



# **RHAM Middle School**

## **Student Handbook**

### **2018-2019**

*"Innovative Education Fostering Successful Students"*

*25 RHAM Road*

*Hebron, CT 06248*

*Phone: (860) 228-9423*

*Fax: (860) 228-5316 <http://www.rhamms.reg8.k12.ct.us/>*

*(Updated information can be found on the website)*

*MICHAEL J. SEROUSSI, PH.D., PRINCIPAL*

*CARRI-ANN BELL, ASSISTANT PRINCIPAL*

Property of: \_\_\_\_\_

Team: \_\_\_\_\_

Advisory Teacher: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



an sdi innovations company

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The information in this book was the best available at press time. Watch for additional information and changes.

## **REGIONAL SCHOOL DISTRICT NO. 8 BOARD OF EDUCATION**

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Amy D'Amaddio	Vice Chairperson
Carole Shea	Secretary
David Gostanian	Treasurer

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Kathleen Goodwin

Joseph E. O'Connor

Thomas Tremont

Susan Rapelye

Robert Schadtle

Jean Wilson

### **NON-DISCRIMINATION STATEMENT**

RHAM Middle School prohibits harassment and discrimination on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, gender identity or expression, past or present physical (including pregnancy), or mental disability in accordance with Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1973, Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1991 and applicable state laws.

The Title VI, IX and Section 504 Coordinator for District No. 8 is Dr. Patricia Law, Superintendent of Schools, 85 Wall Street, P.O. Box 1438, Hebron, CT. 06248, Phone (860) 228-2115.

Board of Education Policy number: 5500



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# REGIONAL SCHOOL DISTRICT NO. 8 2018-2019 APPROVED ACADEMIC CALENDAR

<b>August/September 22</b> <table> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </table> <p>Convocation: 27 Staff Development Day: 28 School Begins : 29 Labor Day: 3</p>	M	T	W	Th	F	20	21	22	23	24	27	28	29	30	31	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	<b>October 21</b> <table> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> <p>Columbus Day Observed: 8 Staff Development Day: 9</p>	M	T	W	Th	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			<b>November 18</b> <table> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <p>Staff Development Day: 6 Veterans' Day Observed: 12 Parent Conf.: 14, 15 School Recess: 22, 23</p>	M	T	W	Th	F	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<b>December 15</b> <table> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p>Hanukkah Begins: 3 School Recess: 25-29</p>	M	T	W	Th	F	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					<b>January 21</b> <table> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p>School Recess: 1 M. Luther King Jr. Day: 21</p>	M	T	W	Th	F		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
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**Early Dismissals**  
 Thanksgiving Recess: 11/21  
 Mid-Term Exams: 1/16, 1/17, 1/18, 1/22  
 Winter Recess: 12/21  
 Final Exams: 6/6, 6/7, 6/10  
 Last Day of School: 6/11

180 School Days  
 Late Openings for Students: 9/12, 10/17, 11/14, 12/12, 1/23, 3/13, 4/24, 5/22  
 New Teacher Orientation: 8/22, 8/23, 8/24  
 Convocation: 27  
 Staff Dev. Days: 8/28, 10/9, 11/6, 2/20, 3/8

June 12-20 are designated as make-up days for snow or other emergency closings. If by Feb. 28, 2019, seven snow days have been used, any additional make up days will be taken during April School Recess beginning April 15.

Marking Periods  
 1st Marking Period - August 29 through November 2  
 2nd Marking Period - November 5 through January 22  
 3rd Marking Period - January 23 through April 1  
 4th Marking Period—April 2 through the last day of school

Printed: 1/23/18

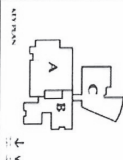
NGSS Science: TBD  
 Smarter Balanced Assessments: Grades 7—8: TBD

PSAT  
 Grade 10: TBD  
 SAT  
 Grade 11: TBD

Approved by  
 Reg. Dist. No. 8 Board of Ed: 1/22/18

Days circled are late openings for students.

“+” Designates an early closing

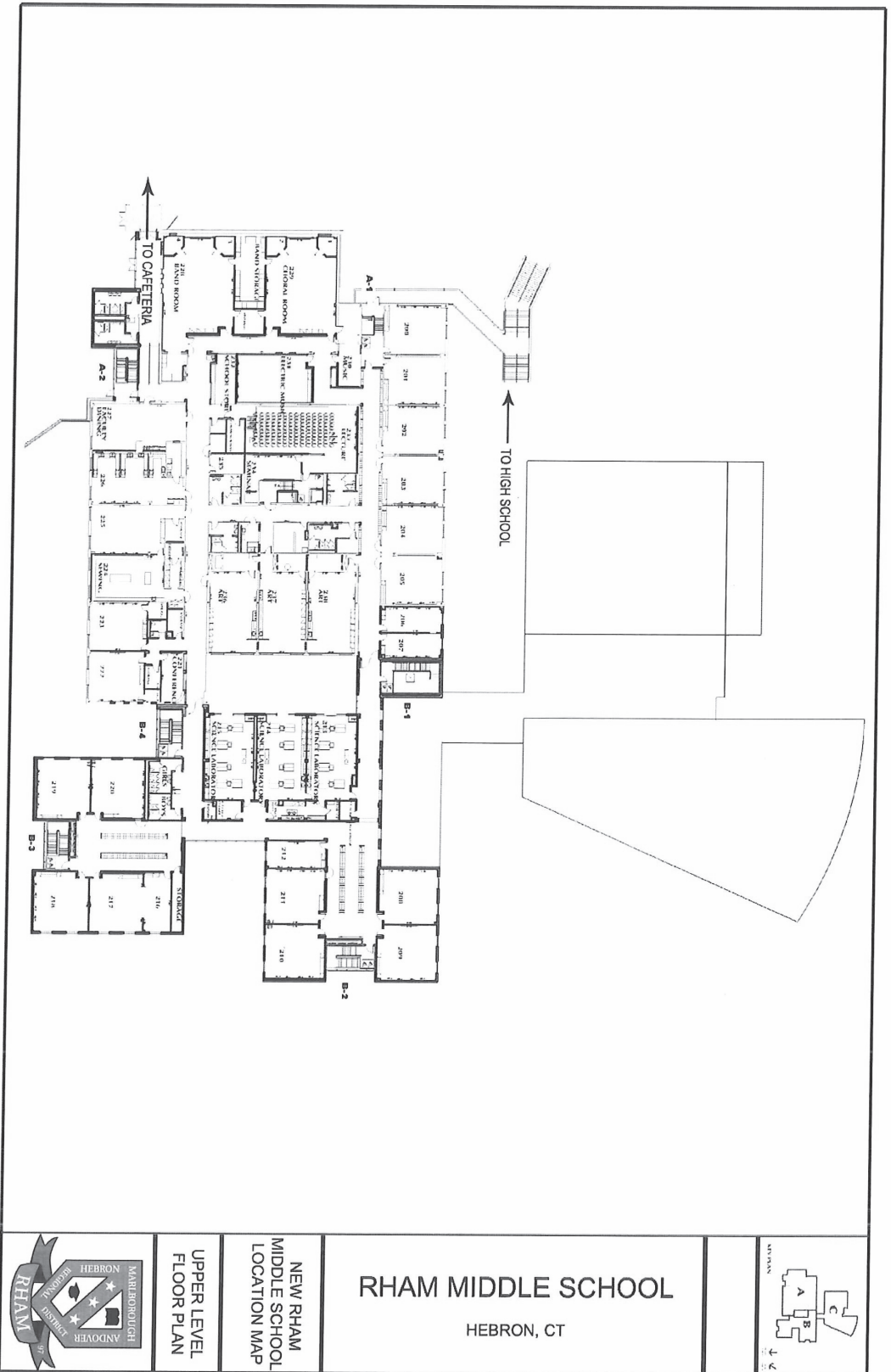


HEBRON, CT

MAIN LEVEL  
FLOOR PLAN







# RHAM MIDDLE SCHOOL

## 2018-2019 BELL SCHEDULES

### Standard Daily Bell Schedule

1 <sup>ST</sup> WARNING BELL	7:13
2 <sup>ND</sup> WARNING BELL	7:15
Advisory	7:17 - 7:37
Per. 1	7:40 - 8:22
Per. 2	8:25 - 9:07
Per. 3	9:10 - 9:52
Per. 4	9:55 - 10:37
Per. 5/Lunch	10:40 – 11:50
<u>1<sup>st</sup> Lunch</u> - Green, Gold and Orange Teams	
Lunch	10:40-11:05
Per. 5 Class	11:08-11:50
<u>2<sup>nd</sup> Lunch</u> – Purple and Red Teams	
Per. 5 Class	10:40-11:22
Lunch	11:25-11:50
Per. 6	11:53 - 12:35
Per. 7	12:38 - 1:20
Per. 8	1:24 - 2:10

### Planned Early Closing

1 <sup>ST</sup> WARNING BELL	7:13
2 <sup>ND</sup> WARNING BELL	7:15
Per. 1	7:17 - 7:53
Per. 2	7:56 - 8:30
Per. 3	8:33 - 9:07
Per. 4	9:10 - 9:44
Per. 5	9:47 - 10:21
Per. 6	10:24 - 10:58
Per. 7	11:01 - 11:35
Per. 8	11:39 - 12:15
(no Advisory or Lunch on these days)	

### Wednesday Planned Delayed

#### Opening Schedule

1 <sup>ST</sup> WARNING BELL	9:35
2 <sup>ND</sup> WARNING BELL	9:38
Per. 1	9:40-10:10
Per. 2	10:13-10:40
Per. 3	10:43 – 11:10
Per. 5 / Lunch	11:10 – 12:08
<u>1<sup>st</sup> Lunch</u> – Green, Gold and Orange Teams	
Lunch	11:13 – 11:38
Per. 5 Class	11:41 – 12:08
<u>2<sup>nd</sup> Lunch</u> – Purple and Red Teams	
Per. 5 Class	11:13 – 11:40
Lunch	11:43 – 12:08
Per. 6	12:11 - 12:38
Per. 7	12:41 - 1:08
Per. 4	1:11 - 1:38
Per. 8	1:42 - 2:10

### 2 Hour Delay Bell Schedule for Weather, etc.

1 <sup>ST</sup> WARNING BELL	9:13
2 <sup>ND</sup> WARNING BELL	9:15
Per. 1	9:17-9:51
Per. 2	9:54-10:24
Per. 3	10:27-10:57
Per. 5 / Lunch	11:00 – 11:58
<u>1<sup>st</sup> Lunch</u> – Green, Gold and Orange Teams	
Lunch	11:00-11:25
Per. 5 Class	11:28-11:58
<u>2<sup>nd</sup> Lunch</u> – Purple and Red Teams	
Per. 5 Class	11:00-11:30
Lunch	11:33-11:58
Per. 6	12:01-12:31
Per. 7	12:34-1:04
Per. 4	1:07-1:37
Per. 8	1:41-2:10

# RHAM MIDDLE SCHOOL 2018-2019

## Principals' Message to Students

**Welcome to RHAM Middle School!** This handbook is intended to give you all the information, policies, and procedures that that you need to understand the basic operation of RHAM Middle School. It is important that you become familiar with the contents and use the handbook throughout the year. Administrators, counselors, and teachers will help answer questions about this guide, including topics it may not address.

Our goal is EXCELLENCE, which calls for a united effort on the part of you and your family, administrators, teachers, and counselors. Student success is often determined by the extent to which everyone becomes truly involved and puts forth his/her best effort. We wish you a happy and successful year.

**Dr. Michael J. Seroussi**  
Principal

**Carri-Ann Bell**  
Assistant Principal

## RHAM MIDDLE SCHOOL VISION & MISSION STATEMENT

### Vision

To empower students with the knowledge, skills, and values needed to meet the challenges of our changing global society.

### Mission

In collaboration with staff, students, families and community, RHAM Middle School's mission is to provide an educational experience that guides and encourages students to approach learning as a personal exploration and lifelong process.

## WHAT IS A MIDDLE SCHOOL?

The middle school team plan provides for small communities within the school called Teams. Students and teachers are grouped together in five separate Teams which follow the same core schedule. Teams are designed to foster close, stable relationships between students and adults at a time in a young adolescent's life when independence and dependence are in a state of flux. The early adolescent of middle school age faces a period of dramatic growth, development and change in the physical, social, emotional, and intellectual realms. The middle school team program in our 7th and 8th grades allows our staff to focus effort more directly and effectively on the diverse needs of every child.

For the current school year, five teams are organized with approximately 100 students in each team. Teams are identified by color: Red, Gold, Green, Purple and Orange (Inquiry). Students are assigned to a team by using a random balance procedure resulting in heterogeneous groupings. Ability grouping of students within a team does occur in English and math. Such placement may be altered as needed and may be changed during the school year as a result of an identified student need. A student's schedule is parceled into two basic blocks:

### Core:

English  
Mathematics  
Science  
Social Studies  
Reading (Grade 7)  
World Language (Grade 8)

### Non-Core:

Physical Education  
Technology Education/Computer Programming  
General Music  
Art/Graphic Design  
Health  
Family Consumer Science  
World Language (Grade 7 for 1 Qtr)

Also, one period a day, students can take band, chorus, or Intervention Lab. Teachers within each team have a common planning period where they may meet with parents or work together on programs, student issues, and on planning thematic units. Support services, including Special Education and Alternative Education, function in collaboration with the core teachers in a mainstream setting. Additionally, Adapted and Life Skills curriculum programs are provided at RHAM Middle School.

