

2019-2020 Academic Year

Colchester Middle School

P.O. Box 30, 425 Blakely Road

Colchester, Vermont 05446

(802) 264-5800

Fax (802) 264-5858

School Board Policies are available on the Internet,

<http://www.csdt.org/policies/html>

Or by request from CMS or Central Office

CMS Vision Statement

At CMS, we believe in creating a learning environment that is developmentally responsive, challenging, empowering and equitable for all.

Colchester Middle School Team Structure

- Students will be placed within a team for their sixth grade year
- New Team assignments will be made for students entering the 7th grade for two years
- Students will remain with team mates for core classes
- CMS will follow a semester rotation for UA classes
- Placement of students on teams will be made by teachers and administration using teacher input, assessment data, learning needs and student strengths

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 daily and 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 and end of the day. Discussions about topics pertinent to middle school students will be discussed including PLP's, digital citizenship, relationships, self awareness, collaboration, community and academic support.

Daily Procedures

Students should arrive at school by 7:25 AM. Students arriving to the building after 7:35 AM will be marked tardy. Supervision of students is available from 7:00 AM-7:25 AM 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 7:25 AM and school begins promptly at 7:35 AM. Parents of unverified students marked absent from homeroom will receive an automated call to confirm that parents are aware that their child is missing from school. We request that parents receiving an attendance notification contact the school so we can accurately keep records and ensure student safety.

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.

Backpacks and bags are to be kept in lockers at all times for safety and security reasons.

Keep your locker number and combination private so others don't know it

Lockers may be searched by the administration at any time if we think that there is something in your locker that may affect 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.

Powerschool and Google Classroom

Teachers use Google Classroom to post assignments and Powerschool to report grades. Grades are updated weekly and homework is posted daily by teachers. Students will be instructed in how to use Google Classroom and parent information can be found [here](#). If a student would like to have a paper agenda, this may be requested from their Teacher Advisor.

Cell Phones and Electronic Devices

Cell phones and electronics that come to school must be off and in the student's locker for the entire school day. Students will not be allowed to have their phone out during the school day. Any student with a phone out will be asked to give it to the teacher who will hold onto it for the day and return it prior to dismissal. **We respectfully ask that as parents you refrain from texting or calling your child's phone during school hours.** You can always get a message to your child by calling the main office. Students may use the landline telephones in classrooms or in the main office with a pass and permission from their classroom teacher. Colchester Middle School is not responsible for lost, broken, or stolen items.

Food Allergies

Some of our students have very serious food allergies which may be life threatening. In order to ensure the safety of all students any food that is going to be served or used in a classroom must be pre-approved by the school nurse 48 hours in advance to make sure it is safe for all students.

Absence

Parents and guardians need to contact the school at 264-5800 by 8:00 AM when their student is 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 your student make up missed work. Absent students will have as many days as they were absent to make up any work. A note explaining a student's 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 the absence, and a parent/guardian signature. Participation in any after school activities, requires at least a half day of school attendance. Students must be in attendance by 11:00 AM to be able to attend a school dance or after school / evening function. Students excused for professional appointments who provide a note from that appointment may still participate in after-school activities.

The State Department of Education requires all schools to notify parents / guardians about their students absences at seven (7) and fourteen (14) days of missed school regardless of the reason. In accordance with the CSD policy the administration will send out letters to notify parents/guardians about absence totals at 5 and subsequently at each additional 5 days. At 15 days of absence, parents/guardians will receive a letter and the school truancy officer will be contacted. At 20 days of absence a report to DCF and the State's Attorney may be filed.

Tardiness

We want students to be on time for school and class. While some unexpected circumstances permit waiving a "Tardy" mark on a student's record; traffic delays, late departure from home and oversleeping are not considered to be eligible, even with a parent phone call. Consideration of travel conditions and acts of nature will be made at the administrative level on a case by case basis should students arrive late for those reasons. Excessive tardies may be considered in truancy totals.

