

Rolla Middle School

*1111 Soest Road
Rolla, MO 65401*

Principals' Office: 458-0120 Counselors' Office: 458-0121

Web Site: <http://www.rolla.k12.mo.us/>

Student Handbook 2009-2010

Mrs. Monica Davis Ed.S.
PRINCIPAL

Mrs. Sherri Thomas Ed.S.
ASSISTANT PRINCIPAL

Mrs. Amy Herrman Ed.S.
ASSISTANT PRINCIPAL INTERN

Mrs. Jarena Raper
COUNSELOR

Mr. Brady Thompson
COUNSELOR

This School Agenda belongs to:

Name _____

Grade _____ **Homeroom or SAS** _____

INTERNET USE AGREEMENT

THE INTERNET

The Rolla School District N^o 31 is pleased to offer its students access to the Internet through the District's computer system. The Internet is a worldwide communication network through which students may communicate with other Internet users through textual, graphical and audio transmissions. To gain access to the Internet through the District's computer system, a student must sign and submit this Internet User Agreement. All students under the age of 18 must also obtain the signature of a parent or legal guardian.

In addition to enabling direct communication between users, access to the Internet enables students to explore thousands of libraries, databases and bulletin boards that exist on computer servers around the world. *The District's sole intent in providing access to the Internet is to further educational goals and objectives.* Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic and/or auditory information which is pornographic, sexually explicit, illegal, defamatory and otherwise offensive to the user or to others. Access to this type of material is strictly prohibited by this Agreement. The District has taken action to prevent student and staff access to the above-mentioned material, including the use of blocking software (Border Manager). Because of the changing nature of the information on the Internet, it is impossible for the District to completely prevent access to all such material. It is, therefore, the responsibility of students and parents to set appropriate standards concerning the access and use of material contained on the Internet. The District respects the right of each student and parent to decide whether or not the student will be permitted access to the Internet. In order for the student to use the Internet access provided by the District, the parents and student must sign this Internet Use Agreement.

CONDITIONS AND RULES OF USE

Access to the Internet through the District's computer system is a privilege. Accordingly, all users must comply with the following conditions and rules of use:

1. Users shall not access, view, transfer or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive or injurious to others;
2. Users who unintentionally access such materials shall immediately terminate such access;
3. Users shall not harass insult, or attack others;
4. Users shall not damage computers, computer systems, networks, or data;
5. Users shall not use another user's password;
6. Users shall not trespass in the folders, work files or data of others;
7. Users shall not intentionally waste user time and resources;
8. Users shall not use Internet access for any commercial activity;
9. Users shall not use Internet access for political lobbying;
10. Users shall abide by all federal, state and local laws;
11. Users shall not use Internet access for non-academic activities when other users require the system for academic purposes.

Violation of any of the foregoing conditions and rules of use shall be grounds for immediate termination of Internet access privileges and may result in disciplinary action.

The District reserves the right to review all data stored on the District's computer system in order to enforce the above conditions and rules of use. Users should not expect that files stored on District servers will be private or confidential.

The provisions stated above are the provisions agreed upon and signed by the parent/guardian of the child that possesses this agenda. The Internet Use Agreement form is a part of the enrollment information that is provided at the time of registration.

The stamp that appears below indicates that the form is on file in the office

Dear Student and Parents:

Welcome to Rolla Middle School, home of the Soaring Eagles! This handbook and student organizer is designed to inform you about school procedures, policies and important dates of school activities. The daily use of this student organizer will greatly assist students in being successful. We are committed to the daily use of this organizer.

Parents play a key role with regard to the student organizer portion of this handbook. Your daily monitoring of assignments will add support to our efforts to help your child reach his/her highest academic potential.

Teachers, principals and support staff are here to assist in providing quality educational experiences. We want all parents to feel comfortable in calling the school and seeking opportunities to become involved in the education of their children. Responsible efforts on the part of students along with good support and involvement from parents and teachers will lead to a successful year at Rolla Middle School.

We would also like to encourage you to take advantage of our Parent Connect Program. Our district website <http://www.rolla.k12.mo.us/> is another valuable resource that you can utilize in order to stay informed about school functions. Our goal is to provide the best education possible for each student and to keep you informed regarding the progress your child is making.

Please take the time to review the material in this agenda and contact us if you have any questions or concerns.

Sincerely,

Monica Davis Ed.S.
Principal

Sherri Thomas Ed.S.
Assistant Principal

Amy Herrman Ed.S.
Assistant Principal Intern

ROLLA 31 SCHOOL DISTRICT MISSION STATEMENT

The responsibility of the Rolla School District is to provide, in partnership with the community, the best educational opportunities possible for our students through a commitment to excellence in personnel, facilities, curriculum, and instruction.

The belief of the Rolla #31 School District is that every student should be provided a positive environment and articulated curricular offerings, which promote and foster intellectual, occupational, physical, personal, and social development.

The staff of the Rolla #31 School District is committed to working cooperatively and effectively with the community, in a spirit of mutual respect and understanding, in order to maintain and strengthen the commitment to excellence within the school setting.

ROLLA MIDDLE SCHOOL MISSION STATEMENT

Recognizing that academic excellence, self-esteem, self-discipline, positive interpersonal relationships, lifelong learning, and the development of sound decision-making skills are vital to individual success, the community of Rolla and the faculty and staff of Rolla Middle School are committed to providing an educational program which will enhance these ideals in a safe and supportive environment.

RMS has **CLASS**.

We are a:

Community of

Lifelong learners responsible for building

Academic excellence and

Social skills for

Society

STUDENT CHALLENGE

The principals, teachers and teacher's assistants, counselors, secretaries, custodians and cafeteria staff are here to assist you in having the best school

year you have experienced. We challenge you to take advantage of all the opportunities offered by your school district. We challenge you to make an honest effort to do each task you are assigned to the best of your ability. We challenge you to accept the responsibility of cooperating with us and with each other to allow our school to function as smoothly as possible.

If you accept these challenges, you personally will have a good school year, as will all of us who are working to assist you in your learning experiences.

OFFICE

The Rolla Middle School office hours are 7:30-4:00 Monday through Friday. Students may come to the office for special problems that need immediate attention. If you are withdrawing from school, if you need to go home because of illness or if you are tardy in the morning, you must first report to the office. **Students should conduct their business in a quiet, orderly manner outside the counter.**

DAILY BULLETIN

Students will be kept informed of all school activities through a daily bulletin, which will be announced each morning over the intercom. Parents may view a copy of the student announcements via internet on the middle school web site.

DISCRIMINATION AC, JFH

The Rolla School District #31 does not discriminate against any student because 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 Deputy Superintendent- Instructional/Special Services.

TELEPHONES

The office telephone (458-0120) is a business telephone and used by office personnel. Students may use the office phone **only in case of emergency.**

VOLUNTEERS

RMS has an active group of volunteers, serving our students in a variety of capacities. Ms. Jenni Hushaw coordinates the volunteer program for the Rolla Public Schools. If you are interested in volunteering, you may contact Ms. Hushaw at 458-0100. Parent volunteers should sign in using the volunteer sign in book in the office and put on a volunteer sticker before proceeding to a classroom. We ask that younger siblings not accompany parents when they are volunteering.

BASIC SKILLS

The basic skills area of the curriculum includes language arts, social studies, mathematics, science, and reading. All students participate in this program. The emphasis will be on the development of your concepts and skills.