An important part of the middle school concept includes small group advisories. Advisory groups ensure that every student is known by one adult in the school who will serve as a mentor, cheerleader, friend, and advocate. Advisory time is also utilized to discuss pertinent and important adolescent issues such as bullying, conflict resolution, character education, and other timely topics.



# GENERAL INFORMATION

## AHM COUNSELOR AND PROGRAM

### General Information

Through a joint program between RHAM Middle School and AHM Youth and Family Services, an AHM Social Worker is at the school on a full-time basis. This program strengthens and expands the amount of human services provided to students and their families. Personal and social issues are addressed through group and individual meetings with students and/or parents at the school. This service includes short-term counseling, assessment, and referral to appropriate community services. Students or parents may request this service by contacting the guidance office.

### SUPPORT SERVICES

The function of the Support Services Department is to provide services for students with special needs. The department consists of Special Education teachers, speech providers, an occupational therapist, a physical therapist, social workers, a behavior analyst, and a school psychologist. The specialized personnel in this department provide individualized instruction and diagnostic, consultation, and counseling services as appropriate.

### BULLYING

RHAM Middle School promotes a safe and secure school climate conducive to teaching and learning. In accordance with state law (Public Act 11-232) and Board of Education policy (No. 5129), any form of bullying behavior, whether in the classroom, on school property, at school-sponsored events or on social media, is **expressly forbidden**.

Bullying is defined by the repeated use by one or more students of a written, verbal or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that

1. Causes physical or emotional harm to such student or damage to such student's property
2. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property.
3. Creates a hostile environment at school for such student
4. Infringes on the rights of such student at school
5. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical acts or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

- Bullying is defined as overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other, and are committed more than once against any student during the school year. Bullying takes many forms and can include many different behaviors, such as:
  - Physical violence and attacks,
  - Spreading rumors
  - Teasing, name-calling, and put-downs,
  - Threats and intimidation,
  - Exclusion from peer groups
  - Extortion or stealing

At RHAM Middle School, we have instituted several measures to combat bullying behaviors. Through our Health and Developmental Guidance curricula, as well as through our Advisory program and positive school climate programs, students learn how to identify, combat, and prevent bullying at RHAM. Our faculty and staff help students understand the impact of their words and actions on others, teaching them, for example, that "fooling around" may seem fun to the person making a joke, but may make the recipient uncomfortable. Our students have the opportunity to enter into mediation to resolve conflicts before they escalate to the level of bullying. Also, our students have several support services available to them, including consultation with the school psychologist, AHM Youth Services Social Worker, and guidance counselors, as well as the right to speak with either administrator to resolve an issue. Any suspected bullying behaviors must be reported in order to be addressed. While students and parents can directly inform faculty, guidance, and administration of concerns, a locker is identified in each team area as a confidential drop box that students can use to leave an anonymous note or students can access the Bullying Report Form on the RHAM Middle School website. Parents may also file written reports of suspected bullying with administration. It is important to note **that no disciplinary action will be taken solely on the basis of an anonymous report**. All reports of suspected bullying will be investigated before any corrective, supportive, and/or disciplinary actions are taken.

## ADULT EDUCATION

Adult Education programs are provided for Andover, Hebron, and Marlborough residents by the Regional School District No. 8 Board of Education. Information can be obtained from the RHAM High School Guidance Office by calling (860) 228-5301 weekdays. Programs offered are:

- American Citizenship for people preparing to become U.S. citizens;
- Adult Basic Education for students at a pre-high school level in mathematics and English;
- G.E.D. (Graduate Equivalency Diploma) - Prep for the high school equivalency exam;
- E.S.O.L. - English for Speakers of Other Languages;

In addition, enrichment and recreational courses may be offered annually.

## AFTER SCHOOL ACTIVITIES AND LATE BUS

RHAM Middle School students are encouraged to stay after school to participate in clubs and activities, obtain additional help from their teachers, and attend athletic events, among other activities. In order to assure that they can have a safe and positive experience after school, the following procedures apply:

- **Students planning to stay after school for any reason must be signed up on the after school lists, indicating whether they are taking the late bus, walking, or getting a ride.** Students may sign up any time during the day in front of the office or in the Cafeteria during lunch.
- Late buses run Monday through Thursday, leaving RHAM at approximately 4:00 p.m. There is one bus per town and stops vary according to the passengers each day.
- All after school activities, including detention, begin promptly at 2:15. Students must report to the teacher, coach or advisor by that time. All students in the hallway after that time will be questioned.
- **Students must have a purpose for remaining after school and must make arrangements with teachers, coaches, or advisors ahead of time.** Students may only stay after for planned activities (clubs, athletics, review sessions with teachers, detentions, etc.) or to access the library/media center to complete academic work.

\* Students must remain at the after school activity until **at least 2:45**. The Library will not be accessible to students until 2:45.

\*\* Multiple behavioral warnings or failure to report directly to the Library **will result in loss of after-school activity privileges**.

- **Once the after school activity has ended, students will:**

- receive an After School pass from their teacher, supervisor, coach, or advisor. The pass must have a SIGNATURE, DATE AND TIME on it.
- proceed directly from their after school activity to the Library **with an After School pass** from their teacher, supervisor, coach, or advisor.
- check in with the after school monitor. The monitor will make sure the student has an After School pass, check the student's name off the after school list, and sign the bus pass if they are taking the late bus. The first time a student has not signed up or comes to the Library without an After School pass, a warning will be issued. Detentions and referrals may be issued for future incidences.
- remain in the Library until the late bus arrives. While waiting in the Library for the late bus or a ride home, students are to remain quiet and busy. It is a quiet study hall, and this is a great time to get homework completed.

Please note that any student reporting from Detention and going to Late Bus will have modified expectations for Late Bus. They will be required to sit at their own individual table and may have their use of technology restricted per discretion of the Late Bus monitor. Failure to comply with these rules may result in the student reporting directly to the Main Office instead of the Library after Detention until the Late Bus arrives.

### **Other After School Rules:**

- Students who remain after school are not to leave the school property to go to the high school or town and return later to take a late bus, wait for a ride, or participate in an activity scheduled to begin prior to 4:00. Students who return to school to attend an activity that begins prior to 4:00 must be signed in by a parent at the Main Office. If they do not follow this procedure, a warning will be issued first, then detentions and referrals may follow future incidents.
- \* Students who stay after for a MS sport event (soccer, basketball, wrestling, baseball, etc.) first must sign up on the after school list. They must make arrangements to stay after school for extra help (teacher, math lab, writing lab) or report to library to work on homework prior to the game. At 3 pm, or later, the student then will report to the Library with an After School pass. They will check in with the After School monitor, sign up on the Sports Sign-Up sheet and wait for the chaperone to pick them up. The chaperone will come to the team room, get the list of students from the monitor and then escort those students to the game.

## ANNOUNCEMENTS

Announcements are made both in the morning and at the end of the day. Students are asked to be quiet and listen carefully as these announcements contain important information for both the students and parents/guardians. Students are held responsible to relay this information their parents/guardians, as most notices no longer are sent home from the middle school. Announcements are also posted on the website.

## ARRIVAL TO AND DEPARTURE FROM SCHOOL

Students should **NOT** arrive before 7:00 a.m. Bus service is the first best choice to alleviate traffic and congestion. We fully recognize that on occasion parents need to transport students, but in ordinary circumstances, students are best served by riding the bus. Please check the RHAM Middle School website for updates on the traffic patterns for before and after school routes for parent drop offs.

Students who walk home regularly, or for any reason, must have a note on file with the office. **AT NO TIME SHOULD ANY STUDENT LEAVE SCHOOL GROUNDS AFTER DROP OFF WITHOUT OFFICE PERMISSION.**

## ATHLETIC / SOCIAL EVENT GENERAL RULES

Parents are invited to attend school district sporting events with their children or to volunteer to chaperone the event their child is attending. This provides the perfect opportunity for meeting students' friends and other parents. The following rules are in effect:

- **No eating or drinking allowed in the gymnasium by spectators or players.** Water for players is permitted.
- Remain seated during games.
- Fighting, harassment, or insults are not allowed. Good sportsmanship and orderly behavior are a must.
- Smoking on school grounds is not permitted by anyone. Possession of smoking materials by students is not permitted.
- Alcoholic beverages and drugs are not allowed.
- Socially appropriate behavior is a must at dances and other social events.
- Students who serve or are issued a suspension during the week of the event may not attend after school activities, dances, social or sporting events that same week.

## ATTENDANCE, ABSENCE, EARLY DISMISSAL

**Regular attendance is expected of all students.** (See Board Policy 5112 and 5113 MS)

School attendance is required by state law with the primary responsibility resting with the student and the parent/legal guardian.

**Absence** - If a student is absent from school, you can report the absence using the RHAM Middle School website, under "Student Absences" or call the school office (860-228-9423 Option 1 or Extension 4008) **no later than 8:30 a.m.** stating the reason for the absence. An answering machine is available for after hour's calls. If a call does not come to the school, an automated call will be made to parents to confirm the absence. Upon return to school, the student **must bring a note to the Nurse's Office signed by a parent or guardian stating the date and reason for the absence. Parents may opt to send a note via email to msattendance@rhamschools.org or through the school's website under the "Student Absences". Documentation is required within 10 days. Lack of written documentation will result in the absence being recorded as unexcused.** Once a student reaches 10 absences, a doctor's note will be required to verify and excuse all student illness absences, regardless of the absence length. (per CT State Statute) Documentation should explain the nature of and the reason for the absence as well as the length of the absence and separate documentation must be submitted for each incidence of absenteeism.

Students who have an excessive number of absences will receive written notification to parents and request for a plan of improvement. Both excessive and/or unexcused absences may carry disciplinary consequences. By law, a "truant" is defined as a student who has four unexcused absences from school in any one month or ten unexcused absences in one school year. If a student is out for more than 10 school days in a four week period, does not have a doctor's note for the absences, but is excused by a parent, that is also habitually truant. In such instances, an immediate parent meeting will be called to discuss and improve the attendance pattern. Any student who is absent from school twenty or more times (excused or unexcused) will be considered for retention. Parents will be notified in writing should this occur. A committee will review each case to determine whether a student should be promoted to the next grade.

Serious offenses may warrant a referral to the Juvenile Review Board, and possibly the Department of Children and Families.

### Excused and Unexcused Absences

An absence is considered "excused" when a child is absent due to the reasons listed below.

- Illness (including medical, dental, or orthodontic appointments)
- Religious observance
- Court appearance
- Funeral or death in the family
- Approved school activities
- Suspension or expulsion
- Other education experiences.\*

**All other absences, with or without written explanation, shall be considered unexcused. Written documentation is required by Board Policy to request that such absences be considered excused.** Absence Request forms are available in the Main Office, the Nurse's office or on our website.

\*These absences must be educational in nature and must have a learning objective related the students' course work. It must be grade and developmentally appropriate, and highly relevant to the student. The absence will be considered excused upon receipt of a written explanation of the reason for the absence from the student's parent/guardian, provided written explanation is received within 10 school days of the absence. The Board of Education believes that regular attendance is essential to excellence in education. It recognizes also the validity of other educational experiences outside of the regular classroom. The Board encourages these experiences to be scheduled during the regular school vacations. However, when circumstances prevent such scheduling, ***the parent must write a statement two weeks prior to the educational experience*** describing the following: a) the nature of the proposed educational experience; and b) the need to schedule this type of experience outside of regular vacation time.

For all absences, it is the student's responsibility to contact their teachers upon return to school to determine the work missed. For excused absences, students are allowed one day of time to make up work for each day absent. **Under Board Policy for Attendance, for all unexcused absences students will receive a zero for work missed or due on the day of the unexcused absence (Board Policy - Attendance 5113).** Teachers may allow work to be made up at their discretion.

### **Arriving Tardy to Class**

Students are expected to be on time every day to every class. If late to class, they may receive an admission pass to class at the discretion of the previous teacher. If students are late to class without reason, the teacher may issue a detention. No late passes are issued by the office, except for tardiness to school in the morning.

### **Arriving Tardy to School**

Students ***must arrive at school and be in their advisories by 7:17 a.m.*** If a student is late to school, the student must report to the nurse's office, and they must have a parent note clearly stating the reason for the tardy so as to determine whether the tardy will be excused/authorized or unexcused/unauthorized. Some of the excused reasons for being tardy would be: any kind of medical/dental/orthodontic appointment; feeling ill; and family emergency. Any other reason would be considered unexcused. If a student is excessively tardy, whether excused or unexcused, a warning letter will go out to the parent(s) bringing it to their attention and asking that the pattern of tardiness be discussed with the student. If the tardiness continue, a second warning letter will be sent to the parent stating that the student will start receiving detentions if he/she continues to be tardy. If the student still continues to be tardy, a meeting with the parent(s), guidance counselor, and the assistant principal will be scheduled to come up with a plan to rectify the situation.

