

Rockwood South Middle School

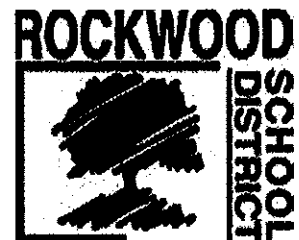
Student/Parent Handbook
2011-2012



FALCONS

Rockwood South Middle School
1628 Hawkins Road
Fenton, Missouri 63026-2629

Office: 636-891-6850
Office Fax: 636-861-7730
Nurse Fax: 636-861-7732





Rockwood South Middle School
1628 Hawkins Road
Fenton, MO 63026-2629

636.891.6850
636.861.7730 Fax
E-Mail: millerlinda@rockwood.k12.mo.us

Dr. Linda Miller
Principal

August 2011

Dear Students:

Welcome to Rockwood South Middle School. The staff wishes you great success in all of your endeavors this school year. We have provided this handbook as an information source to help answer questions you may have. Please keep all information readily available so that you can refer to these resources as needed.

If you have any questions during the school year that you have not found answered in these resources, just ask someone. There are many people at Rockwood South willing to help you in any way that they can. Please do not hesitate to ask when you have a question or need some help.

We wish you much success and hope to do all that we can to make the 2011-2012 school year a meaningful, enjoyable experience for all.

Sincerely,

Dr. Linda Miller
Principal

Gary Ujka
Assistant Principal

Dr. Dawn Portwood
Assistant Principal

TABLE OF CONTENTS

GENERAL INFORMATION

Mission Statement, Goals, & Vision	Page 1
Nondiscrimination Policy.....	Page 2
District Personnel.....	Page 3
Board of Education	Page 4
Rockwood School District Calendar	Page 5
Rockwood South Middle School A B Day Calendar.....	Page 6
Rockwood South Middle School Bell Schedule	Page 7
Rockwood South Middle School Building Map	Page 8
Rockwood South Middle School PSO	Page 9
Rockwood South Middle School PSO School Store Information.....	Page 10

ACADEMIC INFORMATION

Character Traits.....	Page 12
Grading System	Page 12
Grade Point Averages	Page 12
Grades/Academic Progress Reporting	Page 12
Grades/Parent-Teacher Conference Night.....	Page 13
Infinite Campus.....	Page 13

ATTENDANCE

Attendance	Page 15
Daily Absences	Page 15
Absence on the Day of an Activity	Page 15
Absences and Excuses.....	Page 15
Attendance Procedures and Actions.....	Page 16
Field Trips and Attendance	Page 16
Homework Request During a Student Absence.....	Page 17
Leaving Campus	Page 17
Tardy Policy	Page 17
Extended Absence.....	Page 18
Extended Absence Form	Page 19

GUIDANCE SERVICES

Guidance	Page 21
Guidance Appointments	Page 21
Guidance Counselor Assignments	Page 21
Guidance Support Staff	Page 21
Home Teaching due to Illness	Page 21
Request to Change Schedule	Page 22
Special School District.....	Page 22
Testing Program	Page 22

STUDENT ACTIVITIES

Student Activities	Page 23
Organizations	Page 24
Drama/Variety Show Productions.....	Page 24
Falcon Flyers.....	Page 24
Intramurals	Page 24
National Junior Honor Society.....	Page 24
Posters	Page 26
Strategy Games Club	Page 26
Student Council.....	Page 26
Student Social Activities.....	Page 27
Yearbook	Page 27

STUDENT SUPPORT SERVICES

Activity Buses	Page 28
Bus Passes	Page 28
Cafeteria	Page 28
Dismissal for Inclement Weather	Page 31
Field Trips, Excursions	Page 31
Forgotten Items	Page 32
Fundraising at School	Page 32
Hallway (A.M.) Procedures	Page 32
Health Services	Page 32
Health Examinations	Page 33
Procedures for Administering Medication in the School	Page 33
Information Procedure	Page 36
Daily Announcements	Page 36
Student Activity Calendar	Page 36
eBackpack	Page 36
Alert Now Messages	Page 36
PTO Communication	Page 37
Community Resource	Page 37
Library	Page 37
Lockers	Page 37
Lost and Found	Page 38
Name and Address Changes	Page 38
Physical Education – Medical Excuse	Page 38
Physical Education – Uniforms	Page 38
Student Pictures	Page 38
Student Sign Out Procedures	Page 38
Telephone Use	Page 38
Textbooks and School Property	Page 39
Transportation – Getting To and From School	Page 39
Automobile Transportation	Page 39
Skateboards and Roller Blades	Page 39
Bus Transportation	Page 39
Walking/Bicycles	Page 40
Visitors	Page 40

DISCIPLINE, EXPECTATIONS, AND CONSEQUENCES

Policies, Procedures and Consequences	Page 41
Back Packs/Book Bags	Page 41
Behavior Expectations	Page 41
Behavior Standards – Classroom	Page 42
Confidentiality	Page 42
District Academic Honesty Policy	Page 43
Dress Code and Personal Appearance	Page 43
Electronic/Portable Communication Devices	Page 43
Standards of Conduct	Page 44
Technology/Internet	Page 44

***GENERAL
INFORMATION***

Rockwood South Middle School 2011-2012 Vision & Goals

A Vision for Rockwood South Middle School

We do whatever it takes to ensure all students realize their potential.

Rockwood South Goals

- Students will demonstrate improved achievement in all curricular areas
- The Rockwood South Middle School community will provide a learning environment that positively affects student achievement.

Nondiscrimination Statement

* * * * *

It is the policy of the Board to accord equal considerations and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, handicapping conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board does business. Inquiries by students, parents, or employees regarding Rockwood School District's nondiscrimination policies should be directed to the compliance coordinators listed below:

Dr. Kelvin McMillin, Compliance Coordinator for Title VII of the Civil Rights Act of 1964 as amended (race discrimination issues),
*Rockwood Administrative Center
111 East North Street
Eureka, Missouri 63025
636.733.2035*

Nikki Beichler, Compliance Coordinator for P.L. 93-112, Section 504 of the Rehabilitation Act of 1973 and P.L. 94-142, Education for all Disabled Children Act (disability discrimination issues),
*Rockwood Administrative Center
500 North Central
Eureka, Missouri 63025
636.733.2153*

Dr. Kelvin McMillin, Compliance Coordinator for P.L. 92-318, Education Amendments of 1972, Title IX (sex discrimination issues),
*Rockwood Administrative Center
111 East North Street
Eureka, Missouri 63025
636.733.2035*



Rockwood School District

District Personnel

2011 – 2012

Rockwood South Middle School

1628 Hawkins Road Fenton, Missouri 63026-2629
 (636) 891-6850 Fax Office (636) 861-7730
 Fax Nurse (636) 861-7732 www.rockwood.k12.us/rsouth

Dr. Linda Miller Principal

6th Grade

Dr. Dawn Portwood..... Assistant Principal
 Mr. Jeff Winter..... Guidance Counselor

7th Grade

Mr. Gary Ujka Assistant Principal
 Mrs. Mary Corsair Guidance Counselor

8th Grade

Mr. Gary Ujka (Team Yellow, 8-1)..... Assistant Principal
 Mrs. Mary Corsair (Team Yellow, 8-1) Guidance Counselor
 Dr. Dawn Portwood (Team Red, 8-2) Assistant Principal
 Mr. Jeff Winter (Team Red, 8-2)..... Guidance Counselor
 Mrs. Debbie Brader Part Time Guidance Counselor

Rockwood School District

111 East North Street Eureka, Missouri 63025-1229
 (636) 733-2000 Fax (636) 938-2251 www.rockwood.k12.mo.us

Dr. Bruce Borchers..... Superintendent of Schools
 Randal Smasal Associate Superintendent of Learning
 Dennis Griffith Assistant Superintendent of Administrative Services
 Dr. Kelvin McMillin..... Assistant Superintendent for Human Resources
 Nancy DuBois Executive Director of Learning & Support Services
 Dr. Karen Hargadine Executive Director of PreK-Elementary Education
 Dr. James Wipke Executive Director of Secondary Education
 Shirley Broz..... Chief Financial Officer and Legislative Officer
 Kim Cranston Chief Communications Officer
 Steve Beatty..... Chief Information Officer
 Dr. Matt Frederrickson Director of Curriculum
 David Blickenstaff..... Director of Facilities
 Carmen Fischer Director of Child Nutrition Services
 Michael Seppi..... Director of Community Education
 Bill Sloan..... Director of Purchasing & Transportation
 Terry Harris Coordinator of Educational Equity and Diversity

Rockwood School District Board of Education 2011 – 2012

		<u>Term Expires</u>
Stephen C. Banton, Director P.O. Box 107 Ballwin, MO 63022-0107 bantonstephen@rockwood.k12.mo.us	Day (636) 394-7242 Evening (636)391-6888 or (636)386-1110	2013
Matt Doell, Director P.O. Box 294 Eureka, MO 63025 doellmatt@rockwood.k12.mo.us	(314) 575-8618	2014
Peggy Devoy, Director 360 David Harrison Lane Ballwin, MO 63021 devoypeggy@rockwood.k12.mo.us	(636) 394-3467	2012
Matthew Fitzpatrick, Director 17038 Redwood Glen Drive Eureka, MO 63025-2347 fitzpatrickmatthew@rockwood.k12.mo.us		2012
Keith Kinder, Director 523 Terrington Dr. Ballwin, MO 63021 kinderkeith@rockwood.k12.mo.us	(636) 384-9204	2014
Steve Smith, <u>President</u> 17030 Redwood Glen Drive Eureka, MO 63025 smithsteve@rockwood.k12.mo.us	(314) 570-1454	2014
Mrs. Janet Strate, <u>Vice President</u> 16830 Crystal Springs Drive Chesterfield, Missouri 63005 stratejanet@rockwood.k12.mo.us	(636) 537-4031	2013

ROCKWOOD SCHOOL DISTRICT SCHOOL CALENDAR 2011-12

New Teacher Orientation	Monday, August 8 through Wednesday, August 10
Regular Teacher Orientation	Thursday, August 11 through Tuesday, August 16
First Day of School for Students	Wednesday, August 17
No School - Labor Day	Monday, September 5
Professional Development Day – Early Dismissal Group C	Thursday, September 15
Professional Development Day – Early Dismissal Group C.....	Thursday, October 13
No School.....	Friday, October 28
Professional Development Day – Early Dismissal Groups A, B, C.....	Thursday, November 10
No School – Teacher MNEA Conference – Teachers on duty	Friday, November 11
No School.....	Wednesday, November 23
No School - Thanksgiving Holidays	Thursday, November 24 through Friday, November 25
Professional Development Day – Early Dismissal Group C.....	Thursday, December 8
Early Dismissal Elementary/Middle Schools.....	Thursday, December 22
No School - Winter Break	Friday, December 23 through Monday, January 2
School Resumes; Second Semester Begins.....	Tuesday, January 3
Professional Development Day – Early Dismissal Groups A,B,C.....	Friday, January 13
No School - Martin Luther King Jr.'s Birthday Holiday	Monday, January 16
Professional Development Day – Early Dismissal Groups A,B,C.....	Friday, February 17
No School - Presidents' Day Holiday	Monday, February 20
Professional Development Day – Early Dismissal Group C.....	Thursday, March 8
No School.....	Friday, March 16
No School - Spring Recess.....	Monday, March 19 through Friday, March 23
Professional Development Day – Early Dismissal Groups A,B,C.....	Thursday, April 5
No School - Spring Holiday	Friday, April 6
Professional Development Day – Early Dismissal Group C.....	Thursday, May 3
Last Day for Seniors.....	Friday, May 18
Last Day for Students.....	Thursday, May 24
Records Day (Teachers on Duty).....	Friday May 25

2011-12 SCHOOL YEAR STUDENT ATTENDANCE DAYS BY QUARTER AND SEMESTER

	<u>Days</u>		<u>Days</u>	<u>Days</u>	<u>Days</u>
1 st Quarter endsOctober 17	43	3 rd Quarter Ends Elementary	March 2	42	
2 nd Quarter ends December 22	43	3 rd Quarter Ends Middle/High	March 9		47
		4 th Quarter Ends.....	May 24	<u>52</u>	<u>47</u>
1 st Semester ends..... December 22	86	2 nd Semester Ends.....	May 24	94	94

1 st Semester	86 days
2 nd Semester	<u>94</u> days
Total Student Attendance Days	180

