

Welcome from Mr. Nourse, Principal

It is my pleasure to welcome you to the Richmond Middle School – a vibrant learning community that is committed to helping you develop into an independent learner through your middle school years.

This student planner is intended to be your constant companion. Used properly it will help you organize your Richmond life – and being organized is a key to a successful middle school career. The first section is our student handbook and as such holds our expectations for student behavior – and the rules, procedures and policies that govern our community. You and your parents or guardians will also find the answers to most of your questions about school in this handbook. Please take the opportunity to review these pages and ask your teachers if you have any questions.






The second section contains a weekly calendar to keep track of assignments, activities and special events. Your homeroom teacher will show you how to best use this section.

Another resource is our school website – www.richmondmiddleschool.org - where you will find the student handbook, master calendar, links to homework assignments by grade and course, a weekly calendar, suggested reading lists, the curriculum, and other resources of interest.

I look forward to our year together and encourage you to stop by my office and let me know what you like and don't like about our school. My door is always open!

Here at RMS we use the *metaphor* (look it up if you're unsure of its meaning!) of a flock of geese to describe how we work together to build a community. The following describes that community ...

Geese have got it ...

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

2011-2012 Student Planner

Table of Contents

Map of School	3
School Calendar	4
Expectations for Student Behavior	5
Mission & Expectations for Student Learning	
School Staff	6
General Information	
School Organization	7
Teams	
Academic Calendar	
Attendance	
Arrival & Dismissal	
Absence	
Parents Away	
Lateness	
Dismissal During School	
Extended Family Vacations	
After School Study	
Visitors & Guests	8
Communication	8
Homework Requests	
Messages	
Teacher Meetings	
Principal's News & Notes	
Team News	
Website	
School Cancellation/Delays	
Personal Belongings	8
Athletic Equipment & Cleats	
Bikes/Skateboards/Rollerblades/Wheelie Shoes	
Books	
Cell Phones, PDAs & Technology	9
Cubbies	
Money & Valuables	
Lost and Found	
Recycling	
Academics	9
Grade Reporting	
Homework Policies	9
Academic Integrity	12
Library, Media & Technology	13
Information Access & On-line Sources	
Sample Bibliography Format	14
Technology & Personal Use Policy	
Student Health & Well-Being	14
Snack	
Lunch	15
School Nurse	
Medications	16
Alcohol & Other Drugs	
Fire Drills	
Lockdown Drills	
Evacuation Drills	
Student Activities	16
Athletics	
Dances	
Student Behavior.....	16
Discipline	
Dress Standards	16
Gum	
School Bus Expectations for Behavior	
Dangerous Possessions	
Snowballs	
Dresden Policies	17
Personal Safety	
Sexual Harassment	

EXPECTATIONS FOR STUDENT BEHAVIOR

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

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

THE MISSION OF THE RICHMOND MIDDLE SCHOOL

Our mission is to provide a challenging, comprehensive and developmentally appropriate education for all of our students. Our broad goal during these three years is to ensure that our students are provided with the skills to become successful and thoughtful adults in a highly competitive and complex world. It is the task of our middle school to bridge the gap between childhood and adulthood, from dependence to independence, and from understanding the world in a simple and concrete manner to comprehending it in its multifaceted, multilayered configuration. The educational community represented by the Dresden Board, parents and community members, and the Richmond staff has identified important concrete goals which guide our school in its pursuit of the effective and compassionate education of children in their middle years.

EXPECTATIONS FOR STUDENT LEARNING

The staff is committed to helping students gain the appropriate level of mastery in the following areas. Each student will ...