***Often students are late because they are driven in by a parent and, due to the traffic and congestion in the parking lot, the student ends up being late. The best way to alleviate this problem is to have your child ride the school bus, which is strongly encouraged by administration. We fully recognize that on occasion parents need to transport students, but in ordinary circumstances, students are best served by riding the bus. This is considered an unexcused tardy, since bus service is provided.***

***If students arrive late to school, they must arrive before the first lunch period in order to participate in any activity, club, sport or dance.***

### **Appointments and Early Dismissals**

It is school policy to discourage dismissals during regular school hours for doctor, dental, or other appointments. If early dismissal is necessary, a note from a parent or guardian must be presented to the Nurse's office on or before the day requesting early dismissal. Students must be met in the Nurse's office by a parent or guardian at the time of dismissal to be signed out. Students may not leave school grounds without a parent or guardian during school hours.

### **Illness and Dismissals**

Students who feel ill in school should ask the teacher for permission to see the nurse. The nurse, not the student, will call home if dismissal from school is necessary. Students must not leave the school grounds during the school day for any reason unless dismissed by the nurse or a school administrator. Illness will not be accepted as an excuse for not serving a detention unless authorized by the school nurse or the administration prior to the scheduled detention. Students who call from classrooms or cell phones will not be excused by the Nurse's office. **The student must first go to the Nurse's office.**

### **BACKPACKS / BOOKBAGS**

Students must store backpacks and book bags in lockers. Backpacks and book bags should not be brought to classes except with specific administrative permission.

### **BICYCLES, SKATEBOARDS, ROLLERBLADES**

Students may ride their bicycles to school. Upon arrival, they are to be locked in the bike rack. Students are responsible for securing their own bikes. Bicycle parts are not to be brought into the school for the purpose of trading or selling. **Rollerblades are not to be brought to school** as they take up too much room in lockers and are dangerous. Skateboards, if bus driver allows, must be brought to the main office at the beginning of school and picked up at the end of the day. They are **NEVER** to be used in the school parking lot or on any school property at any time.

### **BOARD OF EDUCATION POLICIES**

Our handbook will refer to Region 8 RHAM Board of Education policies in various sections. The policies in their entirety may be found at Central Office at 85 Wall Street, in the school office, or on the Board of Education website ([www.reg8.k12.ct.us](http://www.reg8.k12.ct.us)).



## BOOKS

Students are responsible for all books issued them. A record is made of all books and their condition in September and students are expected to return their books at the end of the course in good condition. If the student does not return this/her own book, he/she is expected to pay the cost of replacement. **Books must be covered at all times**, kept orderly and neat, and treated with respect. Loose papers should not be kept in books. Lost or stolen books must be reported immediately. If not found within a reasonable period of time, teachers will issue replacement book as soon as payment for the lost book is received. Money will be refunded if lost books are found.

## BRING YOUR OWN DEVICE

The use of personal technology on the RHAM network is permitted. When a student, parent/guardian, or employee connects a personal computing or other electronic device (including, but not limited to, laptops, flash drives, etc.) to our network they are agreeing to the requirements contained in the Use of Private Technology Devices by Students Policy (#5545). Use of the District's Computer systems and Internet Safety Policy (#6118 & 4118.5), and Technology Policies (#6141.32) should consider his/her personal technology subject to the same monitoring and access as any RHAM Technology Device. Your access to the network may be blocked, suspended, monitored, or terminated at any time for any reason. The network access is provided "as is" without warranties of any kind, either expressed or implied.

Responsibility for keeping personal technology secure rests with the individual owner. If personal technology is stolen, lost or damaged, it will be handled through the administrative office similar to how other stolen, lost or damaged personal artifacts are handled. Employees, students and parents should be aware that the District is not liable for any personal technology that is stolen, lost or damaged. Students should not share their personal technology with other students at any time.

It is at the teacher's discretion on whether to allow the use of personal technology devices in their classrooms. Use of cellphones or other electronic devices for the purposes of texting or calling during the school day continues to be prohibited at RHAM Middle School.

Any parent who wishes that their child use a personally owned and electronic device within the Region 8 Public School District must get a permission form from the middle school office, sign the agreement and submit it to the main office.

## CANCELLATION OF SCHOOL

When school is cancelled for any reason, radio stations WTIC 10.80 AM, WPOP 14.10 AM, WCNX 11.50 AM, WDRC 13.60 AM, WILI 98.3 FM, WCCC 1290 AM, WHCN 105.9 FM, MIX 93.7 FM, and WKSS 95.7 FM and T.V. stations WFSB 3, WVIT 30 and WTNH 8 will make "No School" announcements. It can also be accessed through [www.ctweather.com](http://www.ctweather.com). You can also sign up with one of the local news stations to get text messages sent to your phone.

## COURTESY

Courtesy to teachers, school employees, other students, and visitors is a tradition at our school. All adult employees of the school will be treated with courtesy, including teachers, educational assistants, aides, custodians, cafeteria workers, and office personnel. Requests and directions given by them should be followed.

## ELEVATOR

Elevator use is limited to students who have been issued an elevator key by the nurse or students who have special permission from a staff member.

## EMERGENCY EVACUATION PROCEDURES

Practice evacuations are held at regular intervals. It is important to maintain **order and silence** during these drills and to follow the exact directions of teachers. Exits are posted in each room. Students should be familiar with their room exits.

- Students should evacuate the building in silence under the direction of their classroom teacher the minute the alarm is sounded.
- Students on crutches or in wheelchairs will be assisted by faculty members.
- Upon exiting the building, students will line up **silently** in their appropriate designated area with their teacher.
- All roads and accesses must be kept open for emergency vehicles.
- Students must remain **orderly and quiet** during an evacuation.
- Attendance will be taken and submitted to designated personnel.
- Students return to the building when directed.

These regulations are serious and important to everyone's safety. Students who violate these procedures may cause harm to themselves and others and are subject to disciplinary action.

### During a Passing Period or Lunch

In the event that an evacuation is needed during a passing period or lunch, faculty members will escort students in their immediate area to the closest exit. All evacuation regulations listed are in effect.



## FIELD TRIPS / STUDY TRIPS

### Academic Field Trips

Field trips are planned by teachers as an extension of the classroom experience. Parental permission is required. Students must demonstrate good behavior on field trips. Most field trips occur within a full school day, but may extend beyond school hours. Parents will be notified of details in advance and asked to provide emergency telephone numbers on the signed permission slip. In addition, out-of-state field trips will require a copy of the student's medical insurance number.

### Field Trip Eligibility

1. RHAM Middle School will make every effort to provide ample advance notification to parents and students of upcoming field trips.
2. Students who have received any suspension (In-School or Out-of-School) **PRIOR** to the field trip, beginning with the written notification of the permission slip, may be ineligible to participate. Parental supervision on the trip may be requested.
3. The names of those students who have received lesser disciplinary actions within the recent past will be referred to the team. The team and guidance will review the disciplinary actions for students who appeal the decision and may, at its discretion, recommend to the principal denial or acceptance of field trip eligibility with reasons for the recommendation.
4. The principal will consider the referral and make a final determination. Parents will be notified immediately of the decision.
5. Appeal by students, parents or guardian may be sought.

### Non-Academic Field Trips

All students will be eligible to participate in non-academic field trips provided they adhere to the Field Trip Policy. Students whose behavior and/or attitude is considered to pose a threat to the safety of those involved in the trip and/or discipline record indicates insolent, insubordinate, or disruptive behaviors may be excluded from the activity as demonstrated by:

- Accumulation of five (5) or more office or extended detentions thirty (30) calendar days prior to the scheduled event.
- Accumulation of two (2) or more in-school suspensions thirty (30) calendar days prior to the scheduled event.
- Accumulation of one (1) or more out-of-school suspensions thirty (30) calendar days prior to the scheduled event.
- Designation as a Level II discipline student.

A student appeal may be made by any student denied the privilege of attending the scheduled activity. The appeal may be scheduled through the team leader or guidance counselor and is at the discretion of the individual team and administration. The administration will make the final decision if necessary.

### Financial Assistance

Students will not be denied participation in any class or school sponsored activity because of inability to pay for materials, fees, transportation costs, admission prices, or related expenses. Parents requiring financial assistance for school activities should contact guidance or an administrator to request confidential help.

## GUESTS AT SCHOOL

Students *may* occasionally bring a guest to school if all of the following conditions are satisfied:

- The guest is planning to move into Region #8.
- The guest is a 7th or 8th grade student and his/her own school is not in session.
- Written permission is presented to the office from the guest's parent/guardian at least 24 hours in advance of the expected day of visitation.
- The principal or assistant principal allows the visit.

## LOCKERS

All students are assigned lockers. Students are able to go to their lockers periodically throughout the day, with the exception of the lunch period. The school does not take responsibility for the security of locker contents.

- If a locker is jammed or broken, students should go to the office and request repair.
- Students should not purposely jam their locker to keep it open. Students must keep their locker **LOCKED** at all times.
- OBJECTS OF VALUE SHOULD NOT BE LEFT IN A LOCKER. VALUABLES SHOULD BE BROUGHT TO THE OFFICE FOR SAFEKEEPING. ALSO, LOCKERS AND COMBINATIONS SHOULD NOT BE SHARED.
- The school is not responsible for valuables left in gym lockers or in the locker room.
- Students are responsible for the good physical condition of the lockers. Gummed labels, stickers, and banners should **not** be placed on the inside of lockers because of removal difficulty. Students will be required to clean out lockers intermittently throughout the school year.
- Lockers are school property and may be opened for cleaning, searches (Policy 5145.12) or other reasons by the school administration.

## LOST AND FOUND

Lost and Found areas are located in the office (valuables/books/other academic materials) and Cafeteria (Clothing). If a missing item cannot be located a student can complete a Missing Item Report in the Main Office.

## OUTSTANDING OBLIGATIONS

Students are issued Outstanding Obligations for missing textbooks, school materials, lost uniforms, cafeteria charges, unpaid pay to play club/sports fees etc. Outstanding Obligations are issued four times a year (at the end of each quarter) and parents are notified by letter. When an outstanding obligation is issued to a student, Parent Portal access is suspended until the obligation is met (either missing materials returned or payment is made.) **All Outstanding Obligations should be settled by the last day of school. Eighth grade students will not be allowed to participate in the promotion ceremony unless all outstanding obligations are settled.**

## PASSES

Whenever students are in the corridor during class time, all students need a pass, either a signed pass in their agenda book or a teacher pass from their classroom (students MUST use the sign out sheet when using a teacher pass). Passes or sign out sheet should indicate date, time, and destination. Unless in the company of a teacher, students in the hallways after 2:20 p.m. must be signed up on the after school list and report to their scheduled activity.

## PHYSICAL EDUCATION CLOTHING AND LOCKER

All students are encouraged to secure proper attire for their PE classes for health and safety purposes. A complete change of clothing for PE must be available. Physical education teachers make the following recommendations for the purchase of clothing for PE classes. Shirts and shorts must be of a plain material without buttons, zippers, or pockets. These articles should also be loose enough to allow for proper movement. All participants must wear proper footwear and athletic socks for the activity involved. Students in PE are issued a lock. It is their sole responsibility to secure the lock on their assigned locker at the beginning and end of class. Failure to secure the lock may result in lock and locker issues, or missing items. Should lock be lost or damaged, there will be a replacement fee incurred.

## PLEDGE OF ALLEGIANCE AND SILENT MEDITATION

At the beginning of each school day, students are given the opportunity to recite the Pledge of Allegiance and observe a period of silent meditation. Such recitation is voluntary. If, because of some personal philosophy or belief, a student has made the personal decision not to recite the "Pledge," he/she may choose to remain seated and silent. All students must be courteous and respectful of the beliefs of others. Non-participants are expected to maintain order and decorum appropriate to the school environment. (Board policy #6115)

## TELEPHONES

Phones for student use are available in the Main Office. They may be used during lunch period or before or after school. Phones are not to be used at other times during the school day without special permission. Use of cell phones during the school day is **PROHIBITED** by the Board of Education Policy.

## VIDEOTAPING OR PICTURE TAKING

Videotaping or picture taking may occasionally be used by the school to commemorate special events or as an instructional tool in the classroom. **Videotaping or picture taking for any other reason is strictly prohibited without administrative approval.** We ask that parents who do not wish for their children to appear on videotape or in pictures to call the school and inform us of their wishes.

## VISITORS

All visitors, including parents, are required to report to the office immediately upon entering the school building. Badges will be provided for visitors traveling about the building. Parents are reminded that they may not go directly to classrooms for drop-off or discussion without prior arrangements.

# HEALTH SERVICES

## HEALTH ROOM

The Health Room is located off the main entrance hallway. Coverage for illness and emergencies is available the entire school day. The school nurse cannot diagnose or prescribe treatment. If injuries or illness occur outside of school, your private physician should be consulted. Should students become ill during the day, they may get a pass from the teacher to go to the nurse, unless it's an emergency. Passes are in students' Agenda books.

## EMERGENCY INFORMATION

Middle School registration information and Emergency information sheets are mailed home with your child's schedule over the summer. This information is important to assure that a parent/guardian or (in the event that neither can be reached) a responsible adult can be contacted to assume the care, transportation, and responsibility of a child who is injured or becomes ill at school. Email and cell phone numbers are for school personnel only. We will not share this information. (Board Policy No. 5125) Be sure to fill out the **permission to transport and treat** but understand no medical care except in life or death emergencies will be given without a parent/guardian signature. Please fill them out neatly and carefully.

