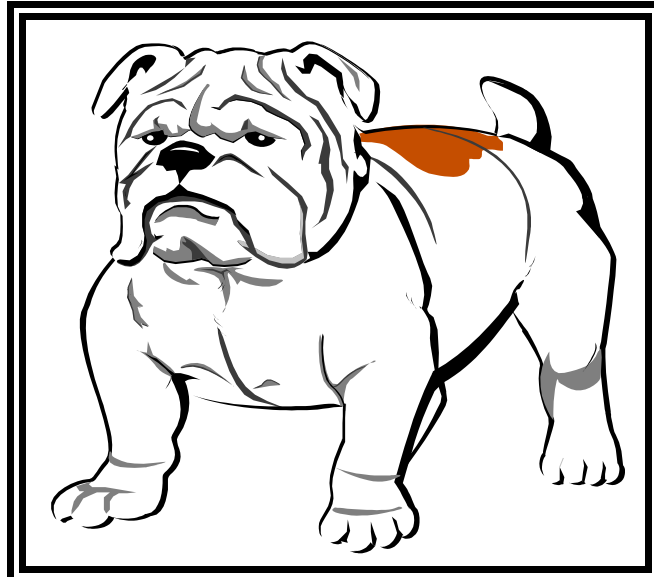


STUDENT HANDBOOK 2011-2012



ROLLA JUNIOR HIGH SCHOOL

Principal: Ms. Monica Elseman
Assistant Principal: Mr. Andy Stormes

Counselors:
Mr. Jeremy Jamison, Ninth Grade
Mrs. Becky Snodgrass, Eighth Grade

1360 Soest Road
Rolla, MO 65401

Telephone	573-458-0130
Attendance	573-458-0132
Counselors	573-458-0131
Fax	573-458-0135

www.rolla.k12.mo.us/schools/rolla_junior_high_school/

This handbook belongs to:

Name _____

Address _____

City/Town _____

State _____ **ZipCode** _____

Telephone _____

**ROLLA JUNIOR HIGH SCHOOL
1360 Soest Road
Rolla, Missouri 65401**

**Principal's Office: (573) 458-0130 Counselor's Office (573) 458-0131
Attendance Office (573) 458-0132
DR. AARON ZALIS, Superintendent
MS. MONICA ELSEMAN, Principal
MR. ANDY STORMES, Assistant Principal**

Welcome to Rolla Junior High School! A variety of experiences and activities await you this year. The administration, faculty, and staff challenge you to take full advantage of each opportunity that is presented to you.

The student handbook is prepared to assist you in adjusting to our school routine. In order to create a proper learning environment and to maintain each student's individual rights, certain rules and regulations are necessary. Please take the time to learn these rules. We expect you to attend school regularly, to complete your assignments, to display good citizenship, and to respect the rights of others. These good habits learned now will provide you with a solid foundation for future endeavors.

If you choose to be an active participant at Rolla Junior High School, not only will you gain confidence in yourself but you will also help to make our school even better. We wish you much success and happiness this year. If you have any questions or problems, please contact any member of our school staff for assistance.

ROLLA JUNIOR HIGH SCHOOL MISSION STATEMENT

The mission of the Rolla Junior High School is to provide a strong developmentally appropriate academic and vocational skills base in a safe environment, concentrating on developing the intellectual, artistic, emotional, physical, and social skills necessary to ensure success in a competitive society.

ROLLA PUBLIC SCHOOLS MISSION STATEMENT

The mission of the Rolla School District is to provide an educational environment for students to nurture their intellect and character to help develop their physical, social, and artistic abilities so that they are well-rounded individuals who are prepared to be life-long learners and productive citizens that fully participate in our democracy.

The Rolla School District No. 31 does not discriminate against any student on the basis of race, color, national origin, sex, religion, or handicapping condition. Inquiries regarding the implementation of this policy should be directed to the principal. If unresolved, the student or parents may appeal to the Assistant Superintendent-Instruction/Special Services.
(Policies AD, JFH)

Removal of any pupil who is a student with a disability is subject to state and federal procedural rights as provided for in the Rolla 31 school District's Discipline Policy.

PRINCIPAL'S OFFICE

The Principal's Office is the place to transact school business and every student is welcome for that purpose. Students are asked to remain behind the front counter as they conduct their business quietly and in an orderly manner. If you need to speak with Ms. Elseman, leave your name with the secretary. She will see you at her earliest convenience.

ATTENDANCE OFFICE

The Attendance Office is also a place to transact school business. Students needing admission slips after an absence or needing to see Mr. Stormes on a discipline referral are asked to be seated as directed by the attendance secretary. Mr. Stormes will see you as soon as possible. The attendance office phone number is 458-0132.

GUIDANCE OFFICE

Mrs. Becky Snodgrass, eighth grade counselor, and Mr. Jeremy Jamison, ninth grade counselor, are available to assist students with academic planning. The counselors are also available to help any students who may encounter obstacles that interfere with learning. It is highly desirable for each student to know his/her counselor well and to call upon that counselor for assistance when help is needed. Parents are encouraged to contact the counselor for sharing of information about their child; the Guidance Office telephone number is 458-0131. Students may stop by the Guidance Office before or after school or between classes to schedule appointments with their counselor.

Many colleges require students to submit test scores from either the American College Test (ACT) or Scholastic Aptitude Test (SAT) as part of their requirements for admission. In addition, ACT and SAT test results are used in many instances to determine scholarship recipients. These tests are normally taken in the student's junior or senior year, but it may also be possible to take the SAT earlier in the student's career. This will more fully prepare the student for the later tests and enhance the possibility of earning a score which more closely indicates the student's

ability levels. Students who are interested in this early testing program should see their guidance counselor.

LIBRARY

The library will be open each day from 8:00 a.m. to 3:30 p.m. Students are welcome to visit the library at any time it is open. Those using the library during class hours must have a pass from their class. The library staff is available to give assistance in learning how to use the library, to help find materials, and to suggest good books to read.

Students are allowed to check out most materials, including back issues of periodicals, for two weeks, and are allowed to renew items if other students have not requested them. Students can also reserve books that have been checked out to other students. Reference materials are primarily for use in the library but may be borrowed overnight when necessary. The computers in the library are for class-related use, and students must have a specific assignment to use the Internet. Students checking out materials are responsible for returning them. The student will be expected to pay replacement value for materials which are lost or damaged.

PARENT CONFERENCES

We encourage parents to take an active interest in their child's education. The principals, counselors, and teachers are available to meet with parents to discuss each student's educational progress. In order to avoid possible scheduling conflicts, we suggest that parents phone the Principal's Office (458-0130) to request a conference time.

DAILY BELL SCHEDULE

First Period	8:00 - 8:53 (M/T/Th/F)
	8:15 - 8:53 (W)
Second Period	8:57 - 9:45
Third Period	9:49 - 10:37
Fourth Period	
4A Class	11:06 - 12:00
Lunch	10:37 - 11:02
4B Class	10:41 - 11:06
	11:35 - 12:00
Lunch	11:06 - 11:31
4C Class	10:41 - 11:35
Lunch	11:35 - 12:00
Fifth Period	12:04 - 12:52
Dawg Time	12:56 - 1:21
Sixth Period	1:25 - 2:13
Seventh Period	2:17 - 3:05

8th & 9th GRADE ATTENDANCE REGULATIONS (see policy JED and procedure JED-AP1)

Regular and punctual patterns of attendance will be expected to each student enrolled in the school district. Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum.

If a student discovers that he/she will be absent for the day, **THE PARENTS SHOULD CALL THE SCHOOL (458-0132) before 9:00 a.m. on the morning of the absence.** We will not accept this phone call from the student. If the parent does not call, the student is required to bring a written excuse signed by the parent upon returning to school. Until a parent calls or sends a written note, the absence is considered unexcused.

Any student who has been absent one or more days needs to sign-in with his/her parents' written note as soon after 7:30 a.m. as possible in the office. The secretary will give him/her an absence slip indicating whether the absence is

excused or not. The absence slip you receive must be initialed by each teacher you have.

If a student is absent from school due to illness for more than five (5) consecutive school days, the parent or guardian is requested to provide written verification from a physician regarding the reason of the absence.

Attendance letters will be sent to the parents/guardians and/or juvenile office when a student misses 5, 10, and 15 days.

NOTICE AND MAKE-UP WORK

The parent or guardian of each student who is absent must notify the attendance office of the absence and the reason for the absence before the student may be re-admitted to class. Failure to do so will result in the absence being deemed a truancy.

If a student will be absent from school for two or more days, the parent or guardian is encouraged to notify the school so that assignments may be collected and sent to the student.

