

# Frances C. Richmond Middle School

## 2021-22 Handbook

### Frequent Contacts

Frances C. Richmond School (RMS)      603-643-6040 phone      603-643-0662 fax

Website: [frms.org](https://frms.org)

Staff Email: [StaffMemberName@sau70.org](mailto:StaffMemberName@sau70.org)

Attendance email: [rmsattendance@sau70.org](mailto:rmsattendance@sau70.org)

SAU-70    603-643-6050 phone    603-643-3073 fax

Hanover High School    603-643-3431 phone    603-643-0661 fax

Bernice A. Ray Elementary School    603-643-6655 phone    603-643-0658 fax

Marion W. Cross Elementary School    802-649-1703 phone    802-649-3640 fax

Hanover Parks and Recreation    603-643-5315

Student Transportation of America (Bus)    802-698-8528

# Introduction

At RMS we use the metaphor of a flock of geese to describe how we work together to build community.

Geese have got it!

- As each bird flaps its wings it creates an updraft for the bird following. By flying in a “V” formation, the whole flock adds a greater flying range than if each bird flew alone.
- Whenever a goose falls out of formation, it suddenly feels the drag and resistance of trying to fly alone, and quickly gets back into formation to take advantage of the lifting power of the bird immediately in front.
- When the lead goose gets tired, it rotates back into the rear of the formation and another goose takes up the point position.
- The geese in formation honk from behind to encourage those up front to keep up their speed.
- When a goose gets sick, is wounded, or shot down, two geese drop out of formation and follow it down to earth to help and protect it. They stay with their disabled companion until it is able to fly again or dies.



## Our Mission and Expectations [OBJ]

RMS strives to be an inclusive, respectful, supportive, and affirming environment for all of our community members. We maintain that schools are safe only when all constituents in the building know (and believe) that hateful behavior toward any group is incompatible with our values, will not be tolerated, and will be addressed. Through our commitment to equity we all become stronger.

Our further mission is to inspire students to build the skills and compassion necessary to succeed in a complex world and, as they move toward greater independence, empower them to examine the impact their actions have on themselves, others, and the environment.

For this school community to thrive, teachers, staff, parents, and students will work together to:

- Communicate effectively in a variety of ways
- Think critically and creatively to identify and solve a range of problems
- Contribute positively to the classroom, school, and broader community by:
  - Participating in decision making
  - Valuing diversity
  - Taking responsibility for their own actions
  - Resolving conflicts peacefully



## Welcome

Welcome to the Frances C. Richmond Middle School, more commonly known as RMS. We are a comprehensive middle school of roughly 375 sixth through eighth grade students located in Hanover, New Hampshire. We are dedicated to providing a meaningful learning experience and environment to all our students and community members. We are looking forward to a great year of working and learning together as we strive to stay well, be safe, and take care of each other.

RMS students distinguish themselves in our classrooms, school events, extracurricular activities, the community, and in supporting and encouraging one another. We offer a rigorous, diverse, and carefully designed and delivered educational program whose intent is to guide each student on their path to becoming confident independent learners. Further, we emphasize real-world connections and an interdisciplinary approach to learning that is based on the skills of communication, collaboration, and creativity.

We hope that this student handbook will provide you with an overview of our program, procedures and policies. Please take the opportunity to review these pages. Our school website - [frms.org](http://frms.org) - contains the student handbook, master calendar, links to our school work portals, staff directory, and other resources of interest.

It is our pleasure to welcome you to the new school year. We encourage you to get to know our teachers, counselors, staff and administrators. We are all committed to assisting each student on their path to success and growth during their time at RMS. Please don't hesitate to reach out to us. We value and appreciate the input, conversation, and collaboration as we all work to RMSI the very best school it can be.

**Tim Boyle, *Principal***

[timboyle@sau70.org](mailto:timboyle@sau70.org)

@TimBoyle\_rms

**Anissa Morrison, *Associate Principal***

[anissamorrison@sau70.org](mailto:anissamorrison@sau70.org)

@AnissaVT

# Daily Bell Schedule

Monday, Tuesday, Thursday, Friday	Wednesday
8:00 - HR 8:10 - Period 1 8:55 - Period 2 9:40 - Snack 9:55 - Period 3 10:40 - Period 4 11:25 - Period 5A (Team 7/8 and Team 8) 12:00 - Period 5B (Team 6 and Team 7) 12:45 - Period 6 1:30 - Period 7 2:15 - Period 8 3:00 - HR/Dismissal	8:00 - HR/Morning Meeting 8:30 - Period 1 9:10 - Period 2 9:50 - Snack 10:05 - Period 3 10:45 - Period 4 11:25 - Period 5A (Team 7/8 and Team 8) 12:05 - Period 5B (Team 6 and 7) 12:40 - Period 6 1:20 - Period 7 2:00 - HR

## Attendance

### Arrival & Dismissal

All students and visitors will enter the Richmond School through the main lobby. Students who arrive before 7:55 a.m. should wait in the lobby, the gym, the Library, in our outdoor play spaces, or the Cafe. At 7:55 students are dismissed to homerooms, where attendance is taken at 8:00. Daily announcements are read in homeroom , and students are responsible for knowing the information in the notices. Announcements are also posted electronically in Powerschool each day.School ends at 3:00 on Monday, Tuesday, Thursday, and Friday and at 2:00 on Wednesday. Students are expected to return to homerooms at the end of the day to receive notices and be dismissed.

### Late Arrivals

Students who arrive after 8:00 a.m. will report to the office upon arrival and receive a pass to class from Admin. If students do not check in at the office, they will be reported as absent.

