

**Colchester Middle School**  
P.O. Box 30, 425 Blakely Road  
Colchester, Vermont 05446  
(802)-264-5800

*School Board Policies are available on the Internet,  
<http://www.csdvt.org/policies/html>  
Or, by request from CMS or Central Office*

To Our Students:

Welcome to CMS! We are looking forward to a happy and safe school year. Our mission at Colchester Middle School is to foster a community based upon core values of respect, opportunity, achievement, and responsibility. The education you receive here gives you the tools you need to be successful. Use these tools effectively!

**Core Values**

**Respect**

We treat ourselves, others and property thoughtfully.

- Listen when others are talking
- Use appropriate language
- Strive for a healthy learning and working environment

**Opportunity**

We look for and take advantage of opportunities to grow, learn and improve.

- Homework club
- After school activities
- Community service

**Achievement**

We do our best to achieve academically and personally

- Put forth our best effort
- Celebrate our successes and hard work
- Recognize our peers' efforts

**Responsibility**

We take responsibility for our actions, words, and choices.

- Make responsible choices
- Take ownership of those choices and the consequences they bring both positive and negative
- Follow the expectations of CMS

**Teacher Advisories**

Colchester Middle School is committed to creating opportunities for connections between adults and students that helps to build positive and meaningful relationships. The CMS Teacher Advisory Program (TA) will occur several times a week to provide adults and small groups of students, time to meet and discuss a variety of topics. These short periods will be scheduled at the start of the day and a topic, pertinent to middle school students, will be discussed.

## Colchester Middle School House Structure

Students will be placed within a house for three years.

Houses are comprised of two teachers each for 6<sup>th</sup> grade 7<sup>th</sup> grade, and 8<sup>th</sup> grade.

UA teachers, guidance counselors, and special educators are all assigned to one house.

Students in houses remain with their age group and will not be multi-grade.

Ken Epstein, 6th Grade Perry Nunn, 6th Grade Amy Tosch, 7/8 Humanities Jeff Moorman, 7/8 Humanities Dusty Scheuch, 7/8 Science Lois Whitney, 7/8 Math Deb Gay, Special Education Case Manager Marianne Nealy, Special Education Case Manager Bridgette Tozzi, Music Teacher Angelika Mahoney, Librarian Meghan Kelley, Spanish Teacher Craig Revilla, Guidance Counselor	Julie Rutz, 6th Grade TBA, 6th Grade Aubrey Garrison, 7/8 Humanities Damien Dulude, 7/8 Humanities Cynthia Glenn, 7/8 Math Pat Phillips, 7/8 Science Jen Gamache, Special Education Case Manager biL Albright, Art Teacher Maureen Grassley, Reading Teacher Bjorn Norstrom, CAPS Teacher Kara Pawlusiak, Guidance Counselor Brian Flynn, Special Education Casemanager Lee Trumpore, Alternative Educator
Sue Boyea, 6th Grade Val Kneeland, 6th Grade Jess Barnum, 7/8 Humanities Jill Dawson, 7/8 Humanities Andy Simmons, 7/8 Math Carol Smith, 7/8 Science Julie Tanguay, Special Education Casemanager Connie Gavin, Family & Consumer Science Teacher Ginger Epstein, Health Teacher Andrew Rousseau, Music Teacher Craig Revilla, Guidance Counselor	Stephanie Miller, 6th Grade Amy Kreiger, 6th Grade Jenn Roberge, 7/8 Humanities John Upchurch, 7/8 Humanities Rick Martin, 7/8 Math Deb Kendrick, 7/8 Science Katie Keidel, Special Education Casemanager Anita Dayvie, PE Teacher Joe Johnston, PE Teacher Michelene Tremblay, French Teacher Kara Pawlusiak, Guidance Counselor

### Daily Procedures

Students should arrive at school by 7:30 am. Supervision of students is available from 7:00-7:30 outside in the basketball area and inside in the gym. Breakfast is available in the cafeteria to all students during this time. Students are dismissed from these locations at 7:30 and school begins promptly at 7:35 a.m.

### Student Lockers

Each student is assigned a locker near their homeroom that has a combination lock. Students are responsible for the contents of their lockers.

