

August, 2011

Dear Rockwood Valley Knight:

Welcome to the 2011-2012 school year! We are looking forward to having a great year with you, and hope that you find success in everything you do at RVMS. This handbook will provide you and your family with information that will be helpful in making that happen.

Your years at Rockwood Valley Middle School will be filled with learning, growth, and fun. Your teachers are dedicated to helping you succeed in class and prepare you for a lifetime of learning. Your counselors, too, want to help you grow and are available at any time to help you in any way that they can. Finally, as principals, we look forward to getting to know you so that we can provide an atmosphere that will make all of this happen throughout the school year.

This year, you will have an opportunity to build a foundation for learning core concepts, explore your interests in encore classes, and enjoy time with your classmates in extra-curricular activities. We strongly encourage you to stay focused on academics and also take the time and initiative to become involved in clubs, athletics, and many other after-school activities. You will get out of middle school what you put in to it!

There are no strangers at Rockwood Valley. It is a school **W**here **E**veryone **B**elongs! Welcome back to school, and have a great year!

Sincerely,

Mr. Loiterstein  
Mr. McKenna  
Mr. Schweizer

**ROCKWOOD VALLEY MIDDLE SCHOOL  
STUDENT/PARENT HANDBOOK**

**ADDRESS**

1220 Babler Park Drive  
Wildwood, MO 63038-1311

**TELEPHONE** 636-733-4270  
**ATTENDANCE** 636-733-4285  
**FAX** 636-458-7325

**SCHOOL HOURS**

7:25 AM – Warning Bell  
7:30 AM – Classes Begin  
2:22 PM – Classes End

**ACTIVITY PERIOD**

Tuesday, Wednesday, Thursday  
2:27 PM – 3:27 PM

**WELCOME CENTER HOURS**

7:00 AM – 3:30 PM

**Andrew Loiterstein – Principal**  
**Thomas McKenna – Assistant Principal**  
**6 Red/8<sup>th</sup> Grade**  
**Adam Schweizer –Assistant Principal**  
**6 Black/7<sup>th</sup> Grade**

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**SCHOOL COLORS**

Red and Black

**SCHOOL MASCOT**

Knight

**SCHOOL MOTTO**

"Dream It - Believe It - Achieve It"

**SCHOOL SYMBOL**

"STARS"

(Students & Teachers Always Reaching for Success)

Grades

6, 7, 8

Cover Artwork by:

Michelle Fan

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**ROCKWOOD VALLEY MIDDLE SCHOOL  
STUDENT HANDBOOK**

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**Rockwood School District  
Board of Education**

**Mr. Steve Smith, President**  
17030 Redwood Glen Drive  
Eureka, MO 63025  
314-570-1454

**Mrs. Janet Strate, Vice-President**  
16830 Crystal Springs Drive  
Chesterfield, MO 63005  
636-537-4031

**Mr. Stephen Banton, Director**  
P. O. Box 107  
Ballwin, MO 63022  
636-394-7242

**Mrs. Peggy Devoy, Director**  
360 David Harrison Lane  
Ballwin, MO 63021  
636-394-3467

**Mr. Matt Doell, Director**  
P. O. Box 294  
Eureka, MO 63025  
314-575-8618

**Mr. Matthew Fitzpatrick, Director**  
17038 Redwood Glen Drive  
Eureka, MO 63025  
636-938-5919

**Mr. Keith Kinder**  
523 Terrington Drive  
Ballwin, MO 63021  
636-384-9204

**Rockwood School District Superintendent's Cabinet**

**Superintendent of Schools**

**Dr. Bruce Borchers** (636) 733-2005

**Chief Financial and Legislative Officer**

**Shirley Broz, CPA** (636) 733-2019

**Assistant Superintendent for Administrative Services**

**Dennis Griffith** (636) 733-2013

**Assistant Superintendent for Human Resources**

**Dr. Kelvin McMillin** (636) 733-2035

**Chief Communications Officer**

**Kim Cranston, APR** (636) 733-1143

**Chief Information Officer**

**Steven Beatty** (636) 733-1101

## **Rockwood School District Mission Statement**

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

## **Rockwood Valley Middle School Mission Statement**

All Rockwood Valley Middle School students will gain the knowledge and skills necessary to become life-long learners as well as self-directed and responsible citizens.

## **Rockwood School District Non-Discrimination and Student Rights**

### **Equal Educational Opportunity**

It is the policy of the Board of Education to provide a free and appropriate education for disabled students. Disabled students are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Disabled students will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and SS 162.670-.995 RSMo., Missouri Special Education Services. In addition, the identification of disabled students and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of the Education of the Handicapped Act, as amended.

Dr. Kelvin McMillin, Compliance Coordinator for Title VII of the Civil Rights Act of 1964 as amended (race discrimination issues),

Dr. Kelvin McMillin, 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), and

Dr. Kelvin McMillin, Compliance Coordinator for P. L. 92-318, Education Amendments of 1972, Title IX (sex discrimination issues).

All Compliance Coordinators may be contacted by phone at 636-733-2000, or by mail at Rockwood Administration Center, 111 East North Street, Eureka, Missouri 63025-1229.

