ROCHAMBEAU MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK

2026-2027



100 Peter Road

Southbury, CT 06488

Telephone: (203) 264-2711 Fax: (203) 264-6638

Website: https://rms.region15.org/

August 2026

To the Students and Parents/Guardians of Rochambeau Middle School,

Welcome to the 2026-2027 school year. At Rochambeau, we strive to encourage all children to reach their full potential in the classroom and as productive members of the greater school community. Our efforts to provide an atmosphere that both challenges and supports all those who enter our doors are most successful when parents and educators all work together toward mutual goals of developing individuals who are ready to take on challenges of life in the 21st century.

The mission of Rochambeau is to encourage children to grow and learn in a rigorous academic community that embraces excellence in the classroom and to help students become productive citizens in a diverse and technologically changing world. In doing so, it is necessary that students are provided a safe, caring, and challenging school environment that helps them develop a commitment to lifelong learning, while creating an environment that supports intellectual, social, emotional and physical growth for all students. Recognizing each student's unique developmental learner needs is integral to this process.

At Rochambeau, we believe that parental involvement is essential for a successful middle school experience. We value ongoing communication with parents/guardians regarding all aspects of our students' progress and encourage ongoing communication pertaining to questions or concerns you may have throughout the year.

This Student/Parent Handbook contains valuable information including the daily operations of our school, schedules, directories and guidelines that will help you understand middle school life as well as your role in contributing in a positive manner to our vibrant learning community.

Please read the handbook carefully so that you are aware of your role and responsibilities as a member of our learning community. To find out more information about our school, or view this handbook online, please visit our website at www.rms@region15.org. Students are required to confirm that they have read the handbook in its entirety by completing an electronic acknowledgement form found in your students PowerSchool account by Friday, September 11, 2026.

We look forward to an outstanding school year.

Sincerely,

Michael J. Bernardi, Principal

Emily R. Gervasio, Assistant Principal

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Central Office

Mr. Joshua Smith, Superintendent of Schools
Dr. Carrie Chappetta, Assistant Superintendent of Schools
Mr. Joseph Martino, Director of Finance and Operations
Dr. Jessica Sciarretto, Director Student Services
Mr. Don Rapuano, Assistant Director of Student Services
Ms. Meghan Sullivan, Director of Food Services

Rochambeau Middle School

Mr. Michael Bernardi, Principal
Mrs. Emily Gervasio, Vice Principal

Vision Statement

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

Mission Statement

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

Important Phone Numbers

Main Office: (203) 264-2711
Guidance Office: (203) 264-2685
Nurse's Office: (203) 264-2767

Office Hours

Rochambeau Middle School is open from 7:45 a.m. - 3:45 p.m..

Academic Information

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

Grade Level Guidelines (Grades Six through Eight)

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

Grade Guidelines

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

Honor Roll Eligibility

- High Honors:
  - B+ or above in all academics
- Honors:
  - B’s (including B-) or above in all academics.
  - In academic classes, one C+ may be offset by an A (A- does not qualify) in an academic class.
- To be eligible for any honors, a student must:
  - Achieve a grade of C or better (C- does not qualify) in non-academic courses
  - May not receive a comment indicating Unsatisfactory Effort or Disruptive in Class

Rochambeau Program of Studies

Rochambeau offers comprehensive academic and related arts programs to all students. In grades six through eight, all students take language arts, math, social studies, science and world language. In addition, students
have the opportunity to experience many related arts classes throughout their years at

Rochambeau. Offerings vary depending on grade level.

Student Assessment

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

Report Cards and Progress Reports

The faculty at Rochambeau strongly believes in ongoing communication between home and school. If students or parents have any questions about classes or progress, dialogue with your child is recommended. Parents are then encouraged to contact their child's teacher whenever the need arises. Report cards available online each quarter and the final report card is sent home at the end of the year. Progress report email reminders are sent at the midpoint of each marking period. Students have two weeks from the time grades close to make up work if they receive an incomplete on their report card. Failure to do so may result in a failing grade. Please remember that you may view your child's academic progress at any time on the Parent Portal.

Dealing with Academic Issues

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

Promotion

Promotion to the next grade level is a serious decision made on an individual basis for each student. Whenever there is any consideration of retention, the student's teachers work together with parents to examine all aspects of the child's progress and to support academic success. The decision for promotion to the next grade is based on each student's academic performance and readiness for the next grade level. Such decisions will be made following conferences involving the parents, teachers, school counselor and principal.

Attendance

On January 2, 2008, the State Board of Education approved the following definition of attendance for public school districts. (For additional information, refer to B.O.E. policy 5113.2). “A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.”

Monitoring of Attendance

It is the responsibility of the parent and student to monitor the number of absences accrued. Individual student attendance and tardy data is available on PowerSchool. Except for illness or emergency situations, students are expected to be present at school

Calls to parents/guardians will be made by an automated system and/or RMS staff for any students who are “absent unexcused.”

School Notification of Full Day Absences

It is the responsibility of the parent/guardian to call the Nurse’s Office at 203-264-2767 before 9:00 AM if a student will be absent for a full day on the morning of the absence. A designation of ANF (Absent No Form) will be noted in PowerSchool until an electronic Reason for Absence Note is received with a verified excuse within two (2) school days but no later than ten (10) school days following the absence. In the case of an extended illness, a parent must file a copy of a doctor’s note with the attendance office within ten (10) school days of a student’s return to school.

Students who are absent, or not present in school for at least half of the regular school day, on the day of an after-school event are not permitted to attend or participate in the event.

Attendance at After School Events

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

School Notification of Late to School and Early Dismissals

Every attempt should be made to confine necessary appointments to after school, weekends, and vacation periods. All students arriving late or leaving early must sign in/out of the building through the main office.

Students are to come to school with a signed note which they will show to the classroom teacher at the time of pickup. This is their Early Dismissal pass from the classroom. Students should inform the classroom teacher and report to the Main Office at the time stated on the pass from home.

If parents/guardians forget to give their student a note, they should call the Main Office (203-264-2797) or email the rmsoffice@region15.org to request an early dismissal.

Parents/Guardians MUST ring the bell and follow staff instructions for dismissal.

The Main Office Secretary will only interrupt instruction to call for a student if the student does not remember to come to the Main Office within five minutes of the established time.

Students are not permitted to dismiss themselves from school for any reason, and will be given disciplinary consequences for attempting to do so. Students will not be allowed to exit the building unless their parent/guardian signs them out in the Main Office.

Excused and Unexcused Absences

A student's absence from school shall be considered "excused" only if a Reason for Absence note of the reason for such absence has been received within two (2) school days but no later than ten (10) school days of the student's return to school and meets the following criteria:

A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits a Reason for Absence Note to the Nurse's Office.

An unexcused absence is any absence not listed above or an absence that does not have proper documentation.

Students must be present in school to be eligible to participate in after-school activities. Exceptions are made at the discretion of the principal and/or their designee.

Tardiness

Late to School

It is very important for students to arrive on time to school. In addition to missing information and instruction, arriving late to class is disruptive to teachers and to their classmates.

Please call the Health Office at 203-264-2767 if your child is going to be late. All students who are late (after 8:05 AM) must report to the Main Office with a dated and signed note from a parent indicating the cause of the tardiness. RMS has two categories of tardy: excused and unexcused. Examples of an excused tardy are doctor's appointments and family emergencies. Examples of an unexcused tardy include oversleeping and missing the bus.

Please note that a bus arriving late to school does not count as a tardy against any student who is on that bus. However, any student late to homeroom when the bus is on time will be charged for an unexcused tardy.

A meeting with an administrator will be held if students accumulate three unexcused tardies. Subsequent tardies will result in additional disciplinary consequences.

Rochambeau Middle School, based on past State practices, considers that four hours constitutes a "minimum day." If a student arrives at school after 11:25AM, the student is considered absent. Students not in school for at least half the day will be considered absent for the purpose of eligibility to participate in extracurricular activities on that day.