1. Acquire basic skills in reading, writing, mathematics, science, language, humanities and the fine and practical arts
2. Have the ability to solve a range of problems using multiple strategies
3. Make responsible decisions in their personal and social lives, and to accept the consequences of those decisions
4. Communicate effectively in a variety of forms and settings
5. Think critically and flexibly
6. Relate to others in an ethical and responsible manner
7. Persevere in one's scholarship
8. Understand the world as a global village and appreciate both its interdependence and diversity
9. Embrace creativity – learn through a variety of approaches and identify one's personal learning style and talents
10. Be culturally literate
11. Be technologically literate
12. Be environmentally literate

RICHMOND MIDDLE SCHOOL STAFF

All-School Staff

Principal: Jim Nourse
Associate Principal: Mike Lepene
Administrative Assistant: Sonia DeFelice
Receptionist: Julia Wybourne
Guidance: John LaCrosse, Donna Largent
School Nurse: Abby Pelletier, Hillary Gillies (asst)
Health: Jenn Quevedo
Library/Media: Laura Abbene, Jani Barrett (asst)
Technology Coordinator: Marty Warren
Computer Literacy: Chad Behre,
Marty Warren
Academic Support/ESOL: Linda Fellows
Reading Specialists: Elise Foxall,
Kathleen Skinner
Academic Tutor: Jennifer Haines
Psychologist: David Drazin
Speech & Language: Klaran Warner
Financial Assistant: Jennifer Knowlton
Office Assistant: Alex Lovejoy
Volunteer Coordinator: Debby Cromwell

6th Grade Team

English: Suzanne Sylvester
Math: Jennifer Pratt
Social Studies: Ellen Fisher
Science: Adina Desaulniers
French: Judy Csatari, Mindi Goodling
Learning Specialists: Pat Buchanan,
Judy Sterndale
SPED Assistants: Joanne DeLora,
Marianne Saucier

7th Grade Team

English: Kristen Downey, Elise Foxall,
Jennifer Haines, Jody Horan
Math: Carla Balch, Chad Behre, John Mitchell,
John Kitzmiller
Social Studies: David Callaway,
Maryann Nugent, Celeste Dakai
Science: Chris O'Brien, Ginger Wallis,
Tricia Stott
French: Jennifer Ankner-Edelstein
Spanish: Bridget Robbins, Carmen Bascunan
Learning Specialist: Lynn MacDonald
SPED Assistants: Jodi Bates, Lily Dvinsky,
Hillary Gillies, Mary Ann Nugent

8th Grade Team

English: Erik Goodling, Jody Horan,
Mike Ivanoski
Math: Carla Balch, Chad Behre,
John Kitzmiller, John Mitchell
Social Studies: Stephanie Davis,
Celeste Dakai
Science: Cliff Harriman, Greg Stott
French: Judy Csatari
Spanish: Bridget Robbins
Learning Specialists: Patti Dodds,
Mary Grondin
SPED Assistants:
(Dodds) Pat Pollard, Carl Sandin,
Karen Whitaker
(Grondin) Karen Payne, Emily Cook, Tricia Stott,
Cindy Robinson

Elective Team

Art: Luke Eastman, Sarah Glass
Drama: Kate Schaefer
Living Arts: Anissa Morrison
Model Aviation: Walt Buskey
Music: Josh Hall, Norm Wolfe,
Alexander Spivakovsky,
Patty Armstrong (asst)
Accompanist: John Lovejoy
Physical Education: Jenn Quevedo,
Catherine Patch,
Adaptive P.E.: Missie Rodriguez
Quiz Bowl: Alex Lovejoy
Studies: Walt Buskey, Alex Lovejoy,
Lorraine Prescott
Woodworking: Richie Starr
Yoga: Kate Schaefer

Café, Building and Maintenance

Café: Ken Thompson, Director
Michelle Dube, Brian Sagraves
Custodians: Ray McAllister (Head),
Jim Piper, Mary Leavitt, Scott Davis,
Chris Colson
Maintenance: John Lammert, Mark Dube,
Todd Veracka

SCHOOL ORGANIZATION

Teams

The Richmond School is divided into grade-level teams for academic courses: sixth grade, seventh grade, and eighth grade. All students elect to take courses from the Fine and Practical Arts team to complete their schedules. Teachers of each team meet four times a week to discuss team curriculum and students. Parents are welcome to request a meeting with their child's teachers at these times.