- ✓ Keep your locker number and combination private so others don't know it
- ✓ Make sure your outdoor coat, backpack, and any electronic devices are stowed in your locker for the entire school day
- ✓ You may only use our lock for your locker
- ✓ Lockers may be searched by the administration at any time if we think that there is something in your locker that may effect the safety or welfare of you or others in the building
- ✓ Locker privileges may be lost if students abuse the privilege or use their locker inappropriately. Parents are financially responsible for damages to lockers

### **Agendas**

We will provide you with an agenda at the beginning of the year. The agenda keeps a record of assignments and messages between teachers and parents. If your agenda becomes lost or ruined, it may be replaced or purchased.

### **Telephone Use and Cell Phones**

Students may use the land line telephones in team classrooms or in the main office with a pass or permission from the teacher. Student cell phones need to be turned off and left in lockers for the entirety of the school day (7:30-2:06).

### **Electronic Devices**

Students need to make sure that any electronic device (cell phone, iPod, mp3 player, PSP, etc) are stowed in their lockers for the entire school day. Colchester Middle School is not responsible for lost or stolen items.

### **Identification Badges**

When school pictures are completed, every student will be issued an identification badge. These badges are required for admission to our school dances.

### **Food Allergies**

Some of our students have very serious food allergies which may be life threatening. To make sure that these students do not come into contact with the foods they are allergic to, some of our classrooms have been designated as "Nut Free" and "Dairy Free". The classrooms that have this designation have yellow signs located on the doors. If you bring snack and are in a nut free classroom, please make sure your snack is safe by checking with the teacher or the nurse if you're not sure. Our cafeteria does not serve foods containing peanuts or tree nuts and we have a table that is designated as "Nut Free". No foods containing peanuts or tree nuts are allowed at this table. Dances and other fundraisers are nut free events. Snacks served will be prepackaged and free of nuts and any nut byproducts such as peanut oil, nougat, or other nut derivative. If food is going to be served or used in a classroom, it will be pre-approved by the school nurse 48 hours in advance to make sure it is safe for all students.

### **Absence**

Parents/ guardians need to contact the school at 264-5800 when you are going to be absent from school for any reason. You can request homework and we will set it aside for you or send it home with another student. It is important that you make up your missed work. You will have as many days as you were absent to make up any work. A note explaining your absence needs to be turned in to the nurse's office when you return. It should have your first and last name, grade, team, dates of absence, a brief explanation of your absence, and a parent/guardian signature. If you plan to participate in after school activities, you need to be in school all day to be eligible. You may be excused for professional appointments if you have a note and still participate in after-school activities.

## Tardiness

We want students to be on time to school and to class.

### If you're late to school:

Anyone who arrives after 7:35 am is considered late to school. You'll need to sign in with the office so that we know you are here. The office staff will give you a pass to class. If you're tardy to school on several occasions the following may happen:

- ✓ Three tardy arrivals in a quarter – lunch detention in Planning Room
- ✓ Four tardy arrivals in a quarter – after school detention
- ✓ Five or more tardy arrivals in a quarter – half day in the Planning Room and a meeting with the administration

### If you're late to class:

- ✓ Your teacher may assign a lunch detention or after school detention with your teacher

## Transportation

### By bus:

Mountain Transit (893-0063) provides bus service for Colchester students.. Pickup begins at 6:45 am for our 7:30 start time. The buses depart from CMS at 2:10 pm and then pick up additional students at Colchester High School. Students need to ride their assigned bus unless they have a note signed by their parent or guardian and the main office. The request to ride a different bus should be on file in the office by 8:00 am. We are only able to honor these requests if there is room on the bus.

Requests should include:

- ✓ Student First and Last name
- ✓ Date
- ✓ Bus number
- ✓ Name of the student they will accompany home
- ✓ Parent signature

We have a late bus that accommodates students' after school activities that leaves Colchester Middle School at 3:45.

### **Here are some rules and general information for riding the bus:**

- ✓ All students must get on the bus at CMS.
- ✓ Walking to the High School to get on a bus is not permitted
- ✓ Stay seated while the bus is moving
- ✓ Follow the driver's directions promptly
- ✓ Food, drinks, candy, and gum are not allowed
- ✓ Skateboards are not allowed
- ✓ Keep the aisle clear and keep your arms, hands, and head inside the bus
- ✓ Do not throw any object inside or outside the bus
- ✓ The bus driver may assign seats

Safe transportation requires that all students use self-control and proper behavior. If you have behavioral issues on the bus the following consequences may occur:

- ✓ 1<sup>st</sup> report – Written warning from the bus driver is sent to the office and a parent/guardian will be contacted by an administrator
- ✓ 2<sup>nd</sup> report – 3 day bus suspension
- ✓ 3<sup>rd</sup> report – 5 day bus suspension
- ✓ Any Late Bus issue may result in loss of Late Bus privilege
- ✓ Further problems with bus behavior will result in the loss of transportation privileges for a longer period of time

If you have questions about bus transportation, Mountain Transit can be contacted at 893-1334.