Credit for make-up work is permitted for all absences except suspensions. When absences are anticipated, such as family trips, the student is to contact his/her teacher (s) so that the student may make arrangements to complete work that will be missed. It is the student's responsibility to inform the teacher that he/she will be absent and to request any and all make-up work.

Once the student has returned to class, all make-up and alternative assignments must be completed within the number of school days equal to or less than the number of school days the student has been absent. Example: If the student is absent two days and returns on Tuesday, the 18th day of the month, then the student will have no more than two days to complete and turn in make-up work, which will be due on Thursday, the 20th day of the month.

However, notwithstanding the provisions of the preceding paragraph, no student will be permitted to take more than one week (seven days following the date upon which the student returns to class) to make-up work without special permission of the teacher. Example: If a student misses eight

days of class and returns to school on Wednesday, the 19th day of the month, the student must complete and turn in all make-up work on or before Wednesday, the 26th day of the month, unless the student receives special permission from the teacher.

ATTENDANCE AWARDS

The attendance awards recognize and reward those students who display exemplary attendance each semester. Students who have been in attendance at school every day and have not been absent from class for any length of time will be recognized with the Perfect Attendance Award. We will also recognize Outstanding Attendance, which is defined as missing no more than 3 class hours. Both the Perfect Attendance Awards and the Outstanding Attendance Awards are presented during the annual Awards Assembly in May.

There is also an attendance incentive program funded with private donations which rewards students identified by the attendance office who reverse a previous pattern of unacceptable attendance.

ASSEMBLIES

Assemblies can be enjoyable experiences as well as invaluable additions to the educational program. At all times student behavior should be refined and courteous, for each student is personally responsible for the impression made by the student body as a whole. Students will be called to the assembly by class and will be expected to sit with their teacher. Teachers and their classes are assigned specific areas of the bleachers. Parents are welcome to attend all school assemblies.

CAFETERIA

The cafeteria opens daily at 7:30 a.m. A variety of menu options are offered for both breakfast and lunch, and all meet the National School Breakfast/Lunch Program guidelines. All snack items for sale are in accordance with our district's wellness policy. **Each family is encouraged to complete an application for free/reduced price meals.** Please list all students in the household on the same application and include all pertinent information to speed processing. Students should bring money to

pay for meals until the application has been processed. Notification of approval or denial will be sent once the application has been certified. Applications are available in the school office. Daily meal prices for the 2011-2012 school year are: Breakfast - \$1.35 full price/.30 reduced price. Lunch - \$1.90 full price/.40 reduced price. **The charge limit is \$3.80 and is for the purchase of type "A" meals only.** Once the limit is reached, students must bring money to pay off their charges, or at least enough for the present day's meals. If they come to school without money, we will offer our choice of an alternate item and milk at no cost. Students are not able to purchase ala carte items whenever they hold a negative account balance. All charges must be paid before grade cards will be issued. **Students are asked to make deposits during breakfast.** All checks should include the student's name and ID# in the memo section. Parents may also drop off money for deposit in the school office. **Cafeteria balances automatically roll over at the end of the year.** They will transfer to the next grade level or school. Balances are available to students enrolled in summer school classes. **Refund checks are issued by request only.** Please call 458-0130 (ext. 13001). Checks will be mailed only for balances greater than \$5.00. Any fees owed will be deducted first. Please allow 4-6 weeks for processing. **All theft, of any form, will be reported to the school administrators. See the district website at www.rolla.k12.mo.us for more information and monthly menus.**

VISITORS

Students are not permitted to bring visitors to the school during the regular school day. Of course, parents are welcome to visit the school and are encouraged to contact the school to schedule visits. It is required that building visitors report to the principal's office upon arrival at school to receive a visitors badge.

ILLNESS OR INJURY

Unfortunately, illness and injury occur at school. Students must request permission to leave class and go to the nurses' office. **The agenda provided at the beginning of the year is your pass. Don't leave class**

without it. Parents/guardians will be notified when warranted.

Whenever possible, medication should be scheduled to be taken at home. When dosing is required during the school day, consult the nurse to insure continued proper medication administration.

MEDICATION POLICY

- All medications must be checked in with the school nurse before they can be taken at school. The nurse is available to administer medications to Jr. High students if requested by a parent/guardian. A written permission slip is required.
- Jr. High school students may self-administer their own medications after the nurse receives written parental permission (see the nurse for the necessary form).
- Students are not allowed, under any circumstances, to share medications with another student. This includes both prescription and non-prescription medications.

The statements listed above are not all-inclusive. If you have any questions regarding administering medication at school, please talk to the school nurse (458-0130, extension 13020) or obtain a complete policy statement from the nurse's office.

LEAVING SCHOOL GROUNDS

Students are not to leave the building or school grounds without obtaining permission from the attendance office and signing out. In the event of a need for early dismissal from school, the student should bring a note from a parent to the attendance office before the start of school or have the parent telephone the attendance office. The student will be issued an early dismissal slip which is to be presented to the teacher at the time of dismissal. Students are to sign out in the office upon leaving school and sign in upon returning to school. Leaving school without permission is considered truancy.

TELEPHONE CALLS

A telephone is located on the counter in the Principal's/or Assistant Principal's Office for student use. Use of this phone is limited to

before school, after school, and during passing periods. Students will not be permitted to make telephone calls during class time without a signed agenda. The office telephone is for school business and will not be available for student use. Students will only be called from class to accept phone calls in the event of an emergency. Phone messages are delivered by mass all-call at the end of each class period. A telephone is available in the faculty lounge for student use after practices and school events.

TARDY POLICY

Students will be listed as tardy if they are not in their seat when the bell rings.

Except in emergencies, students are to be with their assigned teacher at the beginning of each class period.

Students are allowed four total tardies without school penalty per semester, although individual teachers may impose in-class sanctions upon tardy students. A letter regarding excessive tardies will be sent by the attendance office once a student is tardy for the fourth time.

The following consequences will be observed once a student receives a fifth tardy for the year:

- 5th Tardy: 1 lunch detention
- 6th Tardy: 2 lunch detentions
- 7th Tardy: 3 lunch detentions
- 8th Tardy: 1 after school detention
- 9th Tardy: 2 after school detention
- 10th Tardy: 2 hour Saturday Detention
- 11th Tardy: 4 hour Saturday Detention
- 12th Tardy: 6 hour Saturday Detention
- 13th Tardy: 1 day ISS
- 14th Tardy: 2 days ISS
- 15+ Tardies: ISS/OSS

If a student arrives late to school, he or she shall report to the attendance office to have their agenda signed before being sent on to class. Students who are detained in an office or by a teacher should ask the person detaining them to sign the student's agenda before proceeding to class.

WITHDRAWAL FROM SCHOOL

Students who are withdrawing from school should have their parents call or send a note to the Guidance Office. At least one week's

notice prior to the withdrawal date is requested when possible. The student will be issued a withdrawal form which is to be signed by the individual teachers, verifying that textbooks and materials have been returned to the proper location.

COURSE REQUIREMENTS

Eighth grade students will enroll in seven hours of classes. Required courses include English, social studies, math, and science. Students are also required to take one semester of physical education, one quarter of career pathways, and one quarter of computer literacy. Elective courses to complete the seven hours include Art, Band, Business & Money, Percussion, Choir, Family & Consumer Science, Industrial Technology, Creative Dramatics, Geography, Current Events, & Video Production.

Ninth grade students will enroll in seven units of credit. Required credits will include English, American history, Math, Science, ½ credit of PE and ½ credit of Health. The sixth & seventh units may be selected from the following elective courses: Art, Band, Choir, Drama, French, German, Latin, Spanish, Family & Consumer Science, Industrial Technology, Computer Applications, Vocational Agriculture & Business, Video Production, Geography, Current Events, Music Technology, Web Design, and Intro to Engineering Design.

To meet high school graduation requirements, a student must complete a minimum of 25 units of credit during grades nine and above in a program which should be cooperatively planned by the student, his parents, and the school counselor to meet the individual needs of the student. The program shall consist of at least:

Communication Skills	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health	½ unit
Personal Finance	½ unit
Electives	<u>8 units</u>
TOTAL	25 units

All students must pass the United States Constitution and Missouri Constitution test before graduation from high school.

COURSE PREREQUISITES

Most courses within the junior high school curriculum have no specific requirements which must be met before a student can enroll. However, some classes do have prerequisites in order to ensure that students have mastered the skills which are necessary to successfully complete the courses. A listing of all courses and prerequisites is contained in the Course Description Handbook which each student receives during pre-enrollment in January. Those course prerequisites about which students and parents most frequently inquire are listed below.