Quarters and Courses

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

ATTENDANCE

Arrival & Dismissal

All students and visitors should enter the Richmond School through the main lobby. Students who arrive before 7:55 a.m. should wait in the lobby, the gym or Café. At 7:55 students are dismissed to homerooms, where attendance is taken at 8:00. Notices are read in homeroom, and students are responsible for knowing the information in the notices. School ends at 3:00 on Monday, Tuesday, Thursday, and Friday and at 2:00 on Wednesday. Students should return to homerooms to receive notices and be dismissed at the end of the day.

Lateness

Students who arrive after 8:00 a.m. must report to the office on arrival. If you do not check in at the office, you will be reported as absent and your parents will be called, no doubt causing them anxiety.

Absence

A parent/guardian should call the school office (643-6040) before 9:00 a.m. if a student will be absent. Otherwise, the school will call parents/guardians at home or at work to confirm the absence. Students who are absent from school may not attend school functions held on the day of the absence without special permission from the principal or associate principal.

Dismissals During School Hours

If students need to be dismissed early, they must bring a note signed by a parent that indicates the time of departure and designation. The homeroom teacher should initial the note in the morning. When it is time to leave, the classroom teacher will excuse the student who must stop at the office and leave the note with the receptionist. Students who return to school that day must sign back in at the office. Note: Students are expected to go only to the destination indicated in the note and to return promptly.

Parents Away

Please have your parents/guardians notify the school in advance, and in writing, when they are away. In case of emergency, the school always needs contact information including the name, home and work telephone numbers of the adult in charge of you while your parents/guardians are away.

Extended Family Vacations

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

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

After-School Study

After-school study begins the second week of school and is run by the Hanover After School Program. More details will follow in the summer letter from the school. This is an excellent opportunity to complete homework in a quiet atmosphere where a staff person is available. After-school study is held every day from 3:05 to 5:00 p.m. except for Wednesdays. You must sign in by 3:10 p.m. You should not be in the building after 3:10 p.m. unless you are with a teacher, or in after-school study.

Visitors (Adult)

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

Guests (Student)

Students may bring a middle school age guest to school with prior permission (at least one day in advance) of the principal and the teachers involved. The visit may be for one half day and may not occur during the first or last month of school, on days when field trips are planned, or the day before a vacation. All guests must bring a note to the office from the parent/guardian of the person whom they are visiting. Hosts are expected to introduce their guests to all relevant adults as well as friends.

COMMUNICATION**Homework Requests**

Links to homework assignments are regularly posted on the school's website. Students and parents should check this resource first before emailing teachers for missing assignments.

Messages

The office staff will deliver essential messages to homeroom cubbies twice each day at 11:00 a.m. and 2:30 p.m. It is a student's responsibility to pick up items left by parents in the office.

Teacher Meetings

A student may be asked to meet with a teacher or other staff member during the lunch period. Because there are few times in the Richmond schedule when such meetings can take place, students must honor such requests.

Principal's News & Notes

The principal communicates to all parents via email from a service called AlertNow most Fridays.

Team News

Grade-level teams send home weekly emails or post news and homework assignments on the school's website (see below).

Website

The URL for the school's website is <http://www.richmondmiddleschool.org>. The website includes update news as well as the academic curriculum, school handbook, useful resources, homework assignments, and helpful links. We encourage students and families to check it regularly.

School Cancellation/Delays

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

Early morning announcements are also posted on the SAU website (www.sau70.org), the WMUR website (www.mur.com) or the following radio stations: WTSL/WGXL (1400 AM and 92.3 FM), WNHV (910 AM), WKXE (95.3 FM), WXMR (92.9 FM), WVRR (101.7 FM), Q106 (106.1 FM), AND NHPR (90.7 FM). Please listen carefully for either the Dresden or Hanover schools to be announced. Even if a delay is announced, school may be canceled if the weather deteriorates; please continue to check before leaving for school.