Any student arriving after 7:35 AM is considered late to school. Students arriving after 7:35 are required to sign in with the Front Office/Planning Room so attendance can be updated. The office staff will then provide a pass to class. If a student is chronically tardy someone from the school will reach out to parents to try and rectify the situation and/or plan for intervention. If students are chronically late for class teachers will address this through a variety of means which may include an individual conference with the student, a call to parents, and lunch or after school detention.

Transportation

By bus: Mountain Transit (802-893-1334) provides bus service for all Colchester students. Information regarding pick up and drop off times for various locations is listed on the district website. You may also call Mountain Transit directly for this information. Students need to ride their assigned bus unless they have a note signed by their parent or guardian and the Main Office. Parents can request a change in bus number using this online [form](#). The request to ride a different bus should be on file in the office by 12:00 PM. 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

- First and Last name of the student they will accompany home
- Parent / Guardian signature
- Students without a signed Alternative Bus Pass note from the Front Office will be placed on their assigned bus.

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 respectfully and promptly
- Food, drinks, candy, and gum are not allowed
- Skateboards are not allowed
- Keep the aisles clear and keep your arms, hands, and head inside 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:

- 1st Report – Written warning from the bus driver is sent to the Office and a parent/guardian will be contacted.
 - 2nd Report – 3 day bus suspension or lunch/recess/afternoon detention(s)
 - 3rd Report – 5 day bus suspension
- Further problems with bus behavior will result in the loss of transportation privileges for a longer period of time

By Walking: Students walking to or from school must provide written permission from a parent /guardian. This note is to be turned into 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. Students may not walk to the high school after classes. Walking permission must be given yearly and students will receive a “walking pass”.

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. CMS is not responsible for lost, damaged or stolen property. Skateboards, rollerblades, and scooters may be safely stowed for the school day in the planning room. Please wear your helmet!

Dress Code

In order to facilitate a healthy and safe environment for all students, CMS requires that students dress so their appearance does not create a disruption to teaching or learning. Pajamas, clothes that promote drugs, weapons, alcohol or tobacco, clothing with offensive language or pictures, and clothes that have a message that is sexual in nature are not permitted at any time. Clothing must cover the back, shoulder, chest and undergarments. Students out of dress code will be asked to change. Parents may be contacted to bring in a change of clothes if appropriate alternative clothing is not available at school.

Academic Information

CMS 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 for grades of a B- or above in all subjects during a quarter. Students receiving an A- or above in all subjects earn the status of High Honors. Students have the opportunity to achieve Honor Roll or High Honor Roll status each quarter. Negative behaviors may prevent a student from achieving this recognition.

Parent portal: Parents can check on student progress and assignments using the Parent Portal on the CMS web page. This is a confidential way to see how your student is doing academically. Parents of students new to CMS will be mailed log-in information, a user name, and a PIN. Parents currently using the Parent Portal will be able to use the log-in information from the prior year.

Report Cards: Report cards will be distributed quarterly. They will be mailed shortly after the quarter end dates.

The dates for the 2019-2020 Quarters are as follows

August 28, 2019	1st Marking Quarter Begins
November 1, 2019	1st Marking Quarter Ends
November 4, 2019	2nd Marking Quarter Begins
January 24, 2020	2nd Marking Quarter Ends
January 27, 2020	3rd Marking Quarter Begins
April 3, 2020	3rd Marking Quarter Ends
April 6, 2020	4th Marking Quarter Begins
June 11, 2020	4th Marking Quarter Ends

Math and Literacy support:

The schedule at CMS allows for additional enrichment as well as support in math and literacy. If you feel that your student may need extra support or challenge in these areas, please contact your student's teacher to establish how to best help them be successful. Teachers will perform pre-assessments and review data regularly to determine which students need greater challenge or more support at differentiated levels.

Homework:

Students 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 with a number or letter grade. At most, homework will count for 10% of a student's final grade. If a teacher assigns work on a long term project during class time and as homework it would be considered class work. Work on projects will be included in determining the total homework time but will not be included in homework grading.