PROFESSIONAL DEVELOPMENT DAYS – EARLY DISMISSAL

Group C Schools

Bowles, Kellison, Stanton	Thursday:	9/15, 10/13, 11/10, 12/08, 3/08, 4/05, 5/03
Uthoff Valley, Rockwood	Friday:	1/13, 2/17
South, Rockwood Summit		

Rockwood School District



2011-2012 School A/B Calendar (RSMS)

- October 2011 -						
S	M	T	W	TH	F	S
						1
2	3 A	4 B	5 A	6 B	7 A	8
9	10 B	11 A	12 B	13★ A	14 B	15
16	17 End 1 st Qtr A	18 B	19 A	20 B	21 A	22
23	24 B	25 A	26 B	27 A	28 ⊙	29
30	31 B					

- January 2012 -						
S	M	T	W	TH	F	S
1	2 ⊙	3 School Resumes A	4 B	5 A	6 B	7
8	9 A	10 B	11 A	12 B	13★ A	14
15	16 ⊙	17 B	18 A	19 B	20 A	21
22	23 B	24 A	25 B	26 A	27 B	28
29	30 A	31 B				

- April 2012 -						
S	M	T	W	TH	F	S
1	2 A	3 B	4 A	5★ B	6 ⊙	7
8	9 A	10 B	11 A	12 B	13 A	14
15	16 B	17 A	18 B	19 A	20 B	21
22	23 A	24 B	25 A	26 B	27 A	28
29	30 B					

- August 2011 -						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 1 st	17 First Day of School A	18 B	19 A	20
21	22 B	23 A	24 B	25 A	26 B	27
28	29 A	30 B	31 A			

- November 2011 -						
S	M	T	W	TH	F	S
		1 A	2 B	3 A	4 B	5
6	7 A	8 B	9 A	10★ B	11 △	12
13	14 A	15 B	16 A	17 B	18 A	19
20	21 B	22 A	23 Holiday: No School ⊙	24 Holiday: No School ⊙	25 Holiday: No School ⊙	26
27	28 B	29 A	30 B			

- February 2012 -						
S	M	T	W	TH	F	S
			1 A	2 B	3 A	4
5	6 B	7 A	8 B	9 A	10 B	11
12	13 A	14 B	15 A	16 B	17★ A	18
19	20 ⊙	21 B	22 A	23 B	24 A	25
26	27 B	28 A	29 B			

- May 2012 -						
S	M	T	W	TH	F	S
		1 A	2 B	3★ A	4 B	5
6	7 A	8 B	9 A	10 B	11 A	12
13	14 B	15 A	16 B	17 A	18 B	19
20	21 A	22 B	23 A	24 Student's Last day B	25△ Records Day Teachers on duty	26
27	28	29	30	31		

- September 2011 -						
S	M	T	W	TH	F	S
				1 B	2 A	3
4	5 ⊙	6 B	7 A	8 B	9 A	10
11	12 B	13 A	14 B	15★ A	16 B	17
18	19 A	20 B	21 A	22 B	23 A	24
25	26 B	27 A	28 B	29 A	30 B	

- December 2011 -						
S	M	T	W	TH	F	S
				1 A	2 B	3
4	5 A	6 B	7 A	8★ B	9 A	10
11	12 B	13 A	14 B	15 A	16 B	17
18	19 A	20 B	21 A	22 End 2 nd Qtr B	23	24
25	26	27	28	29	30	31

- March 2012 -						
S	M	T	W	TH	F	S
				1 A	2 B	3
4	5 A	6 B	7 A	8★ B	9 A	10
11	12 B	13 A	14 B	15 A	16 ⊙	17
18	19	20	21	22	23	24
25	26 B	27 A	28 B	29 A	30 B	31

"A" Days
"B" Days

1st Quarter - 43 Days }
2nd Quarter - 43 Days } 86 Days
3rd Quarter - 47 Days }
4th Quarter - 47 Days } 94 Days
Total Student Attendance Days - 180

- ⊙ School Not in Session
- △ Students not here - Teachers have obligation
- ★ In-Service Days

REGULAR DAY

Sixth Grade

7:30—9:05 — Block 1 — A-1, B-2
9:09—10:41—Block 2 —A-3, B-4
10:45—11:29—Encore—5
11:33—11:58—Lunch
12:02—12:46—Encore—6
12:50—2:22—Block 3 — A-7, B-8

Seventh Grade

7:30—9:05—Block 1 — A-1, B-2
9:09—9:53 —Encore 3
9:57 — 10:41 —Encore 4
10:45 — 11:10 — Lunch
11:14 — 12:46 — Block 2 — A-5, B-6
12:50—2:22—Block 3 — A-7, B-8

Eighth Grade

7:30 — 8:17 — Encore — 1
8:21 — 9:05 — Encore — 2
9:09—10:41—Block 1 —A-3, B-4
10:45—12:17—Block 2 — A-5, B-6
12:21—12:46—Lunch
12:50—2:22—Block 3 — A-7, B-8

FALCON DAY

Sixth Grade

7:30 — 8:54 — Block 1- A-1, B-2
8:58 — 10:17 — Block 2 — A-3, B-4
10:21 — 11:06 — Falcon Time
11:10 — 11:48 — Encore 5
11:52—12:17—Lunch
12:21 — 12:58 — Encore 6
1:02 — 2:22 — Block 3 - A-7, B-8

Seventh Grade

7:30 — 8:54 — Block 1- A-1, B-2
8:58—9:36—Encore—3
9:40 — 10:17 — Encore —4
10:21 — 11:06 — Falcon Time
11:10 — 11:35 — Lunch
11:39—12:58—Block 3—A-5, B-6
1:02 — 2:22 — Block 3 --- A-7, B-8

Eighth Grade

7:30 — 8:10 — Encore I
8:14 — 8:54 — Encore 2
8:58 — 10:17 — Block 1- A-3, B-4
10:21 — 11:06 — Falcon Time
11:10 — 12:29—Block2-A-5, B-6
12:33 — 12:58 — Lunch
1:02 — 2:22 — Block 3 — A-7, B-8

EARLY RELEASE DAY

A Days — 9/15 (Th), 10/13 (Th), 1/13 (F), 2/17 (F),
5/3 (Th)

B Days — 11/10 (Th), 12/8 (Th), 3/8 (Th), 4/5 (Th)

Sixth Grade

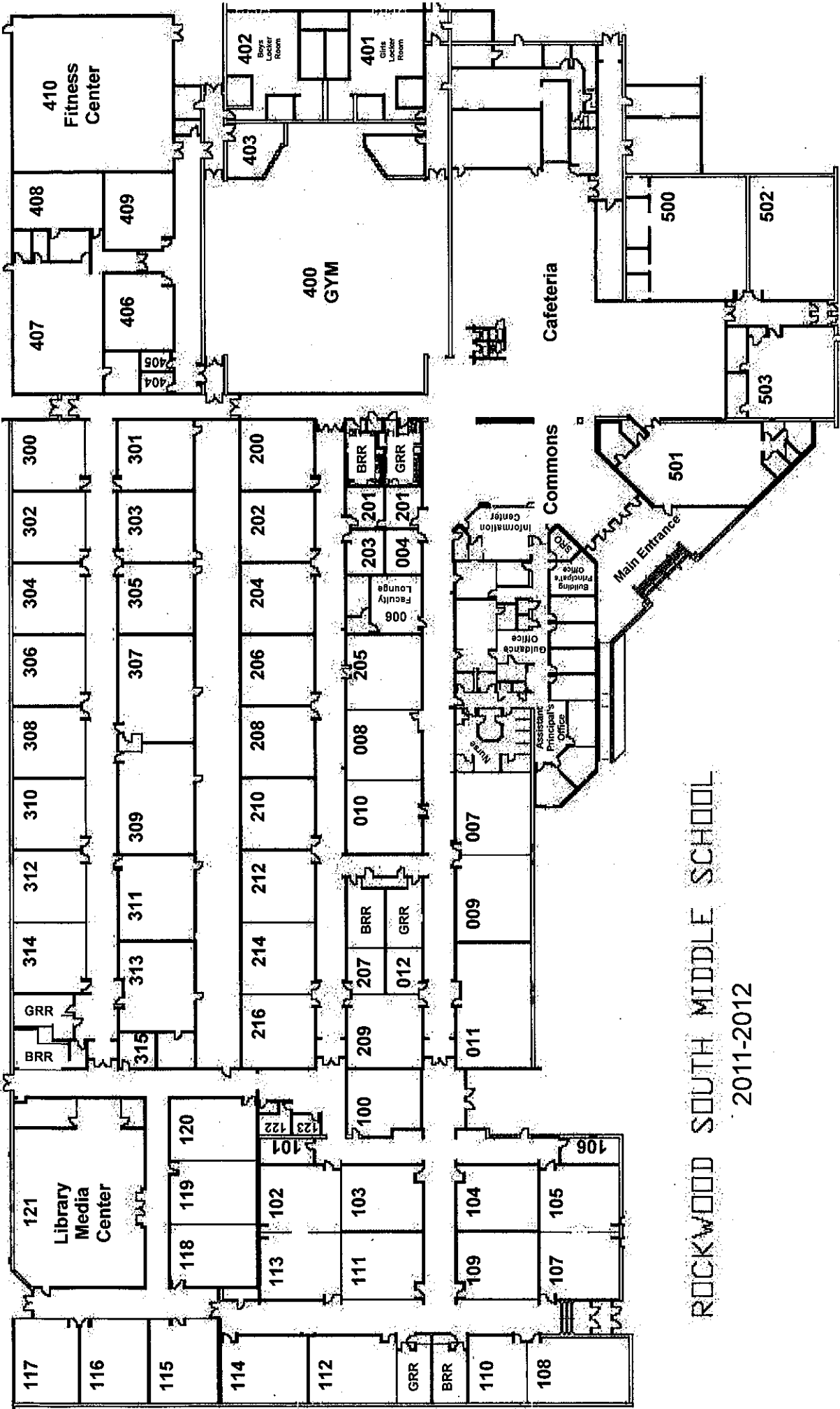
7:30 — 8:17 A-1, B-2
8:21 — 9:08 A-3, B-4
9:12 — 9:59 A-5, B-6
10:03 — 10:28 A-7, B-8 (part 1)
10:28 — 10:48 Lunch
10:52 — 11:15 A-7, B-8 (part 2)

Seventh Grade

7:30 — 8:17 A-1, B-2
8:21 — 9:08 A-3, B-4
9:12 — 9:59 A-5, B-6
9:59— 10:19 Lunch
10:23 — 11:15 A-7, B-8

Eighth Grade

7:30 - 8:17 A-1, B-2
8:21 - 9:08 A-3, B-4
9:12 - 9:59 A-5, B-6
10:03 - 10:50 A-7, B-8
10:50 - 11:10 Lunch
11:10 - 11:15 Students to be
released to Buses from Cafe



ROCKWOOD SOUTH MIDDLE SCHOOL
2011-2012





Rockwood South Middle School Parent Staff Organization

"Parents are a child's first and most important teachers. The most successful students are those who have the involvement of their parents, and the support from their local community."

PSO Officers for 2011 –2012

President	Becky Sebelski	bsebelski@yahoo.com
President-Elect	Amy Greenwald	amyjklamom@gmail.com
Treasurer	Paul Carcagno	jpcarcagno@sbcglobal.net
Secretary	Margo McIlroy	mcilroys@sbcglobal.net
Volunteer Coordinator	Debbie Needy	debbieneedy@att.net
VP School Support	Angie Stimson	stimsonangie@sbcglobal.net
VP Fundraising	Kelly Hasenfratz	khasenfratz@charter.net
VP Activities	Karie Moran	kariemoran2003@yahoo.com
VP Communications	Sarah Dillon	sarahdillon@att.net

Rockwood South Middle School PSO meets once per month; all parents and staff are welcome to attend. We'd love to have you join us! For meeting dates, check the school website. (Meeting dates are subject to change due to school activities.)

HOW CAN I HELP?

- Chaperoning for a class, a team, or a club.
- Volunteering at Rec Nites, or 8th gr. Falcon Blast.
- Helping with Conference Dinners twice a year.
- Assisting with Staff Appreciation all year long.
- Supporting our fundraisers such as the private donation program, book fairs and entertainment books sales.
- Volunteering for school committees or PSO committees.
- Volunteering at the School Store.
- Supporting PSO sponsored events.