It is important at the beginning of the seventh grade year for students to be aware of requirements to qualify for eighth grade algebra. To qualify for the eighth grade algebra, a seventh grade student must meet three of the following four criteria.

1. Have at least a 3.0 (B) average in seventh grade math.
2. Have at least a 3.0 (B) overall grade point average for the 7th grade year.
3. Score at least 45 on the Standard Algebra Aptitude Test given toward the end of the 7th grade year.
4. Seventh grade math teacher recommendation for algebra.

EXPLORATORY

As a middle school student you will have the opportunity to explore a wide variety of activities. Some of these activities include art, family and consumer science, industrial arts, music, physical education, health, computers, library and band. Emphasis will be on exploration and enrichment.

PHYSICAL EDUCATION

Each student is expected to participate in all activities unless he/she is excused. Parents may request an excuse, but it is subject to the approval of the principal. This request must be in writing. A qualified doctor must submit requests for an excuse for an extended period of time in writing. Students excused from PE will attend class without participating in physical activities but may be required to do paper and pencil activities. Students are urged to wear or bring gym shoes for class. Students may achieve the Presidential Physical Fitness Award by achieving the 85th percentile in the following areas: curl/ups/partial curl/ups, shuttle run, v-sit reach/sit-n-reach, one mile run, and pull/ups/right angle push-ups . For a chart detailing the requirements for each age group go to RMS website and click on: staff pages, exploratory, Coach Brand/Coach Schuchardt, and the Presidential Fitness

REPORT CARDS AND PROGRESS REPORTS

Report cards are distributed four times each school year at the conclusion of each quarter. Teachers will report student progress every three weeks throughout the school year. These reports are given to students.

These reports, along with telephone calls, letters and conferences are used to keep you and your parents posted about your progress. Parents are urged to call or come in to the school if there are questions.

STUDY SKILLS

A successful student:

- Brings notebook, pen or pencil, and other materials necessary to class.
- Is an active participant in the classroom; listens well, takes part in discussions.
- Asks questions if he/she doesn't understand the discussion or if he/she has a problem.
- Plans his/her work and schedules time for homework each day. The student should make sure he/she understands the assignment before he/she leaves class.
- Uses what he/she learns; sees how each subject applies to the others.
- Strives to do his/her best at all times.

How to study:

- Attitude is important - think positively; work independently. Seek help only when you have exhausted your own resources; then ask questions and/or use library sources.
- Learning requires concentration - keep your mind on what you are doing. It will take less time.
- At home, have a definite, well-lighted, quiet place to study, and a regular time each day to use for studying.
- Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes of your own and outline what you have learned.
- If the assignment is a long-term project, do a little of it each day; don't let it go until the last minute. It will be easier, and you'll do a better job.

How to take a test:

- Relax and forget other people.
- Read the directions carefully, and then follow them.
- Read the whole test first to see what's asked and budget your time accordingly.
- Read each question twice before answering.
- Think before you write.
- Answer questions fully with only the information requested – do not write what is not requested.
- Double-check your paper for spelling and grammar before turning it in.

MAKE-UP WORK

Students who miss school are responsible for contacting the teachers of the classes missed and determining what assignments must be completed. Students are allowed one day for every day of absence to do make-up work. Any work missed and not turned in by the date required by the teacher will be recorded as a zero. It is suggested that when it appears a student is going to be absent for two or more days because of illness that parents contact the counselor's office (458-0121) and request homework on the morning of the second day. Please call before 9:00 a.m.

Work missed due to unexcused absences, truancies and out-of-school suspension must be made up but will only receive **one-half** credit.

Professional Qualifications

Notice that parents can request information on the professional qualifications for their child's teacher and if the child is receiving services from a paraprofessional, the paraprofessional's qualifications as well (See Policy GBL).

COUNSELING DEPARTMENT

This department is staffed with two counselors for the middle school. They are here to help you by providing you and your parents with enough information for you to utilize your abilities to the fullest. The counselors sometimes help teachers plan special activities in the classroom, give special tests and explain the results to you. Each year the counselors teach from the state's model guidance program, which provides students with strategies useful in dealing with problems and stresses of the adolescent years.

ATTENDANCE (see policy JED and procedure JED-API)

Regular attendance is an important factor in the establishment of a good scholastic record. Work missed through absence from school is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and class work. RMS has a daily goal to attain 95% attendance.

No student is allowed a **certain number** of days to be absent. Every student is expected to be in school every day unless the student is ill, a member of his family is ill, a relative has died, he/she is observing a religious holiday or previous arrangements have been made with the school for an extended absence, such as a family trip. Such arrangements **must be**

made at least one week in advance, in writing, on a form provided by the attendance secretary, and approved by the principal in order to be excused. **All missed student work is due upon return to school.**

If a student discovers that he/she will be absent for the day, THE PARENTS SHOULD CALL THE SCHOOL (458-0120) 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.

TARDINESS

A LITTLE LATE IS TOO LATE! If you arrive late to school, report to the office for a tardy pass.

If you arrive late to class, your teacher will handle the problem as other discipline problems are handled. **Excessive tardiness will be cause for referral to the principal's office for disciplinary action.** If a teacher or someone in the office has detained you, ask for a pass from the person who detained you. You should have the teacher write on the hall pass section in your student agenda. Seventh grade tardies are explained in further detail on page 18 in the 7th grade lunch program.

CONSERVATION/TEXTBOOKS

Conservation is the wise use and care of your environment, both natural and manmade. The building is your environment for each school day. Your actions will show your consideration for the possessions and feelings of those with whom you work. Equipment and textbooks have been provided for your use. *Students will be held*

accountable for lost, damaged or stolen books. End of year report cards will be withheld until all books are returned or fines have been paid. Let's work together to keep our school beautiful.

APPROPRIATE DRESS (see policy JFCA and procedure JFCA-AP)

A student should dress in an appropriate manner during the school year. Bare midriffs, half shirts, spaghetti straps and tube tops are not permitted. Students should not wear offensive clothing that portrays or publicizes things or ideas that are illegal, illicit or immoral. Clothing should always be neat, clean and decent. Shirts must have sleeves. Students may wear shorts; however, the shorts must come to mid thigh. Fashion trends such as "sagging" are acknowledged and monitored "within reason." Pants should ride on the hips and underwear should not be visible; a belt is recommended. An un-tucked shirt does not exempt a student from keeping the pants up. 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. Parents will be notified to help assist in correcting a chronic disregard for these simple expectations.

LOCKERS AND BOOK BAGS

Each seventh grade student is assigned a locker. This is space "loaned" to you by the school; it is to be kept clean and organized and may be inspected from time to time. Law enforcement in cooperation with school officials will utilize trained drug dogs to walk the locker areas to insure a drug free school. Use only the locker assigned to you and keep it locked at all times. **DO NOT give your locker combination to any other person.** ALL students may bring book bags to school; however, the bags must remain in lockers/cubbies during the day. Seventh grade students have many opportunities to visit their locker during the day; so, it is unnecessary to carry all books to every class. Notice that the district will periodically search lockers and other school property and that drug-sniffing dogs may be used (see Policy JFG).

FIELD TRIPS

Field trips are planned to support the curriculum and classroom activities. Parents are frequently asked to accompany students as chaperones. We allow a limited number of parents to ride the bus, but many times parents are asked to drive separately in order to attend a field trip. Students are expected to ride the bus to and from the field trip; however, exceptions will be made for the return trip for a student whose parent is driving.