Late to Class

It is equally important to be on time for each class attended. If a student is delayed because of a conference with a teacher, the student should ask for a pass to his or her next class.

If a student is tardy due to his or her own actions, he or she will have to abide by the school's procedures regarding "late to class" situations. A student with four tardy notices to the same class in a marking period will meet with an administrator and be given an office detention as a consequence.

Make-Up Work/Homework when a Student is Absent

- Students are to check with each teacher on the day they return to school to receive assignments and missed work. Make-up work should be completed in the comparable amount of time the student has missed school. For example, if a student misses two days of school, make-up work should be completed within two days upon their return to school.
- On the third day the student is absent, parents/guardians can call the Guidance Office at 203-264-2685 to request make-up work/homework.
- If the request is received before 9:00AM, any make-up work/homework that teachers compile can be picked up after 3:00PM the same day in the Guidance Office.
- If the request is received after 9:00AM, any make-up work/homework that teachers compile can be picked up the next day in the Guidance Office. It is suggested that parents/guardians call the school before picking up make-up work to confirm that teachers have compiled work for the student and sent it to the Guidance Office.

Dismissal

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

devices are not allowed in the school during dismissal.

Pick Up at Dismissal

- If students have a note, they are to hand it to the staff member on duty as they exit the building.
- If the student does not have a note from their parent/guardian and the parent/guardian is picking the student up, the parent/guardian must sign them out.
- Please note, only administrators can take verbal permission for alternate dismissal procedures over the phone from parents/guardians.

Permanent Changes in Dismissal Procedures for a Student

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

Walkers

- Passes will only be issued to Permanent Walkers.
- Students who are walking are to report to the A.P. Room at dismissal time.
- Students are to hand their note from their parent/guardian to the staff member on duty as they exit the building after all buses are dismissed.
- Students who do not have a note from their parent/guardian will not be allowed to leave school grounds.

Family Vacations and Trips

We strongly suggest that families plan vacations during the scheduled school vacations. Occasionally, parents ask that students be excused from school for a family vacation.

Although make-up work may be provided, the student will not be able to benefit fully from classroom presentations and interactions while away. However, if it is unavoidable that your child misses school during scheduled academic days, please be sure to notify the teachers and the Main Office in writing at least one week before the vacation.

Upon return, students will be responsible for completing all missed assignments within a week. Teachers are not expected to provide materials prior to the vacation, and/or re-teach material covered during the student’s vacation.

Early Arrival to School

There is no supervision at school prior to 7:55 AM. Students should not be dropped off before this time. Students are not allowed in the building prior to this time unless special arrangements have been made with a teacher. Due to the security system at R.M.S., the main entrance doors remain locked until 7:55AM.

Laws Regarding School Attendance

Each parent or other person having control of a child five years of age and over, and under eighteen years of age, shall cause such child to attend a public day school regularly during the hours and terms the public school is in session in which provision for the instruction of such child is made according to Connecticut State Statute, Section 10-184. For more information, refer to BOE policy 5113.2.

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

Absent from School- Board of Education, policy No. 5113.2, based on state law has adopted a new set of regulations dealing with attendance. Because of this, it is essential that we keep track of excused and unexcused absences. Parents must report their child's absence each day by calling in to the attendance line and submit a written attendance verification note upon their child's return to school. Failure to do either will result in their child being marked unexcused. The new law states that whenever a child has ten unexcused absences in a year or four unexcused absences in a single month, the school district must report that child to state juvenile authorities. For the first nine (9) absences in a school year any reason approved by the parent or guardian is accepted as an excused absence. For the tenth absence and above (10+), students are considered excused for the following reasons:

- Student illness which MUST be verified by an appropriately licensed medical professional
- Student observance of a religious holiday
- Death in the student's family or other emergency beyond the control of the student's family
- Mandated court appearance which is verified by written court document
- Lack of transportation that is normally provided by a district other than the one the student attends
- Extraordinary education opportunity which is educational in nature and related to the student's course work, an opportunity not ordinarily available, is grade and developmentally appropriate and relevant to the student which has been pre-approved by district administration

Per CT State Law, a signed note from a parent (Days 1-9) or medical personnel (Days 10+) must be submitted to the nurse's office within 10 school days of a student's return to school following every absence. The "Reason for Absence" form can be downloaded from the RMS website.

The goal of this policy is to assure that students attend school the full 180 days as much as possible. In accordance with the Commissioner of Education, and the State Board of Education, "A student is considered to be 'in attendance' if present at his/her assigned school, or an activity

sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent." Therefore, on a full day of school, students must arrive by 11:25 AM to be considered present. If a student leaves school prior to 11:25 AM they will be considered absent. If a child is going to be absent or tardy for any reason, please call our school health office at 203-264-2767 and leave a message on the answering machine. Please include the reason for the absence or tardiness. If parents do not contact the school when a child is out, the absence will be recorded as "unexcused". We are required to monitor attendance carefully. Any pattern of excess absences, whether excused or not, may result in a referral to the Region 15 Attendance Review Board.

Truancy Policy

The Region 15 Board of Education believes that regular school attendance is essential to the academic success of students. Therefore, it is the policy of the Board of Education (5113.2) to monitor school attendance for the following purpose: to identify students who are truant/habitually truant, or excessively absent; to enlist the cooperation of parents/guardians and, when necessary, the juvenile justice system, in order to change the behavior pattern that has developed. In accordance with the truancy policy of the Board of Education, "truant" at middle school means a child who has four unexcused absences from school in any one month, or ten unexcused absences from school in any school year. "Habitual" truant means a child who has twenty unexcused loop absences.

Procedures for Monitoring Truancy

1. Parents/guardians have a statutory obligation to ensure that their child attends school.
2. Parents/guardians are required to provide the school with a telephone number or some other means of contacting them during the school day.
3. It is the responsibility of the parents/guardians to contact the school health office at 203-264-2767 when it is necessary for their child to be absent from school. If a child is absent and no notification has been received from the parent, the school will make a reasonable effort to notify the parent/guardian by telephone of the child's absence. (The absence will stand as unexcused.)
4. When a student is identified as a truant or habitual truant, the Superintendent or designee will conduct a meeting with the parent/guardian, student, and Student Study Team members. The meeting will occur no later than ten school days after the child's fourth unexcused absence in a month or tenth unexcused absence in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy.
5. If the Superintendent determines that further assistance is required for a truant child and the child's family, the Superintendent may file a written complaint with the Superior Court pursuant to Connecticut General Statutes S46b-149 alleging that this is a family with service needs. The Superintendent is required to file with the Superior Court in cases where parents fail to cooperate with school efforts to remedy the truancy issue. All policies and regulations are available on the Region 15 website.

Code of Conduct

School Expectations

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

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

- Dangerous activities such as fighting, throwing stones or snowballs, roughhousing and pushing. Swearing, rudeness, smoking, harassing or threatening behavior, sexual harassment, bullying, spitting and vandalism.
- Use or possession of knives, darts, guns, firecrackers, matches, tobacco, water pistols, poppers, chains and other dangerous items.
- Use, possession, or reference of alcohol, tobacco or drugs.
- Running in the building.
- Inappropriate displays of affection.
- Eating candy and chewing gum.
- At no time are comments that are racially, culturally, or religiously insensitive or harassing acceptable in our school.
- At no time are comments and behaviors that are sexually suggestive or harassing in nature acceptable in our school.
- At no time are insulting and degrading comments that are directed toward students with learning differences and/or disabilities acceptable in our school.
- In addition to these expectations, all students are expected to follow the rules outlined in the Board of Education’s discipline policy, #5114, which may be accessed on the District’s website. Anyone seeking a copy of the Board’s policy may also contact the Main Office.