### Absence

A parent/guardian should call (603-643-6040) the office or email [rmsattendance@sau70.org](mailto:rmsattendance@sau70.org) before 8:00 am if a student will be absent. Otherwise, the school will call parents/guardians at home or at work to confirm the absence. Students who are absent from school may not attend school functions held on the day of the absence without special permission from the principal or associate principal. We encourage you to notify the school of planned absences in advance.

### Dismissals During School Hours

If a student needs to be dismissed during the school day, a parent should email the office at [rmsattendance@sau70.org](mailto:rmsattendance@sau70.org) and indicate the time of departure and destination. If the student is bringing in a handwritten note instead, please bring the note to the main office before homeroom. If it is a recurring appointment, please indicate that in the correspondence and be sure to include the expected end date.

Teachers will be notified in Powerschool of a student's requested absence from class, so that the student may leave at the appropriate time and check out with the office. Parents do not need to come in to sign out their student if either an email or note has been provided in advance. Students who return to school that day must sign back in at the office and get a pass back to class.

### **Parents Away**

Parents/guardians should notify the school in advance, in writing or by email, when they are away. In case of an emergency, the school always needs contact information including the name, home and work telephone numbers of the responsible adult while parents/guardians are traveling.

### **Extended Family Vacations**

Extended vacations or extra vacations during school time are discouraged. Keeping up with work missed is very difficult, and much of class work cannot be duplicated. Students are responsible for making up all work missed when out of school for a family vacation. The school requests one week's written or email notice from parents/guardians to prepare work assignments in advance.

If a student will be away from school for more than 15 school days on an extended trip, the school will not be responsible for preparing work assignments. Parents should contact the principal to discuss the most appropriate way for the student to stay abreast of the material the class will be covering and what resources the school is able to provide.

**Dresden Policy JH: Attendance, Absenteeism, and Truancy** can be found [here](#).

\*Please note the changes adopted by the Dresden School Board regarding process and procedures for addressing school absenteeism (6/2017).

<http://www.sau70.org/school-boards/policies>

## **Our Students**

Frances C. Richmond Middle School serves the needs of 6th, 7th and 8th grades. Our 6th graders are residents of Hanover, NH and Etna, NH. In 7th grade our Hanover and Etna residents are joined by students from Norwich, VT. Together all students complete the 8th grade.

### **New Student Registration**

1. Schedule a visit to RMS and meet our Guidance Counselor(s) and Principal.
2. Complete the "New Student Pre-Registration" form(s) online at [frms.org](http://frms.org)

3. Please provide a copy of the student's birth certificate, immunization records, current year physical report, along with proof of residency.
4. Students entering the 7th and 8th grade will need to schedule a Math placement exam and World Language exam (see World Language Program) for specifics.

### **Private Tuition Students and Sending Schools Process:**

1. Student/Parent(s)/Guardian(s) meet with the principal to determine if RMS is a good match for the student.
2. Principal makes a decision on whether to offer a spot. This is based on whether we anticipate having room in the class, and a consideration of other factors that include "fit" with our school and program. Considerations might include past attendance, specific needs, and/or documented behavior incidents at a previous school.
3. If the Principal approves, a tuition agreement will be drafted by the SAU and sent to either the parent/guardian or sending town.
4. If the student is a private NH resident, the Assistant to the Superintendent will notify the district in which the student resides in accordance with State law.
5. Student will complete registration process (see Registration Process)

## **COMMUNICATION**

### **Homework Requests**

Links to homework assignments are regularly posted on Schoology. Students and parents should check this resource first before emailing teachers for missing assignments.

### **Messages**

The office staff will deliver essential messages to homeroom cubbies by 2:30 p.m. each day (1:30 p.m. on Wednesdays). In addition, it is a student's responsibility to pick up items left by parents in the office.

Students who participate in after school sports should have a plan in place with their parents so that he or she knows what to do/how to get home in the event of a cancellation. On rainy/snowy days cancellations can affect too many students to get individual messages to all. Note: Students are asked to have personal cell phones turned off during the school day.

### **Website**

The URL for the school's website is [frms.org](http://frms.org). The website includes updated news as well as the academic curriculum, school handbook, useful resources, homework assignments via Schoology, and helpful links. We encourage students and families to check it regularly.

### **Principal's Friday Focus**

The principal communicates to all parents and guardians via email most Fridays. These announcements and important upcoming events can also be found on the school's website.

### **School Cancellation/Delays**

In case of extreme weather, school may be canceled for the day or delayed for two hours. SAU 70 provides a service in which an automated phone message is sent to all parents announcing school closings or delays. Information about this service will be sent home prior to the start of the school year.

Early morning announcements are also posted on the SAU website ([www.sau70.org](http://www.sau70.org)), the WMUR website ([www.wmur.com](http://www.wmur.com)) or via local radio stations. Please listen carefully for either the Dresden or Hanover schools to be announced. Even if a delay is announced, school may be canceled if the weather deteriorates; please continue to check before leaving for school.

### **Transportation**

Students at RMS commute to and from school via various modes... walk, bike, school bus, local transit bus, and/or automobile. Each mode of transportation has its own responsibilities and safety procedures. Bus responsibilities and other guidelines can be found on SAU70's website (<https://www.sau70.org/departments/transportation>).

We are fortunate to have Hanover PD directing students, busses, and traffic each morning. The front circle, each morning and afternoon, is for bus drop off and pick up only. With this in mind, students who travel by car are asked to use the "pull offs" on the street for morning and afternoon drop off. The north and south parking lots should not be used for drop-off or pick-up.

Many of our students use the school bus, which is shared by the SAU 70 schools. [Bus routes and schedules](#) can be found on our website- Parents-School Information- Bus Schedule. The Hanover Dresden school districts contract with Student Transportation of America. They can be contacted at 802-698-8528 with any questions.