If the student is to return home with parent(s), a written request from the parent can be submitted to the principal in advance of the field trip. Under no circumstance will a student be allowed to ride home with someone other than his/her own parent/guardian. **Field trip permission forms must be signed by parent or guardian and turned in, no phone calls will be accepted. Parents who serve as chaperones must have an approved background check on file from the district.** Chaperones should not to bring siblings on field trips.

ARTICLES PROHIBITED

You should only bring articles to school that will be used for educational purposes in the classes. Items that distract from the educational process or well being of other students should be kept at home. Such items may be confiscated and held until your parents can pick them up.

CONDUCT EXPECTATIONS

Know what is expected of you. You can only know these things by reading the material given to you, listening to your teachers and supervisors, and listening to all announcements. If you have questions about any rules or things of which you are not certain, ASK!

Remember that for you to learn and enjoy this school year, your classes and activities must be orderly and organized. If each student, as an individual, follows the school rules, it will be a good year for all concerned.

Some additional school rules that you should be aware of:

- Gum chewing or selling candy/gum is not allowed in school.
- Do not loiter in the restrooms or halls.
- Students should be courteous and respectful to others at all times.

In general, classroom rules include the following: (1) Stop talking at the classroom door. (2) Go directly to your seat and begin your work. (3) Bring all necessary books and materials to class with you. Each classroom teacher has a unique set of behavior expectations depending upon the nature of the class. Students are encouraged to know what is expected and are required to follow all rules.

Rolla Middle School continues to implement Positive Behavior Support (PBS) and Character Education systems previously in place at RMS. Positive behavior strategies are identified and

taught to increase positive interaction among students, teachers, and others.

The Rolla School District Board of Education policies and regulations regarding student conduct follows. The Rolla Middle School staff strictly adheres to these rules.

POSITIVE BEHAVIOR SUPPORTS (PBS)

RMS Eagles Respect Self, Respect Others, and Respect Property.

Rolla Middle School, along with hundreds of schools nationwide has implemented Positive Behavior Supports (PBS). PBS offers a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior. The faculty and staff at RMS teach, model, practice, and reinforce the expected behaviors with our students throughout the school year. A copy of the RMS Behavior Matrix is in this handbook. The matrix is broken into different settings such as playground, cafeteria, hallways, and classrooms and behavior expectations are given. Teachers and administrators consistently reinforce behavior routines in each of these settings so that students know what is expected of them. Teachers teach and encourage positive expectations and routines, actively supervise students, and remind students of and help them make positive behavior choices thus improving school climate while increasing academic gains, social competence, and school safety.

PARENT ASSISTED DISCIPLINE PROCEDURE

The Parent Assisted Discipline Procedure Program is an option added to the Rolla Middle School discipline policy. It is an effort to promote parent-teacher partnerships and improve student behavior. Our philosophy embraces parent involvement in all aspects of a child's educational development.

This program consists of the parent being a student shadow for an entire school day including after school study halls and any other activities. This option is offered in lieu of a suspension from school and is offered at the discretion of the administration.

The intent of this program is not to embarrass the child or to evaluate teaching. It provides an opportunity for parents to become better informed about the middle school experience while spending quality, learning time with their child.

Specific information is discussed if and when this option is offered.

AFTER SCHOOL DETENTION

After school detention is a time when the student is assigned to stay after school for various infractions, unacceptable student behavior or to make up academic work.

Students should fully understand that any teacher or staff member in the building has the authority to correct conduct at any time. **Therefore, it is conceivable that a teacher might assign an after school detention to a student who is not in any of his/her classes.** Failure to attend a scheduled, after school detention will result in further disciplinary action.

IN-SCHOOL SUSPENSION

In-school suspension (ISS) will meet in room 120 at Rolla Middle School. ISS runs from the beginning of school until 4:00 p.m. Monday through Friday of each week. Students should report immediately to the office upon their arrival at school to wait until dismissal to the ISS room. **Parents are responsible for transportation home at 4:00 p.m. Parents whom are unable to provide transportation may request in advance that student receive out of school Suspension.**

In-school suspension is designed to allow students to change behavior in a positive direction. ISS will be utilized in place of out-of-school suspension for offenses of school conduct which are relatively minor in nature, yet require disciplinary action beyond a reprimand. Violation of school district policy regarding the use of drugs or alcohol, or severe or repeated occurrences of behavior such as classroom disruption, disrespect to staff and others will still result in out-of-school suspension.

Consisting of isolation, guidance counseling, discipline and work, 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 permitted to leave the classroom during the day except for supervised restroom breaks and to eat lunch. A guidance counseling component will be included with this program utilizing both individual and group meetings to discuss methods of avoiding future disciplinary problems.

Students will be assigned no more than fifteen (15) days of in-school suspension during any given year.

Violation of the program rules will result in a suspension out-of-school for the remainder of the time assigned.

OUT-OF-SCHOOL SUSPENSION

A student may temporarily be suspended from school for major disciplinary problems as determined by the principal or assistant principal. When a student is suspended for a certain number of days, the student may not return until that number of school days have passed. For example, when school is out of session for a snow day, teacher workday or a weekend, those days are not counted towards the number of assigned suspension days. The principal or assistant principal will work with students and parents regarding suspension. Students suspended from school are encouraged to keep up with class work **but will only be allowed half credit** for work completed while suspended from school. A parent conference may be required to readmit a student to school following the suspension.

Students who are suspended out-of-school are not permitted to attend school functions. Students suspended out-of-school are also not to be on the high school campus without special permission from the administration.

SATURDAY SCHOOL

Saturday school is an attempt to modify unacceptable behavior or give students an additional opportunity to catch up on schoolwork. The administration has the discretion of assigning students Saturday school if the situation warrants such action. The session will be held at middle school and under the supervision of a certificated staff member. Transportation is the responsibility of the student and his/her parents.

STUDENT DISCIPLINE JG

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any

such removal will be subject to the appropriate due process procedures and in accordance with law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours. RSMo 160.261.

STUDENT DISCIPLINE JG-R1

The district disciplinary policies are designed to foster responsibility, respect for the rights of others, and to ensure the maintenance of an atmosphere where orderly learning is possible and encouraged. No code can be expected to list each and every offense which may result in the use of disciplinary action; however, it is the purpose of this code to list certain offenses, which, if committed by the 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 school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

I. Violations Against Persons JG-R1

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: Administrator Conference, detention, up to a ten (10) school days of suspension.

Second Offense: Administrator Conference up to a 180 school days of suspension.

Third Offense: Expulsion. Possible notification of law enforcement officials.

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) days suspension up to expulsion. Possible notification of law enforcement officials.

Subsequent Offense: Expulsion. Possible notification of law enforcement officials.

C. BULLYING (see Board policy JFCF)—Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

First Offense: Administrator conference,

detention, and up to 180 days out-of school suspension. Possible notification of law enforcement officials.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Possible notification of law enforcement officials.

D. 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, detention, up to five (5) school days of suspension.

Second Offense: Administrator Conference up to ten (10) school days of suspension. Possible notification of law enforcement officials.

Third Offense: 10-180 school days of suspension. Possible notification of law enforcement officials.

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 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 days out-of-school suspension. Possible notification of law enforcement officials.

Second Offense: 1-180 days of out-of-school suspension or expulsion. Possible notification of law enforcement officials.