(Contact any of the officers above for more information)

Look at what RSMS PSO accomplished in 2010-2011

- *Sponsored Rec nites for 6th, 7th & 8th grades
- *Sponsored Falcon Blast for 8th grade
- *Prepared and served food to the staff during four conference nights
- *Held appreciation days for teachers, supporting staff and administration
- *Raised over \$3,500 through our private donation program
- *Raised \$9,000 with Entertainment Book sales
- *Contributed **\$9,600** to all Teams for misc expenses
- *Contributed money to Renaissance program
- *Sponsored annual Scholastic book fair
- *Donated \$150 to Reading program
- *Hosted book fair at Barnes and Noble
- *Staffed the school store
- *Donated \$500 towards new Theater curtain
- *Donated \$900 to Theater Dept. for equipment
- *Assisted Counselors with Red Ribbon Week
- *Donated funds towards a Healthy Snack program
- *Provided planners to all students
- *Provided Event magnets to every family
- *Published the Buzz Book
- *Provided sno cones for students at orientation
- *Ran food booth at School Carnival
- *Ran concession stand during Spring Production as a fundraiser

Rockwood South PSO

Our purpose is:

1. To promote the welfare and education of children and youth eligible to attend the Rockwood School District and the Rockwood Middle School in the home, school, and community.
2. To support the school in improving education in ways that will adhere to administrative policy and the Rockwood School District's mission, goals, and beliefs.
3. To raise funds for programs and equipment to further the education of children and youth.
4. To bring about a closer relationship between the home and the school, that parents and teachers may work cooperatively in the education of children and youth.
5. To foster communication, cooperation, support, information, and education within the Rockwood School District, including District staff, parents, and the general community.

ROCKWOOD SOUTH SCHOOL STORE

School supplies are sold in the morning and afternoon

Monday - Friday, 7:10 - 7:30am

Snacks are sold only in the afternoon

Monday - Friday, 2:22 - 2:45pm

(hours, prices, and items subject to change)

Pencils:	#2	.10	Filler paper - 150 ct.	.50
	PaperMate	.25	Spiral notebook	.50
	Mechanical	.75	Pocket folder	.25
Lead	.5mm or .7mm	.75	1" vinyl notebook	.50
Erasers	caps or grips	.05	Quad paper - 80 ct.	2.00
Eraser stick		.50	Poster board	.50
Pencil grips: short		.10	Index cards - 100 ct.	.75
	long	.25	Tab dividers - 5 ct.	.25
Pens:	black, blue, red	.10	CD-R	1.00
Tri-write pen		.50	Diskette	.25
Gel pen		.50	Dictionary/thesaurus combo	2.00
Study Buddy		1.00	Dictionary	1.00
Strike 3		1.50	Combination lock	3.00
Sticky note pen		1.00	Book cover	.25
Hi-liter		.25	Protractor	.50
Correction tape		1.25	Ruler	.10
Permanent marker		.50	Tissues	.25
Markers		.75	School planner	5.00
Colored pencils		1.00	'RSMS' or 'Falcons' spirit clip	.50

***ACADEMIC
INFORMATION***

ACADEMIC INFORMATION

CHARACTER TRAITS

- RESPONSIBILITY - Being accountable for your own choices and behavior
- RESPECT - Showing positive regard for self, others, property, rules and authority
- PERSEVERANCE/EFFORT - Striving toward a goal despite challenges
- CARING - Demonstrating kindness, courtesy and compassion
- COOPERATION - Working together to accomplish a task
- HONESTY - Being truthful, fair and trustworthy
- COURAGE - Acting responsibly despite fears or difficulties
- PATIENCE - Waiting calmly
- SELF-CONTROL - Managing your behavior in a positive way

GRADING SYSTEM

The following symbols are used to indicate the student's achievement:

- 90-100% - "A" - Outstanding Achievement
- 80-89% - "B" - Above Average Achievement
- 70-79% - "C" - Average Achievement
- 60-69% - "D" - Below Average Achievement
- Below 60% - "F" - Failure in Achievement

Citizenship, conduct and effort are evaluated and marked separately, but may have a bearing on the scholastic marks.

- 1 – Satisfactory (If Term Effort and Conduct marks are not present or a “1”, there are no concerns in these areas)
- 2 – Needs to Improve
- 3 - Unsatisfactory

If incomplete work is not completed by the next grading period, an "F" will be recorded as the grade.

GRADE POINT AVERAGES

In addition to a letter grade given for each subject, a term GPA is reported on the grade card. Plus and minus are not used in computing grade point averages.

GRADES/ACADEMIC PROGRESS REPORTING

Grades are determined by converting the percentage earned during the reporting period to the appropriate letter grade. Formal report cards are issued four times during the school year for the information of parents and students and need not be signed or returned to school.

The semester grade is the only one recorded on the student's permanent record.

GRADES/PARENT TEACHER CONFERENCE NIGHT

This special evening has been designed to give parents an opportunity to work closely with their child and the teachers to improve their student's performance. Early intervention and parental involvement is critical for all students to reach their maximum potential. Parents may make an appointment for conferences between the hours of 8:00 a.m. and 2:00 p.m. beginning one week prior to the first conference date.

Parent Teacher Conference Night will be held as follows:

- 1st Semester

Monday, October 24, 2011 from 3:30 to 7:00 p.m.

Wednesday, October 26, 2011 from 3:30 to 7:00 p.m.

(Call the front office for conference appointments starting Monday, October 17, 2011 between 8:00 a.m. and 2:00 p.m.)

- 2nd Semester

Tuesday, February 7, 2012 from 3:30 to 7:00 p.m.

Thursday, February 9, 2012 from 3:30 to 7:00 p.m.

(Call the front office for conference appointments starting Tuesday, January 31, 2012 between 8:00a.m. and 2:00 p.m.)

If you are unable to visit teachers on Parent Teacher Conference Night and still want to confer with the teacher, please contact the team leader to set up a team conference or an individual teacher to discuss a particular class.

INFINITE CAMPUS (Student Information System)

Infinite Campus is Rockwood's web-based student system. One of the features of the system is a web PORTAL that provides parents and 6-12 grade students with system access to information such as assignments, grades and attendance. We believe that the system is a valuable tool and encourages both students and parents to use it to their advantage.

Information available to parents/guardians via the Portal includes:

- Certain demographic information
- A family calendar that displays attendance events and assignments due for all students in the household (note: assignments for grade 6-12 students only)
- An individual student calendar for each student in the household
- A schedule of classes for each student in the household
- Assignments and grades for each student (grades 6-12)
- Attendance by term/quarter and period for the year
- Health immunization record
- Reports (pdf format)

When schools and families work together to support learning, children do better in school. Rockwood is strengthening the important home - school partnership through the use of technology.

A. How do I access the new Infinite Campus System?

- Parents/guardians who have received their Activation Key or who already have a Campus account can access the system by logging in to the Login link - <https://campus.rockwood.k12.mo.us/campus/portal/rockwood.jsp>
- We recommend you "bookmark" the Campus Portal web site for future use.

B. What if I do not have a Campus Activation Key?

- You will need an Activation Key to establish your Campus account for system access. Please use the following steps to obtain your Activation Key.

1. Complete a Parent Access Request form available on line or at any Rockwood School. To obtain a copy on line, please visit rockwood.k12.mo.us. Click on the parent tab scrolling down to Infinite Campus
 2. Take the completed form along with a photo id to your school's administrative office (note: if you have children at different schools, you only need to complete one form and visit one of the schools)
 3. Office staff will verify your form/ID and provide you with your Activation Key information. Once you receive your Activation Key, you can access the Portal via the LOGIN link and create your Campus account (User Name and Password)
- C. Is student information on Infinite Campus secure?
- Information stored on the system is encrypted and uses a high-level of internet security to safeguard system data, similar to systems used by banks and other institutions that do business on line. Campus access requires a User Name and Password, and strong password syntax is enforced.

You may find it helpful to review the Campus Initial Login Instructions and Basic Navigation Guide. Technical assistance is available via e-mail at portalhelp@rockwood.k12.mo.us

ATTENDANCE

ATTENDANCE

ATTENDANCE

(BP2310) The purpose of the attendance policy of the District is to encourage regular school attendance. The Board believes that regular and punctual attendance is an important factor in a student's success in school.

An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not able to participate in class discussions, small-group activities, or class experiments. They miss out on explanations of concepts and ideas that will appear on homework assignments and tests. Missing school results in poor work habits, lower grades, lower self-esteem, and a lack of self-discipline.

Since there is a direct relationship between attendance, grades, and success in school, the Board believes that students must maintain a good attendance record. This attendance policy has attempted to establish reasonable standards regarding absences with the purpose of encouraging and supporting students toward achieving the highest possible academic success.

DAILY ABSENCES (Reference R2310)

Parents/guardians are responsible for notifying the school office of their child's absence. A phone call should be made to verify the absence on the day of the absence.

We must hear from a parent or guardian each day a student is absent. If we do not have a call, the absence is unexcused. For your convenience, absences may be phoned in before the start of the school day by calling 636-891-6852 (attendance office) or the main school number 636-891-6850.

If you leave a message, don't forget to include the following: student's name, grade, reason for absence including, symptoms, and your name and relationship to the student.

ABSENCE ON THE DAY OF AN ACTIVITY

Students who are absent from school on the day of any school sponsored activity are generally not permitted to participate in that activity during the day or evening. The Principal or Assistant Principal may grant approval for participation if contacted directly by parents.

ABSENCES AND EXCUSES (Reference R2310)

All Missouri children between the ages of seven (7) years and seventeen (17) years and who have not completed sixteen (16) credits toward high school graduation are required to be under the school jurisdiction during the hours school is in session. The school year is defined as the period of time from the opening of the school in August/September to the close of the regular school term. Students who are absent due to illness may be required to submit a doctor's statement. Students are required by law to attend a school continuously until they have reached age seventeen (17) or sixteen (16) if they have successfully completed sixteen (16) credits towards high school graduation.

In the middle school, attendance shall be checked and recorded each class period.

EXCUSABLE ABSENCES	UNEXCUSED ABSENCES
Death in student's immediate family	Overslept
Illness of the student	Missed Bus

Doctor or dental appointments	Car Trouble
Certain days for religious observances	Homework
Court appearances	Truant/Skip
When a family is leaving town and desires to take the student with them, they may be excused up to five (5) school days provided that: 1. The school is notified in advance of the absence. Please provide at least (3) three days notice. All absences must be reported to the attendance secretary or front office 2. The student procures assignments in advance of the absence 3. All assigned work is turned in upon returning to school 4. All tests, etc, are made up at the direction of the individual teacher 5. Complete Extended Absence Form (see page 23)	Bus Suspension
➤ Absences for all other reasons are unexcused and shall be treated as truancy	
➤ Suspensions imposed by the school administration shall not count as an excused or unexcused absence Even though an absence is excused, it will count against Perfect Attendance.	

ATTENDANCE PROCEDURES AND ACTIONS (Reference R2310)

In the event of an attendance problem, parents/guardians and the school shall cooperatively work to resolve the situation.

Beginning with the 2008-09 school year, after three (3) days of unexcused absences or five (5) days of excused absences per semester, the school will establish written communication with the parents/guardians.

After five (5) days of unexcused absences per year, a second letter of notification will be sent from the school to the parents/guardians. The school may also make a referral to the school social worker.

After a total of ten (10) days of absences per year, either excused or unexcused, a letter of notification will be sent from the school to the parents/guardians. At that time, a social worker referral may be made, which may include contacting other community resources to support the family. A doctor's note may be required for any/all future absences.

Once a student has reached fifteen (15) days of total absences per year, a social worker will make contact with the family to offer support and/or resources of varying degrees.

A pattern of chronic tardiness may result in written notification to the parents/guardians and/or a social worker referral.

Excused/Unexcused Absences
3 Days Unexcused Absences/ Semester
5 Days Excused Absences/Semester
5 Days Unexcused Absences per Year

School Action
Attendance Letter
Attendance Letter
Attendance Letter

Total Absences
10 Days Total Absences for the Year

School Action
Attendance Letter /Doctor Note Required

FIELD TRIPS AND ATTENDANCE (Reference BP5660/R5660 -School related Field Trips)

Students attending field trips are expected to turn in all work missed the first day they return to class unless previous arrangements have been made with the teacher(s). Students participating in school-sponsored activities are not considered absent.

Students signing out or leaving early from a field trip may be counted absent the last class period of the day. Student missing 50% or more of a class period will be counted absent.