HONORS ENGLISH (9TH GRADE):

Students wishing to enroll in Honors English must have earned an A for both semesters of 8th grade English or an A or B in Accelerated English 8.

ACCELERATED ENGLISH (8TH GRADE):

Students must have an A or B+ in English 7 and parental approval.

ACCELERATED ALGEBRA (8): Must meet all three of the following 3 criteria:

- 1) Grade of B or above in 7th grade math,
- 2) Overall GPA of 3.0 or above,
- 3) Score 80% or above on the standardized algebra aptitude test.

ALGEBRA I(9): C average or better for the year or the preceding semester of 8th grade General Math, or with instructor's approval with placement test.

ACCELERATED GEOMETRY (9): C average grade or better for the year or the preceding semester in 8th grade Algebra I

BIOLOGY (9): Grade of B or better in 8th grade science or teacher recommendation.

PHYSICAL SCIENCE (9): Previous completion or concurrent enrollment in Algebra I or teacher recommendation.

PROGRESS REPORTS

Progress reports will be issued at 3 week intervals throughout each quarter to notify

parents of those students who are not achieving at an acceptable level of performance. All students will be issued a progress report. Teachers may also utilize letters, telephone calls, e-mail, Parent Portal, and conferences to inform parents of their child's progress. Parents are encouraged to visit the school, E-mail or telephone teachers at school (458-0130) if they have questions about their child's performance.

Parent Portal is a web-based program that is made available to all parents allowing access to pertinent information about their student's attendance, grades, homework assignments, and much more. Registration can be done by coming to the office to verify with a picture ID. If you have any questions or problems, please contact the office at 458-0130.

GRADE REPORTS

Grade reports will be issued to students at the end of each quarter, which consists of approximately nine weeks of school. The following grades will be used in all classes at Rolla Junior High School: A, excellent; B, superior; C, average; D, inferior; F, failing; and P, credit issued. Students in the eighth and ninth grades should be aware that semester grades will be included on their high school transcripts to determine eventual class rank upon graduation from high school. These grades are calculated on a four-point scale (A=4, B=3, etc.).

PROMOTION AND RETENTION

Progress through the grades is a matter of achievement in the basic skills as well as age, maturation, social and civic development. Students are expected to successfully complete each of their classes in order to be promoted to the next grade. Students who have received failing grades in two or more of their classes may be considered for retention. Parents who are concerned about their child's progress should contact their child's counselor or the principal for a conference.

TEXTBOOKS

Textbooks will be furnished to students at the beginning of the year and are to be

returned to the teachers at the end of the course with only reasonable wear and tear. If a textbook is damaged, stolen or lost, the student will be assessed a fine or charged the replacement cost of the book. Report cards may be withheld until all fines are paid. Students also will not be permitted to enroll in school the following year until all fines from the previous year are paid.

Students enrolled in art, band, choir, drama, family & consumer science, industrial arts, and video production classes may be assessed a materials fee but will be permitted to keep any articles constructed during the course.

PHYSICAL EDUCATION

Students are expected to dress out and participate daily in physical education class. The following equipment is required: white socks, gym shoes, towel and gym clothes. Gym clothes may be one or two pieces, but shirts for two-piece suits must extend below the waistline. Shorts should be of modest length.

STUDENT DRESS

The administration of the Rolla Public Schools expects that student dress, grooming, and personal appearance will be subject to the following guidelines:

- 1) Dress, personal appearance, and grooming must be clean and comport with appropriate health, safety, and sanitation standards.
- 2) Student's dress, personal appearance, and grooming must not materially disrupt or detract from the educational environment or to constitute a threat to the health or safety of the students or others.
- 3) All students must wear shoes, boots, or other acceptable footwear. Footwear should be tied, fastened, or buckled.
- 4) Metal or chain belts or swags can be used as weapons and, thus, shall not be worn. Likewise, dangerous jewelry, such as spiked or studded collars or bracelets is prohibited.
- 5) Caps, hats, hoods, bandanas, or other types of headgear or sunglasses shall not be worn in any school facility. (Hats must be left in the student's locker, not carried.) Hats and caps may be worn as deemed necessary for safety by the

classroom teacher or as allowed for special occasions or events by administration.

- 6) Printed words or pictures on clothing or accessories that advertise, connote, or suggest (including any innuendo alluding to such) drug, tobacco and/or alcohol use shall not be worn.
- 7) Printed words or pictures on clothing or accessories that contain, connote or suggest (including any innuendo alluding to such) sexual, violent, obscene or profane matters are prohibited.
- 8) Proper athletic attire shall be worn in physical education class. Gym shoes should be worn for P.E. class, and metal toe or heeltaps are not permitted.
- 9) Students shall not wear shorts that expose or reveal undergarments, shorts that expose the buttocks, or spandex shorts.
- 10) Student tops, blouses, shirts, etc., must have sleeves. No spaghetti straps, tank shirts, muscle shirts, halter tops, tube tops, etc., will be allowed. In addition, students shall not wear mesh or transparent shirts, or any shirt that exposes midriff, clothing with tears or holes in inappropriate regions, or severely sagging clothing. Also, clothing that exposes undergarments shall not be worn.
- 11) Gang-related clothing and accessories, as defined in the District's policy regarding gangs, shall not be worn.
- 12) Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

If a student's clothes or accessories fail to comply with these regulations, the student will be required to change or cover the clothing or accessory at issue or to remove the accessory. A student may be sent home in order to do so. Similarly, a student whose personal appearance or grooming fails to comply with these guidelines will be required to bring such personal appearance or grooming into compliance. A student may also be sent home in order to do so.

Refusal to comply with the district's dress policy and these guidelines will result in the student's being prohibited from attending class until the student achieves compliance. Violations will also result in detention,

suspension, or other appropriate disciplinary action. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior. (Board Policy JFCA-AP revised 09/04/07).

LOCKERS

Each student will be assigned a hall locker and a physical education locker. Use only the locker that has been assigned to you and **keep it locked at all times**; if a P.E. lock is lost, you will be required to pay for it. If you have problems with your locker or lock, notify the Guidance Office promptly so it can be repaired or replaced. Do not give your locker combination to any other person and do not tamper with other lockers. Lockers belong to the school and may be inspected from time to time. Drug-sniffing dogs may periodically be brought in for random searches.

If you have a need to change lockers during the year, notify the Guidance Office of your request. Do not change lockers on your own, because you are responsible for your assigned locker; and when you are absent and need your textbooks, we need to know where they are located.

Lockers are not to be decorated on the outside for any reason due to the damage that occurs to the outside of the locker.

STUDENT CONDUCT

The student's main purpose in attending school is to obtain the best education possible. Our school protects the right of students to learn without interference from others; consequently, certain rules are necessary so that the school and classrooms will operate in an orderly and effective manner. Common classroom courtesies expected are:

- 1) Upon entering the classroom, take your seat promptly and quietly.
- 2) Come to class prepared, with textbook, paper, pen or pencil, and assignments, leaving book bags in your locker.
- 3) No food or drink is to be taken into the classroom.

- 4) Speaking out when another has the floor is both rude and unfair.
- 5) Class will be dismissed by the teacher, not the bell.
- 6) Remember, the teacher is in charge and any reasonable request by a teacher shall be obeyed.

- 4) Students are not to leave the room during the detention hour.
- 5) Do not bring food, drink or gum to detention.
- 6) Failure to attend after school detention results in a 2-hour Saturday School detention.

GENERAL STUDENT CONDUCT

- 1) The sale of any item is prohibited other than for approved school fund-raising activities.
- 2) Rubber bands, projectile shooting instruments, water guns and water balloons are prohibited on school premises.
- 3) **Cell phones, MP3 players, and radios must be turned off and in lockers or checked into the office during school hours.**

From time to time some students find it difficult to follow rules that are made to ensure the most benefit for the greatest number. Students disobeying school rules will be disciplined in accordance with the Student Code of Conduct which is located in the Appendix or as prescribed by the building administration.

DISPLAY OF AFFECTION

Students are expected to conduct themselves in a respectful manner at all times. Having arms around one another, holding hands, or kissing are considered improper in the school setting. Students engaging in public display of affection in a manner deemed excessive by school officials will be counseled; and further instances of such behavior may result in parent conferences and/or disciplinary action.

DETENTION

Students assigned to detention will be required to meet the following responsibilities:

- 1) Report to assigned room before 3:10. Detention begins at 3:10 and ends at 4:05 p.m.
- 2) Bring school work with you or a book to read.
- 3) Do not talk without permission; raise your hand and wait for the teacher to acknowledge you.

