

2016- 2017

Dolphin Team Information Packet

Dear Sixth Grader and Family,

Welcome to C.M.S. and the Dolphin Team! We look forward to a great year together. To start off in the right direction, please review the following information. You'll find some rules and regulations, as well as handy tips regarding school-wide procedures and how best to communicate with us here at school.

*The first assignment of the new year is to read and discuss this packet together – parent and child. **The last page of this document must be signed by both student and parent and returned to your child's homeroom teacher on Wednesday, September 7, 2016.** (Students received this sheet in homeroom today, or you can print out a new one.)*

Thank you in advance for your support and we look forward to seeing you at **Back to School Night on Thursday, September 15, 2016!**

*Sincerely,
The Dolphin Team*

Mrs. Csaszar

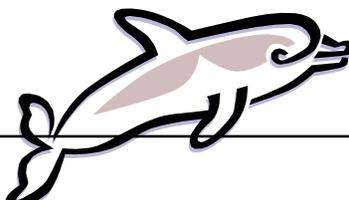
Ms. Conlin

Mrs. Jones

Ms. Sawyer

Mrs. Dautz

Mrs. Hassey



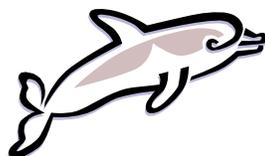
Dolphin Team Mission Statement

We, the members of the Dolphin Team, believe our mission is to create a caring and nurturing learning environment, which maximizes the potential of all students, and addresses the individual learning styles and needs necessary for strengthening the foundation for future learning.

As a community of learners, we encourage the pursuit of academic excellence, respect for the rights of others, and the development of personal responsibility and team unity.

Our interdisciplinary, thematic approach to curriculum design recognizes the intellectual, social, and emotional needs of emerging adolescents.

We are committed to creating a supportive environment in which every child will become a positive contributor to our community of learners.



Dolphin Team Contact Information

Each teacher maintains a presence on Schoology, where you can find the information below as well as assignments, class information, and extra help times.

You can find contact as well as other school information on the CMS website at <http://cms.westport.k12.ct.us>.

Mrs. Sara Csaszar **Science & Team Leader** **341-1664**
scsaszar@westport.k12.ct.us

Contact if you have questions or concerns about Science class. As Team Leader, also contact if you have questions or concerns regarding team policies, procedures, prolonged absences, field trips, information you would like communicated to all of your child's teachers, or any other matters you may want to discuss.

Ms. Brittany Conlin **Social Studies** **341-1658**
bconlin@westport.k12.ct.us

Contact if you have questions or concerns about Social Studies class.

Ms. Emily Sawyer **Language Arts** **341-1667**
esawyer@westport.k12.ct.us

Contact if you have questions or concerns about Language Arts class.

Mrs. Connie Jones **Math** **341-1654**
cjones@westport.k12.ct.us

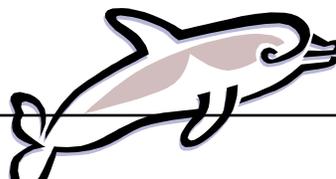
Contact if you have questions or concerns about Math class.

Mrs. Nancy Dauz **Support Services** **341-1689**
ndauz@westport.k12.ct.us

Contact if you have questions or concerns about your child's IEP support services.

Mrs. Hassey **Guidance Counselor** **341-1612**
evoucas@westport.k12.ct.us

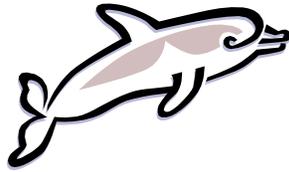
Contact if you have questions or concerns about your child's scheduling, well-being, or other matters you may want to discuss.



Dolphin Team Homework Policy

As part of the sixth grade program, your child will be responsible for completing nightly homework assignments. This homework should average 1 to 1 ½ hours per night. This does not include additional time that may be needed to work on long-term projects or foreign language assignments.

- An assignment planner and an explanation on how it is used have been given to the students.
- All homework assignments will be displayed in each teacher's classroom. Students are required to copy this information into their assignment planner on a daily basis.
- Nightly homework assignments and upcoming tests or quizzes can also be found on Schoology, our web-based communication tool. Schoology should be checked at home each night, to ensure students have completed all of their assigned work.
- Parents, please take time throughout the week to check the assignment planner and/or Schoology and monitor that the assignments are being done.
- Students are responsible for any assignment given during their absence and must check Schoology or call homework buddies for any missed work.
- Please check eSchool (Home Access) periodically to make sure your child is current with his or her assignments.
- One day's extension on homework is given for each day's illness-related absence.
- Students involved in music lessons, Workshop, or who leave school for part of the day for an appointment are responsible for homework due on that day and homework assigned during class. (Students must check with the teacher whose class they missed since homework is still due on the assigned due date.)
- If there are extenuating circumstances, please send a note with your child or phone/email the team leader to communicate with the team.
- If your child has several missing assignments, you will be notified.