- Indicate if according to a doctor's standing orders (given to the school nurse in writing) aspirin substitute and/or ibuprofen may be administered.
- Please be sure to check your preference and sign at the bottom.
- Also, please sign the authorization for removal of ticks. If this is not signed, you will be called if your child comes to the Health Room with a tick on his/her body.

## EPINEPHRINE ADMINISTRATION

Public Act 14-176 (An Act concerning the Storage and Administration of epinephrine at Public Schools) amended the law to require the administration of epinephrine as emergency first aid to students experiencing allergic reactions, even if the student does not have parental authorization or the order of a qualified medical professional. Only in the absence of the school nurse, the administration of epinephrine may be done by qualified school personnel who have completed the required annual training.

**Please notify the school nurse in writing annually if you do not wish your child to receive epinephrine as emergency first aid by the school nurse or qualified school personnel in the absence of a school nurse.**

## MEDICAL CLAIMS

Students who participate in interscholastic athletic programs are covered by a blanket policy carried by the school; however, additional student accident insurance is available through a Board of Education approved insurance agent. Applications and brochures explaining the limits of coverage are provided to all students at the beginning of the school year. You are encouraged to purchase this protection. Additional insurance coverage is particularly helpful for those students involved in interscholastic athletics and other activities.

## MEDICATIONS

According to State Statute 10-212a and Regional District No. 8 Board Policy, in order to administer medication in school, the following criteria must be met:

- The medication must be delivered to the school by a parent/guardian.
- Medication must be in a pharmacy labeled container or original manufacturer's container with name of patient, doctor, drug, dosage, and time of administration.
- There must be a written authorization from a licensed physician or dentist and the student's parent/guardian (School Medication Permission form), which needs to be updated yearly.
- The parent/guardian must pick up unused-medication within two weeks of end of school.
- **ALL** medications (including over-the-counter) are stored in the Health Room and taken under direct supervision of the school nurse. Students are not to carry or store in their locker medication of any kind (aspirin, Tylenol, IBU, cough drops etc.). The school has strict disciplinary measures if this rule is not followed.

If it is deemed advisable for the student to carry medication, (e.g., asthma inhalers) the doctor must specify that in writing and that order must be on file in the nurse's office before the medication may be dispensed. Please contact the Nurse/Health Room for the medication permission forms required. These forms must be on file in the Health Room, along with the properly labeled medication, before medication may be dispensed.

## PHYSICAL EDUCATION LIMITATIONS

If a student needs to be excused from PE, a parent must write a note stating so. All Physical Education excuses come through the health room, and must be obtained before the school day begins. Unless the school nurse issues authorization limiting or excusing students from physical education, students are expected to participate. If illness or injuries cause students to be excused or limited in P.E. for more than two days, the school must have a physician's note stating the reason for the limitation. If a student is excused from PE class due to injury or illness, they will not be allowed to participate in athletics after school.

Also required by State Statute 10-2066 and Regional District No. 8 Board of Education Policy 5141 is a physical assessment in 6th or 7th grade. This assessment must be performed by a legally qualified practitioner of medicine and shall include:

- Physical examination, which shall include hematocrit or hemoglobin test, height, weight, and blood pressure
- An updating of immunizations as required under sections 10-204 and 10-204a.
- Vision, hearing, speech, scoliosis, and gross dental screenings.
- Such other information, including health and developmental history as the physician feels is necessary and appropriate.

We can accept proof of the physical assessment as outlined above dated from the beginning of grade 6. A physician of the state of Connecticut must record the assessment data, which is available from the nurse's office or the doctor.

## ACCIDENT REPORTS

Students involved in an accident on the bus, in the building, on school grounds, or during a school-sponsored activity or sport, must report this to the bus driver, supervising teacher, coach or to the nurse. If injured, students should check with the teacher involved and see the nurse to insure proper care.

## INTERSCHOLASTIC ATHLETICS HEALTH ASSESSMENTS

A complete physical examination, including the cardiovascular and musculoskeletal systems, is mandatory on a yearly basis in order for your child to participate in interscholastic athletics. This exam must have occurred within the last year, and be recorded on the blue state physical form. A parental consent to participate form is also required for each sport that your child participates in. These forms must be completed and returned to the nurse before tryouts or before the start of practice (for sports with a no cut policy.) **Students who do not submit parental consent forms by the designated deadline will not be able to participate.**

# **ACADEMICS**

## **ACADEMIC CELEBRATIONS**

RHAM Middle School prides itself on the many opportunities we provide for academic celebration each year. Students of the Month are recognized by each team and attend a luncheon with the superintendent. In addition, teams host a “Celebrations of Excellence” assembly honoring exceptional academic and character achievements in the spring of each year. Student portfolios are also showcased at this event.

## **AGENDA BOOKS**

Students will keep agenda books in which they write assignments and/or directions. Their agenda books also contain hall passes. Students should expect to receive homework nightly. During the first quarter of the school year, Advisory teachers and parents will check completion of student agenda books daily. At the end of the first quarter, parents, guidance counselors, and teams will collaborate to determine if students require this continued support. Additional agendas will be available in the office for sale should a student need a replacement.

## **CENTRALIZED NOTEBOOK SYSTEM**

The centralized notebook is the foundation for helping students to develop an organizational system. Individual teams may provide additional information about the structure and/or supplies they will need for their centralized binders. Recognizing that some students may require some variation in these requirements to become more organized, adjustments to this system may be made on an individual basis by or in consultation with a student’s team. Below is a list of the items recommended for all students.

- One 3-ring binder (3 inches)
- Loose leaf notebook paper
- Zipper pouch - with 3 holes,
- Pens/pencils
- 3 hole pocket folders - for homework “in” and “out” (one for each class)
- Scientific calculator (available for purchase from the School Store)
- Hardcover composition book for journaling
- One package of colored pencils
- 8th graders - graph paper notebook and a ruler

### **Optional (But Highly Recommended) Suggestions**

- 3 hole punch - for use at home
- Reinforcements (gummed circles for paper holes)
- Highlighter pens
- Loose leaf graphing paper
- USB thumb drive to hold electronic documents
- Honors level math students – TI83 or TI84 graphing calculator

### **The Following Items Are Supplied By the School**

- Agenda books
- Student schedule

## **CURRICULA**

A program of studies handbook and course outlines are available from guidance and the main office. A Program of Studies is also available on our website.

## **EXAMS**

Culminating activities and/or exams are scheduled for some classes at the end of the second marking period and during the final week of school. Exams are approximately two periods in length. Absences scheduled during midterms or exams may be considered unauthorized and result in zeros without prior approval from the principal.

## **GRADES**

Please see the Middle School website and specific teacher syllabus for a complete description of the grading system at RHAM

## **HOMEBOUND INSTRUCTION**

Students who are unable to attend school due to extended illness of at least two (2) weeks may request homebound instruction. School counselors should be contacted to arrange homebound instruction. A letter from the attending physician, stating the nature and extent of illness must be presented to the school before tutorial services can be arranged.

## **HOMEWORK**

### **RHAM Middle School Homework Policy**

Assignments that require completion outside of the classroom may include practice exercises, reading, or long term projects. Since the type and number of courses a student takes varies widely, the amount and nature of homework will also differ. Teachers will clearly inform students of the homework requirements in each class and how homework is included in grade determination.

It is important to all educators at RHAM that students and parents understand the purpose of homework. The purpose of school assignments (both those completed at home and at school) is always to advance student learning. Classroom discussion on themes and ideas in reading happens only when students have completed the reading. Automaticity in the solving of math problems happens only when students practice these skills. Teachers will work hard to be sure that assignments are matched to students' specific learning needs. We know students and parents will work to be sure that students complete all necessary preparation and practice. Students who take STEM and Honors classes at the Middle School can expect to have homework with an increased level of difficulty. The varied nature of assignments precludes setting a "one size fits all" specific time limit for assignments done outside of class. If a student's completion of assignments in advanced level classes consistently exceeds the teacher's estimate, it may be appropriate to reconsider placement.

### **Homework Expectations / Suggestions**

1. Students should know and understand the assignment. If in doubt, they should be encouraged to see their teacher after class, after school, during advisory or during intervention lab. Students should be reminded to record assignments in their agenda books. (Studying is considered homework.)
2. When in doubt, students can access their team website to confirm assignments, email their teachers with questions, or contact a "study buddy" from class. Team websites are accessible through the RHAM Middle School website.
3. Parents and students are reminded to check the agenda book, the school and individual team websites, or the team (via email or phone) for details.
4. When absent, it is the student's responsibility to check with the teacher upon return to school in order to determine the work missed. If a student is expected to be absent for three or more days, parents should contact the Main Office to have assignments gathered to be sent home. (**A 24-hour notice period is required for this work to be gathered.**) For each day of an excused absence, there will be one day of time to complete make-up work.
5. Before field trips and planned absences, students are expected to speak to their individual teachers and arrange for the completion of missed work.
6. Turn in homework on time. When homework is not handed in, students will be warned and expected to turn in the assignments the next day. Late assignments may or may not receive credit per teacher and team guidelines.

## **INTERDISCIPLINARY INSTRUCTION**

Students of this age benefit most from having team teachers who have a common approach to content, instructional strategies, and operational procedures. There are ideas worth learning which are not unique to one discipline and are greater than the sum of the individual disciplines involved. The "real" world contains issues, topics, problems and situations – not disciplines, subjects, or courses. The essential skills and concepts of all disciplines can be effectively learned during a unit of interdisciplinary study which focuses on a broad theme. Interdisciplinary study helps students to develop skills so that they may "learn how to learn," which will help ensure future success. The following skills are integral to interdisciplinary work: problem solving, communication (audience), synthesis, organization, decision-making, collaboration, critical thinking, leadership, independent learning, creative thinking, management, cooperation, research skills, communication (group), and documentation.

## **LIBRARY MEDIA CENTER PROCEDURES**

Our Library Media Center's collection contains over 20,000 print and non-print items that have been chosen with the student and the curriculum in mind. The periodical collection consists of newspapers and magazines for students to read while in the LMC.

The Library Media Center's website <https://sites.google.com/a/rhamschools.org/rhammslmc/> has information about new books and authors and the procedures for using the LMC as well as links to databases, Destiny, and other helpful resources including Connecticut's Digital library, research IT CT, and Overdrive where students can download eBooks to their own device. There is a link to this website on the RHAM Middle School home page and also on Destiny's home page.

The LMC is open at 7:00 a.m. every morning and until 3:00 p.m. Monday through Thursday. On Friday, the LMC closes at 2:10 p.m. Students may use the library at any time during the day with a pass from a teacher.

Students may use the library after school to work on homework, do research, choose a book or do any other constructive task. In order to use the library after school, students must sign up on the after school lists then sign in at the library desk by 2:15 prepared to work with all materials necessary for departing from school. No locker passes will be issued from the library. At 3:00 p.m., students will go to the late bus area to wait for rides or the late bus.

The LMC will often have classes in it as well as students doing research and quiet reading. Students should be courteous while visiting the library—consideration for others is expected at all times.



Books may be taken out for a period of two weeks and renewed for an additional two weeks, unless there is a reserve on them. Books must be presented to the librarian before a renewal is granted.

Students may reserve books that are checked out and will be notified when the books become available.

Students with overdue books will not be able to borrow library materials until those books are returned or renewed. Students must pay for any lost or damaged library books.

Students who have books that are more than two weeks overdue at the end of a marking period will have Parent Portal access terminated until this obligation is met.

## **PARENT COMMUNICATION**

At RHAM Middle School, we recognize the importance of working together with parents to insure academic success for every student. In order to facilitate communication with parents, there are many modes of communication used by our staff, however, emailing staff is the most efficient form of communication. All staff emails may be found on the school website. Parents are encouraged to utilize those which best promote positive communication with their child's teachers and guidance counselor.

At times, parents may need to contact their child during the school day to relay an emergency message. Any non-emergency messages for students during the school day may not be relayed since instructional time takes priority. Parents and students are strongly encouraged to plan ahead for items to be brought to school, social events, etc.

### **Common Methods of Communication**

There are several ways in which parents can access information about their student:

**Website**, including team webpages that list homework for each week, as well as helpful resources and internet links.

[www.rhamms.reg8.k12.ct.us](http://www.rhamms.reg8.k12.ct.us)

**Parent Portal**, accessible through the RHAM Middle School website, which provides information about your child's grades and attendance

**Email guidance or teachers** with questions or concerns, particularly with more urgent matters

**Phone calls** can also be made, although staff may not be available to return your call until after the school day ends

**School Messaging System** will periodically send out messages throughout the year regarding various activities, events and communications.

### **Parent/Team Meetings**

In order to facilitate communication among parents, students and teachers, team conferences may be scheduled whenever they are needed. Arrangements may be made through team leaders, individual teachers, or the guidance department. Parents may meet with teachers at any time during the school year. We encourage informational, as well as problem-oriented meetings.