### **Academic Teams**

The Richmond School is divided into grade-level teams for academic courses: 6th grade, 7th grade, and 8th grade, plus the Elective Team. Teachers of each team meet four times a week to discuss team curriculum and students. Parents are welcome to request a meeting with their child's teachers at these times.

The school year is divided into nine-week quarters. English, math, science, social studies, physical education, French and Spanish are taught as full-year courses. Electives are offered by the quarter.

### **Grade 6 Overview**

6th grade is the first year in a new school. Each student has their own individual schedule. As students begin to make the transition from concrete to abstract thinking, the 6th grade team works hard to make the year comfortable, stimulating and academically challenging.

Teachers keep parents informed about classes and school events through regular updates to Schoology and the principal's weekly Friday Focus, which is emailed to families. Staff members encourage parents to help their children succeed by establishing a regular time and place for daily quiet study in the home.

All 6th graders take yearlong courses in English, math, social studies, science, physical education, art, and music. Students also take Spanish or French unless exempted. They are required to take computer literacy once a week, and one quarter of developmental guidance, both of which foster the skills and strategies students need to be effective in middle school. Each quarter, students also choose courses from the fine and practical arts program.

## **Grade 7 Overview**

7th grade is a year of transitions. Students from Norwich and Hanover are together in classrooms for the first time. They are expected to show more independence with work, and they are challenged to think abstractly.

All 7th graders study English, social studies, math, physical education, French or Spanish, science, one quarter each of guidance and health, and two quarters of computer literacy. All academic classes meet daily, with a double period of English twice a week, which allows students extra time to focus on writing and literature. Each quarter, students may elect courses in the fine and practical arts.

## **Grade 8 Overview**

8th grade students have developed many of the basic academic skills and the confidence they need to pursue more independent work. The 8th grade staff members encourage confidence in each learner by creating opportunities for students to direct their own studies.

All 8th graders take English, math, social studies, physical education, French or Spanish, science, and one quarter each of guidance and health. Students spend nine periods a week in English, and this time is divided between writing and reading. Each quarter, students may elect courses in the fine and practical arts.

## **Electives**

The Elective Program at the Richmond Middle School allows students to explore a variety of subjects beyond their core academic classes and to delve into one or more that they feel passionate about. Because students can choose to sign up for Electives multiple times, they have an opportunity to dig as deeply into one area as they desire. In other cases, students may simply choose to sample a new skill. We honor student choices and our goal is to meet students where they are as we also challenge and move them forward. Some electives are quarter long and some are for the year, such as Painting on Canvas, Band, Strings, and Chorus. All students take Physical Education twice a week.

## **Sick Days, Planned Absences and Making Up Missed Work**

When a student is absent, it is their responsibility to check Schoology to find assignments, work missed and deadlines, and then to make up that work. Links to homework assignments are regularly posted on Schoology. Students and parents should check this resource first before emailing teachers to discuss missing assignments.

Students must discuss their plans in advance with each of their teachers to find out how to make up missed work. We request that parents inform a child's teachers in writing or by email at least a week prior to the planned absence. Parents should also note the school's policy on extended family vacations.

## **Academic Integrity at RMS**

The Richmond Middle School staff is committed to teaching students how to take personal responsibility for their academic work – a cornerstone of any effective learning community. It is important to us that each student understands what the concept of academic integrity looks like and feels like in their schoolwork. Each student is asked to sign the RMS Honor Code statement and to discuss with staff what behaviors are considered cheating or plagiarism. Additionally, it is important that students understand how the school will respond to students who choose these behaviors.

### **What is Academic Integrity?**

Academic integrity means that you are honest about your academic work with yourself, your peers and your teachers – that the work you produce is yours and yours alone. It means acknowledging the contributions of others if you include such contributions in your work. It means resisting the temptation to cheat on any assignment or to pressure others to do so. It means expecting the same honest effort from your peers as well.

### **Honor Code Statement**

Staff will review the following statement with students at the start of each year: I will not lie, cheat, steal, plagiarize, or pressure others to do so, and I will not accept these behaviors in others.

### **School Response**

Students found in violation of this RMS policy will go through a disciplinary process with the appropriate staff. Consequences will be assigned recognizing that the goal at RMS is to help students understand their mistakes so that they will not repeat them. When a student is academically dishonest, the student will complete a Blue Academic Referral Form. This form asks students to write in detail about the incident. The student will then meet with both the teacher and an administrator to discuss the nature of the incident. Consequences for academic dishonesty may include receiving a zero on the assignment or assessment, completing an alternate assignment so that essential skills are learned and practiced, making amends for the behavior, and other consequences as deemed necessary. Parents or guardians will be notified of all incidents of academic dishonesty.

### **Definitions**

Cheating is any activity in which a student deliberately misrepresents their actual academic achievement. Plagiarism is a form of academic dishonesty where an individual intentionally uses someone else's published or unpublished thoughts, images, ideas, or writings, whether quoted or paraphrased, and claims it as their own work.

The following list provides examples of permissible and non-permissible behaviors, but it is not meant to be an exhaustive, comprehensive list.

Permissible behaviors include:

- calling a friend to get homework assignments
- brainstorming with others the answers to writing prompts, then writing individual responses
- dividing up work fairly on group projects and sharing results
- working together with teacher approval

- asking a classmate to talk through a lesson to understand it better, then doing one's own homework
- using the Internet or print sources to get information or graphics, then documenting the sources properly

Non-permissible behaviors include:

- dividing up the assignment problems for a class with another student, each doing half and then trading answers
- letting a partner for a project do all or most of the work and then taking credit by putting your name on the final project
- excluding a partner or fellow group member's work for fear of receiving a lower grade
- giving a friend who did not finish a homework assignment the answers
- telling another student who has not taken a test what is on it
- copying someone else's answers for an assignment or a quiz or test
- using the work of others (including text and graphics from the internet or print sources) without proper credit to the source
- not including a working or formal bibliography with final projects
- having a someone else do the homework and passing it in as one's own

Knowing about the dishonesty of others and not telling anyone is also a violation of the code.