Behavior

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

Book Bags and Backpacks

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

Cafeteria Expectations for All Grades

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

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

Cell Phones

Cell phones ARE NOT to be used in the building (7:55 AM-2:55 PM) unless the student has been given staff permission. If brought to school, it must remain off. The school is not responsible if they are lost, stolen, or damaged. If the phone rings or is used during the day without permission, it will be confiscated and held in the main office until dismissal. Multiple confiscations will result in consequences such as lunch/recess office detention and/or parent/guardian required to pick up the cell phone, or phone to be stored in the office during the school day. Office phones are available for students to make important/emergency calls. Parents should refrain from texting or calling the student's cell phone during school hours.

Dangerous Play

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

Disruptive Items

Rochambeau is primarily a place to learn. Students should not bring the following to school: iPods, MP3 players, squirt guns, laser pens, video games, items and/or book covers with inappropriate messages, electronics for leisure use, etc. These items will be confiscated.

Dress Code

To promote a positive, safe and non-disruptive learning environment, proper attire is required. Middle school students are expected to take pride in their personal appearance. Please see Student Dress and Grooming Policy No. 5132 of the Board of Education Policies. “The Board of Education and the Administration encourage students to dress in a manner that reflects pride in and respect for themselves, their school, and their community. Parents are encouraged to play a strong role in deciding how children will dress and in ensuring that they are dressed appropriately whenever they come to school.”

Students are prohibited from wearing clothing or other items that interfere with the learning process, are disruptive, unsafe, or contrary to law. In order to maintain an environment conducive to the educational process, the Region 15
Board of Education (the “Board”) prohibits the following from wear during the academic school day:

- Outdoor clothing including heavy jackets, coats, and hats are not to be worn in the building.
- Head coverings of any kind, including but not limited to scarves, bandannas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps, or hoods. Approved coverings worn as part of a student's religious practice or belief, or as required or permitted in conjunction with school district health and safety protocols, shall not be prohibited under this policy.
- Footwear which mars floors or is a safety hazard.
- Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
- Oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words” including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika.
- Attire or accessories that depict logos or emblems that refer to the use of drugs, tobacco products, or alcoholic beverages.
- Shirts and/or blouses that reveal the abdomen, chest, or undergarments.
- See-through clothing or sleeveless shirts.
- Shorts, miniskirts, or pants that reveal the upper thigh or undergarments.
- Spandex garments are allowed only if they are covered by shorts or skirts.
- Backpacks and/or book bags are <u>not</u> permitted to be carried without permission from Administration or a teacher.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

PE clothing - Students are encouraged to have a full change of appropriate exercise clothing for every physical education class.However, changing for PE is optional.

Deodorant sprays and aerosols: Students must not bring any type of aerosol (deodorant spray, perfume, body mist, etc.) to school due to possible allergic reactions.

Electronic Devices

Except for chromebooks, use of electronic devices (music, gaming, camera, e-readers, internet communication devices, etc.) is prohibited unless a specific teacher has required it for classroom use or an administrator has approved it.

- Unauthorized or inappropriate use will lead to automatic confiscation. Additional consequences may apply. The school is not responsible for lost, stolen, or damaged devices. Students may appropriately use their devices once they have exited the school building.

Expectations for Student Behavior

Taking students out of the building is a responsibility that we take very seriously. We reserve the right to not accept responsibility for students who have been involved in serious or consistent behavioral difficulties. In order to help the students understand our expectations, we have developed a set of guidelines for student behavior. We expect our students to represent our school and the towns of Southbury and Middlebury in a mature and responsible manner. Students must consistently demonstrate that they are able to:

- Cooperate with requests from adults. Show respect for people, places and property. Use appropriate manners. Have appropriate social interactions with others. Respect others in their group. Dress appropriately as per the school and Board of Education policies.
- If we have any doubt of a student's ability to meet these expectations, we will request that the student remain at Rochambeau where a planned program of activities will be provided.
- Determination of a student's eligibility will be made by the Administration and the grade level teaching team. Concerns will be communicated to parents/guardians as necessary.
- If students are not maintaining cumulative passing grades in at least four of the five academic subjects, they may not be eligible to take part in field trips and other end-of-the-year activities.
- School rules must be observed while on field trips.
- Students should not bring any valuable personal items while on a field trip since our school cannot be responsible for loss or damage.
- Regulations regarding medication at school (see the Nurse section) also apply to field trips.
- On days when entire teams or grades are going on a trip, students who are not going are expected to attend school. A planned program of activities will be provided for any student not going on a field trip.

Hall Courtesy

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

Homework

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

- Parents/Guardians are encouraged to speak with their child's teacher if homework assignments appear to be taking an inordinate amount of time or are creating undue stress
- Examples of homework that may be assigned in various grade levels are listed below…
    - Reading assignments, Constructing projects, Taking notes on reading assignments, Completing worksheets, Reviewing and rewriting class notes, Conducting research, Writing assignments, Problem solving,
- Make-Up Work/Homework when a Student is Absent or Missing Class Students must check with each teacher on the day they return to school to receive assignments and missed work.

Passes

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

Plagiarism

As defined in the Merriam-Webster online dictionary (www.merriam-webster.com): Plagiarism to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source, to commit literary theft: present as new and original an idea or product derived from an existing source. A first offense for plagiarism will result in the following academic consequence:

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

Recess

Students will have an opportunity to exercise and socialize during recess time. Since safety considerations must always temper recess activities, we ask that our students use the school facilities in a reasonable manner. Roughhousing or other excessively physical activities, profanity, snowballs, or potentially dangerous actions are not permitted. We also expect that each child will act with respect toward the recess supervisors and observe their directions while on the playground. Some specific rules regarding recess behavior are:

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

Weapons

State law requires that students be suspended or expelled for bringing knives, firearms, and facsimiles of firearms, explosive devices, and other dangerous items to school. Use of such devices to threaten or intimidate will result in immediate removal from school (BOE Policy No. 5114).

Communication

The Region will use Parent Square to communicate to the community. It is important that all contact information provided by parents/guardians is accurate. If a parent/guardian opts out of receiving email, they will miss a significant amount of information shared by the school and Region.

Computer Systems and Internet Safety Computer Use Policy

- Students must have permission to use computers and be supervised by a staff member at all times.
- In order to work in the computer lab or media center, students must obtain a pass in advance from the teacher.
- All students must have permission from a staff member before accessing the Internet. Internet usage is for school-related projects only, unless a staff member grants special permission.
- Students at Rochambeau are assigned an account on the network. They will be the sole user on said account. The sharing of accounts or passwords is not permitted.
- No user of technology resources shall knowingly degrade or disrupt the equipment, services, or electrical information resources; this includes but is not limited to, tampering with computer viruses, or attempting to gain access to restricted or unauthorized networks or network services.

- Technology users must respect copyright regarding software, information, and attributions of authorship. The transmission, reception, or duplication of any copyrighted or other legally protected material is prohibited.
- Students who use electronic information resources should not give out any personal information about themselves or others while using these resources.
- Under no circumstance is any student to enter any "chat room," instant messaging, social networking site, or similar Internet site.
- The transmission of any harassing, threatening, or intimidating message is prohibited. Further, the transmission of any legal message, or the transmission of any message for an illegal purpose or in an illegal manner, is prohibited. No person shall use, create, transmit, or download any images that are pornographic or defamatory.

Additionally, students are not allowed to access personal email while using Region 15 hardware. *Any student who violates the policies governing the use of technology may have his/her account or user privilege denied, and any such violation may result in disciplinary and/or legal action up to and including possible suspension and/or expulsion.

Student Use of the Districts Computer Systems and Internet Safety Policy

The Board of Education recognizes the importance of technological resources in today's educational environment. Technology resources including but not limited to providing computers, a computer network, Internet access, email systems, electronic devices, district or personally owned, such as cellular telephones, personal data assistants, SMART phones, mobile and handheld devices (referred to collectively as "the computer systems") are used in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to students in the district for education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education related purposes. The Board will 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. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors and ensure that such filtering technology is operative during computer use by minor students. As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems.