### **Parental Concerns**

Please be aware that the standard procedure for parental concerns is as follows:

- Email or call teacher first if the concern is classroom based.
- Meet with team and guidance.
- If unresolved, call administration.
- If still unresolved, Central Office can assist us.

### **Report Cards and Mid Mark Progress Reports**

Report cards are periodic reports containing educational evaluations of all students by teachers. We encourage regular discussions between counselors, parents, and students as we attempt to meet the needs of all individuals. Parents are encouraged to access their child's grades using the Parent Portal via the RHAM website to monitor their child's academic performance. Report cards will be available online at the end of each semester.

At the mid-point of each semester, progress reports will be available online. The reports show grade estimates and comments to the MID-MARKING POINT in each subject. IT NEEDS TO BE STRESSED THAT AT MID-MARKING POINT OPPORTUNITY REMAINS FOR IMPROVEMENT. Mid-term reports are not permanent records.

Parents should anticipate the online availability of the report card and mid-marking notices one week after posted dates. Emergency closing of school for extended periods may cause a change in the dates. In any situation where there is a change, parents and students will be notified via the school newsletter and website.

If students have outstanding obligations (i.e. lost books, uniforms, etc.), notification will be sent home, and access to parent portal (i.e. report cards, grades, etc.) is suspended until the obligation has been met. When the matter is cleared, access to parent portal is re-established. At the end of each quarter (four times per year), parents and students will be notified of any outstanding obligations. All outstanding obligations (the return of books, materials, locks, outstanding lunch balances, etc.) should be settled by the last day of school. Eighth grade students will not be allowed to participate in the promotion ceremony unless all outstanding obligations are settled.

## ACADEMIC DISHONESTY

**Plagiarism:** presenting as your own the ideas, opinions or work of others whether copied from source material, purchased, or otherwise obtained without giving *proper* credit through documentation (i.e – failure to cite/reference your sources). Teachers and building Administration will use professional judgement to determine whether acts of plagiarism are indicative of willful intent, oversight or a mistake in presentation.

Examples of such actions include but are not limited to:

- Copying ideas, opinions or text from print or non-print sources
- Cutting and pasting from electronic sources
- Purchasing or copying pre-written papers
- Failing to cite some or all of your sources

*Plagiarism is a serious offense and if not appropriately addressed may set students up for continued issues in subsequent grades. Teachers will work with students to delineate to what extent an offense has been carried out and use discretion when assigning consequences.*

**Self Plagiarism:** Repurposing your own written material. It is unacceptable to re-use work previously submitted to meet classroom requirements without express permission from the current instructor.

Examples of such actions include but are not limited to:

- Resubmitting written material that was previously handed in.
- Reusing a sentence or paragraph from your own previous paper.

**Cheating:** the intention of achieving a better grade on tests, quizzes or academic assignments by dishonest methods. Examples of such actions include but are not limited to:

- Obtaining or passing on unauthorized copies of or information about tests quizzes or other course assignments
- Unauthorized use of notes (written, electronic or other), books, or other data during a quiz or test
- Stealing or concealing school course materials with the purpose or result of depriving other students of their use
- Stealing or copying of another student's answers, homework or assignments
- Assisting another student in any of the actions described above

Consequences for violations of this regulation during a student's academic career at RHAM Middle School include, but are not limited to:

CHEATING	PLAGIARISM
First Offense	First Offense
Verbal teacher warning Parent /guardian & team notification Major assignments, tests, quizzes redo for half credit All other assignments will receive a zero Informational referral	Verbal teacher warning Parent/guardian & team notification Redo for partial credit Informational referral or Teacher warning
Second Offense	Second Offense
A grade of zero for the assignment Discipline referral with consequences Parent/guardian & team notification Complete academic dishonesty packet	Redo for half credit on assignment Informational referral Parent/guardian & team notification Complete academic dishonesty packet
Subsequent Offenses	Subsequent Offenses
A grade of zero for the assignment Discipline referral with consequences (e.g. suspension) Parent/guardian & team notification Mandatory meeting with parent , teacher & guidance counselor	A grade of zero for the assignment Discipline referral with consequences (e.g. suspension) Parent/guardian & team notification Mandatory meeting with parent , teacher & guidance counselor

## **P.M. STUDY**

PM Study is an after school program where students will be able to complete a large portion of their nightly homework in a quiet, supervised classroom. Students are identified for PM Study by their teachers, counselor or parents based on their inability to complete homework independently. Attendance is taken at PM Study and parents are informed when students do not attend. All students are expected to come to PM Study prepared to work for the entire 90 minutes. A written contract will be signed by the student and parent. If students fail to show up or do not follow the contract, they may be taken out of P.M. Study. Students may attend Math Lab or Writing Lab after signing into PM Study.

## **PARENT PORTAL**

RHAM Middle School uses an online Student Management System called PowerSchool. One of the reasons this system was selected was for a component of the system that allows parent's access to their child's grades on a daily basis called Parent Portal. Parent Portal allows for the viewing of your child's grades by logging onto the online system with your username and password. If you have internet access at home or at work, you can view the information on your child at any time. If you do not yet have internet access, you may call the guidance department to receive your child's report.

The website location is: [www.rhamms.reg8.k12.ct.us](http://www.rhamms.reg8.k12.ct.us)

On the district home page, click on Schools then RHAM Middle School.

Once on this home page, click on Parents, then Parent Portal. You should get your username and password in late August.

Any place in the system where the words or numbers are displayed in blue is a link to another page. For example, you may click on a class grade, and you will see a screen detailing the assignments and tests that make up that grade. In addition, if a teacher's name appears in blue, you will be able to e-mail the teacher by simply clicking on the name. Finally, another important facet of this system is attendance tracking, but please note that attendance in this system is actually entered by the period, not by the day.

## **PROMOTION-RETENTION POLICY**

Students are promoted to the next grade unless the student has

- Failed of two or more core subjects.
- Been determined by the Academic Review Board that frequent absences have had an adverse impact on a student's academic performance.
- Been determined by a school and parent team, including administration, that a student be retained or promoted.

At the end of the second marking period, core subject teachers and guidance counselors will review student records to determine if students might be considered for retention. The parents of students who are considered for retention will be notified in writing before March 1 of that year. Upon receipt of notification, parents are encouraged to initiate a conference by calling the school. Performance criteria necessary for promotion will be reviewed, a plan for improvement will be developed, and students will continue to have the opportunity to pass.

The fulfillment of the student's plan for improvement will be evaluated bi-weekly by an administrative and guidance committee with regular input from teams. A final recommendation to the principal will be made prior to the close of school. In the event that during the first two marking periods a student is not considered in danger of retention, but his/her performance during the last two marking periods places him/her at risk, the guidance counselor and core subject teachers will be responsible for the final recommendation to the principal. In all cases, the principal will make the final determination of promotion or retention of students attending summer schools.

NOTE: \*\* 8th grade students who have an outstanding obligation will not be able to participate in the promotion ceremony.\*\*

### **The Student Data Review Team (SDRT).**

The Student Data Review Team is comprised of members of each team and support staff who meet regularly to address the needs of students who may be experiencing difficulty in school. Additional interventions may be implemented as needed. Parents will be notified of the results of the SDRT and asked for additional input.

## **STUDENTS OF THE MONTH**

Each team selects Students of the Month every month. Names will appear in the team pods and parents are notified of this honor by mail.

## **SPECIAL HELP AND MAKE-UP PERIODS**

Students may always seek extra help from teachers if they do not understand an assignment or if they have been absent. Students should arrange conferences with teachers at a time convenient for both. In addition, other opportunities for help such as Math Lab, Writing Lab, team-based homework help and PM Study may be offered as needed.

Teachers are available for special help or make-up work during intervention lab and after school. Sometimes teachers will request that students remain for special help - usually on late bus days, which are Monday through Thursday. Teachers issue After School passes for that purpose. Failure to report will result in disciplinary action. Please note that this request from a teacher takes precedence over intramurals, interscholastic athletics, or any other school activity of an elective nature. Teachers will make a reasonable effort not to schedule extra help where it conflicts with activities. Unless notice is given one day in advance, the teacher will notify the parent by phone on the day of the work session.

# STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY

## ADMINISTRATIVE REGULATIONS 6118

### Introduction

We are pleased to offer students access to the district's computers and computer networks, including access to electronic mail (e-mail) and the Internet, as well as electronic devices, (all of which will be referred to collectively as "computer systems".) Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for education-related purposes. Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

The Board of Education and the Administration believe in the educational value of such computer systems and recognize their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, *access to the computer systems is a privilege, and not a right*. Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

### Definitions

**Obscene** – means any material or performance if, a) taken as a whole, it predominantly appeals to the prurient interest, b) it depicts or describes in a patently offensive way a prohibited sex act and c) taken as a whole, does not have serious literary, artistic, political or scientific value. For the purposes of this section, "prohibited sex act" means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.

**Child pornography** – means any visual depiction, including any photograph, film, video, picture, cartoon, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where -

- (a) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- (b) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
- (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Harmful to minors** – any picture, image, graphic image file, or other visual depiction that:

- (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, at all times in accordance with district standards, as well as with state and federal laws.

It is important that students and parents understand that the district, *as the owner of the computer systems, reserves the right to monitor and review* the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes.

As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. *The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes.* The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to; oversight of Internet site access, the right to review emails sent and received, the right to track students' access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing.

Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these computer systems.*

### Student Conduct

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- ◆ Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- ◆ Gaining or seeking to gain unauthorized access to computer systems;
- ◆ Damaging computers, computer files, computer systems or computer networks;

- ◆ Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- ◆ Using another person's password under any circumstances;
- ◆ Trespassing in or tampering with any other person's folders, work or files;
- ◆ Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- ◆ Sending any copyrighted material over the system;
- ◆ Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- ◆ Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors, as defined above;
- ◆ Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes;
- ◆ Cyberbullying;
- ◆ Accessing or attempting to access social networking sites (e.g. Facebook, Twitter, Snapchat, Instagram, etc.) without a legitimate educational purpose.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

*Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.*

Student loaned chromebooks are for school related work only and are only to be used during the school day. Chromebooks must be returned to their assigned cart at the end of each day. Should students decide to take their chromebooks home, there will be chromebook restriction consequences. In addition, it is the responsibility of the student to maintain their chromebook and keep it from harm and damage. Should the chromebook become damaged, the Rham IT department will assess and determine the cost for said damages. These damages will become an outstanding obligation on the student's behalf (see Outstanding Obligations).

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge any student who receives any harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. Please report these events!

#### Internet Safety

The Administration will take measures: to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; to prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; to educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response; and to restrict students' access to online materials harmful to minors, including obscene materials and child pornography.

#### Legal References:

- Children's Internet Protection Act, Pub. Law 106-554, codified at 47 U.S.C. § 254(h)
- Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520
- No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777
- Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254(h)(5)(B)(iii)
- 18 U.S.C. § 2256 (definition of child pornography)
- Miller v. California, 413 U.S. 15 (1973) (definition of obscene)
- Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 (computer-related offenses)
- Conn. Gen. Stat. § 53a-193 (definition of obscene)

9/2012



# ACTIVITIES

## ASSEMBLIES

Assemblies are planned at intervals for student enjoyment as well as education. In addition, team, grade, or all-school assemblies may be planned to enhance our educational program.

## CLUBS AND CO-CURRICULAR ACTIVITIES

One of the most enjoyable parts of middle school life is the opportunity to meet with fellow students in co-curricular activities. Students are encouraged to join and share their interests. Also, students may begin a new activity by submitting a proposal to an administrator, s meetings, as they change each year.

The following activities are a sampling of activities which might be offered (students should listen to announcements for any additional clubs that are introduced throughout the year):

**Art Club:** Explores drawing, painting and 3D design and other areas of interest.

**Drama Club:** Students learn about theater through hands-on live productions.

**FCCLA:** National FCS student organization that focuses on personal growth and leadership.

**FPS:** An academic problem solving group that competes 3 times a year.

**Gender Sexuality Alliance:** Student promote equality through school wide projects.

**Lego-League:** This team designs a Lego robot to perform tasks for a competition.

**Leo's Club:** Students participate in activities for the greater good of the community.

**Literary Magazine:** Students prepare a yearly publication of student writing and art.

**RHAM Buddies Club:** Students are able to form a bond with students with disabilities.

**Student Council:** Students serve as an advisory group to the administration.

**T.S.A.:** Activities include fundraisers, leadership conference and community service activities.

**World Language Club:** Students become familiar with different cultures & customs worldwide.

**Yearbook Club:** Students create the annual yearbook pages to be distributed in May.

### Pay to Play Club Fee

Students participating in school clubs/organizations are required to pay a Participation Fee. Clubs and organizations include any school sponsored club and student government organizations. Students may participate in as many clubs/organizations as they like once they have paid the Participation Fee. The pay to play club fee can be paid online at [www.pay4schoolstuff.com](http://www.pay4schoolstuff.com)

Students must pay the participation fee within two weeks after the first meeting of the first club/organization the student chooses to participate in. **Students who have not paid the fee within two weeks after the first club/organization meeting will have their eligibility to participate in any school club/organization withheld until the fee is paid.**

Students dismissed from a club/organization or athletic team due to disciplinary reasons or violations of Regional School District Number 8's substance abuse policy are not entitled to a refund of the Participation Fee. Students who drop out of a club/organization or athletic team within the first two weeks will be entitled to a full refund of the participation fee. Students who drop out after two weeks of participation will not receive a refund.