PERSONAL BELONGINGS**Athletic Equipment & Cleats**

Sports equipment to be used after school must be stored in a homeroom or gym closet during the school day. Cleats and ski boots may not be worn in the building.

Bikes/Skateboards/Rollerblades/Wheelie Shoes

Students may ride to and from school but not on school property unless these items are needed in an elective. Skateboards and roller blades should be kept in cubbies and bikes should be locked in the bike racks outside of school; sneaker-wheels should be removed during school.

Books

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

Cell Phones, PDAs, Personal Technology

You may **not** use cell phones, iPods or similar media players during the school day from 7:55 a.m. to 3:00 p.m. Personal computers must be registered with the school's technology coordinator, and used only for academic purposes unless specific permission is given by an adult. Any violation of technology rules may result in the loss of privileges.

Cubbies

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

Money & Valuables

We do everything we can to safeguard personal property, but the school **cannot be responsible** for lost items. Students should **not** bring valuables or large sums of money to school and should **not** leave valuables in their cubbies. It is important to note that for health and safety reasons students are not allowed to carry their backpacks to class – your backpack will remain in your cubby and you will select the books and supplies you need to take to class.

Lost and Found

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

Recycling

The Richmond Middle School recycles white and colored paper, newspapers, aluminum cans, and glass. Please use the bins in classrooms and around the school. As a community, we have made a commitment to **reduce, reuse, and recycle** for a better school and planet.

ACADEMICS

Grade Reporting

Quarters and Courses

The school year is divided into 4 nine-week quarters. English, math, science, social studies, French and Spanish, and music are taught as full-year courses. Electives are offered by the quarter. (See RMS Curriculum for course summaries – go to our website; click on <About RMS>, then <Curriculum>.)

Report Cards and Progress Reports

Report cards are sent home with students after each quarter ends. Students and parents can view grades and check whether assignments have been completed via the Student Portal accessed via the RMS web page using Powerschool. Progress reports for students whose performance changes significantly may be sent home at any time—Parents may call teachers at any time if there is a concern and are always welcome to set up a meeting with one or all of a student's teachers.

RICHMOND MIDDLE SCHOOL HOMEWORK POLICIES

Homework Philosophy

The Dresden School Board recognizes that the purpose of homework is to enhance learning, to aid in the mastery of skills, to create and stimulate interest on the part of the pupil, and to promote the development of successful study habits at home.

Each school should determine specific homework guidelines and the relationship of homework to grading for each grade and/or subject, where appropriate. Such information should be clearly articulated to parents and students.

Adopted by the Dresden School Board, 27 June 1989

Homework Expectations - Sick Days and Planned Absences

When a student is absent, it is his/her responsibility to check the appropriate website to find work missed and deadlines. Links to homework assignments are regularly posted on the school's website. Students and parents should check this resource first before emailing teachers to discuss missing assignments.

Planned absences are difficult for students because the material taught in class is tied to the daily homework. Students must discuss their plans in advance with each of their teachers to find out how to make up the work missed. We request that parents inform a child's teachers in writing at least a week prior to the planned absence. Parents should also note the school's policy on extended family vacations.

6TH GRADE HOMEWORK PHILOSOPHY

A sixth grader should expect to spend an average of an hour to an hour and a half per night of focused effort on homework, Monday through Thursday. Occasionally, there may be homework over the weekend. If the student chooses not to use class time effectively, or chooses to do an entire project/long term assignment in one sitting, the student may need to spend more than an hour and a half at night.

Homework Specifics

English: 20 minutes a night, 4 times a week

French: 10 - 20 minutes a night, 4 times per week

Math: 20 minutes a night, 4 times a week

Social Studies: 20 minutes a night, 3-4 times per week

Science: 20 minutes a night, 3-4 times per week

Independent Reading: Teachers expect students to read several hours a week, monitored by their English teacher.