F. BUS ISSUES

Bus Passes: Only those students assigned to a particular bus will be allowed to ride **except in emergencies**, and students are expected to ride the same bus to or from school each day. Principals may issue a student bus pass to allow a student to ride a different bus if the parent requests the change in writing (phone calls in extreme emergencies only) for the following emergency situations: death in the family, parent(s) in hospital or out of town for an extended period of time, baby-sitter or day

care change, transporting students from one school to another for school sponsored activities, or other circumstances which the principals or transportation director deem appropriate. Students riding their regular afternoon bus may disembark at a stop other than their regular stop if a principal issues a permit. Principals may issue the permits if the parent has made prior arrangements and the student is disembarking at an established bus stop. Please do not ask for exceptions to the above rules.

Bus or Transportation Misconduct: (see Board policy JFCC and procedure JFFCC-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 the 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 10

school days unless infraction breaks other school discipline policy, i.e. fighting.

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

Future Reports: Deny bus privileges for 10 School days or other action the principal deems appropriate.. Possible notification of law enforcement officials.

Safety Rules for Bus Riders:

1. Help keep the bus on schedule - **be on time.** The school district recommends that you be at the bus stop at least five minutes before your bus is scheduled to arrive.
2. Do not try to get on or off the bus while it is in motion. Take a seat upon boarding the bus and remain seated until you reach your destination. Do not leave your seat while the bus is in motion.
3. **Obey the driver promptly and respectfully;** realize that he/she has a big responsibility and that it is your job to help. The driver has responsibility for students until they get off the bus; and students should respect his or her authority.
4. Yelling, loud talking or laughing, use of profane language or unnecessary confusion can divert the driver's attention and may result in a serious accident. Classroom conduct is expected except that conversation in normal tones is generally permitted. No radios or tape players are to be played on the bus.
5. There should be no throwing of objects on the bus, no paper wads and no water guns.
6. Keep head, arms and hands inside the bus at all times. You could be hurt or even killed by another bus, a car, truck, tree or pole or even by a flying stone if you hang out the windows.
7. Possession or use of tobacco or alcohol on school buses is a violation of state law and is strictly prohibited.
8. Help keep the bus clean, sanitary, and orderly. Do not eat or drink on the bus.
9. Do not bring large objects, glass containers, or live animals on the bus.
10. Treat bus equipment as you would valuable furniture in your home. Damage to seats and other equipment is unnecessary and costly to taxpayers. Students causing such damage will not be permitted to ride the bus until the damage is paid for.
11. The emergency door is to be used in an emergency only. Do not tamper with it.
12. Refrain from pushing, shoving, wrestling, etc., in the buses or in the loading lines. Such "horseplay" can result in a serious accident.

13. Do not throw snowballs, rocks or other objects at the school bus or at other students.

14. Do not write or make marks or drawings on or in the bus.

15. When leaving the bus, wait for the driver's signal to cross the street. If you need to cross the street, cross ten feet in front of the bus. Be sure to look both ways for cars, as they don't always stop, as they should.

16. Any student who persistently violates safety rules may be denied the privilege of riding on school buses.

The above safety rules are made for the safety and protection of all school children who ride the bus. A bus loaded with children cannot be sacrificed because of one or two persons who refuse to abide by the rules.

G. WEAPONS (see Board Policy JFCJ and ECA):

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 of out-of-school suspension, or expulsion. . Possible notification of law enforcement officials.

Subsequent Offense: 1-180 days of out-of-school suspension, or expulsion. Possible notification of law enforcement officials.

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: (1) One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent. . Possible notification of law enforcement officials.

Subsequent Offense: Expulsion. . Possible notification of law enforcement officials.

H. VERBAL ABUSE TO STAFF: Disrespectful, profane or sarcastic language directed to any staff member.

First Offense: Staff/Student conference, detention, up to ten (10) school days of suspension. . Possible notification of law enforcement officials.

Second Offense: 1 to 180 school days of suspension.. Possible notification of law enforcement officials.

Third Offense: Expulsion. Possible notification of law enforcement officials.

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. Possible notification of law enforcement officials.

Subsequent Offense: Administrator conference, up to 180 days out-of-school suspension, or expulsion. . Possible notification of law enforcement officials.

J. SEXUAL HARASSMENT (see Board policy AC)

a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances. For more information see Policy and Procedure AC-AP.

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

Subsequent Offense: Administrator conference and up to 180 days of out-or-school suspension, or expulsion. . Possible notification of law enforcement officials.

b. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense Administrator conference, detention, and up to 180 days out-of-school suspension, or expulsion. Possible notification of law enforcement officials.

Second Offense: 1-180 day suspension or expulsion.. Possible notification of law enforcement officials.

II. 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 days suspension with provision for reduction to five (5) days.. Possible notification of the law enforcement officials.

Second Offense: 180 school days of suspension to expulsion. Possible notification of law enforcement officials.

B. DISTRIBUTION OR ATTEMPT TO DISTRIBUTE DRUGS, DRUG PARAPHERNALIA, ALCOHOL OR SUBSTANCES REPRESENTED TO BE SUCH – (see Board Policy JFCH)

a. Sale:

First Offense: Ten (10) day suspension up to expulsion. . Possible notification of law enforcement officials.

Second Offense: Expulsion. . Possible notification of law enforcement officials.

b. Distribution other than Sale:

First Offense: Up to expulsion. Possible notification of law enforcement officials.

Second Offense: Expulsion. . Possible notification of law enforcement officials.

C. TOBACCO POSSESSION:

In all instances, tobacco product will be confiscated.

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

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

Third Offense: Up to four (4) school day suspension. Possible notification of law enforcement officials.

Fourth Offense: Up to a ten (10) school day suspension. . Possible notification of law enforcement officials.

Fifth Offense: Up to a 180 school day suspension. . Possible notification of law enforcement officials.

D. Tobacco Use: Use of tobacco while in or on school premises or under the school’s jurisdiction or while participating in a school-sponsored event. In all instances, tobacco 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) day school suspension. . Possible notification of law enforcement officials.

Fourth Offense: Up to a 180 school day suspension. . Possible notification of

law enforcement officials.

- E. Incendiary Devices:** 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.

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

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

III. Violations Against Property

- A. EXTORTION:** threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or any thing of value.

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

Second Offense: Conference up to 180 school days of suspension.

Third Offense: Expulsion.

- B. FALSE ALARM: (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 days of suspension and immediate report to law enforcement.

Second Offense: Restitution. Expulsion and immediate report to law enforcement.

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

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

of-school suspension. Possible notification of law enforcement officials.

Subsequent Offense: Restitution. Suspension or loss of user privileges, 1-180 days out-of-school suspension, or expulsion and possible notification of law enforcement officials.

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

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

Subsequent Offense: Restitution. Suspension or loss of user privileges, up to 180 days of out-of-school suspension, or expulsion and possible notification of law enforcement officials.

- 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 person to enter a district facility through any entrance.

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

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

- F. VANDALISM--WILLFUL DAMAGE TO SCHOOL PROPERTY (see Board Policy ECA)**--Willfully causing damage or attempting to cause damage to any property, real or personal, belonging to the school or participating in the littering of school property. The school will notify legal authorities if the value of the damage exceeds \$50.00.