**By Walking:**

Students walking to or from school must have written permission from a parent or guardian. This note is to be turned in to the main office and will be kept on file through the school year. Once students leave CMS campus, they are not permitted to return to CMS to take the late bus.

**By Bicycle, Skateboard, Rollerblades, Scooters, etc:**

Students may ride bicycles, skateboards, rollerblades, and scooters to and from school. Students are encouraged to lock their bicycles to the bike rack. Skateboards, rollerblades, and scooters should be turned in at the main office so that they may be safely stowed for the school day. Please wear your helmet!

**Dress Code**

**The CMS dress code is:**

- ✓ Pants need to fit at the waist and not droop or bag
- ✓ Shirts can be sleeveless, but need to cover undergarments completely. Muscle shirts and those with spaghetti straps are not permitted
- ✓ Skirts and shorts need to be a modest length. Use your mid-thigh or the end of your fingertips as a guide
- ✓ Shirts should be cut so that cleavage is covered
- ✓ Midriffs, buttocks, cleavage and underwear need to be covered by your clothes
- ✓ Shoes with wheels are not safe or appropriate for the school building
- ✓ Outdoor clothes are not permitted during the school day
- ✓ Hats may be worn only on Fridays and Spirit days
- ✓ Please leave all of the following at home:
  - Belly shirts
  - Pajamas
  - Clothing with offensive language or pictures
  - Clothes the promote drugs, alcohol or tobacco
  - Clothes that have a message that is sexual in nature

**Academic Information**

Grade scale:

A+ 100-97	B+ 89-87	C+ 79-77	D+ 69-67	F 59 or below
A 96-94	B 86-84	C 76-74	D 66-64	
A- 93-90	B- 83-80	C 73-70	D- 63-60	

**Honor Roll:**

Students earn Honor Roll status of grades B- or above in all subjects during that quarter. Students receiving an A or above in all subjects will be on High Honor Roll. Students have the opportunity to achieve Honor Roll or High Honor Roll status each quarter. Negative behavior may prevent a student from achieving this honor.

**Progress Reports and Report Cards:**

Progress reports are sent in the middle of each quarter. Progress reports will be sent within a week of ending dates. If a teacher or parent has an individual concern, teacher generated progress reports may be generated more frequently. Progress report dates are approximately:

- ✓ October 2, 2009
- ✓ December 4, 2009
- ✓ February 19, 2010
- ✓ May 14, 2010

Report cards will be distributed to students shortly after the marking quarter end dates. The final report card for the year will be mailed home. The ending dates for marking quarters are:

- ✓ October 30, 2009
- ✓ January 15, 2010
- ✓ April 2, 2010
- ✓ Approximately June 10, 2010

**Math Information:** The schedule at CMS allows for additional enrichment as well as support in math. If you feel that your student may need extra support or challenge in math, please contact your student's math teacher to establish how to best help him/her be successful in math. Teachers will perform pre-assessments to determine areas in math that may need greater challenge or more support at differentiated levels.

**Homework:**

You will have a maximum of 60-80 minutes of total homework per evening. Students will not be assigned homework over vacations.

Homework may be assigned to:

- ✓ Review and reinforce
- ✓ Apply, extend or reflect on learning
- ✓ Introduce new content
- ✓ Provide independent practice

Homework can be graded for completion and/or with a number or letter grade. At most, homework will count for 10% of a student's final grade. These guidelines apply only to homework. If your teacher has you work on a long term project during class time and as homework it would be considered class work. Project work will be included in determining your total homework time but will not be included in homework grading.

Homework should be completed because it is an important part of your responsibility as a learner. Homework will not be used as a punishment. If you do not complete an assignment, you will lose credit. You will be allowed to complete an assignment within one week of the original due date with a maximum loss of credit of 25%. After one week, your teacher may elect to give you no credit for your missed assignment. We will not use loss of recess, staying after school, or detention as a consequence. We may ask you to attend Homework Club to help you get your work done. Students, parents, and teachers all have responsibilities to help make sure that homework and learning are successful.