HOMWORK REQUEST DURING A STUDENT ABSENCE (Reference BP2505, R2310)

Homework may not be requested for an ill or absent student until the student is expected to miss three consecutive school days. Homework is not automatically collected for ill students, but must be requested by a parent when the student is called in sick (before 9:00 a.m.) on the third day of the illness. The office will notify the student's teachers that a request has been made for work, and the teachers will attempt to provide work for the student if it is something that can be done at home without teacher instruction. Parents should provide the office with the name of a reliable neighboring student that can bring the work home or arrange to pick the work up personally from the school office. A "Homework Pick-Up" box is provided for after school office hours outside of the Welcome Center area.

Teachers are automatically notified if a student has been suspended out-of-school and work is requested. Every attempt will be made to get work to the student through the mail, via another student or through parent pickup.

It is ultimately the responsibility of the student to make sure he/she has all assignments missed during an absence.

(R2310) Students who have an excused absence shall have the opportunity to make up work. It shall be the responsibility of the student, on his/her own initiative, to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily work and test make-up. Students will be granted the amount of time they were absent in which to make up the work. Students who have justifiable reasons for absence such as illness or accident and whose probable absence will extend beyond two (2) weeks shall be referred for home-bound instruction.

Students who have an unexcused absence will not be allowed to receive credit for work missed.

The building administrator and staff have the authority to establish specific procedures for administering the Make-Up Policy. Specific procedures for attendance accounting will be determined by the building principal.

(BP2505) Specific expectations for students regarding homework are determined by the school and relate to the student's abilities and needs.

LEAVING CAMPUS (Reference R2310)

When parents/guardians request that students leave the campus during the school day, a note from home will be required, and a hall pass must be secured in the office. During the school day, students must secure permission from the office before missing a class or leaving the campus. Failure to comply will result in disciplinary action. Parents/guardians will be notified and a parental conference will be required prior to the student's returning to school. Students who have been absent because of injuries or communicable diseases must see the nurse before returning to classes.

TARDY POLICY

A tardy occurs when a student is not in his/her assigned classroom when the class begins. All tardies will be recorded by the teacher and the student will be informed when they are tardy. Consequences for a tardy are as follows:

First tardy	Recorded by teacher
Second Tardy	Conference with teacher, warning and/or parent contact
Third Tardy	One (1) after school detention with teacher and parent contact
Fourth Tardy	Two (2) after school detentions with teacher and parent contact informing the parent of the assigned detention dates and that the fifth tardy will result in an office referral.
Fifth and Additional Offenses	Referral to the office for a three (3) day in school suspension

or until a satisfactory parent conference and two (2) after school detentions have been served. Additional office detentions may be assigned.

A student may be placed in In-School-Suspension for failure to report for detention.

Tardy count reverts to zero at the start of each quarter.

Students arriving more than six minutes tardy to class can be written up for truancy. If a student arrives more than 10 minutes late, the District requires that a parent bring the student in to check in at the office and/or send a note of explanation and/or call the school to advise that the student will be arriving with the hour.

EXTENDED ABSENCES (Reference R2310)

Parents planning to take a student out of school are responsible for making advance arrangements with the school administration. When a student is out of town or absent for family vacation, the following policy applies:

- A. A student may be excused up to five (5) school days provided that:
 - 1. The grade level principal has been notified in writing of the absence. An extended absence form is to be completed (see page 19). Please provide at least (3) three days notice.
 - 2. The student procures assignments in advance of the absence
 - 3. All assigned work is turned in upon returning to school
 - 4. All tests, etc. are made up at the direction of the individual teacher
 - 5. All absences must be reported to the attendance secretary

As always, it is important to keep the lines of communication open between your child's school and home. Parents planning to take a student out of school are responsible for making advance arrangements with the school administration.

EXTENDED ABSENCE FORM (MORE THAN TWO SCHOOL DAYS)

Parent Responsibilities:

1. Students may not participate in an Extended Absence (involving two or more days) unless they have completed this form. It is the parent's responsibility to see that this has been done.
2. DO NOT SIGN this form UNTIL all of your child's teachers have signed.

Student Responsibilities:

1. The student must have every teacher complete this form prior to having his/her parent's sign it.
2. The student must have his/her parent's sign form.
3. The student must have Grade Level Principal sign form.
4. The student must have the Attendance Secretary sign form.
5. The student must turn in completed form prior to scheduled absent date.

.....

STUDENT NAME _____ **GRADE** _____ **ABSENCE DATES** _____ **ABSENCE REASON** _____

HOUR	SUBJECT	STUDENT HAS BEEN GIVEN ASSIGNMENT	STUDENT WILL BE GIVEN ASSIGNMENT UPON RETURN	ALL WORK MUST BE COMPLETED ON OR BEFORE RETURN	TEACHERS SIGNATURE	TEACHER COMMENTS
1						
2						
3						
4						
5						
6						
7						
8						

Parent Signature _____ Grade Level Principal Signature _____ Attendance Secretary Signature _____

Additional
Comments

Extended Absence – Reference Board Regulation 2310

Parents planning to take a student out of school are responsible for making advance arrangements with the school administration. When a student is out of town or absent for family vacations, the following policy applies:

- A. A student may be excused up to five (5) school days provided that:
 1. The grade level principal has been notified in writing of the absence. An extended absence form is to be completed. Please provide at least (3) three days notice.
 2. The student procures assignments in advance of the absence
 3. All assigned work is turned in upon returning to school
 4. All tests, etc. are made up at the direction of the individual teacher
 5. All absences must be reported to the attendance secretary

As always, it is important to keep the lines of communication open between your child's school and home. Parents planning to take a student out of school are responsible for making advance arrangements with the school administration.

Reference Board Policy 2310

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Reference Board Policy Regulation 2310

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EXCUSABLE ABSENCES	UNEXCUSED ABSENCES
Death in student's immediate family	Overslept
Illness of the student	Missed Bus
Doctor or dental appointments	Car Trouble
Certain days for religious observances	Homework
Court appearances	Truant/Skip
When a family is leaving town and desires to take the student with them, they may be excused up to five (5) school days provided that: <ol style="list-style-type: none"> 1. The school is notified in advance of the absence. Please provide at least (3) three days notice. All absences must be reported to the attendance secretary or front office 6. The student procures assignments in advance of the absence 7. All assigned work is turned in upon returning to school 8. All tests, etc, are made up at the direction of the individual teacher 9. Extended Absence Form completed 10. Even though an absence is excused, it will count against Perfect Attendance 	Bus Suspension
Absences for all other reasons are unexcused and shall be treated as truancy	
Suspensions imposed by the school administration shall not count as an excused or unexcused absence	

***GUIDANCE
SERVICES***

GUIDANCE SERVICES

GUIDANCE

Guidance may be defined as “the method by which students are assisted in attaining goals and objectives, which lead to meaningful and productive lives.”

GUIDANCE APPOINTMENTS

The Guidance Office hours are Monday – Friday from 7:30 a.m. – 3:30 p.m.

You may see your counselor before or after school without an appointment if the counselor is available. If you wish to see your counselor during the school day, you should schedule an appointment with the guidance secretary in the guidance office using the following guidelines:

1. Stop by the guidance office before or after school, or during lunch to make an appointment
2. You may come in between classes, but you must have a pass from your teacher
3. Your grade level counselor will call you out of class or send a pass for your appointment

GUIDANCE COUNSELOR ASSIGNMENTS

6 th Grade	Mr. Jeff Winter
7 th Grade	Mrs. Mary Corsair
8 th Grade (Team Yellow, 8-1).....	Mrs. Mary Corsair
8 th Grade (Team Red, 8-2)	Mr. Jeff Winter
Part Time Counselor	Mrs. Debbie Brader

GUIDANCE SUPPORT STAFF

Secretary/Registrar.....	Mrs. Sandy Usselman
Secretary	Mrs. Debbie Runge

HOME TEACHING DUE TO ILLNESS (Reference BP2310, BP6140 & R6250)

The Board of Education authorizes the use of homebound instruction for students with health concerns or medical conditions that would require a school absence of at least ten school days. Application for homebound instruction must be made through the Director of Guidance and Counseling or the superintendent’s designee. Homebound instruction is available to students whose medical condition warrant such needs. This determination will be made in consultation with the student’s medical provider.

The amount or type of instruction or supportive service provided through the homebound program shall be determined on a case-by-case basis, in relation to each student’s educational needs and health. The appropriate school personnel will work with the student to ensure a smooth transition back to the school site when homebound is no longer necessary.

This policy does not apply to homebound instruction for students with disabilities, which is governed by District Policy and Regulation 6250.

Please contact your child’s guidance counselor for additional information and to get homebound instruction set up.

REQUEST TO CHANGE SCHEDULE

Staffing needs for each course are based upon student selections. Therefore it will be very difficult if not impossible to change courses. All course changes require administrative approval.

SPECIAL SCHOOL DISTRICT

The family & Community Resource Center – or FCRC as it is better known provides just what its name promises. A vast array of special education and disability related tools and resources for SSD families and the community at large. The FCRC's collection included thousands of books, journals, videos, resource packets and more.

Materials may be sent home through school mail to families whose children receive SSD services or visit the center to check out materials.

The Family and Community Resource Center, which is open to the public, is located at the SSD Central Administrative Office at 12110 Clayton Road in Town and Country. For more information call 314-989-8100 or www.ssdmo.org

FCRC resources include:

- Ability awareness materials
- Books and multimedia materials by topic
- Books - new for 2010/2011 school year (PDF)
- Disability, program and agency handouts
- Resource packets
- Resources in multiple languages
- SSD Parent Handbook
- 70 notebook binders filled with hundreds of take-along articles
- Reserve materials
- Sign up for the Fred Saigh Parent Leadership Institute (PDF)

Rockwood School District Services:

- (SIS) Student Intervention Services & Special Education Services with Special School District – 636-733-2119
- Rockwood School District Social Work Department – 636-891-6130

TESTING

The testing program is a tool used to gain more information about the student's ability and achievement. This information is filed in the student's permanent record and is used in a confidential manner by teachers, counselors, and administrators

TEST DATE (window)	TEST	GRADE
August 22 – 31	Gates Testing	6-8
October 11 – 14	Explore	8
October 31 - November 18	Stanford 10	6
December 1-22	Social Studies Common Assessments	6-12
January 17 – February 24	WIDA-ACCESS Test Window	ESOL K-8
April 2 – April 27	MAP Testing	6-8
April 30 – May 8	Gates	1-8
May 1 – 11	Foreign Language Common Assessments	French, German, Latin & Spanish
May 4 - 11	Math Inventory Part A and B Pre-Algebra Exit Exam for Challenge	6
May 7 – 24	Social Studies Common Assessments	6-12

***STUDENT
ACTIVITIES***

STUDENT ACTIVITIES

STUDENT ACTIVITIES

No student activities shall be restricted in any way to selected students except as prescribed by the faculty and administration. Student activities are only for students within our own student body.

Some of RSMS activities might include the following. Please note these activities are subject to change from school year to school year. Check the "Daily Bulletin" or announcements to see when each activity is being offered.

- The Daily Bulletin will be read over the intercom Monday through Friday of every week. Students have the opportunity to view the bulletin/announcements everyday during Homeroom on TV monitors in all classrooms and the cafeteria. The Daily Bulletin/Announcements may be found on the RSMS Website: www.rockwood.k12.mo.us/rsouth under announcements
- The eBackpack is a resource that brings all of Rockwood South's most popular sources of communication on the school website together in one place. You will find school news, daily announcements and helpful links to other frequently visited areas of the school website on this one-stop-shop for school information.

<u>CLUBS</u>	<u>COMPETITIONS</u>	<u>MUSIC/DRAMA</u>	<u>RECREATIONAL</u>
Anime Club (Art)	Art Contest	Drama Productions	Badminton
Art Club	Geography Bee	Honors Choir	Board Games
Book Battle	MCTM Regional Math	Jazz Band Connection	Bowling
Comic Book Club	Competition	Jazz Band Explosion	Cheerleading/Poms
Cup Stacking	Science Fair	Orchestra	Double Dutch
DDR (Dance)	Science Olympiad	Variety Show	<u>Intramural</u>
FCA	Spelling Bee		Basketball
FEW (Future Editors)	Writing Contest		Cross Country
HEART			Flag Football
International Club			Table Tennis
Journalism Club			3-on-3 Basketball
Math Club			Stability Ball
NJHS			Swim Meet
Pinhole			Track and Field
Renaissance			Ultimate Frisbee
Science Club			Volleyball
Strategy Games Club			Wiffel Ball
Student Council			Wrestling
Tutoring			
Yearbook			

Students wishing to form special clubs may do so after obtaining faculty sponsorship and authorization from the administration (see Organizations).