Any student who is found by the school principal or designee to have willfully damaged or destroyed school property or participated in the littering of

school 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) 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 ten (10) school days of suspension

Second Offense: Arrangements for restitution and 1 to 30 school days suspension

Third Offense: Up to expulsion

G. Automobile/Vehicle Misuse – N/A. see Secondary Handbook.

H. ARSON—Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, 11-180 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-- Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled. "Prohibition against being on or near School Property during Suspension."

In determining whether to suspend or expel a student, 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 within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

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

Subsequent Offense: Verbal warning, detention, up to 180 days out-of-school suspension, or expulsion.

B. TRUANCY (See Board policy JED and JED-AP1 and JED-AP2)—Absent from school, class, or assigned area without permission and/or parental permission.

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

Second Offense: Detention, up to two (2) school days of suspension

Third Offense: up to five (5) school days of suspension

Fourth Offense: up to ten (10) school days of suspension

Fifth Offense: up to 180 school days of suspension

V. Violations Against Public Decency and Good Order

A. USE OF OBSCENE LANGUAGE -- use of words or gestures which are offensively lewd and indecent and do not have a serious literary, artistic, political or scientific value.

First Offense: Parent conference, detention, up to three (3) school days of suspension

Second Offense: 1 day to 5 school days of 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 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 is protected by law.

First Offense: Parent conference, detention, up to three (3) school days of suspension

Second Offense: 1 to 5 school days of 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. For more information see district policy KKB on the district website.

First Offense: Detention. Up to five (5) days of suspension; however, if the communication device is related to involvement in controlled substances or gang type activity,* the student may be suspended up to ten (10) school days with a recommendation for a suspension of up to 180 days.

Second Offense: Up to ten (10) days 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, 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, or in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, or expulsion.

F. 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.

VI. Other

A. OTHER VIOLATIONS OF GOOD ORDER, WHICH 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
5. Disobedience or disrespect to a teacher or school official.
6. Obstruction or disruption of teaching, administration, disciplinary procedures or other activities on school district premises
7. Off-campus misconduct of a serious nature that may adversely affect or disrupt school discipline and good order (i.e., sale of controlled substances, assault)
8. Any other conduct that is prejudicial to good order and discipline in the schools or that 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 warnings by teachers and administrators and notification to parents, are showing no progress may be suspended.

B. SUSPENSIONS SHALL BE SUBJECT TO REVIEW AND FINAL ACTION OF THE BOARD IN ACCORDANCE WITH SECTIONS 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.

A. Notification of Policy for Student Alcohol and Drug Abuse

Students shall be notified annually of the policies and regulations related to drug and alcohol abuse. In addition to other methods of notification, the following is required:

1. The teacher of each homeroom class, grades 5-12, shall at the beginning of the school year, specifically review and explain the policy with the students. The counselors will explain the policy to new students, grades 5-12, upon their enrollment.
2. A written notice will be affixed inside each school locker, briefly advising the students of the school's policy on locker searches and drug and alcohol abuse.
3. Student Handbooks will explain the drug and alcohol abuse policy and the process for dealing with violations of the policy. Students will be instructed to share the handbooks with their parents.

B Discipline for Violations:

Any student in violation of the provision of this policy shall be subject to disciplinary actions in accordance with the provisions of school regulations. The disciplinary actions provided by the school shall be independent and separate from actions taken by law enforcement officials.

C School Counseling:

This policy shall not be meant to discourage students from seeking and receiving counseling about drugs and related problems, and students are in fact encouraged to seek such counseling in all instances. When a student seeks counseling, school

staff members shall use their best judgment to decide which of the following approaches to follow:

1. To listen and discuss in confidence the situation as related by the student;
2. To consult with the administration, nurse, guidance counselor and/or health personnel; or
3. To consult appropriate in school or approved out-of-school agencies.

D Annual Policy Review

The Superintendent of Schools or his designee shall, each year, meet with appropriate law enforcement officials, including the Phelps County Prosecutor, to gauge the condition of drug and alcohol activity in the schools and community, the effectiveness of school policy and procedure, the degree of cooperation between the school system and law enforcement to resolve such problems of communication as may arise, to exchange new information and, if necessary, to make further recommendations to the School Board regarding policy.

STUDENT SEXUAL HARASSMENT

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Rolla 31 Board of Education to maintain learning and working environment that is free from sexual harassment. It shall be a violation for any employee of the Rolla No. 31 School District to harass any student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students or employees through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the district to harass a student of the district through conduct or comments of a sexual nature while such student is under district supervision.

STUDENT SEXUAL HARASSMENT COMPLAINT PROCEDURE

1. If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the building principal.

2. If the student feels that such contact with the building principal would be inappropriate, if the situation is not satisfactorily resolved by the building principal or if the student simply feels more comfortable speaking to someone other than the building principal, the student should contact the Title IX compliance coordinator for the school district.

3. If neither the student's building principal nor the Title IX compliance coordinator is of the same sex as the student, or the student for any other reason would prefer to report the student's concern to another administrator within the district, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

4. Following the receipt of the report, district personnel will fully investigate the concern and will notify the student of the results of the investigation. Investigations will be conducted with full recognition of the rights of all parties involved.

5. The district will maintain the confidentiality of the report and the details of the investigation to the fullest extent possible.

6. If the investigation substantiates the validity of sexual harassment, the district will take appropriate disciplinary action against the offender(s), commensurate to the severity of the harassment (up to and including termination of employment when the offender is an employee of the district). If the offender is another student, disciplinary action will be taken in accordance with Board established policy (JFA). If the offender is not an employee or student of the district, the district will take appropriate action, within the scope of its authority, to eliminate and redress the harassment.

7. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern.

8. The responsible administrator shall follow-up regularly with the complaining student to ensure that the harassment has stopped and that no retaliation has occurred.

HOMELESS STUDENTS

Rolla Public School 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 school district have access to a free and appropriate public education. For additional information see board policy- IGBCA

STUDENT MEDICATION POLICY

Whenever possible, medications should be scheduled to be given when the student is not in

school. However, some students require medication during the school day. While the parents carry the primary responsibility for their child's health, parents may need to delegate some of this responsibility to school personnel. It is Rolla Public School District's intent to encourage the use of medications only when absolutely necessary. Parents are encouraged to consult with the school nurse regarding any area of health concern. To comply with Missouri State Law, Rolla Public Schools requires medications to be given under the following rules:

1. The prescription medication must arrive in a current, pharmacy-labeled container with the student's name and correct dose. Over the counter medications must arrive in the original container, for example, a Tylenol bottle.

2. Dr. Cook has given Rolla Public Schools written permission for giving specific dosages of acetaminophen (generic Tylenol) and ibuprofen (generic Advil). These dosages cover the majority of the needs of our students. If the parent requests another dose of acetaminophen, ibuprofen or any other OTC medication, he/she needs to obtain written permission from a doctor.

3. The parent must sign a medication permission form.

4. The first dose of any medication must be given at home.

5. The doctor and parent may provide written approval for a student under 10th grade to assume responsibility for his/her own medications.

6. The parent assumes the responsibility for informing the school nurse of any change in the child's health or medication.

7. Parents will be given the opportunity to pick up all medications remaining in the nursing office after the last day of school. **Medications will not be sent home with the student.**

SCHOOL NURSE

A school nurse is at RMS every day. Parents, guardians or designated emergency contacts will be called in the case of serious illness or injury or when, in the judgment of the nurse or school staff, a health situation should be brought to the attention of a doctor. Contact will be made when the child is vomiting or running a fever of 100°F or greater. Students must be fever free for 24 hours *without* the use of acetaminophen (generic Tylenol) and ibuprofen (generic Advil) before returning to school. Students who may have a contagious or infectious condition as determined

by the school nurse will be sent home immediately.