Google Apps For Education - Regional School District 15 Notification to Parents regarding the use of Google Apps for Education

Regional School District 15 has registered with Google to provide all students in grades 6-12 with Google Apps for Education user accounts. With these accounts, students will be given access to a wealth of collaborative tools available through the Google Apps for Education system. The rules governing the proper use of this system by students are included in Regional School District 15's STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY POLICY and ADMINISTRATIVE REGULATIONS. The Google Apps student accounts provide free access to the following:

- Google Docs/Drive - a web accessible file storage system with built in apps for word processing, spreadsheets, drawing, and presentations.
- Gmail - an individual email account provided and managed by Regional School District 15.
- Calendar - a system that provides individual and shared calendars to organize schedules, daily activities, and assignments.
- Google Sites - a website creation tool.
- Plus additional services.

Email Address

Students will be assigned a @region15.org email account. This account will be considered the student's official email address until such time as the student is no longer enrolled in Region 15. Students will only be allowed to send and receive email to and from other students and staff members within the Regional School District 15 system. All email will be monitored and filtered for spam and inappropriate content. Use of the email system will be for educational and academic purposes or other collaborative activities. As with all electronic systems, such communications are not private. Once information is created electronically and shared with anyone, it is not a private message. Students should be aware that school personnel have access to all messages created by students.

Conduct

Students will be expected to abide by all conditions as defined in the STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY POLICY and ADMINISTRATIVE REGULATIONS. Using obscene, profane, threatening, or disrespectful language will be considered to be a violation of this policy and will not be tolerated by the district. Communication with others shall be related to coursework, studies or other collaborative activities as defined by district personnel. Students should notify district personnel if they are in receipt of any material reasonably deemed to be inappropriate. As in any form, bullying will not be tolerated.

Access Restriction

Use of Google Apps for Education by students is considered a privilege and is accorded at the discretion of Regional School District 15. The District maintains the right to immediately withdraw the access and use of any account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, alleged violations will be referred to district administrative personnel for further investigation.

Privacy

Regional School District 15 personnel reserve the right to access and review content in the Google Apps for Education system for any user at any time. Regional School District 15 complies with all state and federal privacy laws. Notice of Publication: The STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY POLICY and ADMINISTRATIVE REGULATIONS can be viewed online by accessing the Region 15 website.

Disciplinary Information

Note: The complete Board of Education Student Discipline Policy No. 5114 may be accessed on the Region 15 website, or available upon request at the Main Office. This policy includes more detailed information about school rules and general disciplinary procedures.

Discipline Process

Region 15 values positive character attributes. There is an emphasis on core values: respect, responsibility, honesty, and kindness. “Restorative Practices” represent a philosophy that recognizes the importance of prioritizing the relationships and connections between and among all people within a school community and provides a framework for creating positive school climate and culture.” In line with restorative philosophy, the school responds to inappropriate behavior in order to repair harm and restore relationships. Consequences are meant to help students reflect on their behavior in order to make positive choices moving forward.

At Rochambeau, disciplinary records are maintained through an electronic discipline referral process. In this procedure, any event deemed noteworthy by a staff member will be processed with an electronic referral form. Administrators will then process the form, investigate if necessary and assign appropriate consequences. A copy of the completed form, including consequences, will be mailed home. Parents will be notified by telephone of serious incidents. Referral forms will be held for one year. They do serve as a reference to help guide administrators in appropriate consequences over the year.

Disciplinary actions are designed to enable the student to see that his/her behavior has consequences, both positive and negative. It is our hope that disciplinary consequences will help our students grow and mature, as well as become responsible and accountable for their actions. In all instances we will attempt to make our disciplinary decisions appropriate to the violation and as consistent as possible with past practice in similar situations. The final decision for discipline rests with the Principal and/or Assistant Principal of Rochambeau Middle School.

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

Definitions of Consequence

Restorative Practices - Actions that serve to repair harm done. Some actions include restorative circles, mediations, community service, etc.

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

Recess Restriction - Suspends the privilege of recess for various lengths of time. During recess restriction, students are expected to report to the office. Recess will be removed when a student poses a danger to the health or safety of others.

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

After School Detentions - Students are expected to report to the Main Office by 2:50 PM. Students in office detention may be required to accurately complete a behavior reflection sheet. This writing assignment asks the student to respond to questions about behavior in order to reflect on what has happened. Students will describe the situation and how it could have been handled differently. Talking in detention is not allowed.

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

Out-of-School Suspension (OSS) - Used for instances when students pose a serious disruption to their own educational program or that of their classmates, or in any way present a threat to themselves, others or school property. Prior to returning to normal classroom activities after serving an out-of-school suspension, parents and students may be asked to attend a conference with an administrator.

Suspension Records - As stated in BOE Policy No. 5114, whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.

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

Notice to Parents

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

Emergency Procedures

Emergency Drill Procedures

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

Alternate Emergency Drills

Rochambeau Middle School has established a Safety & Security Team Committee that meets periodically throughout the year. This team schedules emergency drills for lockdowns and fire drills and plans the course of action our school will take as additional crises arise.

Release of Students to Non-Custodial Parents

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

School Cancellations

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

Emergency Closings

Sometimes school must be closed early due to weather conditions or an emergency. Children should be instructed by their parents ahead of time as to the procedure they should follow in this situation.

Extra Curricular Opportunities

Band & Orchestra

Open to all students beginning in sixth grade. Attendance at rehearsals and scheduled concerts is

required.

Jazz Band

Select instrumental ensemble open to seventh and eighth grade instrumental students by recommendation of the instructor. This group performs classical-jazz ensemble music. Auditions are held at the beginning of the school year to determine placement in the group. A Pay-to-Play fee is required. Attendance at rehearsals and scheduled concerts is required.

Chorus

Open to all students beginning in sixth grade. Attendance at rehearsals and scheduled concerts is required.

Chorale

Select vocal group open to seventh and eighth grade girls and boys. Auditions are held at the beginning of the school year to determine placement in the group. A Pay-to-Play fee is required. Attendance at rehearsals and scheduled concerts is required.

Chamber Orchestra

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

Homework Club

Monday – Thursday 3:00 – 4:30. Students may choose to stay any or all days on a volunteer basis. Students are supervised, but not tutored, by an adult. Required permission can be found on the Rochambeau website, or inquire at the Main Office.

MathCounts

The MathCounts Team is made up of students that would like an extra challenge in math. Students from each grade are allowed to participate on a voluntary basis to problem-solve challenging, yet real- life examples, in meetings after school from 2:50 PM – 3:50 PM.

The official company, found at www.mathcounts.org, sends materials to the coach for the students to practice. In the beginning of winter, the students involved will take the School Competition Challenge to determine which four participants will represent the official RMS MathCounts Team, and which four participants will compete as individuals, at the local competition level.

Depending on the results, the official RMS MathCounts Team may also compete at the state level. Based on performance at the state level, individual students may even make it to the national competition in May. The MathCounts coach leads the students through these sessions and competitions.

Student Council

The Student Council represents the entire student body. Student Council seeks the suggestions and assistance of the student body in planning activities such as: dances, spirit days, talent shows, fund-raising and community awareness. They also assist administrators and teachers in carrying out special projects and in improving the school climate.

Yearbook

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

Additional Enrichment Activities

RMS offers enrichment activities such as Cornhole, Snowshoeing, Volleyball , R obotics, Photography, and other interest based activities are periodically offered throughout the school year, based upon interest.

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

Extra/Co-Curricular programs include interscholastic sports, field trips, Student Council, MathCounts and activities that require practice and/or rehearsal time after school (special music groups, etc.) and evening activities such as dances. The first priority for all students in Region 15 is the successful fulfillment of all scheduled classes, and consistently demonstrating responsible, respectful, safe and kind behavior. The following rules are in effect regarding academic eligibility to participate in co-curricular activities and/or Art Enrichment Programs for all students in Regional School District 15 and are consistent with CIAC rules that are mandated for high school sports. In general, students who are presently failing more than one course are ineligible to try out or participate in Art Enrichment/ Co-Curricular Programs/Activities. Furthermore, eligibility for these programs include adherence to behavioral expectations. The following clarifies the definition of “failing”:

- All students are eligible to participate at the onset of the school year. In order to maintain their eligibility, students must maintain passing grades in at least four of their academic classes
- Any student who is failing more than one academic class at the end of a marking period will be “Ineligible” to participate until their grades are reviewed at the close of the next marking period.