Students who are experiencing discipline problems such as suspension from school, suspension from class, truancy, chronic tardy problems, school fines, smoking and other violations of school rules and regulations should not be permitted to participate in extra curricular activities.

Students who fall into this category will be informed by the administration and will be expected to leave

the school premises at 2:22 p.m. The only exception to this would be if requested to remain after school by one of the faculty members. This situation would continue until the student is released by one of the administrators.

ORGANIZATIONS (Reference BP2653)

Rockwood South Middle School offers the opportunity for students to participate in organizations whose activities help meet the leisure, recreational and social needs and interests of the students. In addition, the student organizations help develop leadership potential and provide a vital link in the social development of the active participants.

In most cases, admission to membership is based on interest and willingness to attend meetings and be an active member (the exception being those which have certain scholarship requirements). Information regarding sponsors, dues, club names, meeting, etc. will be available at the beginning of the year.

DRAMA/VARIETY SHOW PRODUCTIONS

Rockwood South Middle School produces several shows per year. Any grade student can participate in a number of aspects concerning these productions by signing up for tryouts.

FALCON FLYERS

Falcon Friends are students who welcome visitors and new students to Rockwood South. Members come from all three grade levels and are chosen on the basis of teacher recommendation for displaying qualities of friendliness, helpfulness, and interest in meeting new people. Falcon Flyers give tours of Rockwood South, assist new students in adjusting to our school, greet guests at events such as Parent-Teacher Conferences, Open House and Education Recognition Night, and help with 5th grade Orientation activities. Students interested in becoming a Falcon Flyer may talk with their grade level counselor.

INTRAMURALS

An intramural program is a key component of the Rockwood School District Middle School program. Our intramural program will provide the encouragement and opportunities for all students to participate in a wide range of activities that are based upon the interests and physical needs of middle school aged children. These activities will focus on the development of social and physical skills in an atmosphere, which stresses teamwork and learning the basic requirements of the game. A successful intramural program has the support of the entire school community.

Intramural activities may include badminton, basketball, soccer, volleyball, track and field, cross-country, flag football, stability ball, wiffel ball, weight training, table tennis, and swimming

NATIONAL JUNIOR HONOR SOCIETY

The Rockwood South Middle School Chapter of the National Junior Honor Society participates in a variety of service and fundraising projects throughout the school year to benefit the school and community. Membership in the National Junior Honor Society is based on excellence in five areas: Scholarship, Leadership, Service, Character and Citizenship. The Induction Ceremony is traditionally held one evening in the fall.

A decision by the Faculty Council will determine selection of new members. The council will consider the following:

1. Scholarship Achievement: All members of NJHS must have a cumulative grade point average of at least 3.5 and must have attended Rockwood South one full semester prior to being considered

for membership.

2. Leadership, Service, Character, and Citizenship
 - a) Positive leadership, character and citizenship ratings from those members of the school faculty who have knowledge of the student.
 - b) At least two positive recommendations from community residents
 - c) School service and community activity that will be demonstrated to the Faculty Council through the Student Information Form completed by each eligible and interested student.

The following guidelines are used to determine a rating in these categories:

Leadership

- Is resourceful in proposing new problems, applying principles and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideas
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- Demonstrates leadership in the classroom, at work, and in school community activities
- Is thoroughly dependable in any responsibility accepted

Service

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in activities such as Girl Scouts, Boy Scouts, church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work uncomplainingly
- Shows courtesy by assisting visitors, teachers and students

Character

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

Citizenship

- Understands the importance of civic involvement

- Has a high regard for freedom, justice and respect of the American form of government
- Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations and school clubs

POSTERS

All posters must receive approval of an administrator before being displayed.

STRATEGY GAMES CLUB

Chess? Chinese Checkers? Cribbage? Connect Four? Whatever Strategy Games you like, come test your skills after school with other strategists. Strategy Games Club meets weekly. Check mate!

STUDENT COUNCIL

The Student Council is one of the major organizations at Rockwood South Middle School. Through the council, students have a voice in school affairs and are offered the opportunity to fulfill their responsibilities toward improving the school. The Council coordinates a program of social and recreational activities for all students, works with other organizations in sponsoring school improvement projects, and considers matters of importance relating to students and various school affairs. Any student in good academic standing who would like to serve the school can be a member of student council. Students wanting to serve in an officer position must be elected by their fellow students. All students who are members of the Council hold a position of responsibility and honor. All students are encouraged to give their active support to the members and the various projects sponsored by the council. The teachers and principal work closely with the members to develop a continuous program of improvement for the school.

STUDENT COUNCIL GOALS

A Student Council is a group of elected citizens in a school who meet together regularly to do the following:

Promote Citizenship

- by helping each student develop a sincere regard for law and order appropriate to this democratic society
- by leading each individual in developing a sense of personal responsibility and earned self-respect
- by example, teaching the processes and procedures of a democracy
- by helping young people to contribute to the welfare of the culture
 - by encouraging desirable attitudes and the continued upward development of valued patterns of good citizenship
 - by honestly reflecting and interpreting the student viewpoint

Promote Scholarship

- by contributing to the total educational growth of all students in the school
- by encouraging highest standards of scholarship and a positive student involvement in learning and thinking
- by providing for training and experiences in the skills and techniques of good citizenship as related to the purpose of education

Promote Leadership

- by providing young people with the power, right and privilege to speak and be heard by those in authority
 - by avoiding the commercial or cultural exploitation of students
- by providing coordination of school-sponsored student activities with constant evaluation in terms of the selected purposes
- by promoting opportunities for leadership among student body members

by utilizing the ideas and support of students involving relevant school problems

Promote Human Relations

- by helping create harmonious relationships among faculty, administration, student body and community
- by providing organized services to the school in the interests of the general welfare
- by communicating purposes, activities, and other positive elements of school life through mass media to the entire community
- by helping young people further realize the genius, dignity and worth of each individual

Promote Cultural Values

- by sparking school loyalty, pride, patriotism, and individual student development
- by helping students earn and protect individual rights and responsibilities
- by selecting projects and activities which seek to achieve purposes, which are significant in the life of the school community
- by giving young people deeper reasons for attending school and the stimulus for developing commitment to worthy goals
- by helping each student reach his maximum educational growth and development

STUDENT SOCIAL ACTIVITIES (Reference BP2936)

All school parties and social functions must be held within the District unless permission is obtained from the Superintendent/designee to schedule the social event elsewhere. School dances may not be scheduled on a night before an instructional day. The dances shall be limited to pupils enrolled in the building.

Students absent the day of a social event are not eligible to attend. Under unusual circumstances, an administrator may grant approval for participation by a student who was unable to attend a full school day.

Student parties/social events are not to be conducted during the regular school day.

1. All student social events shall be limited to students enrolled at Rockwood South Middle School.
2. Students are not permitted to leave school events and then return again.
3. No one may enter the school event later than 30 minutes after the starting time unless cleared by an Administrator in advance.
4. Hallways will be open during the first 30 minutes for students to put belongings in their locker.
5. School rules apply even though the activity takes place outside the regular school day.
6. Students experiencing discipline problems at a school activity will not be allowed to attend other school activities without Administrative approval.
7. Students referred to the office for disciplinary action the day of a social event may not be allowed to attend the event.
8. Any student caught defacing school property or decorations will be asked to leave the social event and may not be permitted to attend the next social event.
9. Students must provide their own transportation to and from school.
10. Middle School students are not permitted to drive to or from school in a vehicle for which a driver's license is required.

YEARBOOK

The yearbook is published annually. The student publication, under the leadership of a faculty advisor, has a staff chosen from volunteers interested in designing the yearbook, working with pictures and layout, writing captions, and learning basic journalism skills.

***STUDENT
SUPPORT
SERVICES***

STUDENT SUPPORT SERVICES

ACTIVITY BUSES

Due to reductions in state transportation funding, Rockwood has eliminated bus routes for afterschool activity buses and zero-hour buses at the secondary level. These transportation budget cuts affect the following First Student, Inc., bus routes.

The state did not cut transportation funding for the Voluntary Inter-District Choice Corporation (VICC) located in Clayton. The VICC program contracts bus service for Rockwood students participating in the voluntary transfer program with Go-Ahead North America. VICC will continue to provide after school activity buses for students participating in the VICC program.

All students staying after school must sign up on the After School Activity Sign-Up Sheet. Students should sign up the day of the activity. Whether walking or parent pick up, ALL STUDENTS must sign up. Students have the option of signing up during homeroom class, the front office before the 7:30 bell or during your lunch shift with permission from an administrator or counselor. The time limit to sign up for after school activities is 1:00 p.m. daily. Any student staying after school for the library must sign up in the library due to limited space.

Students are to be under the direct supervision of a teacher/sponsor who will dismiss them at 3:25 p.m.

BUS PASSES (Reference BP5600 & R5600)

Students may enter/exit their own bus at a different stop, or ride another student's bus to and/or from school by obtaining a bus pass from the front office and presenting it to the bus driver. The student desiring a bus pass must have a note signed by a parent stating the date, bus number and name of student with whom the student is riding home with. A note stating every Friday will not be accepted. Two bus passes are allowed per bus and issued on first come first serve basis from the front office. The transportation department and the principal must approve any long-term change. Bus passes will not be issued for the following reasons: (1) Bus is full or at capacity; (2) Staff Development Days (11:15 student dismissal); (3) before a holiday; (4) during the last week of school.

District Policy – See Transportation/Parent Information/Student Safety – Guest riders are not allowed on a bus without a parent or guardian note, which must be submitted to the school office for approval. Requests must be for a legitimate education-related reason as determined by the school office and the bus must have sufficient capacity to seat the guest rider. A copy of the school office approved note (bus pass) will be presented to the bus driver prior to boarding. School administrators have the authority to deny guest riders for other reasons. The school office will have the student notify parents and guardians should a request be denied.

Online Transportation Information System - <http://elink.rockwood.k12.mo.us/elinkrp/>

E-Link is Rockwood's online Transportation Information System. This program allows parents to determine which bus their child will ride, the bus stop times and more! User ID: Parent – Password: Parent
Having trouble using E-Link? Call Rockwood Transportation Services (636) 733-2032.

CAFETERIA

Rockwood Child Nutrition has recently adopted a new family-friendly system called NutriKids. NutriKids offers parents a secure system for school meals, along with other important features and benefits:

- Review what foods your child has purchased for breakfast and lunch

- Prepay meals online through credit/debit cards and PayPal accounts
- Access accounts and balances 24/7
- Deposit funds into the family account and receive updates within the hour
- Use one payment account that will include all children's meal accounts
- Receive an email when your child's account balance is low

Parents will need to log-in and create an account on "mynutrikids.com". Your student's ID number can be obtained by contacting school or your child's ID number will be displayed on their schedule or report card. This service is free to all Rockwood parents.

Along with NutriKids, Rockwood will be using new software in each cafeteria to increase security and efficiency in the lunch lines. The new system includes a biometric scanner that reads specific points on each student's fingerprint. Once the child has been identified, the biometric software connects the child with his or her information posted on the family's meal account. An advantage to this system is that it does not require students to remember a PIN number. Students will simply use the scanner to pay for meals. It is important to note that an image of the fingerprint is not stored on the system at any time. Instead, the biometric software stores the fingerprint as a calculated number. This makes the scan secure because it prevents anyone from accessing an image of the fingerprint. If you do not want your student enrolled in this identification method of fingerprint scanning, please contact Child Nutrition Services at (636) 733-3250.

