. Definition: "Sexual harassment is unwanted and unwelcome behavior or comments of a sexual nature, which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere." Specific behaviors that could constitute sexual harassment are touching, sexual rumors, sexual name calling, too personal a conversation, jokes/cartoons/posters, cornering/blocking, pulling at clothes, internet postings, suggestive facial expressions, graffiti, written comments, symbols, and verbal comments. Under federal and state law and policies, sexual harassment is illegal and is prohibited in school settings. All such incidents reported shall be investigated. If it is found that sexual harassment has taken place, disciplinary action could include suspension, referral to the Board of Education, or referral to legal authorities.

Sexual Harassment Complaint Procedure-If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate. If the harassment does not stop, the student should inform a teacher, counselor, or administrator. A Sexual Harassment Complaint form is available in the main office and should be used if the harassment continues.

Substance Abuse-Any student in the Pomperaug Regional School District who, on school grounds, during a school session or anywhere at a school-sponsored activity, is under the influence of, or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or drug paraphernalia shall be subject to discipline pursuant to the procedures outlined in

Section #5151 of the Board of Education policy regarding discipline. Any student found to be in violation of this policy for the first time will receive a minimum of a three-day suspension and/or a referral for expulsion. In cases of possession, distribution or sale, law enforcement officials will be notified for prosecution.

Smoking Policy-All Region #15 school buildings are smoke-free. Smoking, or the use or the possession of any tobacco products, is not allowed in buildings or on the school grounds, or at any school event on or off school property. (Board of Education policy #1331.) Violation of the smoking policy will result in suspension and referral to the student's family and/or a substance abuse counselor.

Dangerous Play-Rochambeau is a safe place and we expect it to stay that way. Any action that endangers a student or other students is not acceptable here. Examples of unacceptable acts include, but are not limited to, play fighting, throwing objects and snowballs, pulling chairs, tripping, pushing and shoving.

Disruptive Items-Rochambeau is primarily a place to learn. Students should not bring the following to school: iPods, MP3 players, squirt guns, laser pens, video games, clothes and book covers with inappropriate messages, etc. These items will be confiscated.

Weapons-State law requires that students be suspended or expelled for bringing knives, firearms, and facsimiles of firearms, explosive devices, and other dangerous items to school. Use of such devices to threaten or intimidate will result in immediate removal from school (Board of Education policy #5144).

NOTICE TO PARENTS

Parents often wish to know, "what happened to the other student"? Both state and federal laws prohibit the administration from discussing consequences with victims or victims' parents. Therefore this question cannot legally be answered due to confidentiality restrictions.

Guidelines for Disciplinary Consequences-These are general guidelines and consequences may be modified by the administration.

	Teacher level	Exclusion from field trips	Confiscated	Recess restriction	Lunch restriction	Guidance Dept. referral	Office detention	ISS	OSS	Juvenile court / police referral	Expulsion
Cafeteria issues: throwing food, cutting in line		x		x	x		x				
Cheating	x						x				
Computer Issues: Misuse of computer systems	x						x, 2x	x		x	
Cutting class or study hall						x	x				
Cutting office detention							2x	x			
Cutting teacher detention	x			x	x		x				
Dangerous play in hall or recess				x	x	x	x		x		
Disobeying a teacher or paraprofessional	x	x		x	x	x	x	x			
Disrupting a class / being sent out of class	x			x	x	x	x, 2x	x			
Dress Code Issues			x	x		x	x				
Fighting		x				x	x	x	x	x	
Gum chewing	x		x	x			x				
Harassment/Bullying						x	x	x	x	x	
Intimidation, inciting others						x	x	x	x	x	
Late to class	x			x	x	x	x				
Late to school						x	x			x	
Littering	x			x	x		x				
Lying to a staff member	x						x				
Lying to administrator							x	x			
Plagiarism	x						x				
Public Displays of Affection				x	x	x	x				
Pulling fire alarm		x				x		x	x	x	x
Sexual Harassment						x	x	x	x	x	
Stealing, forgery		x				x	x	x		x restitution	
Truancy						x	x	x		x	
Unauthorized entry into another student's locker								x			
Using profanity	x			x		x	x	x			
Vandalism		x				x	x	x		x restitution	
Weapons, tobacco, drugs, alcohol, other harmful or illegal substances, arson		x	x			x		x	x	x	x
Wearing hats, carrying backpacks, using mp3 players, disruptive items, cell	x		x	x			x				