**Students eligible to receive reduced or free lunch are required to pay a reduced fee to participate in a club/organization and to participate in athletics. Families experiencing financial hardship and unable to pay the school club/activity fee should contact the school principal.**

## DANCES

Regular school dances are listed on the schedule of events and are one of the most enjoyable highlights of middle school life. Dances are held for the enjoyment of RHAM Middle School students only. Students must be in attendance during the school day in order to participate in any dance, co-curricular activity or athletic event scheduled for that day.

### Dance Rules

- In order to purchase a dance ticket, students will hand in a signed permission slip with an available emergency number for the night of the dance.
- All tickets will be sold in advance; no tickets will be sold at the door.
- Dances begin at 7 p.m. (doors will be open from 6:45-7:30 p.m.) NO ADMITTANCE AFTER 7:30 p.m. Students must be dropped off at the high school (just past the high school side gym entrance, at middle school cafeteria).
- Dances will typically end at 9:00 p.m. Transportation should be waiting at the high school at that time - carpooling is advised (just past the high school side gym entrance, at middle school cafeteria).

- Students must remain at the dance until the end of the dance. Students may NOT leave the dance early except with a parent, guardian, or another permitted adult.
- Students absent on day of the dance may not attend. If students arrive late to school, they must arrive before the first lunch period in order to participate in an evening activity.
- Students who serve or are issued suspensions during the week of the dance may not attend.
- Dances are open to RHAM Middle School students only.
- Administration has the final decision regarding who may attend dances.

#### **Dance Behavior:**

Students are expected to dress properly. Examples of improper attire are clothing with sexually explicit, drug or alcohol-related messages or revealing attire.

Students are expected to respect themselves and others. Examples of inappropriate behaviors are:

- horseplay, running,
- body slamming or head banging
- profane language
- unbecoming or suggestive body language, such as bumping/grinding, inappropriate displays of affection or inappropriate dancing

Students are expected to respect ALL chaperones (parents, teachers, and administrators). Students may bring money for refreshments.

**STUDENTS WHO DEMONSTRATE POOR BEHAVIOR AND WHO FAIL TO CORRECT THAT BEHAVIOR AFTER SUFFICIENT WARNING MAY BE ASKED TO LEAVE THE DANCE IMMEDIATELY.** Parents will be called and asked to pick up their child. All students must have an emergency number listed on their permission slip to call in case of an emergency.

#### **INTERSCHOLASTIC TEAMS**

Teams which compete with other schools are interscholastic teams. This includes teams for both boys and girls in each of the three seasons: Fall, Winter, and Spring. Presently, the teams are as follows.

<b>Fall</b>	Boys' Soccer Girls' Soccer Cross Country
<b>Winter</b>	Boys' Basketball Girls' Basketball Cheerleading Wrestling
<b>Spring</b>	Boys' Baseball Girls' Softball Track and Field

Team tryouts are announced in advance of the seasons and, for those who make the team, special transportation arrangements must be anticipated as practices run beyond late bus departure much of the time. Time commitment to team practice and games is almost daily.

Students participating on interscholastic activities must be in good academic standing. Board policy (5132a), states that students who have not maintained a C- average with no F's may try out for a team. If selected, they may practice but **cannot participate in interscholastic competition** (games or meets) until eligibility grade requirements are met. Students' grades will be checked every two weeks to determine eligibility. If eligibility is met at that time, students may join or re-enter activities. **NOTE: 7th grade students will not be disqualified from participating in co-curricular activities during the first marking period for grades which they received during the previous school year. 8th grade eligibility for fall sports will be based upon the previous year's 4th quarter's grades.** The administration reserves the right to deny students' participation in any activities if students are having serious academic or behavior problems. A complete physical examination, including the cardiovascular and musculoskeletal systems, is mandatory on a yearly basis in order for your child to participate in interscholastic athletics. This exam must have occurred within the last year, and be recorded on the blue state physical form. **A parental consent to participate form, one yearly concussion and cardiac arrest form, along with permission for an "Impact" concussion baseline test is required for each sport that your child participates in. These forms must be completed and returned to the nurse before tryouts, at the start of practice and/or by a specified date (based on particular sport).** Students who do not meet these criteria will be ineligible to participate. Students must be in attendance during the school day in order to participate in any co-curricular activity or athletic event scheduled for that day. If students arrive late to school, they must arrive before their scheduled lunch period in order to participate in an evening activity. Students not in attendance will be excluded from school-sponsored event, unless special arrangements have been made with the principal prior to the event.

## Participation Fee

Students participating in RHAM's Athletic Program must pay a Participation Fee. RHAM's current athletic policies and regulations will remain in effect and unchanged. Student athletes must adhere to all athletic policies and regulation. The amount of playing time a student receives will continue to be at the sole discretion of the team coaches. The participation Fee does not guarantee a student playing time. Students who have not paid the fee by the first competition of their athletic season will have their eligibility to participate in athletics withheld until the fee is paid. The athletic fee can be paid online at [www.pay4schoolstuff.com](http://www.pay4schoolstuff.com)

## Picking Up Students

At away games and meets, athletes at RHAM Middle School are asked to depart and arrive home with their specific athletic team on the bus. In the event that a parent/guardian would like to take their OWN child home from an away game, the parent/guardian must provide a signed note to the coach/main office prior to 1:30pm stating that they will be driving their child home. In the event a parent /guardian would like to take another child home from an away game, BOTH the pickup parent and the parent of the child to be picked up MUST provide signed note(S) to administration prior to 1:30pm on the day of the event. NO emails/faxes/phone calls will be accepted for approval. Administration MUST approve these notes prior to the students leaving the school for the game/match.

## Substance Abuse Regulations for Student Athletes

RHAM Middle School, as a member of the CIAC (Connecticut Interscholastic Athletic Conference), recognizes the use of chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of chemicals by athletes affect extracurricular participation and the development of related skills. All CIAC-controlled activities sponsored by RHAM Middle School are included in these regulations.

A student-athlete using or possessing drugs (including alcohol and marijuana), anabolic steroids, or tobacco (any facsimile of tobacco or any item represented to be tobacco), or an electronic nicotine delivery system (e.g. E-cigarette) during the athletic or calendar school year will immediately be dismissed from the team and will lose the privilege to participate in athletics, **practices and competitions**, for the next sixty athletic days (which may include part or all of the next season in which the student-athlete participates). For this purpose, an athletic day is defined as any school sanctioned day in which athletic tryouts, practices or contests are scheduled in a sport. If it is the student-athlete's first offense, he/she may apply for a modified punishment consisting of exclusion from athletics for twenty athletic days (which may include part of the next season in which the student-athlete participates).

### The student-athlete must do the following:

1. Meet with the school's AHM social worker within three (3) school days of dismissal from the team;
2. Follow the written and oral recommendations of the AHM social worker;
3. Meet with the administration or its designee and the athletic director to discuss the possibility of rejoining the team for continuing athletic participation.

A second violation in the career of a student-athlete will result in immediate loss of the privilege to participate in athletics, practices and competitions for the next sixty days. Additionally, the student-athlete will be required to meet with the school's AHM social worker and follow the written and oral recommendations of the AHM social worker.

A student is considered a student-athlete from the day of his/her first tryout for a RHAM High School team through his/her last day as a RHAM Middle School student.

Regional School District #8 Board of Education Policy 5114 (discipline) and 5143 (Drug and Alcohol Use by Students) supersedes these regulations. Adopted 7/22/02 Revised 4/22/04

## STUDENT ADVISORY COUNCIL

Student Advisory Council is a select group of 7th and 8th grade students, with members represented from each team, who come together to discuss school topics related to school climate, school culture, transition, student activities, etc. whose goal is to open the lines of communication between administration, staff and students.



# **GENERAL STANDARDS OF CONDUCT**

**RHAM MIDDLE SCHOOL STUDENTS DEMONSTRATE THESE PILLARS OF CHARACTER**

**RESPECT**

**CITIZENSHIP**

**CARING**

**RESPONSIBILITY**

**TRUSTWORTHINESS**

**HONESTY**

**FAIRNESS**

Students should be positive representatives of RHAM at all times. This is shown by behavior and actions both at and away from school. Students can demonstrate that they possess the qualities described by the Pillars of Character by showing respect in the following ways:

**Be respectful of OTHERS by:**

- Being kind and considerate
- Helping others through service to the community
- Being courteous and cooperative
- Listening to others
- Reporting harmful, dangerous behaviors, and/or suspicious rumors
- Complying with school rules
- Following directions given by ALL adults

**Be respectful of OUR SCHOOL by:**

- Keeping a clean school (picking up after yourself and others)
- Using school property as it was designed
- Turning in lost and found items
- Being an active learner

**Be respectful of YOURSELF by:**

- Doing your own work and using your own ideas
- Being prepared and on time to school and class
- Taking responsibility for your actions (even the mistakes)
- Being honest
- Getting to know others and accepting them for who they are

**The following are examples of unacceptable behaviors (those which do not display the Pillars of Character):**

- Arriving tardy to school or class
- Disturbing the learning environment (shouting out, making inappropriate noises, off task behavior)
- Copying someone else's work or allowing someone else to copy your work
- Forging a signature
- Harassing behavior of any kind (anything that makes someone else feel uncomfortable or unsafe)
- Unsafe conduct of any kind (horseplay, fooling around)
- Leaving RHAM Middle School property without permission (this includes going to the high school)
- Littering
- Lying
- Public displays of affection
- Touching or taking others' belongings without permission
- Verbal assault, swearing, or profanity
- Wearing clothing that is too revealing, is unsafe, or disrupts the learning environment
- Writing on or defacing school or personal property, vandalism
- Stealing
- Verbal assault, swearing or harassment against an adult

**These behaviors are UNACCEPTABLE at RHAM Middle School and will result in an automatic OSS:**

- Fighting involving physical contact
- Possession or consumption of alcohol
- Possession or use of drugs
- Possession or use of smoking/tobacco/vaping products
- Possession or use of weapons

## **BULLYING**

RHAM Middle School promotes a safe and secure school climate conducive to teaching and learning. In accordance with state law (Public Act 11-232) and Board of Education policy (No. 5129), any form of bullying behavior, whether in the classroom, on school property, or at school-sponsored events, is **expressly forbidden**.

Bullying is defined by the repeated use by one or more students of a written, verbal or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that

1. Causes physical or emotional harm to such student or damage to such student's property
2. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property.
3. Creates a hostile environment at school for such student
4. Infringes on the rights of such student at school
5. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical acts or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

- Bullying is defined as overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other, and are committed more than once against any student during the school year. Bullying takes many forms and can include many different behaviors, such as:
  - Physical violence and attacks,
  - Spreading rumors,
  - Teasing, name-calling, and put-downs,
  - Threats and intimidation,
  - Exclusion from peer groups,
  - Extortion or stealing,

At RHAM Middle School, we have instituted several measures to combat bullying behaviors. Through our Health and Developmental Guidance curricula, as well as through our Advisory program and positive school climate programs, students learn how to identify, combat, and prevent bullying at RHAM. Our faculty and staff help students understand the impact of their words and actions on others, teaching them, for example, that "fooling around" may seem fun to the person making a joke, but may make the recipient uncomfortable. Our students have the opportunity to enter into mediation to resolve conflicts before they escalate to the level of bullying. Also, our students have several support services available to them, including consultation with the school psychologist, AHM Youth Services counselor, and guidance counselors, as well as the right to speak with either administrator to resolve an issue. Any suspected bullying behaviors must be reported in order to be addressed. While students and parents can directly inform faculty, guidance, and administration of concerns, a locker is identified in each team area as a confidential drop box that students can use to leave an anonymous note or students can access the Bullying Report Form on the RHAM Middle School website. Parents may also file written reports of suspected bullying with administration. It is important to note **that no disciplinary action will be taken solely on the basis of an anonymous report**. All reports of suspected bullying will be investigated before any corrective, supportive, and/or disciplinary actions are taken.

Parent and guardians of students who commit verified acts of bullying and those of students against whom such acts have been committed will be notified and invited to attend a meeting. Any student who engages in bullying behavior will be subject to disciplinary action, up to and including suspension and expulsion. Corrective actions may include supports such as mediation or counseling.



## **BUS REGULATIONS**

These regulations are the outgrowth of the combined efforts of the local Boards of Education, the State Board of Education, the Connecticut Motor Vehicles Department, the Highway Department, the State Traffic Commission, the Connecticut State Police and the Connecticut Safety Commission.

### **Students must:**

- Be at the stop **5 minutes prior** to the designated time; buses run on schedule.
- Wait for the bus on the shoulder or sidewalks of roads, not in the roads. Students should also not be waiting in their homes.
- Wait until the bus comes to a full stop before boarding.
- Board in an orderly manner.

### **While riding on the bus, students should:**

- Conduct themselves in an appropriate manner; not jeopardize the safety of others.
- Remain in their seats while the bus is in motion.
- Converse softly; no shouting.
- Not throw objects about in the bus.
- Not destroy or deface seats or equipment. (Students found guilty of vandalism will be expected to make restitution for actual damages.)
- Secure permission of driver before opening bus windows.
- Use proper language on the bus.
- Not EAT on the bus.
- Not SMOKE/VAPE on the bus.
- Ride only on assigned buses.