Homework should be completed because it is an important part of a student's responsibility as a learner. Homework will not be used as a punishment. Incomplete assignments will lose credit. Students are permitted to complete an assignment within one week of the original due date with a maximum loss of credit of 25%. After one week, teachers may elect to give no credit for your any missed assignments. We will not use loss of recess, staying after school or detention as a consequence. Students, parents, and teachers all have responsibilities to help make sure that homework and learning are successful. Please contact your student's teachers directly if you have any questions about homework or grading.

Please note the following guidelines for homework responsibilities:

Student:

- Set up and follow a homework routine
- Use an agenda or Google Calendar
- 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 and assignments on time

Parents:

- Set up and follow a homework routine including 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 their own; be available to help
- Use the online resources on our website to support your student

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 tied to Essential Questions.
- Provide feedback on homework in a timely manner
- Communicate with students and parents as needed

Citizenship Guidelines

At CMS our overarching expectations are for students to be Safe, Responsible and Respectful. TA's will spend time learning about why these tenants are important and what they look like in a thriving middle school. TA's will celebrate citizenship using the Developmental Designs model of inclusion and community.

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 and guardians about disciplinary issues within their classroom. Teachers may assign consequences for disruptive behavior in the classroom which may include after-school detention. If a student is assigned a consequence by a teacher and that consequence is not served, a Planning Room referral will be made and a meeting with Administration arranged. For the district discipline policy please see <http://home.csdvt.org/main/pages/policies/f/temp/f1.pdf>

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 students can identify problems and seek ways to solve them. Interventions will focus on organization, mindfulness, mediation, responsibility, repair, de-escalation, stress management strategies, and academic skills to help students successfully re-enter the classroom. Every effort is made to build relationships and life long skills in the planning room and this is often done in collaboration with parents through communication from the planning room director or the assistant principal. Restorative Practices are regularly used to help students recognize the impact of their actions on others. Students may be asked to participate in a repair, participate in a restorative circle or work to fix relationships after a behavior incident.

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 or 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 their 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 violation

Explanation of evidence against the student

Opportunity for the student to tell her or his side of the story

A written letter stating the outcome of the meeting

If a student is in a situation where their behavior warrants a suspension of longer than 10 days or expulsion, the student and their 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 their conduct or condition, is an immediate threat to themselves, 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 following the incident.

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

Temporary removal for the remainder of a class

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, and / or repeated group one offenses.

1st – 1 day of in school suspension

2nd – 2 days of suspension, or Saturday school

3rd – 3 days of suspension

Group Three Offenses: Threatening, intimidation, fighting, abusive language, endangerment, bullying, harassment, and /or repeated group two offenses.

1st – 1 day of suspension.

2nd – 3 days of suspension.

3rd – 5 days of suspension.

Group Four Offenses: Assault on a student or a school personnel, gross threatening behavior, gross insubordination and /or repeated group three offenses.

1st – 5 days out-of-school suspension

2nd – 10 days out-of-school suspension

Group Five Offenses: Alcohol, electronic cigarettes, vaping devices, 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 their own may have the following consequences:

1st offense – failure for the assignment, test or project.

2nd offense – failure for the assignment, test, or project and a meeting with the parents, team and administration, and possible detention.

3rd offense – failure in that subject for the quarter. If the project counts in two subject areas, the student will be required to submit a new project in order to gain credit in that area. 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.

Suspensions: Students who are suspended are not permitted to attend school events, regardless of the event's location. A student suspended out of school is not permitted to be on school grounds during the period of the suspension. Suspended students are responsible to make up missed assignments.

Every effort will be made to make accessible the assignments and homework for the student during the period of their 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 administration, 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 may be assigned to work 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 and apply consequences accordingly.

FERPA: The Federal Educational Rights and Privacy Act was created to protect students educational (academic, behavioral and personal) privacy. It prohibits the sharing of school related information with any adults other than that student's legal guardian. Information about FERPA can be found on the district website.

Appeal of Disciplinary Decisions: If a parent or student wants to appeal a decision, the appeal must be 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. To review the outcome of an appeal to the Principal inquiries can be made to the Superintendent.