Children who attend school must be immunized against certain diseases. State law requires students to be in compliance (having all immunizations up to date) before being admitted to school. Students who are not in compliance will be excluded from school.

TRAFFIC PATTERNS

For the safety of all:

- Students who walk or ride bicycles must follow the specific exit routes. Remember to be extremely careful and do not cut across traffic patterns.
- Parents should load or unload students using the specific driveway for car traffic. For obvious reasons, students should NOT be loaded or unloaded in the circle drive where busses load and unload.

STUDENT PROCEDURES TO ENTER BUILDING

When students arrive at school, they should proceed to the cafeteria through the outside cafeteria door to purchase lunch tickets, eat breakfast, put band instruments in the storage room and go to designated waiting areas. The **fifth grade** waiting area will be the north end of the cafeteria. The **sixth grade** waiting area will be the east end of the multi-purpose room, and the **seventh grade** will meet in the west end. Students will be dismissed to classes beginning with the 5th grade at 7:55 a.m., except Wednesdays, which will begin at 8:20 a.m. The 6th and 7th grades will be dismissed through their respective hallways immediately following fifth grade.

STUDENT PROCEDURES TO EXIT BUILDING

At the end of the school day there will be three bus dismissal groups. The **first** bus dismissal group (3:00 pm) will consist only of students riding designated buses on the first bus group and students that are car riders. These students should exit the building only through the front doors by the office and the auditorium and proceed directly to their waiting bus or car circle. The **second** bus dismissal group (approximately 3:05 pm) will consist of students riding buses designated for the second bus group and bike riders. These students should exit the building through the front doors by the office and auditorium and proceed to the bus lines in the parking lot or to the bike racks, whichever is appropriate. The **third** bus group (approximately 3:10 pm) will consist of all remaining students

including bus riders, and walkers. They should exit the building as follows: 7th grade will exit through the west gym doors, 6th grade through the front doors by the office, and 5th grade through the front auditorium doors and proceed to the bus lines in the parking lot or to cars waiting in the car circle

LEAVING THE BUILDING OR SCHOOL GROUNDS

Students are not to leave the building or school grounds for any reason without first receiving permission from office personnel and signing out there. Early dismissal will be permitted on the receipt of a written request from a parent. The person with whom a student leaves the school grounds must sign the form provided in the office for early dismissal purposes. Leaving school without permission is classified as truancy.

WITHDRAWAL FROM SCHOOL

Any student who is going to move should have his/her parent report this information to the office at least three days before leaving. The student should then pick up a withdrawal form on the final day of attendance.

HALL TRAFFIC

No student is allowed to leave the classroom or go to any room in the building during class time without teacher permission. The teacher will issue a hall pass. Students should move briskly (no running please) to their destination. Keep walkways open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through walkways quietly. Be as considerate of others in the walkways as you are in the classrooms.

LOST AND FOUND

Many articles are lost during the school year. Please put your name on as many of your articles as possible. **After four (4) weeks all items become the property of RMS. (Items will be distributed to students on a need basis)**

Students are encouraged to bring only necessary items to school. THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR PERSONAL PROPERTY. Articles found should be turned into the office and can be claimed there by the owner.

DELIVERY OF FLOWERS OR GIFTS TO SCHOOL

The Parent Advisory Committee recommended that no flowers or balloons be delivered to the middle school. Instead, flowers or balloons should be delivered to the home. There are problems with receiving balloons and flowers at school. First, many students do not receive flowers/balloons and

feelings are hurt. Students at this age are very sensitive to being left out or different. Second, the students have no place to keep the flowers or balloons during the day without having to carry them from room to room. This can be disruptive to the classroom. Third, if we hold the flowers or balloons until the end of the day, the students really don't get to enjoy them until they get home. Fourth, transporting flowers/balloons on the school bus is extremely difficult; and in the case of balloons, it is dangerous because of restricted viewing by the bus driver. Students also have a difficult time carrying them if they walk or ride their bikes. We appreciate your cooperation with this.

ILLNESS OR INJURY AT SCHOOL

If you are injured or become ill, report this to your teacher and ask to see the school nurse. If the nurse feels it is necessary, she will contact your parents or guardian. All students who are injured or become ill at school must check with the school office before leaving school.

No student will be permitted to go to the nurse's office without a pass, unless it is an emergency. Students should first approach a classroom teacher regarding illness. If the teacher determines that there is cause for the student to report to the nurse's office, a pass shall be written. If a student approaches a teacher at the end of a period, he/she should be instructed to seek a pass from the next hour/class teacher

VISITORS

Because of the size of our student body, students are not allowed to bring visitors to school. **Parents are always welcome** but are encouraged to make an appointment to see a teacher or visit the school. All visitors must check in at the office.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the middle school. To promote good nutrition, a well-balanced lunch is offered at a reasonable price. You are encouraged to keep the following in mind:

- Stay in single file in either lunch line. Do not "cut in" ahead of your classmates.
- Leave the table and floor around your table in a clean condition for your classmates.
- Please take time to deposit all lunch litter in proper containers.
- Remain in the cafeteria during the lunch period.
- Glass containers should not be brought to school.
- Students should remain in the seat where they first sit down, only getting up to throw trash away

and put their soiled cafeteria utensils in the tray return window.

- Students should then be seated in their original seat.
- Supervisors will dismiss students from the cafeteria to their teacher when the lunchroom area is clean and quiet.
- Students with sack lunches may go immediately to their tables if they are not purchasing milk.
- All food is to be eaten in the cafeteria.
- There is to be no running, horseplay or yelling during lunch.
- Students are to be courteous and well mannered at all times.
- Directions given by lunchroom aides and supervisors are to be strictly followed.
- Excessive noise is not permitted.

2009-10 MEAL PRICES

Breakfast \$1.25/.30 reduced price

Lunch \$1.60/.40 reduced price

In addition, middle school offers a la carte items for students at an additional cost. Each family is encouraged to complete an application for free/reduced price meals. Students may charge up to \$5.70 and is for the purchase of type "A" meals only. Students are asked to make deposits during breakfast. Cafeteria balances automatically roll over at the end of the year. Refund checks are issued by request only. All charges will have to be paid before final grade cards will be issued at the end of the year. All theft, of any form, will be reported to the school administrators.

7th GRADE LUNCH PROGRAM

The 7th grade lunch program is designed to reward the many students who meet grade and behavior expectations everyday here at RMS. The 7th grade lunch program also offers the teachers and students the opportunity to relate to one another in a less formal setting thus enhancing their working relationship. It is also designed to assist students who are struggling academically as well as a tool to curb behavior when needed.

Students are divided into several groups which will consist of those students who have met the expectations regarding grades (no F's), behavior, and other defined behavior (example tardies). This group will have 25 minutes to eat lunch followed by a 25-minute period of SAS with their assigned teacher. This time will be spent working on GIR activities, team building exercises, and other fun activities.

An academic support group will consist of those students who need academic help. Students who receive 1 or more F's in any core subject will be assigned to a 25-minute study hall and 25 minutes of lunch. This will allow extra time and help for students needing it. Students in this group will remain in this group and be reevaluated every 3 weeks.