## Health and Wellness

### Vaccines

PRE TEENS NEED VACCINES TOO! All students attending our interstate school district must follow NH immunization requirements. Even if you live in VT.

What Booster Vaccines Will My Middle School Student Most Likely Need? Tdap!

Students in NH middle schools are required to have ALL of the following vaccines:

#### TDAP

Grades 7-12: 1 dose of Tdap is required for entry into 7th grade. A Tdap vaccine given on or after the 7th birthday meets the Tdap requirement for Grade 7.

#### Varicella:

Grades K-9: 2 doses of Varicella vaccine or laboratory confirmation of chicken pox disease.

- Polio 3 doses with the last dose given on or after 4th birthday OR 4 doses regardless of age.
- MMR 2 doses, at least one after 12 months of age.
- Hepatitis B 3 doses.

#### Recommended Vaccines for Teens:

- COVID 19 - currently at 12 years of age.
  - MCV4 (meningococcal) at 11-12 years old and then booster at 16 years old.
  - HPV (human papillomavirus) for 11-12 year olds. Given in three doses over 6 months.
- Immunization Exemption Form Available on school web-site.

## **Medications**

Prescription and nonprescription medication may be given to a student only by the school nurse or trained staff member. All medicines that must be taken during school should be kept in the Nurse's Office in a prescription labeled bottle. Prescription medications require an Authorization for Administration Form that must be signed by the prescribing doctor and parent; this form is available in the school health office. Non-prescription medicine should also be labeled and only administered by the nurse or trained staff member.

## **Alcohol & Other Drugs**

Richmond Middle School and the Dresden School Board have made a commitment to the health and well-being of their students. The school develops age-appropriate programs and procedures related to alcohol, tobacco, vaping materials, and other substances. The school has made a commitment to a drug-free environment. Students in possession of alcohol or drugs while on school property or while attending school-sponsored or school-supervised functions are in violation of the law. Such students must be reported to the school principal who, in turn, must relate the information to a parent and the Hanover Police Department.

A student is considered in violation of the Dresden School District policy on alcohol and other drugs if he/ she is:

- in possession of alcohol or drugs or drug paraphernalia;
- distributing alcohol or drugs;
- selling alcohol or drugs;
- under the influence of alcohol or drugs;
- in the act of using alcohol or drugs; or
- knowingly in the presence of students in the act of possessing, distributing, selling, or using alcohol or drugs

## **School Safety**

### **Fire Drills**

We all hope there will never be a fire or other emergency in our school, but emergency procedures must be taken seriously. Each student is expected to:

- Know the proper exit from any part of the building – a chart is posted in each room - and know the location where your homeroom assembles.
- Be ready to act in case of an emergency - think clearly and avoid confusion.
- Walk in a quiet and orderly manner; stay with the class teacher.
- Leave the building in a quiet and orderly manner; stay outside until requested to return.
- If the fire alarm rings when you are not with a teacher, leave the building by the nearest exit and walk outside until you meet your homeroom teacher.

### **Lockdown Drills**

Enter the nearest supervised classroom and listen for further instructions. If you are in the bathroom or the hallway and a lockdown is called, find the nearest classroom that has an adult present. If you are outside the building, follow directions from the supervising adult.

### **Evacuation Drills**

Leave the building in a quiet and orderly manner. Stay outside until requested to return. Since in a real evacuation we may not be allowed back into the building, make sure that you and your parents/guardians have discussed how you will return to your own residence should we dismiss school from an alternate site (Ray School).

### **Dangerous Possessions**

Dangerous possessions such as guns, knives, lighters, or matches are not appropriate for school. They will be confiscated and a consequence will be administered to the student in possession of such items.

### **Visitors (Adult)**

All visitors, including parents, guardians and substitutes, must check in at the office each time they come to the Richmond School. Visitors must wear a school name tag, and comply with current masking directives. This is a part of our school safety plan and helps everyone feel more secure.

### **Guests (Student)**

Students may bring a middle school age guest to school with prior permission (at least one day in advance) of the principal and the teachers involved. The visit may be for one half day and may not occur during the first or last month of school, on days when field trips are planned, or the day before a vacation. The student hosting the visitor should obtain a Student Visitor Pass from the office, which should be completed in advance with contact information etc., and handed in to the office when the visitor checks in. Hosts are expected to introduce their guests to all relevant adults as well as friends.

## **Students Expectations**

### **Expectations for Student Behavior**

You are a member of a learning community that takes the business of academic and personal growth seriously. For this community to succeed, each member must strive to meet the following expectations:

- Respect Oneself
- Respect and Cooperate with Others
- Take Academic and Personal Responsibility
- Have Regard for Health and Safety
- Solve Conflicts in a Fair Way
- Respect Property and Community

## **Restorative Practices at RMS**

Richmond Middle School students and staff value community, and are committed to working through conflicts with a process that is fair and allows for relationships to be repaired and strengthened. At its core, Restorative Practices at RMS is a process for responding to behavior, allowing us to better understand what happened, who was impacted, and what we can do to repair the harm and ensure that the conflict does not repeat.

Students and staff engage with Restorative Practices through homeroom and classroom relationship building circles, the use of Restorative Language and circles to address behavior, and using restorative questions on the office referral form to guide discussions and outcomes.