Field Trips

Permission slips signed by parents/guardians are required for all field trips.

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity.

Medications - If a student requires any medication during a field trip, it is the parent’s responsibility to contact the nurse at least one week prior to the trip. This includes any over-the-counter medication and/or medications already on file in school. A separate “Permission to Administer Medications on a Field Trip” form must be filled out for all out of state and overnight trips.

Food Services

Rochambeau’s school lunch program provides well-balanced meals for those students who choose to participate. Free or reduced-price lunches are available for qualifying students. Applications may be obtained in the Main Office and are required annually. The 2025-2026 cost of a full hot lunch will be announced prior to the first day of school.

Á la carte items are priced individually. Students are expected to pay for their lunches. All students have lunch accounts which are accessed through a four-digit pin number. This individual pin number is sent to the student during the summer by the Food Services Department.

Students are asked to memorize their pin number as this is the number they will use through high school. It is the parents’ responsibility to ensure that there are adequate funds available in their child’s account. Students may put money into their accounts prior to the start of the school day. All monies should be brought to the cafeteria. Charging will not be permitted. Positive and negative balances on the student’s account carry over from school to school.

A student MUST report to the cafeteria during their assigned lunch time, unless otherwise arranged with a staff member to eat elsewhere.

General Information

Dances and Socials

The Student Government sponsors several dances and socials during the school year. Sixth grade socials occur immediately after school. Seventh and eighth grade dances occur in the evening. An adult must accompany students wishing to enter after the dance begins.

- Tickets for social/dances will be sold as outlined in communication from Student Council

staff prior to the planned event.

- No one will be admitted without a ticket. (Permission slip serves as the ticket).
- Payments must be made by CHECK (payable to RMS) or MONEY ORDER.
- No CASH will be accepted.
- Students may not attend a dance or social if they were absent on the day of the dance/social, were suspended on the day of the dance/social or if they do not meet the eligibility criteria (See page 17).
- Tickets require a parent's/guardian's signature and contact phone number.
- The Middle School Dress Code applies at all socials and dances.
- Students are to enter the building as soon as they arrive.
- NO ONE is admitted without proper permission from the school, or after the dance starts.
- Cell phone use is not allowed during socials or dances.
- Unless they are on the dance clean-up committee, students are to be picked up promptly.
- Students are to use good manners, be polite, act with consideration and follow school rules.
- Only RMS seventh and eighth grade students are allowed to attend dances.
- Once students enter the building, they must remain inside until the end of the dance or until their parents/guardians pick them up.
- No student will be allowed to walk home.
- In the event of an emergency and parents cannot reach the chaperones at school, parents are advised to ask the Southbury Police to relay a message.

Food, Candy and Drink

In order to maintain a safe and healthy environment for all students, we expect that only non-food items be used for incentives, rewards and celebrations. Please refer to the Region 15 Food Allergy Management Plan online. Food, candy, gum, and drinks are not to be brought to school by students for consumption during class periods. Also energy drinks, coffee, and caffeinated beverages are NOT allowed. Only closed lid water bottles (no open straws) are allowed. Students are encouraged to eat healthy lunches and snacks. Students should refrain from bringing large quantities of snacks into school. Due to allergies, students should not share food. Gum is not permitted because it becomes a sanitary and maintenance problem when it is stuck under tables or in carpets. Students who repeatedly chew gum may receive an office referral.

Fundraising

In accordance with the Board of Education policy 5131.7 on fund-raising, the sale of any merchandise in or on school grounds or school buses is prohibited except when specific approval has been given by the administration.

Items Brought in for Students

Items brought in for students are arranged through the front desk staff and must have the student's name and grade written on it or attached to it. Students are to check in the Main Office and/or the lunch cart for items they are expecting to be brought in.

- The lunch aides will ensure that all items on the cart are delivered to students.
- Calls to classrooms will not be made during instructional time unless there is an emergency situation.

- For any items brought in after the lunch waves, students are expected to check in at the Main Office to collect them.

Lost and Found

- Lost and Found items are located in or near the A.P. Room.
- Students who have lost anything should regularly check through the Lost and Found during lunch.
- Lost articles will be returned to students upon identification.
- Items remaining in Lost and Found are donated to local charities. Students are reminded one week prior to the charity donation to check Lost and Found to claim their belongings.

Messages

- A parent/guardian may leave a message for their child with the office staff.
- The message will be given to the student by the lunch aides if the message is left before lunch time.
- If the message is left after the student's lunch, the student's classroom will be called at the beginning or end of a period.
- Calls to classrooms will not be made during instructional time unless there is an emergency situation.
- Family members are asked not to text or call children on their cell phones during the school day.

Parent Information

Being informed is essential for parents. To provide scheduling information and updates on programs and staff, a number of parent communication formats are used throughout the year. An excellent resource is the Rochambeau Middle School website www.rms.region15.org . It is the student's responsibility to see that any notices are promptly delivered to parents/guardians. Parents are encouraged to check the school website.

Pets and Animals

Pets and animals are not permitted in school or on school buses.

Pickups

- rmsoffice@region15.org .

- Kindly send in a note with your child indicating time of pick up and who is picking up your child.

- If you need to email the office regarding a pick up for your child, please email rmsoffice@region15.org.

PowerSchool Parent Portal

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

Grades will be posted on the Parent Portal by the teachers. Keep in mind that larger projects may require additional time to post. Use the information on the Parent Portal to talk with your child about his/her progress at school.

If you have any issues accessing the Parent Portal, or you feel your password has been compromised, contact Mrs. Pangle in the Main Office.

Regular Day Schedule

6th Grade		7th Grade		8th Grade	
Homeroom	8:05 - 8:11	Homeroom	8:05 - 8:11	Homeroom	8:05 - 8:11
Academic	8:13 - 9:06	Academic	8:13 - 9:06	Academic	8:13 - 9:06
Academic	9:08 - 10:01	Academic	9:08 - 10:01	Unified Arts	9:08 - 10:01
Unified Arts	10:03-10:56	Academic	10:03 - 10:56	Academic	10:03 - 10:56
Lunch / Recess	10:58 - 11:28	Unified Arts	10:58 - 11:51	Academic	10:58 - 11:51
Academic	11:30 - 12:23	Lunch / Recess	11:53 - 12:23	Performance Block	11:53 - 12:23
Academic	12:25 – 1:18	Academic	12:25 -1:18	Lunch / Recess	12:25 -12:55
Academic	1:20 - 2:13	Performance Block	1:20 – 1:50	Academic	12:57 – 1:50
Performance Block	2:15 – 2:45	Academic	1:52 – 2:45	Academic	1:52 – 2:45

Academic classes are: ELA, Math, Science, Social Studies, STEAM, Spanish or French
STEAM classes are: Digital Media, Art, Computers, Tech & Engineering
Unified Arts classes are: Physical Education, Health, Music, Library Media, Study Hall
Performance Block: Band, Chorus, Orchestra, Global Communications

Visitor Policy

During the school day, visitors must ring the doorbell. Visitors should follow staff instructions for assistance. All visitors, including former students, must go directly to the Office. Visitors will need a license to sign in. All visitors and volunteers must sign in and wear a visitor's badge. For more information pertaining to visits, refer to Board of Education Policy # 1251.

Harassment

Harassment or unkind behavior toward any student in any form is hurtful and will not be tolerated at RMS. All students have the right to a safe and comfortable learning environment.