**Student:**

- ✓ Set up and follow a homework routine
- ✓ Use your agenda
- ✓ Bring all necessary materials to and from school
- ✓ Understand the directions, ask clarifying questions
- ✓ Complete homework assignments to the best of your ability
- ✓ Return homework as assigned
- ✓ When questions or concerns arise, speak to your teacher

**Parents:**

- ✓ Set up and follow a homework routine with times, locations, materials, and storage
- ✓ Be encouraging and supportive
- ✓ Monitor your student's homework, daily assignments and completion
- ✓ When issues, questions, or concerns arise please speak with the teacher in a timely manner
- ✓ Encourage the student to work on her or his own; be available to help
- ✓ Use the agenda

### Teachers:

- ✓ Explain to students the importance of homework and its connection to learning
- ✓ Teach skills and strategies necessary for successful homework completion
- ✓ Provide clear instructions and answer clarifying questions
- ✓ Provide homework that is clear, meaningful, and purposeful
- ✓ Provide feedback on homework in a timely manner
- ✓ Communicate with student and parents as needed
- ✓ Work collaboratively with other teachers to assign reasonable amounts of homework

### **Building-Wide Rules**

*Students treat themselves, others and property with respect.*

- ✓ Students are expected to follow directions the first time they are given by any supervising staff member. Students are expected to respond appropriately to all reasonable requests.
- ✓ Students are expected to interact with others in a courteous and respectful manner using language that is appropriate and polite.
- ✓ Students are expected to walk in the building and on the grounds in an orderly manner. Hands, feet, body parts, and things are to be kept to themselves.
- ✓ Students may not hurt or harass another individual verbally, physically, in writing, or through use of technology.

### **Disciplinary Actions**

Teachers are responsible for helping to establish behavioral expectations that reflect the climate of their classroom and the rules of the school. Teachers must refer any situations which are a violation of school or district policies to the administration. Teachers are also expected to communicate with parents/ guardians about disciplinary issues within their classroom. Teachers may assign consequences in the classroom which may include after-school detentions. If you are assigned a consequence by a teacher, you are expected to fulfill that requirement. If that consequence is not served, you are referred to the Planning Room teacher.

### **Planning Room**

Our Planning Room offers a safe, calm, fair and constructive environment for students to find ways to avoid conflict. It is also a space where you can identify problems and seek ways to solve them. Interventions will focus on organization, calm-down strategies, time-management, academic skills to help you successfully re-enter the classroom.

If, while you are utilizing the Planning Room, you create a continual disturbance, you will be sent home with a parent or guardian and further disciplinary actions will be taken by the administration.

### **Administrative Actions**

Before any administrative action is taken, the situation will be investigated, the student given an opportunity to share their story, and a review of the student's disciplinary record will occur. The student's parent/ guardian will be contacted and given the applicable details about the situation and the consequence given.

Due Process: In all cases where students are suspended from school for a period of time less than 10 days, the student and her or his parent/guardian shall be given an opportunity for an informal hearing before an appropriately designated school official. This hearing is called a due process meeting. The hearing must precede the suspension and the district shall provide:

- ✓ Notice of charges
- ✓ Explanation of evidence against the student
- ✓ Opportunity for the student to tell her or his side of the story
- ✓ Decision in writing to the parent/guardian

If a student is in a situation where they have been given a suspension of longer than 10 days or an expulsion, the student and her or his parent/guardian shall be given an opportunity for a formal hearing before the School Board and the district shall provide:

- ✓ Written notice of the following:
  - The nature of the charges against the student
  - The date, time, and place of the hearing
  - The right to legal representation
  - The possible penalties involved
- ✓ An opportunity to present evidence
- ✓ An opportunity to cross examine witnesses
- ✓ The decision in writing to the parent/guardian

When a student, because of her or his conduct or condition, is an immediate threat to herself or himself, others, property, or educational environment, the school district may take whatever action is appropriate under the circumstances, including, but not limited to, immediate suspension pending a due process hearing as soon as possible thereafter.

Group One Offenses: Skipping class or detention, inappropriate language, behavior or gestures, disorderly or disrespectful conduct, teasing, lying, classroom disruption, repeated dress code violations, inappropriate public display of affection, and/ or cafeteria issues.