Student Expectations / Parental Involvement

1. Students will use the assignment book to record homework. A general homework calendar is available on the website and is subject to change.
2. Students will make efficient use of study hall opportunities.
3. The sixth grade team suggests that parents provide a quiet, distraction-free environment complete with all necessary materials to do homework. We ask that parents check homework for completeness, not accuracy, and be available to answer questions as needed.

7th Grade Homework Guidelines

The 7th grade team seeks to promote academic independence. Students are expected to record all posted homework in their assignment books, print or electronic, complete assignments and turn them in on time.

Homework Specifics

English: 20 minutes a night, 4-5 times per week, and independent reading

Math: 25 minutes a night, 5 times per week. Honors math students must expect more homework.

Social Studies: 20 minutes, 3 times per week

Science: 20 minutes a night, 4-5 times per week

French: Up to 20 minutes, 5 times per week

Spanish: 15-20 minutes, 4 times per week

Language Arts: No out of class homework is given.

[Note: Students are expected to work 20 minutes per night on any subject's long-term project. If a student chooses not to use class time effectively, or chooses to do an entire project in one sitting, the student may need to spend more time to complete the project on a given night. Long-term projects are assigned in many subject areas throughout the seventh grade curriculum.]

Expectations of Students

1. Come to class with the required materials for each class and independent reading book.
2. Make efficient use of available study halls and in-class work time.
3. Budget time to complete regular and long-term assignments.
4. Work to the best of your ability.
5. Seek help from teachers when needed.
6. Find a quiet setting in which to do homework each night.
7. Keep a selection of project materials on hand at home (i.e. poster board, markers, colored pencils and glue sticks).

8th Grade Homework Guidelines

The 8th grade team recognizes that a well-rounded student is also involved in activities outside of school that require time and attention as well. Many 8th grade class assignments are given on a long-term basis. It is essential for students to effectively manage their time so they can handle the demanding 8th grade curriculum, as well as sports, music, theater, and other extracurricular activities.

Homework Specifics

English: Homework averages 20 minutes per night/ 5 times per week.

[Note: Students are expected to do several hours a week of independent reading encompassing all subject areas, to be monitored by their English teachers.]

Math: Homework averages 20-30 minutes per night/ 5 times per week. Students who take honors math courses should plan on additional homework time.

Social Studies: Homework averages 2 assignments per week up to a total of 60 minutes.

Science: Homework averages 2-4 assignments per week, up to a total of 60 minutes.

French: Homework averages 20 minutes per night, 5 times per week.

Spanish: 20-30 minutes per night, 4-5 times per week.

Cultures: 20 minutes per night, 2 times a week.

Expectations of Students

1. Use the assignment book, print or electronic, to record assignments.
2. Obtain and make up missed assignments when absent. For planned absences, students are to notify teachers at least a week in advance.
3. Make efficient use of study hall and classroom opportunities to complete homework.
4. Budget time to complete regular and long-term assignments.
5. Seek help if needed. By 8th grade, students are expected to advocate for themselves, and to increase their level of personal academic responsibility.

Elective Team Guidelines

The Fine and Practical Arts program at Richmond Middle School is highly individualized and allows students to explore interests to their own desired level. For some students this means work outside of the school setting, and for others just an occasional task. Exceptions to this general policy are the performing arts that demand work outside of school to prepare for performances.

Homework Specifics

Drama: Homework is dependent on the class topic and chosen projects in any given quarter. For example Play Production classes require homework, whereas Improvisation does not.

Music: Instrumentalists: Students in band and strings are encouraged to practice 100 minutes per week. This time should be recorded on a time sheet, signed by a parent and turned in at rehearsal time. Chorus: Students are expected to memorize individual parts and song texts prior to concert performance.