RMS does not allow students to make comments that might be hurtful, intimidating or threatening towards another person for any reason. Behavior that can be considered harassment based on certain characteristics, such as race, color, national origin, religion, disability, sex, sexual orientation, gender identity, or ethnic background may also violate the law in addition to school rules. Any kind of harassment, including verbal or written racial slurs or threats will not be tolerated at Rochambeau will result in disciplinary consequences in addition to other interventions. Additional information about district policies on harassment and nondiscrimination are included below.

Bullying

The Region 15 Board of Education (the "Board") is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, 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 the Board.

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 or teen dating violence 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 an act that is direct or indirect and severe, persistent or pervasive, which:

(1) causes physical or emotional harm to an individual;
(2) places an individual in reasonable fear of physical or emotional harm; or
(3) infringes on the rights or opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral 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.

Reporting Procedures Students and parents (or guardians of students) may file written reports of bullying with any building administrator and/or the Safe School Climate Specialist. Students may make anonymous reports of bullying to teachers and school administrators, except that no disciplinary action shall be taken solely on the basis of an anonymous report. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator.

The School Climate Specialist for Rochambeau Middle School is Michael Bernardi.

For more information about Bullying and access to complaint forms refer to Safe School Climate Plan under "For Parents" on the RMS webpage or Board of Education Policy #5131.2.

Reports can be filed on the RMS website. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action will be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation No. 5131.2 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians on the Region 15 website or upon request.

Sexual Discrimination and Sexual Harassment

(Board Policy #5156)

It is the policy of the Region 15 Board of Education (the "Board") that any form of sex discrimination or sexual harassment is prohibited in the Board's education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations ("Title IX") and Connecticut law not to discriminate in such a manner. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of students, employees and third parties. Any student or employee who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

For conduct to violate Title IX, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or

activity of the Board. Conduct that does not meet these requirements still may constitute a violation of Connecticut law or another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX and Connecticut law (the "Administrative Regulations").

Sex discrimination occurs when a person, because of the person's sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment under Title IX means conduct on the basis of sex that is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or

Sexual harassment under Connecticut law means conduct in a school setting that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by this policy:

- Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress;
- Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching;
- Display of sexually suggestive objects, or use of sexually suggestive or obscene comments, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
- Touching of a sexual nature or telling sexual or dirty jokes.
- Transmitting or displaying emails or websites of a sexual nature.
- Using computer systems, including email, instant messaging, text messaging, blogging, or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Under federal and state law and policies, sexual harassment is illegal and is prohibited in school settings. All such incidents reported shall be investigated. If it is found that sexual harassment has taken place, disciplinary action could include suspension, referral to the Board of Education, or referral to legal authorities.

Sexual Harassment Complaint / Reporting Procedures

The Board of Education encourages all victims of sex discrimination or sexual harassment to promptly report complaints of sex discrimination or sexual harassment. Complaint procedures for reporting such claims are contained in Board Policy #5156 and are available on the District website or upon request at the main office of the school.

If a complaint involves allegations of discrimination or harassment based on other reasons/e.g. disability, race, etc.) such complaints will be handled under other appropriate policies (e.g. Policy #5150,Section 504; Policy #5155, Non-Discrimination Policy). Title IX Coordinator for Region 15 is Dr Jessica Sciaretto, 286 Whittemore Road; Middlebury, CT 06762, jsciaretto@region15.org, 203-758-8259, ext 1013.

Region 15 Notice of Nondiscrimination

The Pomperaug Regional School District 15 does not discriminate on the basis of race, religion, color, national origin, age, marital status, sex, sexual orientation, disability (including pregnancy), genetic information or gender identity or expression, or any other characteristic protected by state or federal law except in the case of a bona fide occupational qualification, in admission to, access to, treatment in, or employment in an of its programs or activities.

Region 15 is specifically required by Title IX not to discriminate on the basis of sex in its programs and activities. Any questions regarding the application of Title IX or concerning complaints involving allegations of sex discrimination or sexual harassment may be directed to the District's Title IX Coordinators:

- Dr Jessica Sciaretto, Region 15 Title IX Coordinator, 286 Whittemore Road; Middlebury, CT 06762, jsciaretto@region15.org, 203-758-8259, ext 1013.
- Ms. Rebecca Faraci, Title IX Coordinator, Human Resources Coordinator, 286 Whittemore Road; Middlebury, CT 06762, bfaraci@region15.org, 203-758-8259, ext 1011

Individuals with questions or concerns regarding Title IX may also contact the Assistant Secretary for the Office for Civil Rights ("OCR") at: U.S. Department of Education Office for Civil Rights Lyndon Baines Johnson Department of Education Bldg 400 Maryland Avenue, SW Washington, DC 20202-1100, Telephone: 800-421-3481 FAX: 202-453-6012; TDD: 800-877-8339 Email: OCR@ed.gov

Or the Regional Office for OCR at: Office for Civil Rights, Boston Office U.S. Department of Education 8th Fl 5 Post Office Square Boston, MA 02109-3921 Telephone: 617-289-0111 ocr.boston@ed.gov

Any questions regarding the application of Section 504 or Title II of the ADA or concerning complaints involving discrimination or harassment on the basis of a disability may be directed to the District's Section 504 Coordinator or to the Assistant Secretary for OCR (listed above). The District's Section 504 Coordinator is: Dr.. Jessica Sciarretto Section 504 Coordinator Director of Student Services P.O. Box 395 Middlebury, CT 06762-0395 Tel: (203) 758-8259 Email: jsciarretto@region15.org

Region 15 policies and applicable regulations/procedures related to discrimination or harassment are available online on the District website or upon request at the main office of any district school. All complaints will be promptly investigated in a confidential manner.

Non-Discrimination (Board Policy #5155)

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), gender identity or expression, or any other basis prohibited by state or federal law is prohibited whether by students, Board employees or third parties subject to the control of the Board.

Complaint Procedures

If the complaint involves an allegation of discrimination or harassment against a student based on disability or sex, the complaint should be referred to the Board's student policies and procedures related to Section 504 of the Rehabilitation Act/Americans with Disabilities Act (ACA) (Policy#5150 for claims of discrimination and/or harassment based on disability) and Title IX/Sex Discrimination/Sexual Harassment (Policy #5145.44, students) for claims of discrimination and/or harassment based on sex).

All other complaints by a student or parents/guardians alleging discrimination against a student on the basis of the other protected characteristics listed herein should file a written complaint with the building principal for the student's school or the following individuals:

- Dr Jessica Sciaretto, Region 15 Title IX Coordinator, 286 Whittemore Road; Middlebury, CT 06762, jsciaretto@region15.org, 203-758-8259, ext 1013.
- Ms. Rebecca Faraci, Title IX Coordinator, Human Resources Coordinator, 286 Whittemore Road; Middlebury, CT 06762, bfaraci@region15.org, 203-758-8259, ext 1011
- Mr. Josh Smith, Office of the Superintendent of Schools Region 15, PO Box 395, Middlebury, CT 06762-0395, jsmith@region15.org, 203-758-8259, ect 110

At any time, a complaint alleging race, color or national origin discrimination or harassment has the right to file a formal complaint with the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone Number (617)289-0111). A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (Telephone Number (800) 477-5737).

Any questions regarding the application of Section 504 or Title II of the ADA or concerning complaints involving discrimination or harassment on the basis of a disability may be directed to the District's Section 504 Coordinator or to the Assistant Secretary for OCR (listed above). The District's Section 504 Coordinator is: Dr. Jessica Sciarretto Director of Student Services P.O. Box 395 Middlebury, CT 06762-0395 Tel: (203) 758-8259 Ext. 2 Email: jsciarretto@region15.org

Health Office

First Aid

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

Emergency Forms

Student Information Forms must be completed and/or updated on the PowerSchool Parent portal. Two adult emergency contacts in addition to parents should be listed. These contacts should be readily accessible and able to pick up a student in the absence of the parenote. Longer exclusions from P.E. require a doctor's note. All notes should be brought to the Health Office. If a student is restricted from P.E., he/she is also restricted from recess.

Exclusion From P.E.