The following range of consequences may be applied:

- ✓ Lunch detention(s)
- ✓ After school detention in the Planning Room
- ✓ Time out in the Planning Room
- ✓ Half day in the Planning Room
- ✓ Full day in the Planning Room
- ✓ Change in team placement
- ✓ In-school suspension
- ✓ Out-of-school suspension
- ✓ Saturday school at CMS from 8 a.m.-11 a.m.

Group Two Offenses: Promoting a fight or conflict, forging communication or school documents, leaving school grounds, graffiti, vandalism, theft, insubordination, and failure to comply with a school investigation.

- ✓ 1<sup>st</sup> – 1 day in the Planning Room
- ✓ 2<sup>nd</sup> – 2 days in-school suspension, or Saturday school
- ✓ 3<sup>rd</sup> – 3 days out-of-school suspension
- ✓ 4<sup>th</sup> – 5 days out-of-school suspension

Group Three Offenses: Threatening, intimidation, fighting, abusive language, endangerment, possession or use of fireworks or stink bombs.

- ✓ 1<sup>st</sup> – 1 day in-school suspension
- ✓ 2<sup>nd</sup> – 2 days out-of-school suspension
- ✓ 3<sup>rd</sup> – 5 days of suspension in and/or out of school

Group Four Offenses: Assault on a student or assault on a school personnel, gross threatening behavior, gross insubordination.

- ✓ 1<sup>st</sup> – 5 days out-of-school suspension
- ✓ 2<sup>nd</sup> – 10 days out-of-school suspension

Group Five Offenses: Alcohol, tobacco, drug, and weapons violations will be dealt with pursuant to Colchester School District Policies.

Cheating and Plagiarism: When a teacher has reason to believe that a student has cheated or plagiarized material, the teacher will share the conclusion with the student, the parent, the team, and the administration. Submitting work other than your own may have the following consequences:

- ✓ 1<sup>st</sup> offense – failure for the assignment, test or project
- ✓ 2<sup>nd</sup> offense – failure for the assignment, test, or project and a meeting with the parents, team and administration, and possible detention
- ✓ 3<sup>rd</sup> offense – failure in that subject for the quarter. If the project counts in two subjects, the student will have to submit a fresh project in order to gain credit in one subject. If a student has cheated multiple times on the team, the student will fail the last subject in which they cheated.

Enhanced Consequences: The administration may exercise their judgment and impose more severe, or alternative consequences where warranted by particular circumstances. Parents will be notified of the reasons for enhanced consequences.

Out-of-school Suspension: Students who are suspended out of school are not permitted to attend school events, regardless of the event's location or to be on school grounds during the period of the suspension. A student suspended out of school is responsible to make up missed assignments. Every effort will be made to make accessible the assignments and homework for the student during the period or her/his suspension from school. A re-entry meeting may be required prior to return to classes for any student suspended from school. The re-entry meeting may include the student, a parent/guardian, the student's guidance counselor and a member of the student's core academic team. Students are expected to have all work completed upon return to school. If not, the student will remain in the Planning Room until assignments are completed.

Other Violations: If a type of misconduct is not listed in any of these categories, school officials will determine which category best applies to the misconduct.

Appeal of Disciplinary Decisions: If a parent or student wants to appeal a decision, the appeal must be in writing to the principal. The appeal must include a summary of events, the reason for the appeal, and a requested outcome. A written appeal does not guarantee that the decision will be changed. In the event that further appeal is necessary, such appeals can be made to the Superintendent at Central Office.

## Bullying and Harassment

Bullying and harassment have been issues that many students have faced. We take a stand at CMS that these types of behaviors are not acceptable and we want students to understand how to be safe and keep others safe.

Bullying is defined as an act or acts that are directed toward a student by another student which creates a hostile environment at school and are:

- ✓ Repeated over time
- ✓ Meant to ridicule, humiliate, or intimidate
- ✓ Occur somewhere in or around school or at a school activity

Harassment is defined as an incident or incidents that involve verbal, written, visual, or physical conduct that is based on:

- ✓ Someone thinking that you or a family member are of a particular:
  - Race
  - Creed
  - Color
  - National origin
  - Marital status
  - Gender
  - Sexual orientation
  - Disability
- ✓ The behavior that the other person is involved in gets in the way of your educational performance or your access to school or school resources and makes you feel that school has a hostile, intimidating or offensive environment.