Computer Literacy: There is no homework required outside of class in the 6th grade. In the 7th grade, there is one forty-minute assignment during the semester. In the 8th grade, students are building their technology portfolios and this may require work to be done outside of class.

Physical Education: A few homework assignments will be assigned each quarter.

Successful Completion of 8th Grade

In order to successfully complete eighth grade, each of the following requirements must be met:

1. Students must earn a minimum of 4 points per academic subject, and pass all required electives, including the technology portfolio.
2. Students must pass 4th quarter in all academic courses.

Note: All major projects are embedded in each subject's quarter grade. Teachers weigh projects and reflect each project's importance in their curriculum.

Points: A = 4 pts B = 3 pts C = 2 pts D = 1 pt F = 0 pts

Students who fail to meet these standards or fall short of the school's behavioral expectations may lose the privilege of participating in Class Night, the class trip and/or other special class activities.

Important: The decision to promote students to the 9th grade will be made by the middle school principal in consultation with the student's teachers and guidance counselor, as well as the high school principal and guidance counselor. Parents will be notified if there is a possibility of retaining a student no later than the end of the third quarter.

Academic Integrity at RMS

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

What is Academic Integrity?

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

Honor Code Statement

Each student will sign this statement at the beginning of the year after discussing the code and the policy with staff, peers and parents or guardians:

*I will not lie, cheat, steal, plagiarize or pressure others to do so,
and I will not accept these behaviors in others.*

School Response

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

Definitions

Cheating is any activity in which a student deliberately misrepresents his or her actual academic achievement.

Plagiarism is a form of academic dishonesty where an individual intentionally uses someone else's published or unpublished thoughts, images, ideas, or writings, whether quoted or paraphrased, and claims it as his or her own work.

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

Examples of permissible and non-permissible actions

Middle school students need to understand which behaviors are permissible and which are not permissible. The following list provides examples of permissible and non-permissible behaviors, but it is not meant to be an exhaustive, comprehensive list.

Permissible behaviors include:

- calling a friend to get homework assignments
- brainstorming with others the answers to writing prompts, then writing individual responses
- dividing up work fairly on group projects and sharing results
- working together with teacher approval
- asking a classmate to talk through a lesson to understand it better, then doing one's own homework
- using the Internet or print sources to get information or graphics, then documenting the sources properly

Non-permissible behaviors include:

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

LIBRARY, MEDIA & TECHNOLOGY

LIBRARY, MEDIA & TECHNOLOGY

World Wide Web Access Guidelines

At the Richmond School, we provide materials to meet the informational needs of our school community in keeping with First Amendment rights. The Richmond staff recognizes that students should have full, confidential, and unrestricted access to information. As with print and other non-print materials, parents are urged to discuss with their children the kinds of Internet locations they wish their children to use and to avoid. Because of the diversity in family values in our community, it would be inappropriate for our materials to reflect any particular standards or values.

Internet Rules For Personal Safety and Appropriate Use

1. All Internet use, including Email, must be for approved, educational purposes.
2. Never identify yourself or others with any personal information (name, phone number, address, etc.).
3. Only view or use words, terms, or images you would say or use in front of a teacher or parent.
4. A Richmond School staff member must pre-approve web sites not included in our Internet subscription list.
5. As with all other sources, cite all electronic sources in correct form.

Quality Web Sites

If used appropriately and critically, the *Internet* is an excellent source of information. However, it can be difficult to determine the quality of information found on the Internet. The library media staff and teachers work with students to help them evaluate the authorship and value of information for research purposes. Teachers encourage students to use the online sources provided and learn how to locate acceptable information for research.

To evaluate web sites, ask the following questions:

1. Who is the author, organization, or compiler?
2. What are the credentials of the author?
3. Is the information fact or opinion? Does the author have a bias?
4. What is the purpose of the site?
5. What does the URL mean? (organization, company, government, etc.)
6. What is the source/document type?

Online Sources for R.M.S. Research Projects and Papers

Go to www.richmondmiddleschool.org and select WEB LINKS.