### **Discipline**

We have high expectations. If behavior problems occur, most will be worked out between you and your teachers. However, you will be sent to the office for serious or recurring problems. The following require an automatic office referral:

- \* Fighting or hurting someone else;
- \* Dangerous, illegal, or outrageous behavior;
- \* Harassment; or
- \* Patterns of behavior that interfere with learning

Students who are sent to the office will fill out a behavior discipline form. This allows the student to tell their side of the story. The staff member will fill out the form as well, and the associate principal will help the student and staff member solve the problem. Parents will be notified of serious or repetitive offenses.

### **RMS Dress Guidelines:**

We expect that all students and staff will dress in a way that is appropriate for a school setting. Dress choices respect Richmond Middle School's intent to guide students towards greater independence and empower students to examine the impact their actions have on themselves and others. Additionally, we support that individual self-expression is a natural and important part of human development. We believe that racial and cultural influences may inform a community member's choice in clothing. Our dress code affirms our belief that appropriate attire is not gender specific.

#### **Non-Allowable Dress:**

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, or other drugs/controlled substances.
- Clothing may not depict pornography, nudity, violent or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected group.
- Clothing must not threaten the health or safety of any other student or staff.

#### **Application of Dress Code Guidelines:**

If there is a question as to a student's attire meeting the dress code, a staff member can say to the student, in a respectful and private setting, "I think that your attire is prohibited by our dress code".

The student will be expected to reconsider their attire. If a student disagrees with the enforcement of the dress code by a staff member, and/or does not alter their clothing to be in compliance, they will meet to discuss their dress with administration or guidance.

### **School Bus Expectations for Behavior**

The district provides a bus service for students who live more than one and a half miles from school. Those who ride should appreciate the service. The bus driver has complete authority. Cases of improper conduct will be reported to the administration. Serious disciplinary problems may result in the suspension of riding privileges. In such cases, it is the responsibility of the parents of the student involved to see that they get to and from school safely and on time.

### **Snowballs**

Snowballs may not be thrown on school property. This is a safety matter and will be strictly enforced.

### **Athletic Equipment & Cleats**

Sports equipment to be used after school must be stored in a homeroom or gym closet during the school day (outdoor racks will be available for skis). Cleats and ski boots may not be worn in the building.

### **Bikes/Skateboards**

Students may ride to and from school but not on school property unless these items are needed in an elective. Skateboards and rollerblades should be kept in cubbies; bikes should be locked in the racks outside of school. We strongly encourage the use of helmets while riding.

### **Books**

School books are signed out to each student and must be covered. Books are the responsibility of the student and must be paid for if lost or damaged.

### **Personal Technology**

Please see Personal Technology Use Policy (page 16) for more details.

### **Cubbies**

Each student has a cubby in their homeroom for books, snacks, lunch, and other belongings. Students are expected to respect the privacy of cubbies belonging to others at all times. Our cubbies have neither doors nor locks. Students are responsible for cleaning out all food from cubbies on a daily basis.

### **Money & Valuables**

We do everything we can to safeguard personal property, but the school cannot be responsible for lost items. Students should not bring valuables or large sums of money to school and should not leave valuables in their cubbies.

### **Lost and Found**

Personal belongings found around the school are placed in the Lost & Found Box in the auditorium lobby. Anything found should be brought to the office, and students should check the box soon after they lose something. Periodically, unclaimed items are donated to a local non-profit organization.

# Library and Technology

## Richmond Middle School Library

The RMS Library supports the school curriculum and provides access to free choice reading materials. Students receive instruction in research skills and digital literacy from the librarian in collaboration with classroom teachers. Students should feel comfortable asking for help with informational needs and for suggestions for recreational reading. Students are encouraged to suggest materials to add to the collection.

### Student Expectations

While in the library, students are expected to follow all school rules. The library is an academic environment for learning, studying, completing homework, and reading. Students are encouraged to work collaboratively but should make sure they are not disrupting other students. The library staff assumes that students will behave appropriately in the library, and may ask students to leave if they are not following expectations.

### Resources

The library provides access to thousands of print books: fiction, graphic novels, nonfiction, and reference. Students may also check out magazines and audiobooks. Online resources are available 24/7 from the library website including online databases, eBooks and downloadable audiobooks. Because the library provides resources to a large spectrum of users, there are items that are more mature than those typical in elementary libraries. Parents are encouraged to speak to their children about the reading materials they choose, and should communicate any expectations they have with their children.

### Confidentiality

The RMS Library complies with the New Hampshire Library Records Confidentiality Law (HB 36) passed on July 21, 1989. "This act...protects the confidentiality of library user records. Library user records include library, information system, and archival records related to the circulation and use of library materials and services. These records are confidential and shall not be disclosed without the consent of the user or pursuant to subpoena or court order." The items students check out will not be disclosed to other people without consent from the student.

### Overdue Policy

Students are responsible for returning items in good condition in a timely manner. Overdue notices are sent periodically through school email weekly and on paper.. When items are seriously overdue the librarian will send letters to parents and students will not be able to check out more items until the overdue ones are returned. While the library does not charge overdue fines, we expect that lost or damaged items will be paid for.

### Internet Access Guidelines

At RMS we use technology as a tool for learning – be it for research, calculations, data collection, interviews, creative projects or other educational endeavors. It is also a tool for building a collaborative community through peer reviews, group projects, sharing data and other means.

We do not support using technology in any way that is distracting to learning, harmful to the community, or interferes with academic integrity and privacy. Moreover, we want to promote a diversity of social interactions at RMS. We aim to provide technology-free time during the school day to support this.

### **Internet Guidelines For Personal Safety and Appropriate Use**

1. All Internet use must be approved for educational purposes.
2. Students should avoid revealing any personal information (name, phone number, address, etc.).
3. Students should cite all sources of information using MLA 7th edition style.