Bullying, Harassment & Hazing

Colchester Middle School takes Bullying, Harassment, and Hazing seriously. We take a stand at CMS that these types of behaviors are not acceptable and will be addressed at an Administrative level. Bullying, Harassment, and Hazing are classified as a Group Three discipline offenses. Because Bullying, Harassment, Hazing and Retaliation are violations of state and federal laws parents will be notified of incidents involving their student should these events occur. Designated Employees to report possible incidents at CMS are the school counselors Kara Pawlusiak and Cori Giroux- Williams. Please call or email if you are aware of any concerns regarding Bullying, Harassment or Hazing.

Bullying: 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, exclude, or intimidate

Occur somewhere in or around school or at a school activity

Bullying includes an act that does not occur during the school day, in or around school, or at a school activity when the act gets in the way of another student's right to access school resources and educational programs.

Bullying can also occur through the use of but are not limited to electronic, telephonic and digital communications including email, blogs, networking sites, instant messages; graphic displays, and representations including internet, digital or web based images; photographic or video recordings, or any other form of technology.

The district policy on Bullying can be found at <http://www.csdvt.org/main/pages/policies/f/f2.pdf>

Harassment: Harassment is defined as a behavior or behaviors 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
- Sex
- Gender identity
- Sexual orientation
- Disability
- Marital status

These behaviors interfere with another student's educational performance or access to school or school

resources, and makes school feel like a hostile, intimidating or offensive environment.

Harassment can occur through the use of but is not limited to electronic, telephonic and digital communications including email, blogs, networking sites, instant messages; graphic displays, and representations including internet, digital or web based images; photographic or video recordings, or any other form of technology.

Employees of Colchester Middle School are mandated reporters. This means when any incidents of Bullying or Harassment occur we are required to notify the appropriate authorities about the circumstances surrounding the event.

The district policy on Harassment can be found at www.csdvt.org/main/pages/policies/f/f23.pdf

Hazing: Hazing is a form of inappropriate conduct directed at another student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any school organization. Hazing is conduct which intentionally or unintentionally humiliates, intimidates or demeans the student or endangers the mental or physical health of the student. Hazing also includes requesting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing is an act that is a violation of Colchester School District policy regardless of where the event occurs.

Colchester Middle School encourages the reporting of these types of behaviors to the Middle School Administration so that all students are kept safe and feel that they may learn. If your student is in a situation where they feel someone at school is bullying, harassing, or hazing them, we ask that you report it to a teacher or the Administration.

The District Policy on Hazing can be found at <http://www.csdvt.org/main/pages/policies/f/f31.pdf>

Reporting Bullying Harassment & Hazing: Please communicate with Ms. Cote, Ms. Tanguay or Mr. Yagoda, your student's School Counselor, the School Social Worker or the Planning Room staff to report any concerns about bullying, harassment, or hazing. These people are called "designated employees" which means that they have the responsibility to make sure that all incidents students report of bullying, harassment or hazing get investigated. After a report, you'll go through the following process:

Meet with a CMS Administrator or the Planning Room staff, in the Main Office to discuss the incident. These individuals can also be reached at 802-264-5800 or via email through our school's home page.

Parents or guardians will be notified.

An investigation will be held.

A determination will be made if the action is Bullying, Harassment, Hazing or if the behavior(s) meet another category of behavior

School consequences for participating in Bullying, Harassment or Hazing:

Possible consequences for Bullying, Harassment or Hazing may also be applied in accordance with the enhanced consequences clause of the handbook and which may include, but are not limited to.

- Verbal warning or reprimand
- Education or training
- Participation in a restorative circle
- 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 / repair
- 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, Harassment or Hazing regardless of whether the actions are always toward the same students or different students each time will be subject to disciplinary actions may include but are not limited to:

In-school suspension

Out-of-school suspension

A recommendation to the Colchester School Board for a long-term suspension of in excess of 10 consecutive school days

We want our students to feel safe. Part of feeling safe is making sure that no student is being treated disrespectfully, unfairly, or dangerously. Students are encouraged to report concerns to a trusted teacher, staff member, guidance counselor, or the Administration.