Parents may exclude a student from physical education for two days without a doctor's note.

Health Records

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

Illness during the School Day

Although students should not come to school if they are ill, sometimes illnesses become apparent during the school day. If this happens, students must obtain a pass to go to the Health Office for an evaluation. The school nurse will make a determination if a student should be dismissed due to illness and will contact home. It may be necessary to contact a parent or for the student to be sent home.

If your child has diarrhea, vomiting or a temperature of 100 degrees or over, he/she should be home until these symptoms have subsided for at least 24 hours without meds.

If a student has strep throat, he/she must be on antibiotics for at least a full 24 hour period and fever free for at least 24 hours.

If a student has pink eye/conjunctivitis he/she must be on antibiotics (eye medication) for at least a full 24 hours and the infected eye(s) may not be draining prior to the return to school. Additional exclusions may be necessary due to the nature of the illness.

*Please remind your child, if they feel ill they may call home from the Nurse's office **after** being evaluated.

Immunization

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

Long-term Illness

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

Medications

Medications may only be administered in school with the written order from a physician or dentist, and written authorization of the parent/guardian. Doctor's orders are needed for all medications, including over- the-counter medications (except for Tylenol which only requires parental permission). Medications must be brought to the school nurse. When students need medication during field trips or other activities that take place off the school grounds and/or outside the hours of the regular school day, the parent/guardian must contact the school nurse one week in advance to make arrangements

Physical Exams

In accordance with the State of CT requirements, all sixth grade students must have a complete physical. This physical must be performed after **July 1, 2026, and we prefer that they be submitted to the Health Office** by **February 12, 2027**. The results of this physical must be recorded on the State of CT Health Assessment Record form and all "starred" (*) items must be completed by the physician. The form is available on the RMS website. This physical may be used to meet the sports physical requirements as long as the physician has checked off the box indicating that the student may participate fully in physical education. Questions or concerns should be directed to Mrs. Shea in the Health Office. Physicals are valid for 13 months from the date of the exam. *Please note that a Sports Physical does not meet criteria for the mandatory 6th grade physical exam.*sonnel.

Note: All forms emailed to the Nurse's Office MUST be in a PDF format; no pictures will be accepted.

Screenings

The school nurse conducts screenings of vision, hearing, and posture. Referral letters will be sent to parents/guardians of students who fail the screening according to state guidelines. Vision screenings are conducted annually in grades K, 1, 3, 4, 5, 6 and 10. Audiometric (hearing) screenings are conducted in grades K, 1, 3, 4, 5, 6 and 10. Postural screenings are conducted as follows: female grades 5 & 7; males grade 9. Scoliosis screening per the state of CT.

New Entrants and those traveling to other countries: TB screening done for all new entrants coming from any country except the US, Western Europe, Canada & Australia. The test is to be done prior to the entrance and repeated 6-8 weeks after.

Sports Physical Examination

- Students who are trying out or participating in any sport must have a current sports physical.
- Sports Physicals CANNOT be used in place of the mandatory 6th grade physical.
- Physicals are valid for 13 months.
- It is the responsibility of any student who wishes to try out for an interscholastic sports team to obtain a physical through his/her own physician and submit written proof of a physical examination. This must be submitted to the school nurse (not the coach) before participation in any school sponsored athletic clinic, tryout or practice. The form is available on the RMS website.
- The sixth grade physical assessment may be used to meet the sports physical requirement for the school year if the physician has checked the box indicating that the student may participate fully in physical activities.
- The results of the sports physical should be recorded on the Region 15 Sports Physical Form. The form is also available on the RMS website.
- This physical is good for 13 months from the date of the examination. Students will not be able to continue to participate past the expiration date.
- All physicals must be performed by a licensed physician of medicine or osteopathy, a certified registered nurse practitioner, or certified physician's assistant. Physical examinations performed by a certified physician's assistant need to be reviewed and signed by a licensed physician of medicine or osteopathy.
- If families need the names of clinics that determine physical charges on a sliding scale or have a deferred payment plan, regardless of qualification for free or reduced lunch, call the Health Office to

obtain this information.

- If you have any questions about these physicals, the parent or other responsible adult should call the school nurse.
- Students are not permitted to transport or carry medication with them during the school day. All meds must be in the original container. However, some students may carry and self-administer Epi-pens and asthma inhalers with written orders from both their physician and parents.
- Please call the nurse to make arrangements for this. medication orders are valid for one year.

Legal Information

School Records Parents' Rights- In accordance with federal law, Regional School District #15 has adopted procedures to maintain school records relating to individual students as confidential, except as to school officials with an educational need to know the information and except as otherwise provided in the law. In addition, parents and students eighteen years of age and older have the right to review educational records, and further to request correction of the records if they are claimed to be inaccurate or misleading. A more comprehensive description of these rights with regard to school records is available from the principal. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Board Policy #5150)

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 ("Title II" or "ADA") prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA ("collectively, "Section 504/ADA"), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Region 15 Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs. In this regard, the Region 15 Public School prohibits discrimination against any person with a disability in any of the services, programs or activities of the school system.

The school district has specific responsibilities under Section 504 to identify, evaluate and provide an educational placement for students who have a physical or mental impairment that substantially limits a major life activity. The school district's obligation includes providing access to a free appropriate public education ("FAPE") for students determined to be eligible under Section 504/ADA. Under Section 504, FAPE is defined as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on nondisabled students/parents).

If the parent/guardian of a student disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation, or educational placement of his/her child, the parent/guardian has a right to request an impartial due process hearing.

In addition, any student and/or parent/guardian wishing to file a complaint on these issues or regarding any form of discrimination (including harassment) on procedures which are outlined in the Board's Administrative Regulations, Regarding Students and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act may do so. These regulations accompany Board policy #5150 and are available online on the

District website or upon request from the main office of any district school. Any complaints of discrimination and/or harassment based on disability will be handled in accordance with these procedures. If a complaint involves allegations of discrimination or harassment based on other reasons, such complaints will be handled under other appropriate policies (e.g. Policy #5156, Sex Discrimination/Harassment; Policy #5155, Non-Discrimination Policy).

A student, parent, guardian or other individual may also file a complaint with the Office for Civil Rights, U.S. Department of Education, ("OCR"): Office for Civil Right, Boston Office U.S. Department of Education 8th Floor,- 5 Post Office Square Boston, MA 02109 (617) 289-0111

Anyone who has questions or concerns about this policy, or would like a copy of the Board's grievance/complaint procedures related to claims involving a disability, may also contact Jessica J. Sciarretto, Director of Student Services, and Section 504/ADA Coordinator for the Region 15 Public Schools, P.O. Box 395, 286 Whittemore Road, Middlebury, CT at jsciarretto@region15.org, Tel: (203) 758-8259 ext. 2. The RMS school-based Section 504 coordinator is Carina Fischer-Decremer.

Student Management Information

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

School Records and Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (i.e., students over eighteen, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:
1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal, clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to a school official with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an

attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District will disclose a student's education record without consent to officials of another public school, including a public charter school, in which the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, DC 20202-4605

5. Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or email address, the student's name, address, telephone number, email address, photographic and video images, date and place of birth, major field(s) of study, grade level, homeroom, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The written objection to the disclosure of directory information shall be good for only one year.

School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure. Such objections shall be in writing and shall be effective for one year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

Please Note: The Board of Education periodically revises policies. The administration therefore reserves the right to enforce changes in rules or policies not available at the time of publishing.

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

Parent Teacher Organization (PTO)

Many of the dynamic enrichment programs scheduled throughout the school year are the result of the efforts of our PTO. Because of PTO contributions, Rochambeau students enjoy special assemblies, equipment, computers, celebration events, and other “extras” which are beyond the capacity of the regular school budget. Beyond the tangible, the contributions of time and energy by PTO members brighten our school throughout the year. Parents are encouraged to attend PTO meetings.