### **At the home bus stops, students should:**

- Carefully exit the bus.
- Stand on the shoulder at the front of the bus until the driver signals that it is safe to cross.
- Stand on the shoulder until the bus has moved, then proceed to walk home.
- Walk on the left shoulder facing traffic if there is no sidewalk.

### **Changing Buses**

Parents may seek administrative permission to change buses within the same town by submitting a written note to the office prior to the change requested. No emails/faxes/phone calls will be accepted. Please note that for insurance purposes, there will be no change of bus requests granted between Region 8 transportation carriers. Only the following reasons can be considered:

- to complete academic projects,
- for long-term employment such as babysitting, or
- if students are being supervised by another family afterschool.

Written requests from parents regarding permanent bus changes or route assignments should be submitted to the bus company directly. In the event of emergency, the bus driver will supervise procedures. Students are responsible for following the bus driver's directions. Students who misbehave on the bus may receive a referral from the driver and subsequent disciplinary action. Students who fail to observe rules and regulations for the third time may be denied transportation; parents will be notified by administration. If students lose bus privileges, it then becomes students' or parents' responsibility to arrange for transportation.

### **Disciplinary Action on Buses**

- 1st Incident - Driver warns student (unless it's a major incident.)
- 2nd Incident - Driver brings referral to administration as soon as possible.
- 3rd Incident - Driver and student have meeting with administrator. Parent is called; student receives probationary notice.
- 4th Incident - Written disciplinary form. Student suspended from bus for a period of time.
- Destruction of Bus Property
- Bus drivers will inform the school office of a problem as soon as possible.
- Students will be billed for anything destroyed on the bus.
- Students who litter or otherwise purposefully soil the bus will be asked to clean the bus or pay for cleaning.

### **Parent Concerns**

Concerns or complaints about student safety on the buses should be directed to Central Office, at 860-228-2115.

## CAFETERIA AND LUNCH PERIOD

RHAM Middle School offers a comprehensive lunch program consisting of a basic lunch menu and a number of alternatives, including a la carte items, salad bars, snacks, and milk. Menus are published weekly. Lunch choices are announced daily and all posted on the website. Students may purchase lunch using cash or pre-pay by signing up for the Café Prepay method (see information on the RHAM Middle School website). Students may bring their own lunches as well.

### Student Dining Procedures

1. Students are to report to the cafeteria on time.
2. Students should choose a seat during the first week and then remain at that seat for the duration of the quarter. A change in seating will be allowed at the beginning of each quarter.
3. Students will remain AT THEIR TABLE throughout lunch except to request a pass, to make a purchase from the kitchen, or with permission from the supervisor. NO TABLE HOPPING.
4. Students may request permission for a pass to use the lav, see the nurse, or use the telephone, go to the office, etc. by asking permission and then signing out of the café. Passes are located in the Café book.
5. Voices should be at a conversational level.
6. Students are responsible for the cleanliness of their table and the surrounding area. Rotating jobs will be assigned to clean the floor and table tops. ALL STUDENTS MUST PARTICIPATE. Students are required to comply with all reasonable requests to clean the floor and tables.
7. Students must stop all activity and talking when the lunchroom supervisor announces clean up time by using the microphone and/or dims the lights.
8. No snacks may be purchased after the lights dim and cleanup begins.
9. Students will be dismissed by tables when their area has been inspected. They will leave the cafeteria in an orderly fashion.
10. No food or drink may be taken from the dining room.
11. Students should act in a **courteous fashion** at all times to all adults AND students.
12. Inappropriate behavior will not be permitted. An individual exhibiting unacceptable behavior may be warned, have his/her seat reassigned, earn a lunch detention, or receive an office referral.

## CLOTHING

Students are expected to wear clothing which is neat, clean, and in good repair. Plan to wear reasonable apparel appropriate for the daily activities of school. Avoid clothing and accessories that are a safety hazard, health problem, disturbance to the educational process or maintenance problem for custodians. Good judgment is expected at all times. Based on the above criteria, the following guidelines should be followed:

1. Do not wear halters, crop tops or other midriff baring shirts, or tops with skinny straps which reveal undergarments. All tank tops must be a **minimum of 3 inches in width**.
2. Do not wear inappropriately short-shorts and skirts, or any type of pajama bottoms. All shorts must be a **minimum length of mid-thigh**.
3. Avoid clothing with offensive, suggestive, alcohol, tobacco, drug or weapon related messages including shirts; with the names of music groups that represent parental advisory labels.
4. Avoid clothing which inhibits walking freely such as loose and oversized pants worn below the hips or any pants that reveal undergarments.
5. Avoid any type of footwear that can cause injury. No flip flops, slippers or high heels can be worn in school.
6. Outdoor clothing is for outdoor wear only. Leave in lockers during the day.
7. See-through clothing, chain belts, and wallet chains are not allowed.
8. Avoid extreme makeup, unnatural hair coloring, face paint, and other things that distract students' attention from learning.
9. Hats and hoods should not be worn in school.

The administration reserves the right to ask students to change or to turn inside out inappropriate clothing. Parents may be asked to come to the school to retrieve inappropriate clothing or bring suitable garments.

## DAMAGE TO SCHOOL PROPERTY

RHAM Middle School belongs to everyone – parents, students, and the community. We all have a responsibility to see to it that the facilities are used properly. Accidental damage should be reported promptly to the office so that repairs can be made.

Payment will be expected for deliberately or carelessly inflicted damage to school property.

Students may be subject to additional disciplinary action, depending on the severity of the damage, e.g. hanging from basketball rims, will be fined \$20.00, a portion of the price of a rim's replacement. Imbedding chewing gum in carpets will require removal. Damaging computers or parts of computers will require restitution of full value, etc. In addition, students may be assigned custodial detention to help clean or remedy their damages.

## **ELECTRONIC DEVICES**

Students are NOT allowed to be in possession and/or use of electronic devices, such as cell phones, iPods, MP3 players, pagers, and beepers, etc., during the school day or at school-sponsored activities. (Ct. State Law Sec. 10-233j) If a student is found to be in possession and/or use of an electronic device without written administrative authorization, the item will be confiscated by the nearest adult, labeled and secured in the Main Office until a parent can come to retrieve the device.

Subsequent violations of this policy will result in progressive disciplinary action, up to and including suspension, per Board of Education Policy No. 5114.

Any parent who wishes that their child educationally use a personally owned and electronic device within the Region 8 Public School District must get a Bring Your Own Technology permission form from the middle school office, sign the agreement and submit it to the main office.

## **GRAFFITI**

Students and staff take great pride in the physical appearance of our school. Its excellent condition is a tribute to the fine cooperation and efforts of everyone on a day-by-day basis. It is our expectation that this will continue throughout the school year. If there is physical damage to school property, restoration, or replacement of that property rests with the individual(s) responsible, and disciplinary action will be taken.

## **SMOKING**

Smoking is prohibited on the RHAM Campus (Policy 5131). This includes e-cigarettes, vapor pens or facsimiles and additionally any other smoking paraphernalia. Students found in possession, use, and/or distribution of these items will be subject to our disciplinary process.

## **WATER BOTTLES**

Water bottles will be allowed in school, but will need to remain in student's locker and may only be brought into a classroom at the teacher's discretion. Water bottles must be CLEAR with a sealable cap. Water bottles should never be kept near electronic devices.

# **DISCIPLINARY PROCEDURES**

## **DISCIPLINARY REFERRAL PROCEDURE**

When an office referral is written by a teacher or another school adult, an administrator or designee will read the referral as soon as possible, call the student to the office, discuss the incident with the student, call parents if appropriate, and administer appropriate discipline. Per BOE Policy 5114, "the decision of the principal or administrative designee with regard to disciplinary actions up to and including suspension shall be final."

## **TEACHER DETENTIONS**

Teacher detentions are held afterschool after a parent has been notified by written notice or by telephone. Students are given a form to take home for their parents to sign and then return to the teacher.

## **OFFICE DETENTIONS**

Office detentions are held Monday through Thursday from 2:15-3:15 p.m. Students are given a form to take home for their parents to sign and then return to the main office. Reasons for an office detention include, but are not limited to:

- Skipping office detention – 1st offense, 2 detentions issued; 2nd offense, in-school suspension.
- Chronic tardiness to school or classes.
- Misbehavior or violation of rules as described in Board Policy or in General School Rules.
- Being sent from class for poor behavior (after warning).
- Refusal to attend teacher detention.
- Failure to return signed notice of office detention.

## **DETENTION RULES**

1. Arrive to Main Office by 2:15 with all materials to use and take home.
2. Take seats **immediately** and remain quiet.
3. Submit signed detention slip; **failure to submit** signed notice will result in an additional detention.
4. Complete the assigned detention packet. This will be collected, reviewed, and mailed home to parents.
5. Removal from detention for poor behavior will result in additional disciplinary action.

Students are responsible for keeping track of their detentions in their agenda books. Any detention missed because of student scheduling conflicts will be treated as skipped. Students will earn two detentions if a detention is skipped, and will be automatically assigned to ISS if they fail to report for either of those detentions. Students will be expected to serve detentions missed due to absence on the day of return; otherwise they must reschedule.

## **DRUG SEARCHES**

The Region 8 Board of Education has approved the use of drug sniffing dogs to conduct searches of all unattended school property utilized by students, including but not limited to student lockers, and parking lots. This includes personal items (e.g. backpacks, etc.) brought onto school grounds by the students. (Policy 5145.12)

### **Actions That Will Lead to In-School Suspension or Out Of School Suspension**

#### **In Accordance with the Board of Education Policy No. 5114**

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following;

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane languages or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening, or intimidating school staff or other students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapons, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. Possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
15. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. For the purposes of this paragraph 15, the term "drugs" shall include, but shall not be limited to, any medical preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.

26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
27. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
29. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds or at, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.
33. Cyber-bullying, defined as use of computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications to commit acts of bullying.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication to persons other than school officials.
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication to persons other than school officials.
37. Using computer systems, including email, instant messaging, text messaging, communications, to engage in any conduct prohibited by this policy.
38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
39. Any action prohibited by any Federal or State law.
40. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

**Note:** This does not represent an exhaustive list of possible offenses which may incur a suspension. Acts which are not specifically listed but which are unacceptable will be handled in a manner consistent with the problem. Administration reserves the right to interpret offenses with regard to BOE policy.

## **IN-SCHOOL SUSPENSION**

In-school suspension is a form of school suspension within our school. For certain infractions, students will be assigned one or more days of in-school suspension. Examples can include swearing, harassment, truancy and smoking. In the case of any unserved detention (2nd offense), students are assigned one day of in-school suspension for defying school authority. (NOTE: Students will serve the unserved detention on the same day as the in-school suspension.)

## **IN-SCHOOL SUSPENSION RULES**

1. Report to Main office by the 7:17 a.m. bell.
2. Students will be assigned to complete a Suspension Learning Packet before starting their own work. The packet will correspond to the student's offense.
3. Students must then work on teacher assignments. The teacher on duty will contact the teacher(s) if no assignments are available.
4. When class assignments have been completed, each student will copy the behavior code.
5. Students may read **silently** when done.
6. Remain seated at all times with all four legs of the chair on the floor.
7. Speak only when acknowledged by the attending teacher; no communication with other students.
8. Students will be escorted to the lavatory during the day.
9. Lunch will be eaten in the ISS room.
10. Students are unable to attend assemblies, participate in afterschool activities other than detention, or engage in sporting events, including practices, on school suspension days.

**Special Note:** Parents will be called to remove their child if he/she is uncooperative.



## OUT OF SCHOOL SUSPENSION

Suspension from school is a severe form of disciplinary action. Students are removed from school from 1-10 days. Misbehavior that results in this form of disciplinary action may include fighting, bullying, and harassment, threatening another student or adult, and drug or alcohol involvement, among other things. During this suspension period, students are expected to remain current with assignments; schoolwork will be sent home. Participation in school related functions during this period of suspension will not be permitted. Any out-of-school suspension will be followed up by the school psychologist or social worker.

### LEVEL I DISCIPLINE PROCEDURES

- Step I\*:** If students misbehave, they will be spoken to about the behavior by a staff member and warned to stop. If the behavior is chronic, they are not warned, and automatically moved to Step II.
- Step II:** Students are given "time out" in another classroom or placed in the hall for "time out." If Step II has not been effective with the students, the teacher may move them to Step III. Time out may not last longer than a class period.
- Step III:** If students continue to misbehave, or if student attitudes do not change after "time out", students will be issued teacher detention and the parent will be notified via the detention slip presented by the student. In certain situations, teachers may contact parents by phone. Teachers will contact parents if detention slip is not signed.
- Step IV:** If disruptive behavior or attitude is not resolved after Steps II or III have been used, students are sent to the *In-School Suspension Room* for the rest of the period, receive an automatic office detention, and complete a reflective writing assignment. Students will be moved to their next class at the end of the period.
- Step V:** If Step IV does not change behavior, students will be sent to the office, parent called, and students may receive an in-school suspension, a 2:15-4:00 detention, or be sent home if they refuse to respect the adult's direction.