Loss of Privilege (LOP) group consist of students who are place in LOP based on tardies. Students in LOP are placed in LOP for a certain amount of time and spend the entire 50 minutes in LOP. They are served a sack lunch from the cafeteria if they choose to eat and will be served milk, orange juice, or water. No other food or drink is allowed in LOP. Students in LOP will sit quietly, work, and/or eat.

A tardy occurs if “the student is not inside the door before the tardy bell starts to ring”. Tardies are based on total tardies not individual classes and begin again each quarter. The tardy policy is as follows:

- 1st tardy is free
- 2nd tardy is 1 days of LOP
- 3rd tardy is 2 additional days of LOP
- 4th tardy is 3 additional days of LOP
- 5th tardy is 4 additional days of LOP
- 6th tardy is 1 days ISS
- 7th tardy is 2 days ISS and 1 after school detentions
- 8th tardy is 3 days ISS and 2 after school detentions
- 9th tardy is 1 day OSS
- 10th tardy is 2 days OSS

CHANGE OF ADDRESS

Please inform the office if your address or telephone number has changed.

RECESS

- Recess is a privilege. Therefore, students are asked to use good judgment in all play areas. Think before acting.
- Be respectful of others, be watchful and safe, and remember to follow KHFAOOTY (Keep Hands Feet All Other Objects to Yourself).
- Play should only take place in areas specified as playground areas. Due to various weather conditions, these areas may change from time to time.
- Play equipment should only be used as it was meant to be.
- Directions given by playground supervisors are to be strictly followed.

- Students should not throw rocks, snowballs, etc., so as not to harm others on the playground.
- A whistle will be blown to signal the end of the recess period. Re-entry to the building should be quiet and orderly.

Noon Recess Guidelines

1. Be respectful of others, be watchful and safe, and remember to follow KHFAOOTY.
2. Stay within playground boundaries (parking lot and upper field).
3. When the whistle is blown, immediately line up with your teacher following the 3 S's (Short, straight & silent line).
4. When the whistle is blown at the end of 7th grade recess, student will proceed to the west end of the building. Students with front hall lockers will come in the building through the front hall doors at the west end of the building. Students with back hall lockers will come in the building through the back hall doors at the west end of the building. If it is raining or too wet, there will be no recess.

MEDIA CENTER

The Media Center will be open from 8:20-3:10 for students on Wednesday and from 8:06-3:10 on Monday, Tuesday, Thursday and Friday. There will also be after school programs. Listen to announcements or check in the media center for information on these programs.

1. A student must have a library pass from his/her teacher or supervisor to go to the Media Center.
2. The loan period for most material is two weeks.
3. Magazines and reference material may be checked out at 2:45 for overnight use only and are due BEFORE school begins the following morning.
4. Current magazines are to be used only in the Media Center. Back issues of magazines may be checked out overnight by filling out a pink request slip.
5. Students are to show the librarian or library assistant all material checked out before leaving the library.
6. Students may reserve material already on loan using the library's computers.
7. Books should be turned in on or before due date. Students will receive notices when a book is late. Students may also use library computers to check their account.
8. Book Care: Students are expected to take good care of library materials. Please do not write in books, cut or tear pages, fold corners, or remove covers.
9. Damaged Books: Students should report damage to books as soon as possible. Charges may be assigned for damage beyond normal wear and tear.

10. Lost Books: When a book has been lost, report it to the librarian immediately. Time will be given to find and return the book. If the book has not been returned by the end of the quarter, the student will be expected to pay replacement cost.

11. Students should not have more than four (4) items checked out at one time. This privilege may be limited if a student has books or fines that are long overdue.

12. Any student who makes a disturbance may be asked to leave the Media Center. Complete loss of Media Center privileges is also possible.

PERFECT ATTENDANCE AWARD

Attendance awards are given at the annual end-of-school awards assembly. Only students who have not been absent at all on any school day will be eligible for the perfect attendance award. Students absent three hours or less will be awarded a certificate of outstanding attendance. A three-year award is also given to seventh grade students who have perfect attendance for all three middle school years.

THE RMS SOARING EAGLE AWARD

We would like to recognize our many "good" students here at Rolla Middle School. This recognition should go to students who achieve high grades AND are good citizens. Academic subject area grades will be considered. No student shall be penalized in any way or kept off this list for attending special classes of any kind. Students should perceive this recognition as truly being an honor. Students making the list each quarter shall be announced in the newsletter and in the daily bulletin. These students will receive certificates from the principal. An additional certificate will be awarded to students who make the list all four quarters at the end of the school year.

Eligibility Requirements:

1. All students shall have grades of A's or B's in the following subject areas:

- a. 5th and 6th grade: reading, language arts, math, social studies, science and spelling
- b. 7th grade: reading, English, math, social studies, science, physical education, music, art, industrial arts, band, and family & consumer science

2. All students shall have satisfactory or above ratings in behavior and work habits in all subject areas.

3. All students shall have satisfactory or above ratings in subject areas where ratings are given in place of grades.

PRESIDENTIAL ACADEMIC FITNESS

AWARD

Seventh grade students are eligible for this presidential award if they achieve at least at the 80th percentile on the Total CTBS Achievement Test and have a 3.5 (B+) Grade Point Average for fifth grade, sixth grade and first semester seventh grade combined. This award certificate is presented at the end-of-the-year awards assembly and is signed by the President of the United States.

STUDENT FORUM

This committee is designed to provide for a two-way communication between the students and the administration. The Forum is composed of student representatives selected from the homerooms and meets on a regular basis to discuss programs and student relations.

WEDNESDAY MORNING MEETINGS

Each Wednesday from 7:40-8:20 is set aside for teachers' professional development meetings. Busses will run fifteen minutes late, with none arriving at school before 7:45. Arrangements should be made to ensure that no walkers or car riders arrive before 7:45 on Wednesdays. Students will be supervised from 7:45-8:20, at which time students will be dismissed to classes.

SCHEDULE

Students are not to be dropped off before 7:30 and need to be picked up by 3:30 unless they are involved in an after school activity. Parents are expected to pick students up promptly at the designated ending time of the after school activity.

7:30-8:00 Students must be seated in their designated areas of the cafeteria and multi-purpose room. Student may pay into their lunch accounts in the cafeteria. Students absent the previous day(s) are to report to the office for an admission slip.

First Tone: 8:20 on Wednesday and 8:00 on Monday, Tuesday, Thursday & Friday. Students may go to their lockers, the library, and the counselor's office or use the restroom before reporting to their first period class or homeroom.

Class Tone: 8:25 on Wednesdays and 8:05 on Monday, Tuesday, Thursday & Friday. CLASSES BEGIN. Tardy students should report to the office for an admit slip.

Students may pay into their lunch accounts before school in the cafeteria.