SATURDAY DETENTION

Saturday School is an attempt to deal with and modify unacceptable behavior while at the same time causing a minimal disruption to the educational process. It can be assigned by the administration for minor infractions in lieu of out of school suspension. Saturday School will be held on Saturday between the hours of 8:00 and 2:15 p.m. The session will be held in the assigned room at the Rolla Junior High School and supervised by a certified staff member of the Rolla School District. Transportation is the responsibility of the student. No meals will be served. The following rules apply:

- 1) All students will report before or at 8:00 a.m. to the assigned room and are to check in with the detention supervisor.
- 2) Failure to attend Saturday detention will result in suspension using the following ratio:
 - 1-2 hours of assigned detention – 1 day ISS or OSS.
 - 3-4 hours of assigned detention – 2 days ISS or OSS.
 - 5-6 hours of assigned detention – 3 days ISS or OSS.
- 3) Students will be expected to bring class assignments and/or approved reading materials. **Students who do not bring materials to work on will not be admitted.**
- 4) Students will not be allowed to go to their lockers.
- 5) No portable music devices will be allowed.
- 6) No sleeping, talking, eating, drinking, and/or unacceptable behavior will be allowed in class. Student handbook rules will apply. Students not adhering to the rules will be sent home after an attempt at parent notification.
- 7) No visitors will be allowed.
- 8) No telephone calls will be made without permission of the

- supervisor. No cell phone use during Saturday School is permitted.
- 9) Students will be dismissed each hour on the hour after completion of their assigned detention.
 - 10) Students assigned past 12:00 (noon) will be given a 15 minute break to eat if they have brought a meal.
 - 11) Students are required to complete the assigned hours of detention. The consequences of leaving Saturday Detention early will result in an out-of-school suspension corresponding to the original number of hours assigned.
 - 12) Cancellation of Saturday detention because of inclement weather will be announced on the radio.

Students will be allowed to choose which of 2 Saturday detention dates they will be assigned. Dates will not be changed unless there is an emergency and a parent/administrator conference is held. Students' employment, family trips, appointments, etc. are not reasons to miss or reassign a detention. **Please enter the building at the circle drive entrance. Be sure to bring classroom assignments to work on and have your ride here promptly at your dismissal time.**

IN-SCHOOL SUSPENSION

The purpose of In-School Suspension is to: Reduce the number of students suspended out of Rolla Junior High; Continue educating students who would otherwise be suspended from the school program; Provide a means of discipline which has a positive effect on teachers, students, and parents.

ISS is an In-School Suspension program designed to provide an alternative to out-of-school suspension for students with specific disciplinary issues. Students are assigned to In-School Suspension (ISS) by the assistant principal or principal. Violation of school district policy regarding the use of drugs, alcohol, safe school violations, repeated occurrences of behavior such as classroom disruption, disrespect to staff and others will still result in out-of-school suspension.

ISS consists of three basic elements: isolation, positive learning atmosphere, and

academic assistance. The in-school suspension program provides a high degree of structure to the student's school day. The students will bring all materials for the entire day, as they will complete assignments in the ISS classroom as assigned by their teachers. The student will not be allowed to leave the classroom except for supervised restroom breaks and to eat lunch. Violation of the program rules will result in an out-of-school suspension.

OUT-OF-SCHOOL SUSPENSION

A student may be temporarily suspended from school for major disciplinary problems as determined by the principal or assistant principal. Students suspended from school will not be allowed credit for missed assignments but are encouraged to keep up with class work. Students are not permitted to attend school functions or be on any Rolla Public Schools campus during their out-of-school suspension, including after school and weekend events.

INTERROGATIONS & SEARCHES

The right to inspect student lockers or articles carried upon their persons is inherent in the authority granted school boards and administrators and must be exercised so as to assure parents that the school, in exercising its **in loco parentis** relationship with their children, will employ every safeguard to protect the well-being of those children. The exercise of that authority places unusual demands upon the judgment of school officials, whose primary purpose is to provide the best teaching and learning environment for children. The search of school lockers, and in some instances students, is necessary to assist in preserving discipline and good order and to promote the safety and security of persons and their property within the area of educational responsibility. In fulfilling its duties, school personnel will exercise maximum effort to: protect each student's constitutional rights, his or her rights to personal privacy, and to provide protection from coercion by others; emphasize that schools are educational and not penal, correctional, or custodial institutions; and resolve doubts where possible in favor of the student.

Students suspected to being in violation of school policy may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities if such action is deemed appropriate by the principal.

School lockers and desks are the property of the Board of Education and are provided for the convenience of students and, as such, are subject to periodic inspection without notice. At any time a reasonable suspicion exists to believe that a student is in violation of school policy, the principal or designee shall have the right to search, without notice, that student's locker. In addition, the school principal or his designee shall from time to time, but in no event less than one time per semester, conduct random searches of school lockers, endeavoring to search a minimum of ten percent of the total lockers in the school. If an illegal article is found, school administrators shall call on the Rolla Police Department for assistance in the investigation. Any student found to be in violation of school policy shall be subject to disciplinary actions in accordance with the provisions of school regulations and may be turned over to local law enforcement.

FIREWORKS

Fireworks are considered a safety hazard and are forbidden at any time while on school property. In addition to being a safety hazard, they are considered a deliberate attempt to upset the decorum of the school setting. Punishment for a first offense of a student in possession, setting off, or selling fireworks will range from confiscation and warning, principal/student conference, detention, in-school suspension, or out-of-school suspension. Subsequent offenses can result in up to a 1-10 day out-of-school detention.

HALLWAYS

The school building is open to students at 7:15 a.m. **STUDENTS ARE ALLOWED ONLY IN THE CAFETERIA, EXCEPT TO OBTAIN AN ADMISSION SLIP FROM THE ATTENDANCE OFFICE, UNTIL THE 7:57 A.M. BELL;** at that time students will be allowed into all areas of the building. Students are not to be in the hallways during

class time without obtaining permission and a signed agenda from the teacher. During passing periods students are to move briskly to their destination without running or horseplay and to obey any instructions of teachers. Do not block hall traffic by standing in groups; walk on the right side of the corridors and steps. Please be considerate of the building appearance and place trash in the waste containers provided. Our building is in beautiful condition, but it will take everyone's work to keep it that way.

Students who ride buses home after school are to wait at their bus line until their bus arrives. Students remaining in the school building after 3:10 p.m. who are not working with a teacher are to wait in the front lobby or the lower hallway by the east entrance. Students are not permitted in the building after 3:30 p.m. unless they are meeting with a teacher or attending a school activity.

CAFETERIA

The cafeteria is open at 7:30 a.m. daily with breakfast items available for purchase. Students may either bring their lunch from home or may purchase their lunch in the school cafeteria. Lunch menu selections offer students a choice of complete meals or a salad. Prepaid lunches may be purchased in the cafeteria. Lunch charges are not permitted. The following regulations are to be observed by students:

- 1) All students are to report to the cafeteria at the beginning of their lunch period. When dismissed from class, report quietly and do not run. Students are to leave book bags in their lockers.
- 2) Students are not permitted to break into the line or save places.
- 3) Display good dining room standards at the table. **No food or objects are to be thrown.** When finished eating, trays are to be placed in the tray window and waste discarded in the waste containers.
- 4) Students are to find a seat and remain seated in that seat during the lunch period. Students may request to use the restroom if they have their agenda with them.
- 5) Students are not permitted to leave the cafeteria after eating lunch until the dismissal bell rings.

BICYCLES AND SKATEBOARDS

Students who ride bicycles to school should follow established traffic patterns. No bicycles or skateboards are to be ridden on campus. Bikers should walk their bicycles to the bike rack which is located at the front of the school and chain them.

STUDENT PARKING ON SCHOOL GROUNDS

Parking at Rolla Junior High School is extremely limited. In order to provide sufficient space for staff and visitor parking, no student enrolled at Rolla Junior High School may park a personal motorized vehicle on school grounds. This includes after school activities such as athletic events, dances, etc.

LOST AND FOUND

Students should put their names in ink on their possessions so they may be identified if lost. Students should be very careful with their possessions and only bring items to school that are necessary; it is strongly recommended that items such as MP3 players (which are a distraction from the educational process) are to remain at home.

IF THESE ITEMS ARE BROUGHT TO SCHOOL AND CAUSE A DISRUPTION DURING THE SCHOOL DAY, THEY WILL BE CONFISCATED AND ONLY RETURNED TO PARENTS OR GUARDIANS.

Items found by students should be turned into the office immediately. Lost articles may be claimed in the office before or after school or between classes.

DELIVERY OF FLOWERS OR GIFTS TO SCHOOL

Delivery of flowers or gifts at school **will not be accepted** in the office. Flowers or balloons should be delivered to the student's home. Gift giving for Valentine's Day, birthdays, or other days should be a personal thing and that can best occur at home. We would appreciate your cooperation with this request.