### **Personal Technology Use Policy**

Use of personal devices in the classroom is at the individual teacher's discretion. Each grade level team may have more detailed guidelines in addition to these:

1. All technology use must conform to the RMS Behavioral Expectations.
2. Personal technology use at RMS is for academic purposes only, unless permission for a specific non-academic use is granted by the supervising adult.
3. Any damage to school technology caused by student use of personal technology will result in disciplinary action and the possibility of monetary restitution.
4. Violation of any of the above provisions may result in the loss of personal technology privileges.
5. RMS is not responsible for loss or theft of personal electronic devices.

SAU 70 Acceptable Use Policy (AUP) and RMS Digital Citizenship Guidelines are available on the SAU Website: <https://www.sau70.org/school-boards/policies>

## **Mealtime and Café**

### **RMS Café/ Mealtime**

At RMS our cafeteria uses a computerized cashless debit system program, Mealtime. Each student is assigned a PIN number, which he/she will use to draw from when purchasing items from our cafeteria. New students will receive login information for Mealtime online once all registration paperwork is processed.

Some parents choose to provide enough money to last for a few weeks; some for a full quarter. We encourage you to discuss with your student how to responsibly use this account. Parents and students can request a printout of what has been purchased and/or view this online.

Creating a MealTime Online Account for New Student(s) Parent/ Guardian logs onto [www.mymealtime.com](http://www.mymealtime.com) and follows directions for "Create a New Profile" to set up their student(s).

#### *How does my student purchase their meal?*

Every student has a cafeteria debit account and are each assigned a PIN number. This number is entered into a keypad at the end of the cafeteria line and the transaction is debited from the account.

#### *How do I deposit money into my student's account?*

1. Cash or check deposit- please fill out the deposit slip attached and send in prior to the 1st day of school so that account will be updated for the 1st day of school. Checks should be made payable to: Dresden School District- RMS Caf. Cash can be deposited with the financial assistant in the main office or with a cashier at the cafeteria registers.
2. Credit or debit card payment- payment can be made online, [www.mymealtime.com](http://www.mymealtime.com). Deposits can be made with any Discover, VISA or MasterCard credit or debit card.
3. Online payments are processed immediately and will be reflected in the student's cafeteria account automatically, according to the district's scheduled transfer process.

*When and what do we serve?*

The café at RMS welcomes students each morning with warm muffins, danish, cereal/ milk, fresh fruit, juice(s) and other beverages. All students are welcome prior to the 7:55 am bell.

Snack Break is served between 9:40 and 9:55 each day, with a slight time difference on Wednesdays- a good break to refuel and reenergize- the cafe usually has a little something special to serve along with the regular items.

Lunch is served in two shifts with 6th grade eating period 5A and 7th and 8th graders eating 5B. Students are dispersed throughout the school for eating, which changes quarterly. The café offers a variety of items each day, with at least one daily special. The winter of 2015 brought us our famous salad bar which offers a bounty of fresh vegetables and other toppings on a daily basis, along with special theme events. Pasta is a staple at the café with three different sauce toppings, along with items from the grill... burgers, veggie burgers, turkey burgers, and a grill special. To round out our daily offerings there is soup, pizza, sandwiches, snacks, fresh fruit, and a variety of beverages and snacks.

**MealTime Online** go to: [www.mymealtime.com](http://www.mymealtime.com)

Create a MealTime Online profile: Click on the "Create new profile" link and enter a Username and Password that you will use to login to MealTime Online. The Username and Password must be at least 6 characters. For example, Username: jsmith Password: pty845.

Login to your MealTime Online Account: Using the Username and Password that you created.

You will need the district ID number which will be supplied in your information packet at the beginning of the school year.

For Deposits, Add Your Student: Click the Meal Account Deposit button. Click the Add Student link to add your student using the Student Information above. **BE SURE TO SELECT DRESDEN SCHOOL DISTRICT** and then Richmond Middle School. Do not select Hanover School District.

Make a Deposit: Click on the "Make Deposit" link to make a deposit into a school account. There is a transaction fee for making deposits. Click on the "View Details" link next to your student's name to view their cafeteria account balance and purchase history.

Questions: Please email [janicestarkey@hanovernorwichschools.org](mailto:janicestarkey@hanovernorwichschools.org)

## Outside the Classroom

RMS offers a wide variety of extracurricular activities which allows students opportunities and experiences that both supplement and extend beyond the classroom. Club offerings may vary from year to year based on interest and participation.

## School and District Policy Highlights

Note: all applicable district policies can be found online at [www.sau70.org](http://www.sau70.org)

### Personal Safety CIBB

The Dresden School Board is committed to providing a learning and working environment which ensures the personal safety of all its members. Students and staff of the Dresden School have a right to remain safe from violence and intimidation. Physical or verbal intimidation, harassment, hazing, bullying, verbal abuse, or physical assault of any person will not be tolerated. All cases of simple assault, as defined by NH Statute 631:2-a and Vermont Statute 1023, which cause bodily injury will be reported to the police.

This policy is in effect in school, on school grounds, on school transportation, and at school-sponsored functions. As required by NH Statute 193-D:8, a written record of any incident involving suspension, expulsion, or delinquent / criminal acts, theft, destruction, or violence which have occurred on these sites will be kept and will be part of a student's complete school record.

Each school will develop and publicize age-appropriate procedures to respond to bullying, intimidation, or physical assault. These responses will hold students accountable for their behavior and help students learn alternatives to resolving conflict through violence.

The school will report the theft of school property to the Hanover Police. Thefts of personal property will not normally be reported unless the parents/guardians request otherwise. The school will notify parents in all cases of theft.

No employee, student, or other person other than a law enforcement officer shall possess a dangerous weapon on school property, on a school bus, or at any school-sponsored event. Cases involving serious assault will be reported to the Dresden School Board.