<u>5th</u>	<u>Wednesday Schedule</u>	<u>6th</u>
<u>Grade Schedule</u>		<u>Grade Schedule</u>
8:25-10:47	morning class work	8:25-11:33

10:50-11:20 lunch 11:34-12:04
 11:23-3:00 afternoon class work 12:09-3:00

Monday, Tuesday, Thursday & Friday Schedule

<u>5th</u>	<u>6th</u>
<u>Grade Schedule</u>	<u>Grade Schedule</u>
8:05-10:33 morning class work	8:05-11:21
10:36-11:06 lunch	11:25-11:55
11:09-3:00 afternoon class work	12:02-3:00

7th Grade Schedule on Wednesday

8:25-9:15 1 st Period	12:23-12:53 Lunch
9:19-10:02 2 nd Period	12:57-1:17 SAS
10:06-10:49 3 rd Period	1:21-2:06 6 th Period
10:53-11:36 4 th Period	2:10-3:00 7 th Period
11:40-12:23 5 th Period	

7th Grade Schedule

Monday, Tuesday, Thursday & Friday

8:05-8:57 1 st Period	12:13-12:43 Lunches
9:01-9:46 2 nd Period	12:47-1:17 SAS
9:50-10:35 3 rd Period	1:21-2:06 6 th Period
10:39-11:24 4 th Period	2:10-3:00 7 th Period
11:28-12:13 5 th Period	

SCHOOL CALENDAR 2009-10

August 13	School Opens
September 7	Labor Day (NO SCHOOL)
September 16	CDS Meeting (1p.m. dismissal)
October 12	CSD Meetings- (NO SCHOOL)
October 14	End of 1 st Quarter
October 21-22	Parent/Teacher Conferences
October 23	No School
November 4	CDS Meeting (1 p.m. dismissal)
November 25-27	Thanksgiving - No School
December 18	End of 2 nd quarter/1:00 p.m. dismissal
Dec. 21- Jan. 4	Winter Holiday Break-No School
January 4	No School – Teacher Workday
January 5	Classes Resume
January 18	Martin Luther King Day (NO SCHOOL)
February 12	CSD Meetings (NO SCHOOL)
February 15	No School – President’s Day
March 12	End of 3 rd quarter
March 24-25	Parent/Teacher Conferences
March 26	No School
March 29-April 2	Spring Break (NO SCHOOL)
May 25	School Dismissed at 1 p.m.
May 26	Teacher Workday
1st quarter ends Oct. 14	3rd quarter ends March 12
2nd quarter ends Dec.18	4th quarter ends May 25

STUDENT RECORDS JO-AF1

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with

respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student’s privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student’s privacy. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
5. The district has determined that the following information regarding the district’s students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student’s parent in absence of a parent or

guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook. The following information may be released without obtaining parental consent: 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.

6. Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

**STANDARD COMPLAINT RESOLUTION
PROCEDURE FOR NO CHILD LEFT
BEHIND PROGRAM**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by the Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filled and the resolution pursued in accordance with local district policy: (see following policy). If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may

require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact the local district or Department personnel.

PUBLIC COMPLAINTS KL-AP

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.

2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.

3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.

4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure (AC-R), established for that purpose.

Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

STUDENT COMPLAINTS

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. If the matter is not resolved then a formal complaint may be made in writing to the principal. Please see board policy JFH at the Rolla Public Schools web site under board policy for additional information and procedures.

SURVEYING, ANALYZING OR EVALUATING STUDENTS – Policy JHDA

Inspection any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teacher’s manuals, films tapes or other supplementary material that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term “instructional material” does not include academic tests or academic assessments. In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered to a student, upon request and in accordance with Board policy. *Consent Required* In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as “protected information survey”) that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.

Notice and an opportunity to opt a student out of –In accordance with law, parents will receive prior notice and an opportunity to opt as student out of:

1. Any other protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law; except for hearing, vision or scoliosis screenings.
3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

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 cost 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 Director of Special Services, at 573-458-0100.

PARENT'S RIGHT TO KNOW

At the beginning of each school year, districts must notify the parents of each student attending any school which receives Title I funds that they may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- whether the child is provided services by paraprofessionals and, if so, their qualifications; and
- what baccalaureate degree major and any other graduate certification or degree is held by the teacher, and the field of discipline of certification of degree.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Requests for this information must be provided in a timely manner.

HUMAN GROWTH AND DEVELOPMENT **(see 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 student avoid risk to their health and academic success and prepares them to make informed decisions as adults. Student may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriated to the age of the students receiving such instruction.

Parents/guardians have the right to remove the student from any part of the districts human sexuality instruction. The district will make all curriculum material used in the district's human sexuality instruction available for public inspection

as a public record prior to the use of such material in actual instruction. RMS will hold parent viewing nights about human growth and development and parents may come view the materials if desired before there child does. The dates of these viewings will be in the student news letters and on announcements.

ASSESSMENT PLAN (see policy IL)

The curriculum coordinator serves as coordinator of the districts 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- ILAR addresses test security. The following are standardized test administered to students at RMS. **Missouri Assessment Plan (MAP)** Science 5th, Communication Arts 5th, 6th, & 7th, Math 5th, 6th, & 7th and Physical Fitness 5th. **STARR Reading** – Grades 5th, 6th & 7th. **Gates MacGinite Reading Assessment-** 5th, 6th, & 7th. **Missouri Connections (KUDER)** 7th grade for education and career planning, interest, and skill assessment. Additional assessments are given and information about assessments can be found in school board policy- IL-AP1 on the RPS website.

District and Building Accountability

District and building accountability report cards, unless distributed in another manner (see Procedure KB-AP).

Weapons in School

No student, parent, or patron may possess a weapon on school property except for members of law enforcement. Possession of firearms and weapons are prohibited. See Board Policy JFCJ & ECA

DIRECTORY INFORMATION JO-R

On a student enrollment form, parents have the option of giving permission for a student's information to be listed in the directory. The definition of a directory as defined by the School Board policy is listed below. The Rolla Middle School does not publish anything that gives student telephone numbers. However, a yearbook is published, where student pictures, names grade level and activity pictures are published. Permission to be included or excluded in the yearbook is given on the enrollment form when answering this directory question.

Directory information means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information under this policy includes, but is not limited to, the student's name; address; parents' name(s);

ROLLA MIDDLE SCHOOL BEHAVIOR EXPECTATIONS

	RESPECT OURSELVES	RESPECT OTHERS	RESPECT PROPERTY
ALL SETTINGS	Stay on Task Give your best effort Be responsible for your actions	Respect everyone Be Kind and Polite Help Others Share Use appropriate voice level & tone Keep hands, feet, & all other objects to yourself Follow adult directions	Recycle Clean up after yourself Use only what you need to use Take care of your belongings
HALLWAYS & WALKWAYS	Keep right Walk quietly	SSS (short/straight/silent) See above	Keep hallways & walkways clean Keeps hands & feet off the wall
PLAYGROUND	Treat others like you want to be treated	Play safely Include others Take turns Use kind words	Pick up litter Use garbage can for litter Use equipment properly
BATHROOMS	Wash your hands Flush stool or urinals	Respect Privacy Quiet voice	Keep the bathroom clean Use towel dispensers and dryers appropriately No writing on the walls or stalls
LUNCHROOM	Eat your own food Practice good table manners	Use quiet voice Use polite words Follow adult directions	Pick up/clean around your area
LIBRARY	Be responsible Turn books in on time	Use quiet voice	Take care of the books Push in chairs when leaving Respect Library equipment
ASSEMBLY	Sit in one spot Remain quiet Leave quietly	Actively Listen Appropriate response and applause	Keep feet on the floor in the auditorium
BUS DISMISSAL/LINES	Leave classroom on correct bus group Exit building in timely manner	Walk immediately to bus/car/bike Go to your busline	Pick up litter outside/in
INSIDE DISMISSAL	Go to the gym sit in your bus line	Sit in your bus line Stay seated Quiet voices	Keep gym clean Pick up litter