PROCEDURES FOR HANDLING OF MONEY AND STUDENT MEAL ACCOUNTS

- The meal account system is not a "charge" system. Parents are encouraged to send money with their child to be deposited in their meal account. Our cashiers will let students know when their account reaches \$5.00 and time for an additional deposit. Meal accounts are established for the convenience of students. Students may debit meal accounts if there are funds available.
- Secondary school students must have money in their account to purchase meals or a la carte items. Students are not allowed to "charge" meals in the secondary schools. There are no exceptions. Middle school students could receive a tuna, salmon or cheese sandwich and eight ounce milk if they are having difficulty obtaining money.
- Students are discouraged from bringing large denomination bills to pay for meals and a la carte purchases. Child Nutrition Services will not accept bills larger than \$20.00 for purchases of meals or a la carte items.
- Child Nutrition Services will not make change for vending machines, telephones or provide change for student activities.
- When making deposits to a meal account at school the entire amount of the check or cash will be deposited to the student's meal account. No portion of the deposit can be given to the student or entered into another school account. Checks should be made payable to Rockwood South Middle School Cafeteria.
- Deposits made with PayPal accounts or credit/debit cards typically are available for use by the next business day. Please have your child provide the confirmation number to the cashier to ensure that they are able to purchase a meal. If a student's account is totally depleted, a copy of the confirmation number must be presented to verify payment. Please contact your school's Food Service Department if you have questions about a recent payment.
- Can I receive an email when my child's account balance is low? Yes. You can establish an account balance notification threshold for each child. Once the account balance falls below the established amount, MyNutrikids.com will automatically send you an email notice. (Email frequency is determined by the school)

Outside food, for example McDonalds, Dominoes, party cakes are not allowed to be brought in the lunchroom unless prior arrangements have been made with an administrator.

At the end of the year students should use their lunch accounts as much as possible. This is especially important for all 8th grade students. Please do not send checks for larger amounts than needed. A positive

balance in a student's meal account at the end of the school year will be carried forward to the next school year regardless of the school building within Rockwood. For students not returning to Rockwood, a written request or phone call must be made to the school cafeteria manager to receive a refund. A written request must be sent to your school cafeteria. Amounts under \$10.00 will be refunded in cash. Refunds over \$10.00 will be issued in the form of a check.

The last two weeks of a school year for food service is difficult. All food supplies must be depleted. So your food service department asks for your understanding and cooperation at this time if your favorite food item is not available.

BREAKFAST

Breakfast is available to all students from 7:10 to 7:25 a.m. Items are sold a la carte. The following guidelines are to be followed at breakfast:

1. All students eating breakfast must have a tray.
2. Five students are allowed in the serving area at one time.
3. Students are responsible for clearing their table, disposing of all trash, pushing in chairs and neatly stacking their trays when they are finished.
4. Only students who are eating breakfast may be in the designated area.
5. Students who do not follow the rules will be isolated from other students during breakfast.

2011 - 2012 BREAKFAST PRICES

Elementary and Secondary students	\$1.55
Reduced-pay students	\$.30
Adults	\$1.80

LUNCH

2011 - 2012 Lunch Meal Prices

Secondary students	\$2.55	Super Lunch, all students	\$2.85
Adults	\$3.00	Super Lunch, adults	\$3.20
Reduced pay students, all meals	\$.40		

CAFETERIA REGULATIONS

The cafeteria provides a Grade "A" hot lunch for those students wanting a balanced meal. Students may also purchase food a la Carte. Students may bring their lunch and purchase drinks. All students must eat in the cafeteria during their scheduled lunch period.

The Rockwood School District participates in the National School Lunch and School Breakfast Programs. This allows families the opportunity to apply for Free and Reduced Price Meal Benefits. Applications are available from the Child Nutrition Services Office or the School Office. Income information is treated very confidentially.

Please observe the following procedures for lunch:

1. You should keep the cafeteria clean and neat for the next person.
2. When entering the cafeteria, you should immediately sit at a table until you are directed to get in line by a lunchroom supervisor.
3. Be courteous to others and do not "cut" into the line.
4. Have your money and/or PIN number ready for the cashier.
5. You are expected to have your own money and not borrow money from others.
6. You are to get your own food by going through the line.
7. All students must eat in the cafeteria. Food is not to be taken out of the cafeteria.
8. When finished eating, return your tray, tableware and trash to the designated area.

9. Throwing food or other objects or leaving a mess will not be tolerated.
10. If you need to leave the cafeteria for any reason, you must first obtain permission from the administrator or guidance counselor or lunchroom supervisor on duty.
11. You will be dismissed by table by a lunchroom supervisor after their dining table and floor areas are cleaned.

For those students not following lunch and cafeteria rules and regulations, the consequences may include: Student conference, isolation, assigning the student to a particular table, detention, parental phone conference, in-school suspension or suspension until parent conference.

DISMISSAL FOR INCLEMENT WEATHER

When the Rockwood School District experiences inclement weather conditions, safety is the most important consideration. Here are some answers to frequent inclement weather questions.

How is the decision made to cancel school due to inclement weather?

As early as 2:30 a.m. on the morning of a snowfall or ice storm, Dennis Griffith, assistant superintendent of administrative services, contacts a group of individuals who drive throughout the district to test the roads. Even if the roads are initially satisfactory, the drivers may make several trips if snow continues to fall, or if the weather continues to deteriorate.

By 5 a.m. the superintendent of schools must make a decision about school cancellations so bus drivers and media can be notified. Prior to that time, the drivers keep in contact and give regular updates regarding road conditions. The superintendent considers several factors in making the final decision: weather predictions, highway department preparedness, time of day, wind-chill factor, as well as the drivers' reports.

Where can parents find information about school closings?

- School closings, or early school dismissal, will be announced on the Rockwood Web site at www.rockwood.k12.mo.us as soon as the decision is made.
- AlertNow System – ALERT NOW is Rockwood's automatic notification system that delivers voice/email/text messages to telephones, cell phones or any internet-enabled device. Parents will receive important information - such as emergency notifications, school closings due to inclement weather, and other school news. The system can deliver up to 6,000 calls per minute, reaching the parents of Rockwood's 22,000 students with important, first hand information quickly. The successful delivery of information is dependent upon accurate contact information obtained from school records. If your household and/or emergency contact information changes, please let your school registrar know as soon as possible.
- Parents can receive two types of information from ALERTNOW:
 1. Emergency - Caller ID will display a 411 if the message is for an emergency. Emergency or crisis messages will be delivered to phone numbers identified in the student system, including cell and work phone numbers. Types of calls include school cancellations for inclement weather and crisis notifications for school emergencies.
 2. Informational – Caller ID will display the schools main number when a general announcement is delivered. Informational messages will be delivered to the phone number designated as a household number only.
- In addition, parents can find accurate information about district school closings on the following radio and television stations: KMOX 1120 (AM); KTRS 550 (AM); KTVI Channel 2/11; KMOV Channel 4; KSDK Channel 5

FIELD TRIPS/EXCURSIONS (Reference BP2655, BP5660)

Field trips are offered to provide educational opportunities not available in the classroom. Students participating in field trips are expected to represent RSMS in a responsible manner. All rules in effect at school also apply to students while participating in a school-sponsored activity. Students participating in

field trips are responsible for turning in assignments on their regular due dates. Permission to attend a field trip may be denied for educational reasons expressed by the teacher.

FORGOTTEN ITEMS

So that instructional time is not disrupted, students may retrieve forgotten items at the front office during general passing periods (9:05, 10:41, and 12:46) or during their lunch shift. Students will not be called over the intercom during passing periods. Students can be called over the intercom before 7:30 a.m. and 2:20 p.m. only.

FUND RAISING AT SCHOOL (Reference BP2950, R2950)

Only fund-raising items approved by the administration may be sold in school or on the school bus. These items are not to be sold during class without prior approval from the teacher or an administrator. Any other items will be confiscated, parents contacted, and items will be returned only to parents in person. The second offense may result in after-school detention, parent conference and/or one (1) to three (3) day in-school suspension.

HALLWAY (A.M.) PROCEDURES

Sixth, seventh and eighth grade students must enter the building through the Main Lobby entrance only. Sixth grade students proceed to the gym and seventh and eighth grade students proceed directly to the cafeteria until the 7:10 bell. All students are released to their homeroom class at 7:10 a.m. Restrooms will be available off the Main Lobby for use by students as they enter the building.

Students are required to have a hall pass if they need to be in the hallway during class time.

HEALTH SERVICES - SCHOOL NURSE -- SCHOOL NURSE FAX NUMBER (636) 861-7732

The full time school nurse is in charge of the health clinic located in the administration office building. The school nurse is in the office daily from 7:15am to 2:45pm.

The nurse is here to maintain a health record of each student, administer health screenings and dispense first aid throughout the school year. The nurse administers prescribed medicine and does not make diagnosis. When illness or injury occurs, except in extreme emergencies, students must obtain a pass from their teacher to admit them to the nurse's office. If the nurse determines that the student should be dismissed from school because of illness or injury, a parent or guardian must be present at home or have made other arrangements before a student will be dismissed. If no one can be reached, the student will be cared for at school until the regular dismissal time. Under no circumstances can a student leave school without the permission of one of the administrators.

In accordance with State Law, no student may attend school while afflicted with a contagious or infectious disease (**BP2860**). Students who have been absent because of injuries or communicable diseases must see the nurse before returning to class. There are several guidelines that parents/guardians should follow to assist in maintaining a health school environment.

- A child with a temperature of 100 degrees or higher should not be sent to school until the temperature has been under 100 degrees for 24 hours.
- A child diagnosed with strep infection must be treated with antibiotics for a full 24 hours before returning to school.
- It is highly recommended that a child with a rash of unknown origin should be checked by a doctor before attending school to assure that the rash is not contagious.

We would like to ensure that this school year gets off to a good start for all students and are requesting your cooperation in adhering to the following:

1. Return a completed "Student Information Form" to the school as soon as you receive it.
2. If your child has special health care needs, please notify the nurse.
3. Take note of the following Rockwood School District medication procedure

All medications must be picked up by a parent/guardian by 2:30 p.m. on the last day of school. Any medication left at school after 2:30 p.m. on the last day of school will be disposed of. Under no circumstances can medication be sent home with students.

HEALTH EXAMINATIONS (Reference BP2880)

A student health examination is required of all students regardless of grade level upon initial entry into the district. A student health examination will also be required of all students entering the sixth grade. The Administration may waive the examination requirement upon written objection by a parent/guardian. Students are given one month from the start of school or initial date of entry to comply with this requirement. If a parent/guardian can produce written confirmation that their child has had a health examination within the past year, it will fulfill the requirement. The "past year" will be determined from the date the child starts school.

Physical examination forms are available in the office. Completed forms are to be handed to or mailed to the school nurse the first week of school. If the student has an appointment, the parent must send a letter to the school stating the date of the appointment.

PROCEDURE FOR ADMINISTERING MEDICATION IN THE SCHOOL (Reference BP2870, BP2860, R2870)

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short term illness/injury or disabling condition during the school day to enable them to remain in school and participate in their education. The Board of Education hereby grants students the authority to possess and self-administer medicine prescribed or ordered by a physician for the treatment of asthma or anaphylaxis. Further, the Board of Education authorizes school nurses to determine and maintain an adequate supply of epinephrine at school to be administered at the discretion of the school nurse in emergency situations. The superintendent, in collaboration with the District nursing staff, will establish administrative regulations for storing and administering medications in compliance with this policy and pursuant to state and federal law.

Prescription Medicine (Reference R2870)

The student's physician shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the name of the physician. The diagnosis/indication for use of the medicine shall be provided. When possible, the physician should state adverse effects and applicable emergency instructions. A parent/guardian shall provide a written request that Rockwood School District comply with the physician's request to give medication.

In lieu of the physician's written request, the District will accept a prescription label properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of the administration, route of administration, and the name of physician. Along with the labeled medication, a parent/guardian shall provide a written request that Rockwood School District comply with the physician's request to give medication.

When parent/guardian does not provide a written request for the administration of medicine, the registered professional nurse or his/her designee will attempt to contact the parent and obtain the written request.

If it is not possible to contact the parent/guardian, the child's physician shall be contacted. If that is not possible, Rockwood's consulting physician shall be contacted for directions. The District will not administer the initial dose of any medication. The day's first dose of medication should be given at home.

In the absence of the parent/guardian's written request, correct prescription label, manufacturer's label or the physician's request, the parent/guardian may personally administer medication to his/her child at school. Usual precautions regarding proper identification of the parent/guardian shall be exercised. The driver's license may be used as a means of identification.

Over-the-Counter Medication (Reference R2870)

The student's physician shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the name of the physician. The diagnosis/indication for the use of the medicine shall be provided. When possible, the physician should state adverse effects and applicable emergency instructions.

Over-the-counter medications must be brought to school in their original container and kept in the health room in the possession of the nurse.

The prohibition against the possession and use of over-the-counter medication on school property and at school-sponsored activities on or away from school property shall not apply to products containing sunscreen and sun blocking agents, including lotions, creams, lip balm and other similar products, so long as such product (1) contains no other substances prohibited under this or any other Board policy and (2) is in the original, clearly labeled manufacturer's container.