*RMS students are members of a school community.* School responses to violent acts are designed to help students understand that:

- as a community standard, violence and abusive language or behaviors are not acceptable;
- their behaviors in school are public and as such affect others; and
- there are alternatives to violence for resolving interpersonal conflicts.

Depending on the severity of an incident which occurs, the principal will determine whether to:

- remove the student from regular school activities for the remainder of the school day and/or while the incident is being investigated;
- contact the student's parents;
- contact police; or
- refer the student to a school counselor.

Incidents which result in suspension or expulsion must be included in the student's file as required by NH law. Interested parties will find more on the district's Safe School Zone/Discipline Policy (JICD) and Memorandum of Understanding with the Hanover Police Department (JICD-Exhibit A) at [www.sau70.org](http://www.sau70.org)

### **Anti-Harassment Statement and Definitions**

The Richmond Middle School is committed to providing all members of the school community with a safe and supportive learning and working environment. Members of the school community are expected to treat each other with mutual respect and to accept the rich diversity that makes up the community. Disrespect among members of the school community is unacceptable behavior that threatens to disrupt the learning environment and decrease self-esteem. Harassment is a form of unlawful discrimination as well as disrespectful behavior that will not be tolerated.

Examples of specific types of prohibited harassment are listed below:

**Disability Harassment** - Disability harassment includes harassment based on a person's actual or perceived disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment.

**Gender-Based Harassment** - If an individual is treated or dealt with in a manner that is based in historical gender stereotypes differently because of their gender or perceived gender and/or required to conform to a specific standard historically associated with their gender, that is gender discrimination regardless of intent, and that is not permissible.

**Marital Status Harassment** - Harassment on the basis of marital status is unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's or their family member's actual or perceived marital status.

**National Origin Harassment** - Harassment on the basis of national origin is unwelcome verbal, written, or physical conduct, directed at the characteristic of a person's actual or perceived national origin such as negative comments regarding surnames, manner of speaking, customs, language, or racial/ethnic slurs.

**Racial Harassment** - Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.

**Religious (creed) Harassment** - Harassment on the basis of religion or creed is unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's or a family member's actual or perceived religion or creed, such as derogatory comments regarding names, religious tradition, religious clothing, religious slurs, or graffiti.

**Sexual Harassment:** Sexual Harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: A. Submission to that conduct is made either explicitly or implicitly a term or condition of that person's position. B. Submission to or rejection of such conduct by a person is used as a component of the basis for decisions affecting that person. C. The conduct has the purpose or effect of substantially interfering with a person's performance or creating an intimidating, hostile, or offensive environment. Examples of sexual harassment include: Unwelcome sexual advances or unwelcome requests for sexual favors, Explicit or subtle pressure for sexual favors, Physical contact of a sexual nature including unwelcome touching, patting, hugging, pinching, and other sexually motivated physical conduct, Sexually suggestive or obscene comments, and Sexually suggestive/obscene written or visual material publicly displayed or directed at another person.

**Sexual Orientation Harassment** - Harassment on the basis of actual or perceived sexual orientation is unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's sexual orientation, such as use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts.

***HARASSMENT IS NOT ALLOWED AT RICHMOND - BY ANYONE!***

- No student may harass another student or an adult in the school.
- No adult may harass a student or another adult.

***THINK ABOUT YOUR BEHAVIOR: DO YOU HARASS OTHER PEOPLE?***

- Do you make unwelcome comments or "jokes" about others?
- Does your behavior make another person uncomfortable?

Just because a person does not object to your behavior does not mean that your behavior is okay—that person may not feel comfortable objecting.

**NOTE:** Anyone who intimidates a person for reporting harassment will be strongly disciplined.

**TAKE ACTION!** Harassment usually won't stop unless the victim objects. If you think you are being harassed, you need to take action in one of the following ways:

- Tell the offender directly that their behavior is unwelcome and offensive. Demand that the offensive behavior stop immediately.
- Tell someone who can help. If you feel uncomfortable confronting the offender, or if the offensive behavior continues after you have objected to it, talk with your parent or a trusted adult at school.
- Report the harassment to one of Richmond's Title IX Counselors: John LaCrosse or Elizabeth Powers. Their job is to listen and ask questions about the behavior that troubles you. Either counselor will recommend options, depending on the nature of the incident and how you wish to proceed.

#### ***WHAT HAPPENS TO OFFENDERS?***

- If you report harassment to the Title IX Counselor, he/she may, with your permission, meet with the person you reported.
- If that person admits that they harassed you, the counselor will report the incident to the administration. If the offender is a student, their parents will be contacted. If the alleged offender denies harassing you, the counselor or administrator will conduct an investigation and inform you of the result.

#### ***HARASSMENT IS ILLEGAL!***

- Because harassment is illegal, the counselor must report to the state any instance of sexual harassment that can be considered sexual abuse against a person younger than 18.
- Harassment violates Richmond School policy and poisons the community environment at our school. Let's work together to prevent harassment!

#### **Summary of Dresden Safe School Zone Policy JICD**

The School District's safe school zone policy provides the rules by which students are to be disciplined in the Dresden School District. It also establishes types of violations which will result in suspensions and expulsions from the Dresden School District. The policy implements the requirements of RSA 193:13 and 193:D. The policy is divided into eight (8) separate parts. The first part provides specific definitions used in the policy. The second part lists the specific acts which may result in expulsion from the schools. The third part describes the acts which may result in suspension from the schools. The fourth part describes the particular procedures that are used in disciplining students at the Dresden Schools, which include the specific procedures that are followed and the appeal rights that the students and parents may have. The fifth part provides the procedures by which the students are to be notified of the policy and assures that copies of the relevant policies and statutes are available to teachers and students. The sixth part provides for specific waivers, procedures of appeal, and review of decisions to suspend or expel a student. Part seven provides for the specific procedures required by law to report acts of theft, destruction or violence in a safe school zone to the local police department as well as the State Board of Education, and further provides that certain acts committed by students in grade 8 or below are not reported to the local law enforcement officials. Instead, the parents of all the students involved are directly notified by the School District. Part eight describes how the disciplinary procedures will be applied to students with educational disabilities. Specifically, students who have

been determined to be educationally disabled are to be treated in accordance with state regulations pertaining to educationally disabled students. Further, it provides that an educationally disabled student who brings a firearm onto school property or possesses one on school property may be transferred to an alternative educational setting for a period of time permitted by federal statutes.