Immediate Out-Of-School suspension may be issued for fighting, drug abuse, or any other egregious act. Police will be contacted if the act is of a criminal nature, such as vandalism, pulling a fire alarm, assault, etc.

**\*On Level 1, teacher discretion with good reason is always allowed as a variation in procedure.**

### LEVEL II DISCIPLINE PROCEDURES

Students are placed on Level II discipline procedure\* by a team or by administration when a student receives more than 10 days of suspensions or when all Level I options have proven ineffective. Administration will advise parents and students that Level II policy is in effect. The team or administration can, at any time, take students off Level II discipline procedure. Students will have an exit interview with the team.

- Step I:** When Level II students commit infractions, they are sent to administration. Thereafter, they are again sent to in-school and receive an office detention. Parents are called, apprised of the situation, and asked to pick up students at 3:20 p.m.
- Step II:** If misbehavior continues, parents are asked to come to school to discuss with administration and team members, students' continued misbehavior.

### LEVEL III DISCIPLINE PROCEDURES

If serious misbehavior continues, students are referred to SDRT (Student Data Review Team) and to Support Services. The school and parents may make a joint referral to an appropriate community agency.

### LEVEL IV DISCIPLINE PROCEDURES

Failure to comply with community agency recommendations and/or continued misbehavior may result in written complaint to Juvenile Court for "students who continuously and overtly defy school rules." (Public Act 07-4)

### SEXUAL HARASSMENT PROCEDURE

Complaints regarding sexual harassment are referred to the office and thoroughly investigated. Student making the complaint will write his/her concerns on paper. This will be referred to the Title IX Sexual Harassment coordinator, Ms. Carri-Ann Bell, Assistant Principal. Students found to have committed sexual harassment will receive an office detention. If the harassment continues, an in-school suspension will follow and parents will be notified.

During the detention, students will read Board Policy 5450 and reflect on their actions. Students will then complete an essay which addresses the definition of sexual harassment and related legalities and student rights and responsibilities. The essay also explains why their behaviors are viewed as sexual harassment.

The RHAM Board of Ed. adopts the following grievance procedures in order to provide prompt and equitable resolution of student complaints alleging any discrimination or harassment, which is prohibited under the terms of this policy:

The Board of Education encourages victims of sexual discrimination or sexual harassment to report such claims.

Students are encouraged to promptly report complaints of sexual discrimination or sexual harassment to the appropriate personnel.

1. The district will investigate such complaints promptly and will take corrective action where appropriate.
2. The district will maintain confidentiality to the extent appropriate.
3. The district will not tolerate any reprisals or retaliation that occurs as a result of the good faith reporting of charges of sexual discrimination or sexual harassment.
4. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

## **SPECIAL ANNOUNCEMENTS**

### **ASBESTOS MANAGEMENT PLAN NOTIFICATION**

State of Connecticut and Federal AHERA Regulations require that at least once each school year we must provide a written notification to parent, teacher, and employee organizations regarding the availability of the Asbestos Management Plan and any response actions taken or planned for the RHAM Middle School.

A copy of the asbestos management plan is available for viewing at the Main Office at the Middle School or at the Board of Education Office. With the exception of the non-friable mastic that is located behind the Blackboards/Whiteboards in twelve classrooms in the original RHAM Middle School, all other forms of asbestos were removed during an abatement project in the spring of 2003.

There have been no response actions taken or planned since the remaining mastic materials are intact and not accessible behind the boards. A copy of the architect's letter stating that there was no asbestos utilized during the construction/renovation of RHAM Middle School is contained in the Asbestos Management Plan.

### **PESTICIDE MANAGEMENT STATEMENT**

The Region 8 District has developed an Integrated Pest Management (IPM) plan based on the guidelines in Public Act. 99-165. The goal of IPM is to deliver effective pest control while at the same time reducing the volume and toxicity of pesticide used, as well as human and environmental exposure to pesticides. Each school will contract monthly monitoring to aid in the early detection of pest problems. Both physical and cultural solution will be employed to decrease our reliance on pesticides. When chemical treatments are required, pesticidal baits will be utilized first whenever practical. Problems requiring further treatments or situations when baits are not practical will be treated using products from an established hierarchy starting with the least toxic products first. All pesticides will be applied by licensed applicators with either a supervisory certification or an operational certification under the direction of a supervisor (Emergency applications may be made by staff providing they are not restricted use pesticides).

Staff, parents, and guardians may register at the school to be notified 24 hours prior to the application of a pesticide (excluding baits). Emergency applications to correct an immediate threat to the health of students or staff will be notified by any means practical on or before the day of the application.

### **AN ACT CONCERNING LASER POINTERS**

**OLR Amended Bill Analysis;** SHB 6975 (File 536, as Amended by Senate "A")\*.

Summary: This bill, with exceptions, prohibits people from leasing, giving, selling or offering to sell, or otherwise providing laser pointers to minors under age 18 and it prohibits such minors from possessing them on school grounds or in any public place. The bill allows temporary transfers or laser pointers for educational or other lawful purposes to minors who are directly supervised by a parent, legal guardian, teacher, employer, or other responsible adult. In addition, the bill prohibits anyone from shining, pointing, or focusing a laser pointer directly or indirectly at or on anyone if the action can reasonably be expected to harass, annoy, or cause the person to fear injury. A violation is an infraction. The bill defines "laser pointer" as a hand-held device that emits a laser light beam and is designed to be used by the operator to indicate, mark, or identify a specific position, place, item, or object. \*Senate Amendment "A" deletes provisions (1) making it a class A misdemeanor to use a laser pointer to place someone in fear of serious physical injury and (2) setting a higher penalty for a second or subsequent violation of the bill's provisions.

Infractions: Infractions are punishable by fines, usually set by the judges of the Superior Court between \$35 and \$90 plus an additional fee based on the amount of the fine and a \$20 surcharge. In some instances there can be an additional cost of \$15. An infraction is not a crime; thus the individual does not have a criminal record and can pay the fine by mail without making a court appearance.

### **NON-DISCRIMINATION STATEMENT**

RHAM Middle School prohibits harassment and discrimination on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1973, Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1991 and applicable state laws. The Title VI, IX and Section 504 Coordinator for District No. 8 is Dr. Robert Siminski, Superintendent of Schools, 85 Wall Street, Hebron, CT. 06248, Phone (860) 228-2115.

The RHAM Board of Ed. adopts the following grievance procedures in order to provide prompt and equitable resolution of student complaints alleging any action, which is prohibited under the terms of this policy:

Any student who believes that he/she has been the victim of discrimination or harassment will report the alleged violation to and attempt resolution of the issue through the principal of the building in which the incident has allegedly occurred. No more than 10 days will pass between reporting of alleged violations and attempts to resolve the issues at the building level.

If resolution of the problem is not reached at that level, a written statement will be prepared by the building principal and forwarded to the Superintendent of Schools within five (5) days.

Upon receipt of the written decision, the Superintendent will, within 15 days, attempt resolution of the issue. If no resolution can be reached, the Superintendent will provide a written statement to that effect to the Board.

Within 20 days of receiving the written statement from the Superintendent, the Board will take formal action, and so notify the complainant of the decision within ten days following such action.

## BOARD POLICIES

The following is a brief introduction to board policies referred to within this handbook

To access full policies, please go to [www.reg8.k12.ct.us](http://www.reg8.k12.ct.us) or the RHAM Middle School or District Main offices.

**5125**

### **Directory Information**

Directory information (which includes the student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, photographic, computer and/or video images, dates of attendance, honors and awards received, the most recent previous school attended by the student and other similar information) may be disclosed to persons requesting this information. The parent/guardian has the right to request that the school withhold any or all of this information from disclosure. To exercise this option, the parent/guardian must send a letter by the last Monday, in September, to the school principal listing those items to be removed from the directory.

**5145.12**

### **Search and Seizure**

#### **1. Search of a Student and His/Her Effects**

Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school." The way the search is conducted should be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

#### **2. Search of Locker, Desk and Other Storage Area**

A. Lockers, desks and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

B. If the school administration reasonably suspects that a pupil is not maintaining a locker or other storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found.

C. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the policy department shall be disposed of as directed by the building principal.

#### **3. The decision to search shall be made by the principal or the principal's designee. The search shall be made in the presence of at least one witness. Discovery of illegal or dangerous materials shall be reported to the Office of the Superintendent.**

**Use of drug-detection dogs and metal detectors, similar detective devices; and/or breathalyzers and other passive alcohol screening devices may be used only on the express authorization of the Superintendent, in accordance with such procedures as the Superintendent may devise.**

Legal Reference: Connecticut General Statutes: Section 10-221, 54-33n

Section 54-33n, Searches

New Jersey V.T.L.O. 469 U.S. 325 (1985)

APDOPTED: June, 2001

REVISED: November, 2008

REVISED: December 2010

REVISED: February, 2013

**6160**

### **Title I Policy for Parent Participation**

In accordance with Section 1118 of the No Child Left Behind Act of 2001 ("NCLB"), Public Act 107-110, it is the policy of the Regional School District No. 8 Board of Education to provide parents of students participating in the district's Title I programs substantial and meaningful opportunities to participate in the education of their children within these programs. To facilitate parental participation, the Board encourages parents of Title I eligible students to be involved in regular meetings, communications, and activities that will inform them about the district's Title I programs, to participate in the improvement of such programs and to help improve their child's progress within these programs

To access the full policy, please go to [www.reg8.k12.ct.us](http://www.reg8.k12.ct.us) or the RHAM Middle School or District Main offices.

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy. To access the full policy, please go to [www.reg8.k12.ct.us](http://www.reg8.k12.ct.us) or the RHAM Middle School or District Main offices.

The academic program at Regional School District No. 8 has been established in an atmosphere where student freedom and responsibility are an integral part of the decision making process. The school maintains that attendance to assigned classes is essential and, therefore, has established an attendance requirement for all courses offered. There are three assumptions or philosophical bases implied in the attendance requirements:

1. That time lost from class is essentially irretrievable in terms of opportunity for instructional exchange.
2. That excessive absences are a drain on the resources of the teacher. These resources can and should be diverted to programs and activities for the educational benefit of students.
3. That a student has an obligation to give as well as receive in the context of the classroom setting.

To access the full policy, please go to [www.reg8.k12.ct.us](http://www.reg8.k12.ct.us) or the RHAM Middle School or District Main offices.

The Regional School District No. 8 Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

1. causes physical or emotional harm to such student or damage to such student's property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school; or
5. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Consistent with the requirements under state law, the Regional School District No. 8 Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- 1) enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which students may make such reports;
- 2) enable the parents or guardians of students to file written reports of suspected bullying;
- 3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report; require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;



- 4) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- 5) include a prevention and intervention strategy for school employees to deal with bullying; (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- 6) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
- 7) require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
- 8) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- 9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- 10) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- 11) direct the development of student safety support plans for students against whom an act of bullying was directed that address
- 12) safety measures the school will take to protect such students against further acts of bullying;
- 13) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such
- 14) principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- 15) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- 16) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the
- 17) school district's safe school climate plan; and
- 18) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights

Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

The Regional School District No. 8 Board of Education shall approve the Safe School Climate Plan developed pursuant to this policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

#### Legal References:

Public Act 11-232, An Act Concerning the Strengthening of School Bullying Laws

Conn. Gen. Stat. 10-145a Conn. Gen. Stat. 10-145o Conn. Gen. Stat. 10-220a Conn. Gen. Stat. § 10-222d Conn. Gen. Stat. 10-222g Conn. Gen. Stat. 10-222h

Conn. Gen. Stat. §§ 10-233a through 10-233f

REVISED: January, 2013



The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff... To access the full policy, please go to [www.reg8.k12.ct.us](http://www.reg8.k12.ct.us) or the RHAM Middle School or District Main offices.

Students may possess privately owned technological devices on school property and/or during school sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools. To access the full policy, please go to [www.reg8.k12.ct.us](http://www.reg8.k12.ct.us) or the RHAM Middle School or District Main offices.

### 1. Introduction

- A. The Internet is an electronic communications network which provides vast, diverse and unique resources. The Regional School District No. 8 Public Schools support its use for information, exchange, and collaboration with and from people and sites throughout the world. Our goal is to promote excellence by facilitating resource sharing, innovation, and communication. Internet use also fosters the development of critical information skills which students will need in the real world of the 21st century.
- B. While supporting the right of students and staff to use all available tools to investigate a broad range of topics, the district also recognizes that there may be material on the Internet which is objectionable or devoid of educational value. Although guidelines cannot totally eliminate the possibility of inadvertent or intentional access to such data, we believe that they can significantly limit such possibilities. Our intent is to maximize the educational value of the Internet. These guidelines provide direction for the use of this powerful new resource. Effective, safe, responsible, and legal use of the Internet is our goal.
- C. All users of Board of Education computers, e-mail, etc. are hereby advised that all hardware and software are the property of the Board of Education. The Board provides hardware and software or any hardware or software it acquires in the future solely for appropriate and authorized educational and business purposes.
- D. District Limitation of Liability

The District makes no warranties of any kind; either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system... To access the full policy, please go to [www.reg8.k12.ct.us](http://www.reg8.k12.ct.us) or the RHAM Middle School or District Main offices.