ACTIVITIES & ATHLETICS

Many activities are available to students, including Student Council, band, choir, Future Farmers of America, Fellowship of Christian Athletes, French Club, German Club, Latin Club, Spanish Club, Art Club, FCCLA, Math Counts, Student-2-Student, and Yearbook Staff. Students are encouraged to participate, for activities provide opportunities for invaluable experiences. Students who participate in extra-curricular activities tend to enjoy school more and be more successful in school.

To be eligible for participation in athletics (including cheerleading), freshmen students must have passed five classes the previous semester, be a good school and community citizen, and meet all criteria established by the Missouri State High School Activities Association (MSHSAA). Eighth grade students' grades are assessed each quarter for continued eligibility. The following sports are offered for eighth grade students at Rolla Junior High School: football, volleyball, basketball, track and cheerleading. Ninth grade students may participate in the following: football, volleyball, softball, cross country, tennis, basketball, wrestling, track, golf, baseball, soccer and cheerleading.

To help pay for the Rolla School District athletics programs, students will be assessed a \$50.00 athletics participation fee if they plan to participate in one or more sports. The fee must be paid prior to the student's first athletic contest. Provisions have been made for Rolla School supporters to pay this fee for students who cannot afford the fee. **Students must have a physical examination before trying out or practicing with the team and must show evidence of insurance coverage.** The school does not purchase insurance coverage for students, but a low-cost group accident insurance program is offered in cooperation with the school; application forms are available in the Principal's Office.

DANCES

Occasionally dances will be held for students in the practice gym. Hours will be 7:00 p.m. until 10:00 p.m., and only Rolla Junior High students will be allowed to attend. Students leaving the dance early will be required to sign out and will not be re-admitted. Parents who do not want their

child to be permitted to leave the dance early may call the Principal's Office prior to the dance to have their child's name placed on the "No Sign-Out List." Parents are

requested to have transportation available at 10:00 p.m.

PLEDGE OF ALLEGIANCE

In accordance with Missouri state law, the Pledge of Allegiance will be recited once a week during the morning announcements.

ROLLA PUBLIC SCHOOLS 2011-12 SCHOOL CALENDAR Board Policy ICA-E

August 9-11	New Teacher Orientation (1 full-day and 2 half-day sessions)
August 12, 13, 16	Teacher Workdays
August 17	School Opens
September 5	Labor Day Recess (NO SCHOOL)
September 14 (Alt. 9/21)	CSD Meeting – 1:30-4:00 p.m. (School dismissed at 1 p.m.)
October 10 (Alt 10/17)	CSD Meetings – 2 sessions-2½ hrs each (NO SCHOOL)
October 17	End of 1 st Quarter
October 28	Parent Teacher Conferences (NO SCHOOL)
November 2 (Alt. 11/9)	CSD Meeting – 1:30-4:00 p.m. (School dismissed at 1 p.m.)
November 23-25	Thanksgiving Break (NO SCHOOL)
December 22	End of 2 nd Quarter/1 st Semester (School dismissed at 1 p.m.)
Dec 23 – Jan 3	Winter Holiday Break (NO SCHOOL)
January 3	Teacher Workday
January 4	Classes Resume
January 16	Martin Luther King Day (NO SCHOOL)
February 17 (Alt. 2/24)	CSD Meetings – 2 sessions-2½ hrs each (NO SCHOOL)
February 20	President's Day (NO SCHOOL)
March 12	End of 3 rd Quarter
March 23	Parent Teacher Conferences (NO SCHOOL)
March 26-30	Spring Break (NO SCHOOL)
May 23	School Closes (School dismissed at 1 p.m.)
May 24	Teacher Workday
May 25	Commencement
June 4-29	Summer School

ATTENDANCE PERIODS

1ST Quarter ends October 17 (42 days)
2nd Quarter ends December 22 (44 days)
3rd Quarter ends March 12 (46 days)
4th Quarter ends May 23 (46 days)
Student Days: 42+44+46+46=178
Teacher Contract Days: 46+47+48+48=189

MAKE-UP SCHEDULE FOR MISSED DAYS:

1st day Jan. 16
2nd day Feb. 20
3rd-6th days Built into calendar

Adopted by the Board of Education 12/16/10

STUDENT COMPLAINTS AND GRIEVANCES

Policy JFH

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be verbally appealed to the school principal or a designated representative.

Complaints not resolved at this point may be filed as formal, written charges under the following procedures:

- Students, accompanied by parents, may present complaints in writing to the school principal. Written complaints must be signed by students and parents or legal guardians. Written complaints must include the following information: date of filing, description of alleged grievances, and names of school staff involved. Upon receipt of formal charges the principal will: notify the assistant superintendent, make a decision and notify the student, parents and assistant superintendent of that decision no later than ten (10) days following the filing of the formal complaint.
- Students and parents or legal guardians may appeal the decision of the building principal to the assistant superintendent. The parents and students may arrange a conference with the assistant superintendent at their earliest convenience. Parents and students must appear together and present their written report of the decision of the principal. Notification of action taken by the assistant superintendent will be given in writing to the parents, principal and superintendent within five (5) days of this conference.
- Parents and students may appeal the decision of the assistant superintendent to the superintendent of schools. After a review of previous actions in a personal conference, the superintendent of schools and the parents and student will both sign a statement of the salient facts with respect to the charges. Within five (5) school days, the superintendent of schools will return a written decision to the parents and student, immediate supervisor and the assistant superintendent.
- Parents and students may appeal the decision of the superintendent of schools to the Board of Education by notifying the superintendent of their intent and by appearing at the next regularly scheduled or specially called meeting. The hearing before the Board of Education may be conducted in executive session upon request of either the Board of Education or the complaining parents or students, if otherwise permitted by law.

All persons are assured that they may utilize this procedure without reprisal.

Adopted: 06/18/1988; revised 06/29/1999

STUDENT DISCIPLINE BOARD POLICY JG-R1

The district disciplinary policies are designed to foster student responsibility, respect for the rights of others and to provide for the maintenance of an atmosphere where orderly learning is possible and encouraged. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a specific penalty, the severity of which may vary according to the age and grade level of the student. This code includes, but is not necessarily limited to, acts of students on district property, including district playgrounds, parking lots, district transportation or at a district activity whether on or off district property.

Reporting to Law Enforcement

It is the policy of the Rolla Public Schools to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

A students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in §160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, “Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences” listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student’s discipline file pursuant to law and Board policy.

Although this code lists progressively more stringent penalties for violations of each offense, the building administration shall prescribe an individual corrective plan for any student who is in frequent violation of discipline policies. This plan will include progressively more stringent consequences for failure to comply with various rules and policies and may eventually lead to expulsion. **Due to the seriousness of offenses any or all of the following actions may be taken:**

II. Violations Against Persons

- A. Assault to Students**—Causing or attempting to cause injury to another by physical acts or with the use of a device that can cause bodily harm; placing a person in reasonable apprehension of imminent physical injury.

First Offense: Administrative Conference, detention, up to a 10 day suspension.

Second Offense: Administrative Conference up to a 180 school-day suspension.

Third Offense: Expulsion.

- B. Assault to Staff**—Causing or attempting to cause injury to a staff member by physical acts or with the use of a device that can cause bodily harm; placing a person in reasonable apprehension of imminent physical injury.

First Offense: Ten (10) school-day suspension up to expulsion.

Subsequent Offense: Expulsion.

Bullying and Cyberbullying (see Board policy JFCF)—Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense: Administrator conference, detention, and up to 180 school days out-of-school suspension.

Subsequent Offense: 1-180 school days out-of-school suspension or expulsion.

- C. Fighting (see also, “Assault”)**—Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Administrator conference, up to 5 school day suspension

Second Offense: Administrator conference, up to a 10 school day suspension.

Third Offense: 10-180 school day suspension.

- E. Hazing (see Board policy JFCF)**—Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: Administrator conference and up to 180 school days out-of-school suspension.

Subsequent Offense: 1-180 school days out-of-school suspension or expulsion.

- F. Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-AP)**—Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation riding privileges may be suspended or revoked.

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus—and only at that time—does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, students shall conduct themselves on a bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself or herself properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

First Offense: Driver will talk to student personally unless infraction breaks other school discipline policy, i.e. fighting.

Second Offense: Driver will call parents about problem and assign student to front seat for ten (10) school days unless infraction breaks other school discipline policy, i.e. fighting.

Third Offense: Deny bus privilege for three (3) school days or other action the principal deems appropriate.

Future Reports: Deny bus privileges for ten (10) school days or other action the principal deems appropriate.