### **Pupil Safety and Violence Prevention– Bullying**

For the complete district policy on pupil safety and bullying please refer to Dresden Board Policy JICK, which can be found at the following link: <https://www.sau70.org/school-boards/policies>

### **Annual FERPA Notification:**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records.
  - a) Any parent or eligible student may request the Principal of the building to make available to them at a time specified by the Principal, the child’s cumulative record folder.
  - b) The request for access to records shall be granted within a reasonable period of time, but in no case more than 45 days after the request has been made.
  - c) Cumulative record folders may be reviewed in a school building at a specified place in the presence of a school administrator or their designee.
  - d) No material may be removed from the file nor may the file be removed from the school.
2. The right to request the amendment of the student’s education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights, and be provided with a process which includes a hearing and the right to attach differing perspectives to the record.
  - a) Parents or eligible students who believe that inappropriate material is included in the student’s record should submit a statement in writing to the Principal of the building.
  - b) The Principal will review the statement and either remove the controversial material or give a reason why this is not being done and inform the parents or eligible students of their right to a hearing. The hearing may be conducted by any individual, including a school official, who does not have a direct interest in the outcome of the hearing. The decision shall be in writing within a reasonable amount of time after the hearing and shall be based solely on the evidence presented at the hearing.
  - c) Parents or eligible students may place in the student’s file a statement containing their belief that certain material is inappropriate.
3. The right to consent to disclosure of personally identifiable information (PII) contained in the student’s education records, except to the extent the Act authorizes disclosure without consent.

These exceptions include, but are not limited to, allowing disclosure without consent to school officials with legitimate educational interests. A school official includes a person who needs to review a student's educational record or information contained in that record and who is:

- a) A person employed by the School Administrative Unit (SAU) #70 or one of its districts as an administrator, supervisor, educator or substitute educator, paraprofessional, or support staff member, including tutorial, health, law enforcement, transportation, nutrition, athletic, extra- or co-curricular, clerical or other support staff;
  - b) A member of the School Board acting on behalf of the Board and with the recommendation of the Superintendent;
  - c) A person or company with whom the SAU #70 or the School district has contracted to perform a special task, including an attorney, auditor, medical consultant, therapist, evaluator; and
  - d) Any other person designated by the School Board, Superintendent or Principal to have legitimate educational interests.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of FERPA. The contact information for such a complaint is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW  
Washington, DC 20202

5. The right to obtain a copy of the school's policy and written procedures or protocols related to student records.

#### Directory Information

The following information is designated as "directory information."

- 1. Student's name, address, date of birth, dates of enrollment;
- 2. Parent or legal custodian's name and address;
- 3. Student's grade level classification;
- 4. Student's participation in recognized school activities and sports;
- 5. Weight and height of members of athletic teams;
- 6. Student's diplomas, certificates, awards, and honors received.

The school may release directory information without proper written consent unless the parent or eligible student informs the principal in writing that any or all of the information designated above should not be released without prior consent.

#### Summary of RSA 193:13

RSA 193:13 is the New Hampshire Statute which governs the suspension and expulsion of students from school.

It provides the authority by which the Superintendent or Principal may suspend a student for up to 20 days. The pupil and the parents have the right to appeal any suspension issued by a Principal to the Superintendent, while a suspension issued by a Superintendent may be appealed to the local School Board. A decision of the School Board can be appealed to the State Board of Education. A pupil can be expelled for any acts which constitute gross misconduct, those acts of violence which

are defined in RSA 193-D:1, as well as for the possession of a pellet or BB gun. These expulsions may be for a period of time determined by the School Board. When the School Board expels a student, it will provide a transition plan indicating what steps the student must take to be able to return to school. The parents and the student have the right to have the expulsion reviewed prior to the commencement of any subsequent school year. In addition, the parent can appeal any expulsion to the State Board of Education. RSA 193:13 provides for an automatic expulsion if any student brings or possesses a firearm onto any school property which includes school buses, any property owned by the School District, and any property used by a School District for school purposes. Under the law, an expulsion for bringing firearm to school must last a minimum of 12 months unless altered by the Superintendent and the School Board due to extraordinary circumstances. Again, the student and parents have a right to appeal an expulsion for bringing a firearm to school to the State Board of Education.

Any student who has been expelled from the school in this state or a school in any other state for bringing possesses a firearm onto any school property or possessing a firearm on school property will not be eligible to enroll in this school during the period of expulsion.

A student who is educationally disabled and subject to potential suspension or expulsion must be afforded the protections contained in RSA 186-C.

## **Town of Hanover Parks and Recreation**

While Richmond Middle School provides regular physical education classes and a broad selection of athletic electives, all after school competitive and recreational sports are organized by Hanover Parks and Recreation as well as by area clubs.

Sample of Sports offered from Hanover Recreation:

Volleyball - Field Hockey - Soccer - Basketball - Baseball - Softball - Lacrosse - Track and Field

Hanover Parks and Recreation also offers a large variety of classes, events, dances, and services for community members of all ages.

For more information:

Hanover Parks and Recreation

603-643-5315

<https://www.hanoverrec.com>