The Rochambeau PTO meetings are listed on the Region 15 website and newsletter. Additional information about meetings will be sent home with students or be delivered to email. The RMS PTO also sponsors cultural arts programs, which are listed on the district calendar.

Volunteer Services

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

School Counseling Office

Counselors are available to all students and facilitate peer groups and group counseling on topics such as friendship, social skills, restructured families, divorce, anger management, grief and loss, new students, etc. Individual counseling is available.

School Counselors teach comprehensive counseling lessons focusing on a variety of topics including social media, peer pressure, conflict resolution, career awareness, communication skills, diversity, bullying and teasing.

School Life

Announcements

Announcements for the benefit of students and staff are read during homeroom. Homeroom will include the Pledge of Allegiance, a moment of silence, and the viewing or listening of the morning announcements. All students should listen carefully during announcements for reminders about school procedures, club meetings, and most other happenings at Rochambeau.

Assemblies

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

After-School Activity Guidelines

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

Student Council

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

School Property

Property

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

School Security and Safety

RMS has developed and implements a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. RMS, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school's security and safety plan.

RMS has developed in coordination with the District, maintains, an emergency disaster preparedness and response plan for implementation as needed ("School Security and Safety Plan"). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

Video Recorders on School Buses & Campus *(for School Security Purposes)*

RMS has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Tapes will be viewed by the administration as needed. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA).

Video equipment is used to enhance the safety and security of all individuals. It is also used to monitor student behavior in common areas or campus. The principal or his/her designee will review the tapes routinely and document students' misconduct. Discipline will be in accordance with the District's discipline policy. Any student, staff member, or visitor to the school is prohibited from tampering with or damaging the school's video surveillance equipment.

Chromebooks and Cases

- Chromebooks are the property of the school and are provided to students for use during the school day.
- Cases are provided and must be used.
- Students are expected to use their Region 15 chromebooks as their device to complete school work.
- Students will be charged for repairs due to damage.
- Maintenance will be provided. Drop off and pick up is located in the Library Media Center.

Lockers

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

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

Text Books

- Basic texts may be loaned to students for use during the school year.
- Books are to be kept clean. Students will be responsible for lost or damaged books. Students who lose or damage textbooks, library books, or any school property are responsible for the replacement cost or repair of the item. Parents will be notified when this has occurred, and all payments should be made directly to the Main Office.
- If your child's fines have not been paid by the end of the school year, a parent will need to come to school and pay the fine to receive the final report card, and if purchased, their yearbook. Do not allow

fines to accumulate.

- Students owing money at the end of eighth grade may be excluded from end-of-the-year activities, including, but not limited to dances, field trips, etc. They will not be issued tickets for Commencement until the debt is paid.

Smoking Policy

Tobacco use will be prohibited at all times in all Board of Education buildings and grounds at all times. Smoking, or the use or the possession of any tobacco products, is not allowed in buildings or on school grounds, or at any school event on, or off, school property. (Board of Education policy No. 1331). Violation of the smoking policy will result in suspension and referral to the student's family and/or a substance abuse counselor.

Sports

Sports Programs

All students in good academic and behavioral standing may try out for a variety of interscholastic sports during the announced times. Sixth grade students are now eligible to try out for all sports offerings. The sports currently offered to students are soccer, field hockey, cross-country, basketball, softball, and baseball. Individual team coaches will explain tryouts at the start of each season. In June, there is a sports awards assembly where team members receive certificates, letters, and recognition. Registration is completed through the Family ID website.Payment is through School Bucks or send a check in with your student.

Eligibility for Interscholastic Sports

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

Uniforms

Students are responsible for taking care of their uniform. Uniforms must be cleaned and turned in to the coach as soon as the season is complete. Students who lose their uniform are responsible for the replacement costs. Parents will be notified when this has occurred and all payments should be made directly to the main office. If payment has not been received by the end of the school year, a parent will need to come to school and pay the fine to receive the final report card. Do not allow fines to accumulate. Students owing money at the end of eighth grade will be excluded from the end-of-the-year dance, field trips, and will not be issued tickets for Commencement.

Behavior

In order to participate in interscholastic sports, students must maintain positive school behavior. As a team member, each athlete represents our school and carries the responsibility to be a positive role model for all

Rochambeau students both at school and in athletic competition. Students who receive a detention or more serious disciplinary consequence (such as a suspension) lose the privilege to participate in try-outs, practices, or games for the day of the consequence. Detentions will not be rescheduled due to conflict with extra-curricular school activities. Disciplinary consequences involving interscholastic team members will be communicated to the coaches for their support and follow-through.

Student Attendance at Home Games

Since games traditionally do not start until 3:45 PM, all students must go home after school. If they will be attending the game, parents must bring their children back to school. Supervision is not provided for non-team members. Students abusing this policy will be excluded from future games.

Activity Eligibility Schedule

- Cross Country - All RMS Students - September to November
- Field Hockey - 6th, 7th & 8th grade girls - tryouts held in September
- Soccer - 6th, 7th & 8th grade boys & girls - tryouts held in September
- Basketball - 6th, 7th & 8th grade boys & girls - tryouts held in November
- Baseball - 6th, 7th & 8th grade boys - tryouts held in March
- Softball - 6th, 7th & 8th grade girls - tryouts held in March

Student Online Social Networking &Email Communication

RMS will not be liable for information/comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment. For safety purposes, the district employs both internet filters and firewalls. Administration will investigate inappropriate social media communications if they are harassing or threatening to a current student or staff member in any manner and cause a disruption to the school environment.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using district equipment, while on district property, or at a district sponsored activity unless the posting is approved by a teacher. The district will not be liable for information posted by students on social media websites, such as Facebook, MySpace, YouTube, etc., when the student is not engaged in district activities and not using District equipment.

The district reserves the right to monitor, inspect, copy, review and store at anytime and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee

Substance Abuse

Any student in the Pomperaug Regional School District who, on school grounds, during a school session or anywhere at a school-sponsored activity, is under the influence of, or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or drug paraphernalia shall be subject to discipline pursuant to the procedures outlined in Section No. 5151 of the Board of Education policy regarding discipline. Any violations of Board policy, regulations or other rules involving drugs, drug paraphernalia or alcohol may result in disciplinary action, up to and including suspension with the possibility of expulsion. In cases of possession, distribution or sale, law enforcement officials will be notified for prosecution.

Technology Policy

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

Transportation

Bus Company

Region 15 uses First Student for the transportation needs of students. The phone number for First Student is, 203-758-1686.

Bus Conduct

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

- Always wait for the bus on the shoulder of the road or on the sidewalk
- Stay in line when boarding the bus; crowding is dangerous
- Board only your assigned bus or the bus for which you have been issued a pass
- Obey all instructions of the bus driver immediately
- Remain properly and quietly seated while the bus is in motion
- Keep head, arms and hands inside the bus at all times
- Do not throw objects, eat, drink or yell at others.
- Students are unable to ride other buses. Questions should be directed to both the bus company and

school administration.

Violation of the bus rules or rules of conduct will be strictly enforced. Inappropriate bus behavior will have school consequences, Violations can distract the driver and therefore be detrimental to the safe operation of the bus. Please review bus infractions under discipline.

Consequences for Bus Infractions

School administration will be notified as soon as possible.

- Parents of students who damage or deface any bus will be held liable for such damage.
- Consequences for bus rule infractions are frequently more severe than school rule infractions because of safety issues.
- Suspension from riding the bus shall be determined by the Administration. Parents/guardians will be notified on an individual basis.

Alternative Transportation

Students who ride to school via transportation other than the school bus should be dropped off at the front entrance of the school via the driveway entrance on the left. Bicycles and skateboards may not be ridden on school property, which means students must walk or carry them from the edge of the property to the bike rack. This rule also applies to after-school activity time. Students riding bicycles must wear helmets in accordance with state law.

Withdrawal

If a family is planning to move out of the Region 15 school system, the parent/guardian must complete the Region 15 Student Withdrawal Form that is on the Region 15 website. This can be done as soon as the move is known, and note the move date on the form.