- G. Weapons (see board policy JFCJ)**

- a. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. 930(g)(2) or § 571.010, RSMo.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Second Offense: 1-180 days out-of-school suspension or expulsion.

- b. Possession or use of a firearm as defined in 18 U.S.C. §921 or any instrument or device defined in §571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

- c. Possession or use of ammunition or a component of a weapon.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

H. Verbal Abuse to Staff—Disrespectful, profane or sarcastic language directed to any staff member.

First Offense: Staff/student conference, detention, up to a ten (10) school day suspension.

Second Offense: 1-180 school day suspension.

Third Offense: 1-180 school-day suspension, up to expulsion.

I. Threats or Verbal Assault—Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Administrator conference, detention, up to 180 days out-of-school suspension, or expulsion.

Subsequent Offense: Administrator conference, up to 180 school days out-of-school suspension, or expulsion.

J. Harrassment, including Sexual Harassment (see Board policy AC)

- 1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense: Administrator conference, detention and up to 180 days out-of-school suspension, or expulsion.

Subsequent Offense: Administrator conference and up to 180 days out-of-school suspension, or expulsion.

- 2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to,

touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: Administrator conference and up to 180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

III. **Violations Against Public Health and Safety**

- A. Drugs, Drug Paraphernalia, Alcohol (see Board policy JFCH)**--Use of, presence under the influence of or soon after consuming, or possession of alcoholic beverages, unauthorized inhalants, controlled substances, substances represented to be such controlled substances, or drug paraphernalia.

First Offense: Ten (10) school day suspension with provisions for reduction to five (5) days.

Second Offense: 180 day suspension to expulsion

- B. Distribution or Attempt to Distribute Drugs, Drug Paraphernalia, Alcohol, or Substances Represented to be Such (see Board policy JFCH).**

Sale:

First Offense: 10-day suspension up to expulsion.

Second Offense: Expulsion.

Distribution Other than Sale:

First Offense: Up to expulsion.

Second Offense: Expulsion.

- C. Tobacco Possession**--In all instances, tobacco product will be confiscated.

First Offense: Parent conference, detention, up to a one (1) day school day suspension.

Second Offense: Up to a two (2) school day suspension.

Third Offense: Up to a four (4) school day suspension.

Fourth Offense: Up to a ten (10) school day suspension.

Fifth Offense: Up to a 180 school day suspension.

- D. Tobacco Use**—Use of tobacco while in or on school premises or under the school's jurisdiction or while participating in a district-sponsored event. In all instances, tobacco product will be confiscated.

First Offense: Detention, up to a two (2) school day suspension,

Second Offense: Up to a four (4) school day suspension.

Third Offense: Up to a ten (10) school day suspension.

Fourth Offense: Up to a 180 school day suspension.

- E. Incendiary Devices or Fireworks**—Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, In-school suspension, or out-of-school suspension.

Second Offense: Confiscation. Principal/Student conference, detention, in-School suspension, or 1-10 days out-of-school suspension.

III. **Violations Against Property**

- A. Extortion**—Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value.

First Offense: Conference, detention, up to a ten (10) school day suspension.

Second Offense: Conference and up to a 180 school day suspension.

Third Offense: Expulsion.

- B. False Alarms (see also “Threats or Verbal Assault”)**—Tampering with emergency equipment, setting of false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense: Restitution. Ten (10) school day suspension.

Second Offense: Restitution. Expulsion.

- C. Technology Misconduct (see Board policy EHB and KKB and procedure EHB-AP)**

- a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, suspension or loss of user privileges, detention, or up to 180 school days out-of-school suspension.

Subsequent Offense: Restitution. Suspension or loss of user privileges, 1-180 school days out-of-school suspension, or expulsion.

- b. Violation of Board policy EHB and procedure EGB-AP other than those listed in “a” above.

First Offense: Restitution. Principal/Student conference, detention, or up to 180 school days out-of-school suspension.

Subsequent Offense: Restitution. Suspension or loss of user privileges, up to 180 school days out-of-school suspension, or expulsion.

- c. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, In-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

- D. Theft**—Stealing or attempting to steal private or school property. In addition to school penalties, the school will notify legal authorities if the value of the item exceeds \$25.00.

First Offense: Return of or restitution for property. Principal/Student conference, detention, up to a ten (10) school day suspension.

Second Offense: Return of or restitution for property. 1-30 school day suspension.

Third Offense: Return of or restitution for property. Ten (10) school day suspension to expulsion.

- E. Unauthorized Entry**—Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, and up to 180 school days out-of-school suspension.

Subsequent Offense: Up to 180 school days out-of-school suspension or expulsion.

- F. Vandalism—Willful Damage to School Property (see Board policy ECA)**—Willfully causing damage or attempting to cause such damage to any property, real or personal, belonging to the district or participating in the littering of the district property. The school will notify legal authorities if the value of the damage exceeds \$50.

Any student who is found by the school principal or designee to have willfully damaged or destroyed district property or participated in the littering of the district property will be subject to the following actions:

1. The parents or guardians will be notified.
2. If the student is 17 years of age or older, the police may be notified if the incident is serious enough to warrant it. The juvenile officer will be notified if the student is under 17 and the incident is serious enough to warrant it.
3. Students may be suspended from school up to ten (10) school days for the first offense and up to 30 school days for the second offense. Expulsion will be recommended to the Board of Education for a third offense.
4. Students or their parents or guardians will be requested to make specific arrangements to reimburse the school district for expenses incurred in cleaning up litter or repairing or replacing damaged or destroyed school property. If such arrangements are not voluntarily made by the student, parents or guardians, the superintendent is authorized to institute a civil suit on behalf of the school district either directly against the student or against the parents and guardians pursuant to §537.045, RSMo., 1979.

First Offense: Arrangements for restitution and conference up to a ten (10) school day suspension.

Second Offense: Arrangements for restitution and 1-30 school day suspension.

Third Offense: Up to expulsion.

- G. Automobile/Vehicle Misuse**—Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense: Administrator conference, detention, up to three (3) school day suspension.

Second Offense: Administrator conference, up to ten (10) school day suspension, and/or loss of parking privileges.

Third Offense: Up to expulsion.

- H. Arson**—Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, 1-180 school day suspension or expulsion.
Restitution if appropriate.

Second Offense: Expulsion. Restitution if appropriate.

IV. Violations Against School Attendance

- A. Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences**—Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension, Expulsion and Other Disciplinary Consequences.”

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

First Offense: Verbal warning, detention, up to 180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: Verbal warning, detention, up to 180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

- B. Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2)**—Absent from school, class, or assigned area without school and/or parental permission; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Parent conference, detention, up to a one (1) school day suspension.

Second Offense: Detention, up to a two (2) school day suspension

Third Offense: Up to a five (5) school day suspension

Fourth Offense: Up to a ten (10) school day suspension

Fifth Offense: Up to a 180 school day suspension, and removal from extracurricular activities.

C. Tardiness—Arriving after the expected time class or school begins, as determined by the district.

First Offense: Verbal warning.
Second Offense: Verbal warning.
Third Offense: Verbal warning, up to loss of privileges.
Fourth Offense: Verbal warning, up to Saturday School.
Fifth or More Offenses: Detention, up to school suspension.

V. Violations Against Public Decency and Good Order

A. Use of Obscene Language—Use of words or gestures that are offensively lewd and indecent and do not have a serious literary, artistic, political or scientific value.

First Offense: Parent conference, detention, up to a three (3) school day suspension.
Second Offense: 1-5 school day suspension.
Third Offense: Semester suspension.

B. Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)—Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Parent Conference, detention, up to a three (3) school day suspension.
Second Offense: 1-5 school day suspension.
Third Offense: Semester suspension.

C. Use of Electronic Communication Devices (see procedure EHB-AP)—A student is prohibited from using or having his/her personal cellular telephone turned on during the regular school day. Students who have cellular telephones in their lockers, purses, book bags, etc. must have the telephone(s) turned off during the school day.

First Offense: Confiscation and/or detention, up to a five (5) school day suspension; however, if the communication device is related to involvement in controlled substances or gang-type activity*, the student may be suspended for up to ten (10) school days with a recommendation for a suspension of up to 180 days.
Second Offense: Confiscation and up to ten (10) school day suspension; however, if the communication device is related to involvement in controlled substances or gang type activity*, a recommendation for expulsion will be made.