All policies are posted on the district web site. For a full description of the District's policies, please see http://www.csdvt.org/main/index.php?page2=pages/policies/left_menu.php&page=pages/policies/List.html

Extracurricular Activities

We support the Middle School philosophy of developing students' interests and abilities in a wide variety of activities. In order to participate in these activities, a student must be present at school on the day of the event or practice for at least half of the school day. Exceptions due to appointments may be made only by the CMS Administration and must occur prior to the event. If students arrive after 11:00 AM or depart before 11:00 AM, 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

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

- Boys' & Girls' Soccer
- Girls' Field Hockey
- After School Ski Program
- Boys' & Girls' Basketball
- Baseball & Softball
- Show Choir
- Track & Cross Country
- Jazz Band
- Drama
- Cheerleading

Extracurricular Activities and Transportation

Students participating in any afterschool program must have transportation at the designated end time. Teachers are not permitted to leave students unattended and are requested to insure students' safety by taking students to the Colchester Police Station if parents are late. Students participating in afterschool activities that are picked up late repeatedly may not be permitted to continue with their participation in after school activities.

Eligibility for 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 including athletics, drama, select choir or jazz band. Students that are failing a class are not allowed to participate in the activity for a period of

time sufficient enough to make a plan for and demonstrate passing performance. Coaches/leaders may require weekly grade reporting to determine eligibility. Students who disregard these procedures may be found ineligible for extracurricular activities.

A student athlete's referral to the planning room may affect their ability to play or practice on the day of their referral, or participate in future team activities. Violation of rules involving alcohol, tobacco, or other drugs may result in loss of participation in extracurricular activities.

Coaches may assign consequences for students on their team for who violate school rules which also result in disciplinary action. Students who have in-school suspension or out-of-school suspensions are not allowed to attend practice or games.

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

The CMS Administration with the consultation of the CMS Athletic Director, School Nurse, and/or activity coordinator has the final decision concerning eligibility.

For the CMS Athletics Manual go to: <https://sites.google.com/a/csdvt.org/cms-athletics/>

Expectations at School Events

Please remember that students who want to be spectators and audience members at school 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 and audience members 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 and audience members failing to follow these expectations will be asked to leave the event.

School Dances and Evening Functions

CMS dances are from 6:00 PM to 8:00 PM. Only CMS students are permitted to attend school dances. 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, they may not re-enter. Appropriate school dress and behavior is expected at all dances. Attendance at dances is a privilege that can be withheld as a consequence of misbehavior. All students must have a telephone number where a parent/guardian can be reached during the dance.

All students must be picked up from school dances promptly at 8:00 PM. Failure to pick up your child at that time may make them ineligible to attend the next school dance or after school activity and they may be driven to the Colchester police station to be picked up there.

The week of a school dance or activity, 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. Students must be in attendance by 11:00 AM to be able to attend a school dance or after-school/evening function.

Library Media Center

Our library media center has a large collection of books, periodicals, audio-visual, and technology resources. Students are encouraged to use the library to support their learning and for their own

reading enjoyment. All resources need to be returned on time. Lost or damaged library materials are the responsibility of the student and the student's parent/guardian. Students must have a pass from their teacher to use the library media center during the school day.

Internet and 1:1 Computer Use

CSD and CMS believes that learning should be continuous and universal. In order to maximize beneficial learning every student will be assigned a Chromebook to use for the three years they attend CMS. The purpose of providing access to the internet and other electronic informational resources is to promote academic excellence as well as to activate and engage intellectual curiosity. Use of the district's network and internet access shall be consistent with these purposes. Student accounts 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.

Before students may use a device the district AUP and 1:1 contract must be signed using the online InfoSnap system

IMPORTANT 1:1 information

1. Students that do not charge or bring their Chromebook to school will be asked to call a parent to deliver the device. Repeated offences may result in a requirement for the device to remain at school.
2. Damage to computers, accidental or otherwise, is the responsibility of the user will be repaired by CMS with a per incident fee indicated in the CSD AUP agreement
3. Students will be required to complete a digital citizenship curriculum before taking devices home.