Dolphin Team Behavior Standards

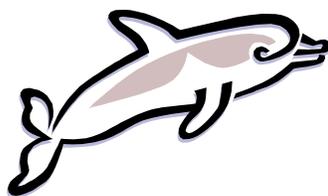
The Dolphin teachers strive to create and maintain a safe and productive learning environment for all of our students. Our purpose is to focus on positive student behavior and academic achievement. In order to reach these goals, we have devised behavior standards. Students are our partners in building the Dolphin Team community.

Students and teachers will demonstrate common courtesy by showing respect for privacy, property, and people. Each member of the Dolphin Team is responsible for his or her own actions and words.

Students will:

1. *Be on time for all classes.*
2. *Be prepared for class with necessary materials (binder, books, pen or pencil, homework, etc.)*
3. *Follow the rules and procedures of each classroom.*
4. *Respect their own and others' right to learn.*
 - *Raise your hand.*
 - *Avoid negative comments towards yourself and others.*
 - *Speak one at a time.*
 - *Listen to each other.*
5. *Follow directions promptly and respectfully.*
6. *Show respect for school property and environment.*
7. *Students are expected to abide by the CMS behavior guidelines in the school handbook.*

Chronic violation of behavior expectations may result in loss of team privileges including participation in field trips and other activities.



General Procedures (frequently asked questions!)

Coming and Going: You may not enter a classroom if a teacher is not present. You may not leave a classroom or lunch / recess areas without permission.

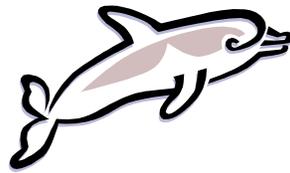
Switching Classes: Students have 3 minutes to travel between classes and are expected to arrive to their next class within that time. If you are going to be late for your next class ask that teacher who is dismissing you for a late pass.

Late Arrival: If you arrive at school after the 8:00 a.m. bell, you must check in with the guidance secretary to get a pass.

Early Dismissal: If you are leaving school before the 2:45 p.m. bell, you must bring a note to the guidance office before homeroom. You will be given a pass to show to the teacher you will have at the time of your early dismissal.

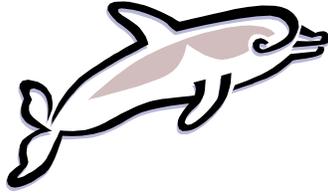
Orchestra / Band Lessons and Workshop: It is your responsibility to let your classroom teacher know, during homeroom, that you will be missing class. You are responsible for handing in any homework due, and getting class notes and homework you missed while out. **You may not miss class for a lesson or workshop if a test is going to be given that day.** Please see your band or orchestra teacher during homeroom if you need to reschedule your lesson.

Musical Instruments: All instruments must be stored in your locker or in the appropriate music room. They may not be left in a hallway at any time.



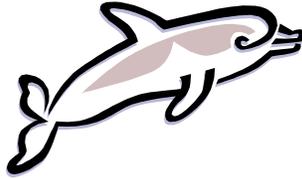
Lunch Procedures

1. When students are dismissed from their class before lunch they will go to their locker to put away books and get anything they need for lunch.
2. Students will then walk to the cafeteria using the hallway in front of the auditorium.
3. Students who are not buying lunch may go directly into the cafeteria.
4. Students who are buying lunch will line up outside the kitchen door.
5. Once a student sits down in the cafeteria that is their seat until the end of lunch that day.
6. Chairs may not be moved to a different table.
7. Once a student sits down in their seat for that day the only time they may get up is to go back to the lunch line to purchase more food or to ask an adult permission to go to the restroom or nurse.
8. At approximately 11:15, any necessary announcements will be made.
9. After the announcements, students may raise their hands to get permission from a teacher to throw away their garbage and get in the recess line.
10. Students may choose to stay in the cafeteria and have quiet talk time instead of going outside.
11. If you are not finished eating when announcements are made, you may ask an adult for permission to go outside later in the lunch period.



Locker Procedures

1. Students may not share their locker or locker combination with anyone.
2. Students may not leave food or drink in a locker overnight.
3. Students may go to their lockers:
 - before homeroom
 - before and after specials
 - before and after lunch
 - after their last class is dismissed by the bell at 2:45
4. Students are not allowed to go to their lockers after homeroom.
 - You should collect your books for your morning classes before you come to homeroom.
5. Students are not allowed to go to their lockers between core color classes.
6. Students may not pack their backpacks to go home until after the last class of the day.
7. Students may not stop off at their locker to have a sip of a drink or a bite of food.



Please sign each of these sections after you have read and discussed the information provided in this packet.

Student's name _____

Parent /Guardian's name _____

Homeroom teacher _____

Homework Policy

We have read the Dolphin team policy and understand the student's responsibilities regarding homework completion.

Student signature _____

Parent/Guardian signature _____

General information and procedures

Together we have read the information provided here regarding behavior expectations and school procedures.

Student signature _____

Parent/Guardian signature _____

**Students: Return ONLY THIS PAGE to your homeroom teacher by
Wednesday, September 7, 2016.**