Legal Information

Notice of Discrimination-The Pomperaug Regional School District #15 does not discriminate on the basis of race, color, national origin, religious beliefs, disabilities, sex, or age, marital status, sexual orientation, or any other non-job related characteristic in admission to, treatment in, or employment in its programs and activities. The Coordinator of the District's efforts to comply with section 504 of the Rehabilitation Act of 1973 and Title VI is Mrs. Donna Popowski, Director of Student Services, P.O. Box 395, 286 Whittemore Rd., Middlebury, CT 06762-0395, 203-758-1729. The Coordinator of the District's efforts to comply with the Title IX of the Education Amendments of 1972 is Ms. Joyce Niestemski, Pomperaug High School, 234 Judd Rd., Southbury, CT 06488-1950, 203-262-3244. Any inquiries regarding the application of the District's non-discrimination policy may be referred to the Coordinator or to the Regional Director, US Department of Education, Office for Civil Rights, Ninth Floor, 33 Arch Street, Boston, MA, 02110, 617-289-0111

School Records – Parents' Rights-In accordance with federal law, Regional School District #15 has adopted procedures to maintain school records relating to individual students as confidential, except as to school officials with an educational need to know the information and except as otherwise provided in the law. In addition, parents and students eighteen years of age and older have the right to review educational records, and further to request correction of the records if they are claimed to be inaccurate or misleading. A more comprehensive description of these rights with regard to school records is available from the principal.

Student Management Information-The following items are designated as student management information: student name, address, telephone number, date and place of birth, homeroom lists, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards and honors received, and the student's photograph as published in the school annual. The school may disclose any of this information without prior written consent unless notified in writing to the contrary by September 1st of the school year. Information protected under HIPAA laws will not be included. Students may not receive personal mail at the school.

Notification of rights under FERPA

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, *et seq.*, affords parents and eligible students (i.e., students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal, clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to a school official with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District will disclose a student's education record without consent to officials of another public school, including a public charter school, in which the student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605
5. Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic and video images, date and place of birth, major field(s) of study, grade level, homeroom, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The written objection to the disclosure of directory information shall be good for only one year.

School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure. Such objection shall be in writing and shall be effective for one year. In all other circumstances, information

designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

Safety Procedures

Creating an environment that is safe for all students and staff is a primary objective of our school. To do so necessitates that the building is reasonably secured during optimum use, namely the hours that school is in session. Without exception, any parent or guardian entering the building must report to the main office so that there is monitoring and accountability for the coming and going of the individuals within our building. There are procedures in place in the event of any potential risk to the student body and staff brought about by hazardous conditions or events which are delineated in the staff Crisis Handbook as lockdown, and Transition Lock Down.

Emergency Drill Procedures

- There will be approximately ten fire drills per school year.
- Procedures and instructions are posted in each classroom and additional instructions are given as needed by teachers.
- When an alarm sounds students must proceed silently to the nearest exit.
- All drills should be treated as if it is a real emergency.
- Students must be silent during drills to listen to all instructions.
- Procedures and drills for other types of emergency situations, including lockdowns, are reviewed by teachers with students and practiced throughout the school year.

Alternate Emergency Drills – Rochambeau Middle School has established a Crisis Team Committee which will periodically, throughout the year, hold additional emergency drills for lockdowns, severe weather and additional crises.

Release of students to non-custodial parents – Occasionally, questions arise regarding parental permission for releasing a student. If a parent is divorced and has legal custody of the child, a copy of the legal decree must be sent to the principal. This will be kept in a confidential file. In this way we can ensure that this child is only released at the permission of the legal guardian. Without such a decree in our files, we must legally release a child to either parent.

School Cancellations -If poor weather conditions require school cancellation or a delayed opening, the announcement regarding this decision will be made via the radio, television stations, and the school's website, www.region15.org/rms. All of these resources are listed in the Region #15 Calendar.

Emergency Closings - Sometimes school must be closed early due to weather conditions or emergency. Children should be instructed by their parents ahead of time as to the procedure they should follow in this situation. EARLY DISMISSAL TIME IS 12:15 P.M.