We want to make sure that these types of behaviors get reported to the administration so that students are kept safe and feel that they may learn. If you or a classmate are in a situation where you feel that someone at school is bullying or harassing you we ask that you report it.

Reporting Bullying and Harassment: Please talk to your teacher, the principal, the assistant principal, a guidance counselor, the school social worker or the Planning Room teacher. Many of these people are called “designated employees” which means that they have the responsibility to make sure that all incidents students report of bullying or harassment get investigated. You’ll go through the following process:

- ✓ Meet with the designated employee to discuss the incident
- ✓ A determination will be made if the action is bullying, harassment or another type of behavior

Possible consequences for Bullying and Harassment

- Verbal warning or reprimand
- Education or training
- A parent/student meeting with a designated school employee
- A mediation/agreement contract
- A recommendation to parent/guardian for counseling
- Interventions with the School Resource Officer
- Community service
- A face-to-face intervention between the parties involved
- Detention during morning admission, lunch, after school, or Saturday
- Assigned time in the Planning Room
- Team placement change
- Modified schedule
- In-school suspension

- Out-of-school suspension

A student who commits repeated acts of bullying and/or harassment regardless of whether the actions are always toward the same students or different students each time will be subject to disciplinary actions that are not limited to:

- ✓ In-school suspension
- ✓ Out-of-school suspension
- ✓ A recommendation to the Colchester School Board for a long-term suspension of longer than 10 consecutive school days

We want our students to feel safe. Part of feeling safe is making sure that if you or another student is being treated disrespectfully, unfairly, or dangerously, please report concerns to a trusted teacher or adult, guidance counselor, or the administration.

### **Extracurricular Activities**

We support the middle school philosophy of developing students' interests and abilities in a wide variety of activities. We hope to expand our offerings to students in this area. In order to participate in these activities, a student must be present at school on the day of the event or practice. Exceptions due to appointments may be made by the CMS administration prior to the event. If students are tardy, they may not participate in an after-school activity that day. Disciplinary issues may also impact a student's ability to attend or participate in extracurricular activities

Following is a partial list of activities that fall into this area:

- ✓ Boys' & Girls' Soccer, Girls' Field Hockey
- ✓ Boys' & Girls' Basketball, Boys' Wrestling
- ✓ After School Ski Program
- ✓ Baseball & Softball
- ✓ Track & Cross Country
- ✓ Jazz Band, Show Choir, Drama
- ✓ Math Counts, Geo Bee
- ✓ Peer Mediators, Yearbook
- ✓ Writers' Club/School Newspaper

To participate in extracurricular activities, a student cannot have a failing grade in more than one class. Violation of rules involving alcohol, tobacco, or other drugs could result in immediate loss of participation in extracurricular activities.

### **Sports**

Students must have a physical examination every other year in order to participate in extracurricular activities.

### **Eligibility for Sports and Other Extracurricular Activities**

Students must be full time students at CMS or in an approved home-school program and must be passing all classes to participate in co-curricular activities. Should students fail or be failing one or more classes, they are not allowed to participate in the activity for a period of five school days. Eligibility may be regained after the five-day period once the student has completed an action plan and has documented success in the failing class(es). Students who disregard these procedures may be found ineligible for extra curricular activities. The CMS Administration with the consultation of the Athletic Director has the final decision concerning eligibility.

Detentions must be served before attending practice or games and students who have in-school suspension or out-of-school suspensions are not allowed to attend practice or games.

## **Drama, Math Counts, Geo Bee, Writers' Club, Yearbook, and other activities**

The same expectations and standards apply to these extracurricular activities.

### **Expectations at School Events**

Please remember that students who want to be spectators at school events, such as but not limited to, plays, musicals, and sporting events must go home at the end of the school day and return to the building at the appropriate time. There is no supervision provided for students after school hours; therefore, parents/guardians will be called to pick up students "hanging out" waiting for events to begin.

Once an event has begun, spectators are expected to be seated, use appropriate spectator decorum, not wander in and out of the event or wander through the building, or otherwise cause a disturbance to the event. Spectators failing to follow these expectations will be asked to leave the event.

### **School Dances**

Only CMS students are permitted to attend school dances. Students without a CMS ID badge may not be admitted to a dance. All students must remain at the dance until it is over or a parent/guardian comes into the dance to collect the student. Once a student leaves the dance, s/he may not re-enter the dance. Appropriate school dress and behavior is expected at all dances. Attendance is a privilege that can be withheld as a consequence of misbehavior. If a student misbehaves at a dance, the student will not be admitted to future dances unless the student's parent is present as a chaperone. All students must have a telephone number where a parent can be reached during the dance.