D. Gambling—Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

- E. Sexual Activity**—Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- F. Sexting and/or Possession of sexually Explicit, Vulgar or Violent Material**—Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- G. Nuisance Items**—Possession or inappropriate use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

VI. Other

A. Other Violations of Good Order That may Result in Suspension or Expulsion from Classes or School Functions:

1. Participation in unauthorized or unscheduled activities.
2. Habitual absences.
3. Falsifying or forging names on excuses, passes or progress reports.
4. Dishonesty, such as cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; other misconduct related to academics; or knowingly furnishing false information to the school district.
4. Disobedience or disrespect to a teacher or school official.
5. Obstruction or disruption of teaching, administration, disciplinary procedures, or other activities on school district premises.
6. Off-campus misconduct of a serious nature which may adversely affect or disrupt school discipline and good order (i.e., sale of controlled substances, assault).
7. Any other conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils, including the following: those students who have shown by their actions and achievement not to be interested in school and who are causing disturbances during class, or at other times during the school day, and who, after repeated counseling and

warning by teachers and administrators and notification to parents, are showing no progress may be suspended.

- B.** Suspension shall be subject to review and final action of the Board in accordance with § 167.161, .171.RSMo.
- C.** Students shall have the right to appeal suspensions of more than ten (10) days to the Board of Education. All rulings of the Board of Education shall be final.

* As used herein, the phrase “gang-like activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. For purposes of district policy, the term “gang” shall be defined as any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of gang activity.

Approved: 06/18/1998

Revised: 12/04/2003, 05/27/2004, 06/14/2007
06/05/08, 05/07/09, 05/05/11

MSIP Refs: 6.6

Rolla Public Schools, Rolla, Missouri

STUDENT RECORDS Policy JO

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- ▶ **Students in kindergarten through seventh grade** -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

- ▶ **8th through 12th grade and vocational school students** -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Parent and Eligible Student Access

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

* * * * *

Adopted: 06/18/1998

Revised: 12/13/2001; 12/16/2004; 04/13/2006

STUDENT GUIDANCE AND COUNSELING Policy JHD

Definitions

Counselor – For the purposes of this policy, a counselor is a school counselor as defined by the Department of Elementary and Secondary Education (DESE).

Guidance Advisory Committee (GAC) – A committee composed of at least one (1) counselor from each grade level, a principal, teachers and others as determined by the superintendent.

General

The Rolla Public School's comprehensive guidance program provides important benefits to all students at all grade levels by addressing their personal/social, academic and career development needs. Research indicates that a fully implemented comprehensive guidance program has a positive impact on student achievement and has the potential to increase attendance, reduce discipline referrals and improve Missouri Assessment Program (MAP) scores. In support of the district's efforts to improve student achievement, the Board requires full implementation of the Missouri Comprehensive Guidance Program and will adhere to all of its standards. The program shall be implemented in each attendance area and is considered an integral part of each school's educational program. Guidance Program objectives will be aligned with the district's Comprehensive School Improvement Plan (CSIP) and student performance data. The program shall be implemented by certified school counselors with the support of district staff, students and external organizations and agencies.

Guidance Curriculum

Counselors will create and implement a written guidance curriculum that promotes students' academic, career and personal/social development. The Board will provide resources and support activities for implementation of a K-12 guidance curriculum. The guidance curriculum will be systematically reviewed and revised, and modifications to the guidance curriculum will be based on student data, school data and needs-assessment data collected at least every three (3) years.

Individual Planning

Individual planning activities help all students plan, monitor and manage their academic achievement as well as their personal/social and career development. The foundation for individual planning will be established during the elementary school years through guidance activities. Building on this foundation, the individual planning component of the guidance program will assist middle school students as they begin to plan for the future and will continue to support students in their planning endeavors until graduation. A four- to six-year Personal Plan of Study (PPS) will be initiated for students no later than the eighth grade and will minimally include assessment and advisement activities, collaboration with parents/guardians, and identification of long- and short-range educational career goals. The PPS will be reviewed annually and revised as needed.

Responsive Services

Responsive services are referrals and other actions taken by the district in

response to the immediate needs and concerns of a particular student or identified needs and concerns of groups of students. The purpose of the responsive services component of the comprehensive guidance program is to work with students whose personal circumstances, concerns or problems are interfering or threatening to interfere with their academic, career or personal/social development. Responsive services will be implemented through individual counseling, small group counseling, consultation and referral.

Referrals shall be made in accordance with Board policies and district procedures. The superintendent, with the assistance of the GAC, will develop procedures for staff to use to identify students who may need a referral for assistance beyond that regularly provided by the counseling staff. All staff members who, in the course of their duties, have contact with students on a regular basis will receive annual training on these procedures.

In the event of a pandemic or other emergency, school counseling staff will assist students with personal and emotional issues. The district's emergency response intervention plan (ERIP) will include methods for continuing counseling support even in the event of a long-term school closure.

System Support

The Board recognizes system support as a crucial component in the full implementation of a comprehensive guidance program. System support of the comprehensive guidance program includes administration and management activities that support the program. The Board directs the administration to implement activities that support the guidance program, such as program management, fair-share responsibilities, professional development, staff-community relations, consultation, committee participation, community outreach, and research and development.

Program Goals

The district will strive to meet the program goals in each of the following areas:

1. Personal/Social Development
 - Assist students in gaining an understanding of self as an individual and as a member of diverse local and global communities by emphasizing knowledge that leads to the recognition and understanding of the interrelationship of thoughts, feelings and actions in students' daily lives.
 - Provide students with a solid foundation for interacting with others in ways that respect individual and group differences.
 - Aid students in learning to apply physical and psychological safety and promoting the student's ability to advocate for him- or herself.

2. Academic Development
 - Guide students to apply the skills needed for educational achievement by focusing on self-management, study and test-taking skills.
 - Teach students skills to aid them as they transition between grade levels or schools.
 - Focus on developing and monitoring personal education plans, emphasizing the understanding, knowledge and skills students need to develop meaningful personal plans of study.

3. Career Development

- Enable students to apply career exploration and planning skills in the achievement of life career goals.
- Educate students about where and how to obtain information about the world of work and postsecondary training and education.
- Provide students the opportunity to learn employment readiness skills and skills for on-the-job success, including responsibility, dependability, punctuality, integrity, self-management and effort.

Confidentiality

It is necessary for counselors to build trusting relationships with students and district staff; however, counselors are not permitted to promise students complete confidentiality. Counselors may at times be required to disclose information to parents/guardians, to report child abuse or neglect, to convey to district staff information necessary to better serve a student, or to report to supervisors as appropriate.

Care should be taken in explaining to students, in a developmentally appropriate manner, the limits of confidentiality. Notice of the limits of confidentiality may be made by a variety of methods including classroom lessons, students handbooks, the district website and guidance counseling brochures in addition to oral notification of individual students.

District counselors have the responsibility to protect the confidentiality of students records and only release information in accordance with state and federal law and Board policy.

Guidance Advisory Committee and Evaluation

The GAC will systematically review the district's comprehensive guidance program, including the K-12 guidance curriculum. The comprehensive guidance program will be systematically evaluated through the development and use of a comprehensive evaluation plan. The comprehensive evaluation plan will minimally assess the impact of the comprehensive guidance program on the Missouri School Improvement Plan (MSIP) performance standards and other relevant criteria including, but not limited to, attendance, grades and behaviors.

* * * * *

Adopted: 06/18/1998

Revised: 11/16/2006; 05/5/2011

MEDICAID REIMBURSEMENT

Rolla Public Schools may participate in the Medicaid administrative claiming and direct service programs for students who are eligible and for reimbursable services the district provides. There will be no effect on the child's Medicaid benefits and no costs to the parents/guardians in such cases. The Medicaid reimbursements, though not sufficient to pay the cost of services provided, are used to support and expand school health and educational services. Parents/guardians may receive periodic reports of the district's participation in the Medicaid program. Questions about such reports may be directed to the Special Program Coordinator, at 573-458-0100.

FILE: IL-AP1
CRITICAL

ASSESSMENT PLAN

(Other than State-Mandated Reading Assessment)

The curriculum coordinator serves as coordinator of the district's assessment program. Assessment is coordinated at the building level by the guidance counselor, who is also responsible for providing in-service training on the assessment program to staff. Board policy ILA addresses test security. Pertinent Board policy addressing test security and administration will be reviewed annually with all faculty.

Following are the standardized tests administered to all students in the Rolla Public Schools, and the purpose of administering each. Additional tests are also described.