[Biography Resource Center](#) Password: nhais

Description: Famous people of today and yesterday

URL: http://infotrac.galegroup.com/itweb/nhais_205?db=BioRC

[Culture Grams](#) Username: RichmondS Password: 03755

Description: Countries of the world, maps, photo gallery, biographies, authentic recipes, tables and charts, multimedia, flags and a currency convertor

URL: <http://online.culturegrams.com/>

CX Bridges Click on SITE INFO tab Site ID: 0034709 Password: hanover
Description: Career information with interactive features which relate interests to careers
URL: <https://access.bridges.com/cx/DisplayHome.do>

EBSCO Publishing Username: RichmondS Password: 03755
Click on Student Research Center
Description: Newspaper articles, magazine articles, images and books on almost any topic
URL: <http://search.epnet.com/login.asp>

Science Online Username: richmiddle Password: richmiddle
Description: Conveys the visual nature of science in a clear and easy-to-comprehend manner. Includes: printable experiments, diagrams, definitions, biographies, more than 500 videos, and essays in science.
URL: <http://www.fofweb.com/Direct2.asp?ItemID=WE40&ID=96226>

Worldbook Student Username: sau70 Password: worldbook
Includes encyclopedia articles on a variety of subjects, back in time articles, current events and more. Features digital library *Living Green*.

Revised June 2010

Final Bibliography Formats for R.M.S. Research Projects and Papers
(see Library Media Center page at www.richmondmiddleschool.org for MLA 7th Edition citation formats)

Revised 6/3/2009

TECHNOLOGY

Technology is to be used in school for academic purposes only. Please leave headphones, laptops, cell phones, PDA's, etc., at home unless they have a specific academic purpose, and are under the approval or supervision of a staff member. If you bring a piece of technology to school, **we cannot be responsible for its loss or theft.**

Personal Technology Use Policy

All technology use must conform to the RMS Behavioral Expectations.

- Personal computers must be registered with the Technology Office.
- Personal technology use at RMS is for academic purposes only, unless permission for a specific non-academic use is granted by the supervising adult.
- Cell phones and headphones are not permitted.
- Richmond Staff reserve the right to inspect personal technology at any time.
- Personal technology found to contain software that may be a detriment to the RMS network will be confiscated and released only to a parent or guardian.
- Any damage to school technology caused by student use of personal technology will result in disciplinary action and the possibility of monetary restitution.
- Violation of any of the above provisions may result in the loss of personal technology privileges at RMS.

(Enacted by the RMS Technology Committee, 2005; revised 2011)

STUDENT HEALTH & WELL-BEING

Snack

From 9:40-9:50 a.m. students may buy snacks in the cafeteria and at our Snack Shack when it is open or students may bring food from home.

Lunch

Lunch may be brought from home or bought at school. Richmond Middle School has a small but excellent cafeteria. Sandwiches, soups, salads, desserts, and beverages are offered in addition to a daily special made by the Richmond cafeteria staff.

The lunch period is a relaxed, social time. Each grade-level team will designate classrooms or the cafeteria as lunchrooms. Students are allowed the privilege to choose where to have lunch, although this privilege may be restricted by any staff member. Clean-up is the responsibility of students and is organized by lunchroom. After you have eaten, you may remain in your lunch area, go to the gym or the library, or go to the supervised area outside for your grade level. You may **not** be in the hallways during the lunch period.

Café Account

Students are encouraged to set up an account with our Café so that they do not need to come to school with snack or lunch money each day. Parents may deposit checks into the student account as needed and the students will use an ID number to indicate to the cashier that the food they purchase that day is charged to that student's account. Information about this service is mailed home just prior to the start of school.

School Nurse

Richmond Middle School employs a full-time registered nurse and assistant. The nurse sees all students who are injured at school or become ill while at school.