The student will assume the responsibility for requesting the medication each day at the proper time.

The parent/guardian will provide a written request that Rockwood School District comply with the physician's request to give medication.

*Physician – person who can legally prescribe in the state of Missouri.

Emergency Medication (Reference R2870)

For students who may be in need of emergency medication, written standing orders from the District's consulting physician will be obtained annually for the administration of such medication, i.e., epinephrine, Tylenol.

The school nurse shall determine and maintain an adequate supply of pre-filled auto syringes of epinephrine with fifteen hundredths milligram or three-tenths milligram delivery at the school. Pre-filled epinephrine auto syringes will be obtained for the district from a prescription written by a licensed physician, a physician's assistant, or nurse practitioner. Epinephrine will be administered at the discretion of a school nurse on any student the school nurse believes is having a life threatening anaphylactic reaction based on the nurse's training.

Self-Administration of Medication (Reference R2870)

Students in grades nine through twelve may carry their own over-the-counter medication and consume or apply this medication as directed by their physician. This medication must be in its original container and the student must carry with the medication a written statement from the parent/guardian requesting self-administration. A self-administration waiver must be on file in the nurse's office.

When students and/or parents of students in grades nine through twelve prefer that over-the-counter

medication be kept in the school nurse's office and administered by the school nurse, the requirements of Over-the-Counter Medication, of this procedure shall apply.

Any student with asthma or any potentially life-threatening respiratory illness may carry with them for self-administration any medicine prescribed or ordered by a physician for the treatment of asthma or anaphylaxis, including without limitation metered dose inhalers containing "rescue" medication and Epi-Pen.

Parent/Guardian Administration (Reference R2870)

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her child. The parent should report to the office to have the child summoned to meet the parent in the office.

APPENDIX A - Self Administration of Metered-Dosed "Rescue" Medication Inhaler

- The parent/guardian shall provide written authorization for the child's self-administration of this medication with a written history of the child's experience with the potentially life-threatening respiratory illness. He/she shall provide a treatment plan approved and signed by the student's physician for managing asthma or anaphylaxis episodes and for the medication used by the student.
- The parent/guardian shall provide written certification from the child's physician, or the physician shall provide written certification that the child has asthma, anaphylaxis, or another potentially life-threatening respiratory illness. This certification shall further state that the child has been instructed in and is capable of the proper method of self-administration of the specific medication, that he/she has been informed of the dangers of improper use and the danger of permitting other persons to use the prescribed medication.
- The District shall inform the parent/guardian of the child in writing that the District, its employees or agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the child.
- The parent/guardian shall sign a statement acknowledging the District shall incur no liability as a result of injury arising from the self-administration of this medication by the child. The parent/guardian shall indemnify and hold harmless the District and its employees or agents against any claims arising out of the self-administration of medication by the child.
- The student has demonstrated to his or her physician and the school nurse, the ability to administer such medication as prescribed.
- This authorization is effective for the school year for which it is granted and must be renewed annually, renewal contingent upon completion of the above four steps with each request for renewal.
- The District may require children to maintain current duplicate metered-dose "rescue" inhalers with the school nurse.
- The child shall report to the school nurse within a timely manner when he/she has had occasion to use his/her "rescue" medication.
- The registered professional nurse shall communicate to parent/guardian and/or physician the effect of the medication on the student, and apprise them of frequency of need. Concerns regarding proper use of the medication can be discussed with parent/guardian and the physician.
- When administration pursuant to the physician's order is perceived to be ineffective or when it is believed that the safety of the child is at risk, the physician shall be contacted immediately. If said physician is unavailable, Rockwood's consulting physician shall be contacted for direction.

INFORMATION PROCEDURE

If your family does not have a way to access the Internet to receive e-mail messages, please let us know. Call the school office and we will make sure you receive printed copies of the following information.

DAILY ANNOUNCEMENTS

A daily announcement will be read over the intercom every Monday through Friday to students and staff from 7:30 to 7:34 a.m. Students have the opportunity to view the bulletin everyday during Homeroom on TV monitors in all classrooms and the cafeteria. Daily announcements may be viewed on the Rockwood South Middle School website.

www.rockwood.k12.mo.us/rsouth - click on View Dailey and All Other Announcements

Bulletin boards on campus will be used for bulletins and other announcements of general interest to students.

Material displayed in hallways must be initialed by an administrator.

STUDENT ACTIVITY CALENDAR

A monthly activity calendar is posted on the Rockwood South Middle School website.

www.rockwood.k12.mo.us/rsouth - Click School Calendar

eBACKPACK

The Falcon Flyer is moving to the Rockwood South eBackpack. To help keep parents in the communication loop, the once a month, PDF-version of the school newsletter is being replaced with the Rockwood South eBackpack. Parents will receive weekly e-mail reminders from the school with information about calendar events and school announcements, as well as the important updates our parents need to know. Parents will be able to do the following:

- Read school news as soon as it is published
- Access team web pages for instruction/department updates
- Find out what's going on with PTO
- Check the Rockwood South Daily Announcements
- Print the monthly calendar or download it directly to your online calendar via e-mail.

ALERTNow MESSAGES

ALERT NOW is Rockwood's automatic notification system that delivers voice/email/text messages to telephones, cell phones or any Internet-enabled device. Parents will receive these notifications - if the district has the accurate household contact information.

Parents can receive two types of information from ALERTNOW:

1) Emergency

- Caller ID will display a 411 if the message is for an emergency.
- Emergency or crisis messages will be delivered to all phone numbers identified in the student system, including all parent cell and work phone numbers (up to five phone numbers).
- Types of calls include the following: school cancellations for inclement weather the day of school closings and crisis notifications for district/school emergencies.

2) Informational

- Caller ID will display the school's main number when a general announcement is delivered.
- Informational messages will be delivered to the one phone number designated as a household number.
- Types of calls include: school cancellations for inclement weather the evening before a school closing and general, school-specific announcements.

PTO COMMUNICATION

Our parent-teacher organization keeps parents in the loop through the PTO page on our school website.
PTO@rockwood.k12.mo.us

COMMUNITY RESOURCE CENTER

Find out community news and special offers from non-district administered programs and services.

LIBRARY

The school library media center supports teachers and students with learning and instruction by providing a collection of materials in a variety of formats that enrich the curriculum. In addition to informational and instructional resources it offers a wide range of reading materials for student interests and enjoyment. Students are encouraged to use the library during the school day to check out books, to do research and/or to use various computer programs. Students may borrow up to two books for two weeks with renewal privileges.

Overdue books are charged late fines and lost or damaged materials must be paid for. Book fines must be paid quarterly or students will lose after school privileges.

The library is open after school Monday through Thursday for student use. To stay after school in the library, students must sign up in the library before 1:00 p.m. on the day they plan to stay. Library hours are:

- Monday through Thursday 7:10 a.m. to 3:25 p.m.
- Friday 7:10 a.m. to 2:30 p.m.

LOCKERS

Students are responsible for the security of their books and personal belongings. All students will be assigned a hall locker for their use during the school year.

Locks for hallway lockers must be provided by the student. We suggest a good combination lock or key lock. An extra locker key may be kept on file in the front office. It is the responsibility of the student to see that the lock is in place and locked at all times. The school accepts no liability for the safekeeping of your lock or the contents of your locker. Locks are to be removed from all lockers and must be completely cleaned out at the end of the school year. Any problems with your locker should be reported to your homeroom teacher or the office as soon as possible.

Lockers should be kept clean and are subject to inspection. Do not paste or glue items to locker doors or walls. A locker inspection will be made during the final days of school. A locker in violation of this policy will be assessed a fine to cover the cost of cleaning up the locker.

A fine will be assessed for lockers, which are damaged or broken by misuse; the person or persons misusing the locker will pay the fine.

Students are to go to their lockers before school, between classes and after school...not during class time...plan ahead.

No sharing will be allowed to an assigned locker. The locker is provided for the convenience of the student. Do not give your lock combination or key to anyone else.

Students must stay in their assigned lockers unless it is determined by a custodian that the locker is broken. There will be no switching of lockers during the school year unless approved by your homeroom teacher

and reported to the front office.

LOST AND FOUND

Books, purses, and other personal articles found on school premises must be turned into the office. Inquiries concerning lost items should be made at the office as soon as possible. A lost/stolen report should be completed so those found items can be connected with their owner.

The school is not financially responsible for replacing students' belongings or school property that has been entrusted to students. Parents are encouraged to make sure valuable items (musical instruments, etc.) are covered under homeowners' policies.

NAME AND ADDRESS CHANGES

Any change in address, phone number, or guardianship must be immediately reported to the school registrar in the Guidance Office. Call the school guidance office at 636-891-6875.

PHYSICAL EDUCATION - MEDICAL EXCUSE (Reference R2310)

Students may be excused from one class period of Physical Education due to illness or injury with a parental note. If additional time is needed, a doctor's excuse must be presented to the Nurse and Physical Education teacher. If a student is excused from physical education by a doctor's statement, another statement, in the form of a release, is required to enable the student to participate. An alternate assignment, usually involving reading and taking a brief test will be given to students with a medical excuse. Students who have been absent because of injuries or communicable diseases must see the nurse before returning to classes.

PHYSICAL EDUCATION – UNIFORMS

T-shirts and shorts bearing the Rockwood South insignia will be available for purchase during orientation or during the school day between 7:00 a.m. and 7:30 a.m. from the PE department. Students must bring a change of clothing for Physical Education class consisting of elastic waist shorts and a T-shirt, tennis or athletic shoes. All PE clothes must have the student name written visible on the shirt.

STUDENT PICTURES

Student pictures will be taken for the school files and the yearbook. All students are required to have pictures taken but are not required to buy them. Pictures may be purchased if desired. Student pictures are taken during orientation before school starts. Students who were unable to get their picture taken during the orientation event will have their pictures taken during late Registration Picture Day.

STUDENT SIGN OUT PROCEDURES

If a student is being dismissed from school early (example; doctor appointment), a parent note should be sent to the front office upon arrival to school stating time of departure and reason for leaving. The front office will write a "Student Hall Pass" releasing the student from class at the designated time. Parents should come to the front office to sign out and pick up their child.

TELEPHONE USE

Students are not to be excused from class to make telephone calls except in cases of emergency. Important messages will be relayed when necessary. Since the office phones are continually in use for school business, requests for using them should be made only in cases of emergency. Office personnel must give

approval for students to use the office phones.

TEXTBOOKS AND SCHOOL PROPERTY

Students are expected to take reasonable care of school property. Textbooks will be issued at the beginning of the school year. A record of the number, condition of the book, and the name of the student to whom it is issued will be kept by the teacher. Any damage in the book should be brought to the attention of the teacher when the book is issued.

Students are encouraged not to borrow or lend their textbooks to other students. Students should make certain that their lockers are locked at all times. This will cut down on theft or loss of books.

Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed in accordance with the price of the book or other article lost or damaged. Fines must be paid quarterly or students will lose after school privileges.

TRANSPORTATION – GETTING TO AND FROM SCHOOL

Students using any alternative transportation other than their bus must have a written note to the front office.

AUTOMOBILE TRANSPORTATION/PARENT PICK UP

Students will not be allowed to leave the school grounds with anyone other than parents, unless there is a signed parent note turned in to the office requesting other specific arrangements.

For parent pick up, students should present a note to the front office. After it is approved, the front office secretary will issue a pass. Parents who prefer that their child be a daily pick up should also send a note to school stating the student has permission to ride home everyday for the entire school year. All students must check in with the dismissal supervisor after school and wait to be released after the busses have left campus.

SKATEBOARDS AND ROLLER BLADES

Skateboards, roller blades, or motorized scooters are not acceptable means of transportation to and from school and are not allowed at school.

BUS TRANSPORTATION (Reference BP2652/R2652 – Student Transportation and Bus Safety Rules and Disciplinary Procedures)

All students who live more than one-half mile by way of the most direct road from the front door of the school building, or any student living in an area which has been declared hazardous by the Board, regardless of distance may ride the school bus.

Due to capacity limitations on each bus, any student who carries a sports bag, book bag, oversize instrument, luggage, etc. onto the bus may choose to place the oversize item either directly under the seat below him/her, or on his/her lap. Nothing may be placed in the bus aisle or in the back window.

Note: If your child does not ride the bus for 10 consecutive school days, his/her stop may be dropped from the routing. You must contact the bus company to have the stop reinstated.