Name of Test	Grades	Purpose/How Results Used	Time
Developmental Indicators for the Assessment of Learning - DIAL-3	Kindergarten	Kindergarten screening / administered to students who plan to enroll in kindergarten the following Fall.	Spring
Missouri Assessment Program (MAP)		Criterion referenced test required by the State of Missouri / Tests student mastery on key skills identified by the state and helps to identify curricular strengths and weaknesses.	Spring
Science	5, 8, 11		
Communication Arts	3-8, 11		
Social Studies	Not offered		
Math	3-8, 10		
PE Physical Fitness Assessment	5, 9		
End of Course Assessments	8-12	Required for graduation	Fall, Winter, Spring
Beginning in 2008-2009 Algebra I, Biology, English II			
Missouri Constitution Test	8	Required for graduation	Spring

United States Constitution Test	8	Required for graduation	Spring
STAR Reading	1-11	Assesses student reading level	Throughout Year
Gates MacGinite Reading Assessment	3-7	Reading diagnostic test	Throughout Year
Woodcock-Munoz	K-12	English proficiency test used to screen for Limited English Proficient students	Throughout Year
Maculaitis Assessment (MACII)	K-12	Measure English Proficiency in speaking, listening, reading, writing	Spring

Additional Tests Given

Name of Test	Grades	Purpose/How Results Given	Time
PLAN	10	Assists in preparation for ACT and career guidance.	Fall
Preliminary Scholastic Aptitude Test (PSAT/NMSAT)	10, 11	Preparation for SAT and for participation in the National Scholarship Program. Students may take both years.	Fall
Scholastic Aptitude Test (SAT)	10, 11, 12	College Admissions	Throughout year
American College Test (ACT)	10, 11, 12	College Admissions	Throughout year
Armed Services Vocational Aptitude Battery (ASVAB)	10	Aptitude/Interest test – returned to students and used by English II teachers in career planning	Fall
Advanced Placement (AP)	11, 12	College credit – disseminated to college students and AP Coordinator	Spring
Wechsler Adult Intelligence Scale - Revised (WAIS-R)	Special Needs/College Scholarships	Intelligence testing – placement of special needs students, MO scholars	As needed
Wechsler Intelligence Scale - For Children	Special Needs/College	Intelligence testing – placement of special	As needed

(WISC-II)	Scholarships	needs students, MO scholars	
National French, German, and Latin Exams	10, 11, 12	Student achievement in foreign language	Spring
Woodcock Johnson, Psychoeducational Battery	Special Needs Students; 10, 11, 12	Placement of special needs students. Individual achievement test - grades 10, 11, 12	As needed
Hollands Self-Directed Search	Special Needs Students; 10, 11, 12	Vocational assessment	As needed
Test of Language Development (TOLD)	Special Needs Students; 10, 11, 12	Language assessment	As needed
Informal Learning Modalities Test	Special Needs Students; 10, 11, 12	Diagnostic assessment	As needed
Missouri Connections (KUDER)	7-10	Education and career planning interest/skill Assessment - Build personal portfolio	As needed

* * * * *

Implemented: 07/29/1998

Revised: 07/19/2001; 11/18/2004; 10/18/2007; 10/16/2008

**AUDIO AND VISUAL RECORDING
BOARD POLICY KKB**

The district has established limits on the use of recording equipment in order to minimize disruption and protect in instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

Recording by Outside Entities

The Rolla Public Schools prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Rolla Public Schools Board of Education or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

Recording by District Personnel

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Recording by Students

The Rolla Public Schools prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

Adopted: 03/20/2008

TEACHING ABOUT HUMAN SEXUALITY Board Policy IGAEB

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction. It is the parent/guardian's right to remove their student from any part of the district's human sexuality instruction.

For further information, please refer to Rolla Public Schools Board Policy IGAEB.

PROGRAMS FOR HOMELESS STUDENTS Board Policy IGBCA

The Rolla Public Schools Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district have access to a free and appropriate public education. Please see policy IGBCA for a full review.

**HAZARDOUS MATERIALS
Board Policy EBAB-AP1**

The Rolla Public Schools will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA). Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

SCHOOL CLOSINGS & CANCELLATIONS

Rolla Public Schools takes advantage of every resource available to allow parents and employees to find out whether or not school will be in session. As soon as a decision is made, several radio and television stations are contacted, an announcement is posted on the District's website, and a message is recorded on the District's voice mail (573-458-0101). The following media outlets will be contacted with announcements of cancellation or early dismissal:

Radio: KTTR/KZNN (1490 AM/105.3 FM), KKID (92.9 FM), KDAA (97.5 FM), KFLW (98.9),
KJEL/KBNN (103.7 FM/750 AM), KLWT/KCLQ (1230 AM/107.9 FM), Y107,
SUNNY 104.5
TV: KOLR-10, KYTV-3, KRCG-13, KDNL-17, FIDELITY BROADCASTING TV-6, KOMU-8,
KTVI-2, KSDK-5, KMOV-4

BIBLIOGRAPHY EXAMPLES

Students at RJH will use the Modern Language Association format for bibliography entries. Complete information about citing and listing sources can be found in the *MLA Handbook for Writers of Research Papers*, 7th ed. (2009). If you have questions about your bibliography, see your teacher or the librarian. They will be happy to assist you.

General note: MLA guidelines require that all entries must include the source's "medium" or "format." If you use a printed copy, the medium is "print." If you use an electronic resource, you must state the source. For most electronic resources, the medium or format will be "web," although the source could be an electronic version of a book (such as Kindle downloadable books).

Print Sources:

Encyclopedia:

Author of Article (if listed). "Title of Article." Name of Encyclopedia. Year or edition. Medium or format.

Verts, William T. "Computer." World Book Encyclopedia. 2010 ed. Print.

Book:

For a book with one author:

Author or Editor. Main Title: Subtitle. City: Publishing company, Copyright year. Medium or format.

Marrin, Albert. Commander in Chief: Abraham Lincoln and the Civil War. New York: Dutton, 1997. Print.

For a book with two authors (first author is last name first, the second author is first name first):

Collier, Christopher and James Lincoln Collier. Pilgrims and Puritans: 1620-1676. New York: Benchmark Books, 1998. Print.

Newspaper article:

Author. "Title of Article." Newspaper Title. Date: Section and page number(s). Medium or format.

Frankel, Todd C. "Homeless Veteran Gets Soldier's Burial." St. Louis Post Dispatch 22 May 2010: B1. Print.

Magazine article:

Author. "Title of Article." Magazine Title Date: page number(s). Medium or format.

Davidson, Carla. "Enlarging America." American Heritage April/May 2003: 6. Print.

Electronic sources:

Notes: If publishing information is unavailable for entries, MLA requires the use of special abbreviations to indicate that this information is not available. Use *n.p.* to indicate that neither a publisher nor a sponsor name has been provided. Use *n.d.* when the Web page does not provide a publication date. When an entry requires that you provide a page but no pages are provided in the electronic source, use the abbreviation *n. pag.*

Web addresses (URLs) are no longer required.

Magazine article from Gale General OneFile online magazine database:

Hint: The Gale OneFile will provide bibliography entries when articles are printed or e-mailed. You can copy the information directly into bibliographies.

Author (if listed). "Article Title." Magazine Title Date: Page number(s). Database Title.
Medium. Date information was accessed.

Davidson, Carla. "Enlarging America." American Heritage May 2003: 6. General OneFile. Web. 22 Mar. 2010.

Website page or article:

Author (if available). "Title of Article or Individual Page." Name of Site. Name of institution/organization that is responsible for the site, date the page was created or posted on the web (if available). Medium or format. Date of access.

Bentley, William G. "The Great Snowball Battle." The HistoryNet.com. Weider History Group, Dec. 1999. Web. 22 Mar 2010.

Discovering Collection database article (entries are provided on the site):

Author of article (if available). "Article Title." Title of Encyclopedia or Book. Editor(s) (if available). City: Publishing Company, Date. Page numbers of article. Database Title.
Medium. Date of access.

Note: The bibliography entries provided by the *Discovering Collection* have not been updated for the latest MLA bibliography style. You can still copy most of the information, but check the example form below and correct your entry as shown below.

Bibliography entry provided by the *Discovering Collection*:

Allison, Robert J. "Tea Act (1754-1783)." American Eras. Ed. Matthew J. Bruccoli and Richard Layman. Detroit: Gale Research, 1997. Discovering Collection. Gale. ROLLA PUBLIC SCHOOLS. 22 Mar. 2010 <<http://find.galegroup.com/srcx/infomark.do?&contentSet=GSRC&type=retrieve&tabID=T001&prodId=DC&docId=EJ2301500629&source=gale&srcprod=DISC&userGroupName=morenetrolla1&version=1.0>>.

Corrected entry for the *Discovering Collection* (you can skip all information after the database title and just add "Web" and the date you found the information to complete your entry):

Allison, Robert J. "Tea Act (1754-1783)." American Eras. Ed. Matthew J. Bruccoli and Richard Layman. Detroit: Gale Research, 1997. Discovering Collection. Web. 22 Mar 2010.