Computer Violations

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 the following may occur:

- Loss of computer privileges
- A review of citizenship guidelines
- The assignment of a relevant project about internet safety or etiquette
- A meeting with a guidance counselor, planning room director or administrator
- Parent notification
- Detention

Level II: If a student misuses the internet by visiting inappropriate sites, downloading inappropriate information or images, music, video, or engaging in network hacking of any kind the following may occur.

1st Offense: Student's access to the internet will be suspended or limited for two weeks.

2nd Offense: Student's access to the internet will be suspended or limited for four weeks.

3rd Offense: Student's access to the internet will be suspended or limited for the remainder of the year.

Field Trips

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 has planning room referrals, or is suspended the week of a field trip they may not be allowed to 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 school counselor will have a pass from their teacher or the school counselor before reporting to the guidance office. The school counselors are assigned to specific Houses at the beginning of the school year. In addition to meeting with kids individually they present in classes on topics such as career planning, problem solving, bullying and harassment and social choices. Counselors also run groups for our students to support social skills development.

Cafeteria

Breakfast is served each morning until 7:35 AM. We provide a variety of options for lunch including hot/cold lunch, salad bar, “grab & go” and ala carte. 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. The director of the CSD Food Services can be reached at 862-1128.

Only bottled water and unfinished packed lunches may be taken back to lockers from the cafeteria. This is for sanitary and safety reasons. Lunch room and cafeteria issues may result in students being assigned seats in the Cafeteria or having lunch in an alternative space.

Health Services

Students who become ill during the school day will get a pass from their teacher and report to the Nurse’s office. The Nurse conducts vision tests with all 7th Graders. Irregular test results are reported to parents by the School Nurse.

The following procedures regarding medications are in place for students’ safety:

Long term medication

- All medication whether over-the-counter or prescription must be left with the School Nurse by a parent or guardian.
- Written orders from prescribing physician, including medication name, dosage, and time interval between doses.
- Written parental/guardian permission for school nurse or designee to administer medication.
- Medication must be in the original labeled container from Physician or Pharmacy.

Temporary medications:

- All medication whether over-the-counter or prescription must be left with the School Nurse by a parent or guardian.
- Parent/Guardian will send an explanation to School Nurse of medication’s use, name of medication, dosage, and time interval between medication administrations.
- Medication must be in an appropriately labeled container from either the pharmacy or Physician.

Debts

CMS will communicate with parents about outstanding debts. If any student debt is a hardship please contact the CMS book keeper a 264-5805. Any unresolved balances will be forwarded to the Colchester High School bookkeeping department.

Resources

School Board Policies are available on the Internet at: <http://www.csdvt.org/policies/html>

Vermont Department of Education: <http://www.education.vermont.gov/>

Students First : <http://www.studentsfirst.org/#>

Bullying : www.stopbullyingnow.org and www.schoolclimate.org/bullybust/

Cyber bullying/harassment information sites: www.cyberbully.org and www.wiredsafety.org

First Call for Children: A resource for parents and children in crisis, First Call is associated with the Howard Center and provides support and advice to help students stay safe. 595 Dorset Street, South Burlington, VT 05403-6240 (802) 864-7777.

Vermont 211: Operated by United Ways of Vermont specialists will listen and help find government programs, support groups, community organizations and local resources for everyday needs and difficult times. This is a confidential service. Dial 2-1-1

Resources about learning, social challenges and education:

-Colorso, Barbara. *The Bully, the Bullied, and the Bystander*, New York: HarperCollins Publishers, 2003

-Stein, Nan and Lisa Sjostrom. *Flirting or Hurting*. NEA Professional Library, 800-229-4200

-Wiseman, Rosalind. *Queen Bees and Wannabes: Helping Your Daughter Survive Cliques, Gossip, Boyfriends, and Other Realities of Adolescence* (New York: Crown Publishers, 2002)

-Feinstein, Sheryl. *Secrets of the Teenage Brain: Research-Based Strategies for Reaching & Teaching Today's Adolescents*, (New York: Rowman & Littlefield Education, 2009)