For any questions concerning transportation, please contact the following bus transportation services:

- First Student Transportation (Fenton Depot) - (636) 677-7711
- Voluntary Inter-District Choice Corporation - (314) 721-8657

WALKING/BICYCLES

Students are not allowed to walk from school, at regular school times or after after-school activities, without permission from a principal, based on a signed parent note stating the date on which a student may walk. The student should present the note to the office. After it is approved, the secretary will issue a walking pass. Parents who prefer that their student walk on a daily basis should also send a note to school stating the student has permission to walk home everyday for the entire school year. A daily walker is defined as a student who will walk home everyday regardless of the weather. When the student presents the note to the office, he/she will be mailed a permission form, which should be reviewed by parents/guardians and student, signed, and returned to the office. A list of daily walkers will be given to all dismissal supervisors. All walkers must check in with the dismissal supervisor after school and wait to be released after the busses have left campus. Students who do not have written parental permission to walk will be required to make telephone contact with a parent, so that the parent may give verbal permission to a staff member allowing the student to walk.

Students who do not wish to walk home daily must bring a note each time he/she would like to walk home and after approval, the front office will issue a walking pass.

Only daily walkers (students walking everyday regardless of weather) are allowed to walk home on Staff Development Days (early release), day before a holiday, and the last week of school.

VISITORS (Reference BP1430)

Parents and patrons of the district are encouraged to visit District schools. However, ALL VISITORS during the regular school day shall check in at the building office prior to proceeding elsewhere in the building. Parents or patron visits to the classroom must be approved in advance by the teacher and/or principal. The Board and administration will not tolerate any person or persons whose presence disturb classes or school activities or hinder the instructional process. If such persons will not leave the school premises upon request, the building principal/designee may refer charges to the proper legal authorities.

Visitation by preschool children and/or children in the classroom from other schools shall be discouraged. All children who are visiting the schools must report to the principal's office and receive approval prior to attending classes.

The Board discourages using the school as a site for non-custodial parent/child visitation. The principal may deny the non-custodial parent the opportunity to deliver packages, gifts, messages, etc. to the child and/or to see the child during the school day without the approval of the custodial parent/guardian.

***DISCIPLINE,
EXPECTATIONS,
AND
CONSEQUENCES***

DISCIPLINE, EXPECTATIONS AND POLICIES

POLICIES, PROCEDURES AND CONSEQUENCES

Each year, the Rockwood School District prepares and distributes a booklet describing the Policies, Procedures and Consequences pertaining to Middle and High School students. Every student receives a copy of this booklet during the first week of school. This section of this handbook is to inform you of those policies that may affect students at Rockwood South Middle School and include special building rules at Rockwood South Middle School. The District's Policies, Procedures and Consequences takes priority over school building policies should there be any need for clarification.

BACKPACKS/BOOK BAGS

Students may carry backpacks/book bags to and from school. During the school day, backpacks/book bags must be stored in lockers. They may not be carried from class to class or in the hallways at any time during the school day. Gym bags may be carried to and from PE only. Students are not allowed to bring backpacks/book bags on the last day of school.

BEHAVIOR EXPECTATIONS

Middle school students should already be aware of generally acceptable behaviors in different situations at school. Various rules and procedures are not for the purpose of restricting individual freedoms but are necessary for the school to have a sense of order, progress and a common ground for getting along with others. Discipline policies are important for the maintenance of an atmosphere conducive to learning.

All District personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on returning from school, during school-sponsored activities, or during intermission or recess periods.

1. Be courteous and respectful towards others and their property.
2. Chewing gum in class or assemblies is discouraged. It is up to the discretion of the individual teacher as to whether gum chewing will be allowed in the classroom.
3. Use good manners in your relationships with teachers and other students. Such conduct as profanity, rudeness, and public display of affection do not build respect for you or those around you.
4. Dress in good taste. The general appearance of students reflects the character of our school to the community. The grooming and general appearance of students affects the classroom climate and the sense of respect for public education. The atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, is suggestive or distractive and not conducive to a safe or good educational climate, that student will be referred to the office. A building principal will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the action to be taken. Please adhere to the following dress code: (reference page 49 Dress Code and Appearance)
 - a) Shoes must be worn at all times.
 - b) Hats or headgear are not to be worn in the building.
 - c) Halter tops, net shirts, bare midriffs and shirts open on the sides are not to be worn.

- d) Clothing which is extremely tight fitting, revealing, indecent will not be permitted.
 - e) The student's hair and clothing should be neat and clean at all times
 - f) Clothing which displays slogans or pictures that are obscene or suggestive shall not be permitted. Any item that carries a slogan representing alcoholic beverages, tobacco, narcotics, profane language or weapons is prohibited.
 - g) Shorts may be worn to school as long as they do not disrupt the educational process.
 - h) Physical education clothes may be worn only during the physical education class.
5. Hazardous objects are forbidden on the school grounds and on buses. (Any type of fireworks, firearm or ammunition, knives, etc.)
 6. No food or drink should be brought into the building before, during or after school.
 7. Pushing, running and verbal harassment is prohibited since it may cause injury and/or lead to more serious discipline problems.
 8. Detention may be assigned by a teacher or principal for a breach of discipline. The teacher or principal shall assign detention for the following day, thus allowing the student time to notify parents and to make transportation arrangements. If a student fails to report for detention, the student will then be referred to the office for the assignment of office detention. If a student fails to report for office detention, this may result in suspension.
 9. In all cases of serious disciplinary problems, the school will contact the parents and arrange for a conference.

BEHAVIOR STANDARDS – CLASSROOM

1. The classroom teacher is the person in charge at all times. The following behavior is expected from all students:
 - a. Show respect for their teachers
 - b. Carry out all reasonable requests by their teachers - failure to do so will be considered insubordination and will not be tolerated.
 - c. Follow all rules set up by the teacher.
 - d. Be in their assigned seats and have proper class materials when the tardy bell rings.
 - e. Respect the rights of others - any disruptive behavior will not be tolerated.
 - f. Work on their lessons when given class time to do so.
2. Any serious breach of the above mentioned guidelines will be handled as a discipline problem and will be dealt with by one or more of the following:
 - a. Teacher-student conference
 - b. Student-counselor conference
 - c. Student-teacher-counselor conference
 - d. Student-principal conference
 - e. Parent contact by letter or phone
 - f. Parent conference
 - g. Student detention after school
 - h. Placement in the In-School Suspension Center
 - i. Out-of-school suspension
 - j. Any other action deemed necessary by the Principal to correct the problem.

CONFIDENTIALITY

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

DISTRICT ACADEMIC HONESTY POLICY (Reference BP2611, R2611)

Students will be considered cheating if they are:

- Communicating during a test (verbal/nonverbal)
- Copying another student's paper or test
- Using the work of another student
- Providing answers for another student
- Using cheat sheets
- Altering graded answers

Cheating will result in a zero on assignment/test/project and call to parents by teachers. Consequences may vary based on frequency and/or severity.

DRESS CODE AND PERSONAL APPEARANCE (Reference R2610)

The general atmosphere of a school must be conducive to learning. If a student's general appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, a building administrator will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the action to be taken.

Clothing that promotes disruptive behavior, including but not limited to, drugs, alcohol, tobacco and/or its products, violence, sex or hate groups is prohibited from Campus and must be covered or removed.

Hats, bandannas, sunglasses, shower caps, or other non-therapeutic headgear are not to be worn inside the building during regular school hours. These items are to be placed in lockers and book bags upon arrival at school and remain there during these hours.

- **SAGGING PANTS** - Students must wear pants at the waist. Students in violation may receive disciplinary consequences.
- **COATS/JACKETS** - Students are not to wear coats or jackets while in the school building. These items need to be removed and placed in hall lockers upon arrival at school.
- **HATS, BANDANAS, OTHER HEADGEAR** - Hats, bandanas, shower caps, scarves worn around the neck and other non-therapeutic or non-religious headgear are not to be worn inside the building during regular school hours. These items are to be placed in lockers or book bags upon arrival at school and remain there during these hours. Students in violation may be subject to disciplinary action.
- **SUNGLASSES** - Students are not permitted to wear sunglasses while in the building. Items may be confiscated and returned only to parents in person.
- **REVEALING CLOTHES** - Short shorts, shirts, which expose the midriff and/or other items of apparel considered revealing, will not be allowed. Spaghetti strap tops will not be allowed unless covered by a shirt.

ELECTRONIC/PORTABLE COMMUNICATION DEVICES (Reference R2610)

For the Middle School

Students in grades 6-8 may possess and use electronic/portable communication devices at school only in accordance with the conditions set below:

Electronic/portable communication devices may not be used or be visible on school premises during regular school hours, and may not be used during regular school hours as a camera.

Use, display, or activation of these items other than described may result in up to three days in-school suspension. Repeated offenses could result in increased consequences. If such items are used in such a way as to substantially disrupt the school environment, the student may be suspended for up to ten (10) school days out-of-school with a possible recommendation for a suspension up to 180 school days or expulsion. School administrators will investigate the reason for use of an electronic device by a student to determine if other district policies are also applicable, which could result in an increase in the discipline. (i.e.; using a cell phone for the purpose of cheating on a test would also be subject to policies governing academic dishonesty). Laser pointers are allowed only with specific permission from the teacher and administrator for class demonstration purposes. Students who are authorized by school officials to use a camera in class would be exempt from consequences when the device is used as authorized.

STANDARDS OF CONDUCT (Reference BP2610)

ASSEMBLY RULES AND CONDUCT

Students are to adhere to the following standards of conduct during assemblies:

1. Students must conduct themselves in a considerate, respectful and responsible manner. Rude yelling, whistling, throwing objects, booing and inappropriate cheering, etc. will not be allowed.
2. Students will leave their personal belongings in their class. They will return at the end of the assembly to gather their belongings.
3. Students will remain seated until they are dismissed.
4. While a speaker is at the microphone, students are to be listening, NOT TALKING.
5. Students who misbehave will be removed from the assembly and are subject to disciplinary action.

STANDARDS OF CONDUCT

Students who participate in extracurricular activities at RSMS place themselves in positions of trust. The manner in which they conduct themselves during school and at school-related activities reflect upon themselves, their organizations and their school.

These students, by joining a campus group, accept the responsibility to observe policies established by the school, the district and state/national associations. In addition, rules may be established which are developed by sponsors and approved by the principal. Failure to observe policies may result in disciplinary action and/or removal from the group.

TECHNOLOGY/INTERNET (Reference BP6321, R2610)

Student use of computers, computer hardware, software, networks, and files contained therein which are property of the District is restricted to course related work unless prior approval is received from authorized staff. Unauthorized use of computers may result in detention, suspension, and restricted use of computers and remuneration. Legal authorities may also be contacted.

Classroom computer rules for students of Rockwood South Middle School.

The faculty and students of Rockwood South enjoy the distinct privilege of having an ever increasing access to state of the art electronic equipment for academic purposes. Supervisors of students using computers hold students to the ethics and standards that promote the use of technology for educational

purposes. Students are responsible for the following rules so computer equipment and accompanying technical capabilities remain available for education pursuits. Failure to follow these rules may result in a student's removal from computer use along with disciplinary action from the administration.

1. Gum, food, and liquids of any kind are prohibited near any computer equipment. (*Remember nail polish and white out are liquids.*)
2. Students must log on to a computer using only their own ID numbers and passwords. (*The user whose ID has been logged in is held accountable for the equipment and its use while that number is registered. Therefore, it is important that all ID's and passwords be kept confidential.*)
3. Using codes other than one's own, logging into another person's file or altering another person's work is not permitted.
4. Plagiarism and other unauthorized copying are forbidden.
5. Use only the program assigned.
6. Printing should occur only during times designated by the teacher.
7. NEVER PRINT without permission. Be patient, some printers are on a delay. (*A student may be charged for making extra copies.*)
8. Use of printers should be limited. Editing should be done on screen whenever possible.
9. Attempts to abuse or degrade computer machinery or systems are prohibited. (*Possession of computer parts may be viewed as abuse of machinery.*)
10. Repairs should not be attempted by students. (*Students are responsible for machines assigned to their use. Problems with the equipment or system should be reported immediately to the teacher.*)
11. Using or posting profanity, obscenity or language that may be offensive to others is unauthorized and constitutes an automatic referral to the principal.
12. The use of portable media brought from home is strictly prohibited in order to prevent the spread of computer viruses.
13. Accomplish assigned tasks as soon as possible and log off the computer so others may use it.
14. Pick up materials, clean the work area, and push the chair under the table.