Medications

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

Alcohol & Other Drugs

Richmond Middle School and the Dresden School Board have made a commitment to the health and well-being of their students. The school develops age-appropriate programs and procedures related to alcohol and other substances. The school has made a commitment to a drug-free environment. Students in possession of alcohol or drugs while on school property or while attending school-sponsored or school-supervised functions are in violation of the law. Such students must be reported to the school principal who, in turn, must relate the information to a parent and the chief of police. A student is considered in violation of the Dresden School District policy on alcohol and other drugs if he/she is:

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

Fire Drills

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

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

Lockdown Drills

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

Evacuation Drills

Leave the building in a quiet and orderly manner. Stay outside until requested to return. Since in a real evacuation we may not be allowed back in to the building, make sure that you and your parents/guardians have

discussed how you will return to your own residence should we dismiss school from an alternate site (Ray School).

STUDENT ACTIVITIES

Athletics

Richmond Middle School provides regular physical education classes and a broad selection of athletic electives. All after-school athletics for middle school students are sponsored by the Hanover Parks & Recreation Department.

Dances

Richmond School holds Friday night dances a number of times each year. Dances are for Richmond students only and are from 7:00 to 9:00 p.m. If students leave a dance before 9:00 p.m., they may not return. If you receive a yellow slip or are absent from school on the day of the dance, you may not attend the dance. Exceptions to this rule can be made by the principal or associate principal. All school rules, including dress guidelines, are in effect at dances. Appropriate behavior is expected at all times.

STUDENT BEHAVIOR

Discipline

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

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

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

Dress Standards

Students must, when on school property or when participating in a school activity, wear sufficient clothing so that no bare skin is visible on the torso. You must be covered from above the breasts to well below the buttocks. Students must understand that clothing worn during school is subject to a different standard than clothing worn outside of school. Articles of clothing that display reference to alcohol, other drugs or illegal activities are not to be worn.

Gum

There is no gum chewing allowed in our school.

School Bus Expectations for Behavior

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

Dangerous Possessions

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

Snowballs

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

DRESDEN POLICIES

Personal Safety

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

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

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

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

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

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

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

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

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

Incidents which result in suspension or expulsion must be included in the student's file as required by NH law.

Interested parties will find more on the district's Safe School Zone/Discipline Policy and Memorandum of Understanding with the Hanover Police Department on the SAU 70 website – www.sau70.org.

Sexual Harassment

SEXUAL HARASSMENT IS NOT ALLOWED AT RICHMOND - BY ANYONE!

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

WHAT IS SEXUAL HARASSMENT? Sexual harassment is behavior in which one person annoys or threatens another person with sexually related actions or words. Sexual harassment may make a person feel embarrassed, uncomfortable, intimidated, angry, humiliated, or violated.

EXAMPLES OF SEXUAL HARASSMENT:

- ✚ Unwelcome sexual advances or unwelcome requests for sexual favors
- ✚ Explicit or subtle pressure for sexual favors
- ✚ Physical contact of a sexual nature including unwelcome touching, patting, hugging, pinching, and other sexually motivated physical conduct
- ✚ Sexually suggestive or obscene comments
- ✚ Sexually suggestive/obscene written or visual material publicly displayed or directed at another person

THINK ABOUT YOUR BEHAVIOR: DO YOU HARASS OTHER PEOPLE?

- ✚ Do you make sexual comments about others?
- ✚ Does your behavior make another person uncomfortable?

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

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

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

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

WHAT HAPPENS TO OFFENDERS?

- ✚ If you report sexual harassment to the Title IX Counselor, he/she may, with your permission, meet with the person you reported.
- ✚ If that person admits that he or she sexually harassed you, the counselor will report the incident to the principal. If the offender is a student, his or her parents will be contacted. The counselor will tell you what happens. If the alleged offender denies sexually harassing you, the counselor will conduct an investigation and inform you of the result.

SEXUAL HARASSMENT IS ILLEGAL!

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

Pupil Safety and Violence Prevention-Bullying

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