All students must be picked up from school dances promptly at 8:30 p.m. Failure to pick up your child at that time will make them ineligible to attend the next school dance.

The week of a school dance, any student who receives an in-school or out-of-school suspension, an administrative detention, or is referred to the Planning Room may not be eligible to attend the dance. Students who are absent from school and/or sent home sick through the nurse's office during the day of a dance, will not be eligible to attend the dance.

### **Library**

Our library has a large collection of books, periodicals, audio-visual, and CD-ROM resources. Students are encouraged to use the library for research and reading enjoyment. Books need to be returned on time. Lost or damaged library materials are the responsibility of the student and the student's parent/guardian. The library is open before, during and after school. Students must have a pass to use the library during the school day.

Our resources need to be available to all students; therefore, parents/guardians are responsible for lost or damaged materials and other school property.

### **Internet and Computer Use**

We have 35 computers in our computer lab, as well as some in our library. They are available from 7:30 a.m. to 3:00 p.m. The purpose of providing access to the internet and other electronic informational resources is to promote academic excellence, access research findings, and satisfy intellectual curiosity. Use of the district's network and internet access shall be consistent with these purposes. Student accounts, including e-mail, are not private. Accessing electronic information resources through the district system or equipment is a privilege, not a right, and inappropriate use may result in cancellation of the privilege. All students and teachers must sign the Acceptable Use Policy.

### **Computer Violations**

Inappropriate computer use may result in the following:

**Level I:** If a student misuses the school's computer equipment, including logging on as a person other than oneself or sharing password information with another student:

- ✓ 1<sup>st</sup> Offense: Student's use of computers will be suspended for two weeks.
- ✓ 2<sup>nd</sup> Offense: Student's use of computers will be suspended for four weeks.
- ✓ 3<sup>rd</sup> Offense: Student's use of computers will be suspended for the remainder of the school year.

**Level II:** If a student misuses the internet by visiting inappropriate sites, downloading inappropriate information, music, video, or network hacking in any fashion:

- ✓ 1<sup>st</sup> Offense: Student's access to the internet will be suspended for two weeks.
- ✓ 2<sup>nd</sup> Offense: Student's access to the internet will be suspended for four weeks.
- ✓ 3<sup>rd</sup> Offense: Student's access to the internet will be suspended for the remainder of the year.

School field trips are a valuable extension of the school experience. All students are expected to use the same appropriate behavior they would use at school. Students may be excluded from a field trip for behavioral issues or safety concerns. If a student is suspended in or out of school, the student may not attend the field trip. Students are responsible for all missed assignments/work when on a field trip. Students are expected to follow all school rules, procedures, and district policies while on a school field trip (regardless of the duration and/or location). All students must be dropped off and picked up promptly by a parent/guardian at the requested times, if the field trip extends outside the normal school day.

### **Guidance Office**

Students who wish to speak with a guidance counselor will have a pass from their teacher or the guidance counselor before reporting to the guidance office. The guidance counselors are assigned to specific teams at the beginning of the school year. The counselors also run groups for our teens on bereavement, friends, and social skills as well as presenting classes on careers, problem solving, and harassment.

### **Cafeteria**

Breakfast is served each morning until 7:35 a.m. Lunches range from hot lunch to snack bar items. Free and reduced lunches are available to families who meet federal guidelines. We are working with the "Vermont Fresh Network" to improve our offerings and educate children about nutrition. Steve Davis is the head of food services and can be reached at 862-1128. Our lunches start at 10:30 and end at 1:00 p.m.

### Health Services

Students who become ill during the school day will get a pass from their teacher and report to the nurse's office. Students may not distribute any types of medication. All medication whether over-the-counter or prescription must be left with the school nurse.

The following procedures regarding long-term medications are in place for students' safety:

- ✓ Written orders from prescribing physician, including medication name, dosage, time interval between doses
- ✓ Written parental/guardian permission for school nurse or designee to administer medication
- ✓ Medication in appropriate labeled container from physician or pharmacy

The following procedure is in place for temporary medications:

- ✓ Parent/Guardian will send an explanation to school nurse of medication's use, name of medication, dosage, and time interval between doses
- ✓ Medication must be in an appropriately labeled container from either the pharmacy or physician