**ROCKWOOD SCHOOL DISTRICT  
SCHOOL CALENDAR  
2011-12**

First Day of School for Students.....Wednesday, August 17  
Labor Day – No School.....Monday, September 05  
No School.....Friday, October 28  
No School.....Friday, November 11  
No School – Thanksgiving Holidays.....Wednesday, November 23 through Friday, November 25  
No School – Winter Break.....Friday, December 23 through Monday, January 02  
School Resumes; Second Semester Begins.....Tuesday, January 03  
No School – Martin Luther King Jr.’s Birthday Holiday .....Monday, January 16  
No School – Presidents’ Day Holiday .....Monday, February 20  
No School.....Friday, March 16  
No School – Spring Recess.....Monday, March 19 through Friday, March 23  
No School – Spring Holiday.....Friday, April 06  
Last Day for Students.....Thursday, May 24

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**Professional Development Days**

Early Dismissal for Students at 11:15am

Wednesdays: 9/14, 10/12, 12/07, 3/07, 5/02

Thursdays: 11/10, 4/05

Fridays: 1/13, 2/17

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**Quarter/Semester Ending Dates**

1st Quarter ends October 17

3rd Quarter Ends March 09

2nd Quarter ends December 22

4th Quarter Ends May 24

1st Semester ends December 22

2nd Semester Ends May 24

## ROCKWOOD VALLEY MIDDLE SCHOOL TEACHERS/STAFF

### **6 Black**

Melissa Burla - Language Arts  
Jenna Crowder - Science  
Angie Iversen - Language Arts  
Katie Nease - Social Studies  
Christina Nicoletti - Math

### **6 Red**

Kirstie Behlmann - Science  
Leann Erhardt - Social Studies  
K. C. Klein - Language Arts  
Tracey Mulholland - Math  
Irene Salazar - Language Arts

### **7 Black**

Melissa Frueh - Math  
Blake Hoel - Language Arts  
Allen Luensmann - Social Studies  
Sheila McCart - Science  
Beth Stava - Language Arts

### **7 Red**

Becky Forristal - Social Studies  
Amy Hall - Math  
Jane Lingafelter- Language Arts  
Megan Surgener - Language Arts  
Matt Swan - Science

### **8 Black**

Laurie King - Social Studies  
Alicia Rene` Lewis-Smith - Math  
Jennifer Perkins - Language Arts  
Sally Starzyk - Language Arts  
Michelle Wunsch- Science

### **8 Red**

Julie Gay - Language Arts  
Jennifer Ham – Math  
Angie Kohout – Social Studies  
Joe Kubasta - Science  
Meredith Wilson - Language Arts

### **Physical Education**

Justin Bottorff  
Kelly Carmody  
Bill Garry  
Sue Tillery  
Tim Walters

**Encore**

Brad Balog – Band  
Janice Carpini – Business Education  
Alison Frederickson – Academic Stretch  
Becky Kranz – Speech/Theatre Arts  
Helen McCauley – French  
John Menner – Band  
James Mullen – Design Studio  
Lindsay Orr – Art Studio  
Steve Patton – Orchestra  
Michelle Peifer – Family and Consumer Studies  
Caroline Podgornik – Academic Stretch  
Donna Sanders – Technology  
Mary Ann Scheerer - German  
Stacie Scott – Spanish/Chinese  
Alison Smith – Academic Stretch  
Christy Shaffer – Vocal Music  
Abbey Snyder – Spanish  
Julie Weitzel - Spanish

**ESOL** (English as a Second Language)

Cynthia Biehle

**Librarian**

Cathy Worley

**Special School District**

Melinda Bolesta-Brill  
Sally Ebeling  
Shelly McSwain  
Kassie Nowak  
Eleanor Philips  
Jaime Shelden  
Kelly Verneti  
Erica Warren

**Special School District – Paraprofessionals**

Rebecca Dunnell, Susie Krug, Lisa Megl, Carol Richardson

**Service Team**

Administrators	Andrew Loiterstein, Principal Thomas McKenna and Adam Schweizer, Assistant Principals
Child Nutrition Services	Connie Humphries
Classroom Assistants	Laurie Bruder, Renee Chellis, Micki Schaefer
Secondary Support Specialist	Pat LeMarbe
Counselors	Jaime Finck, Stacey Scott
Custodian (Lead)	Denny Henderson
In-School Suspension	Shannon Ockerhausen
Librarian Assistant	Lynn Walters
Nurse	Ingrid Klesh
Secretaries	Pat Bartels, Holly Fercho, Dianne Foye, Valerie Gerst, Karen Landwehr, Rande McKeever
Social Worker	Cindy Laudel



## ROCKWOOD VALLEY MIDDLE SCHOOL BELL SCHEDULES

### A/B DAY BELL SCHEDULE

<u>6<sup>th</sup> Grade</u>	<u>7<sup>th</sup> Grade</u>	<u>8<sup>th</sup> Grade</u>
<b>A/B</b>	<b>A/B</b>	<b>A/B</b>
1 <sup>st</sup> /2 <sup>nd</sup> 7:30-9:05	1 <sup>st</sup> /2 <sup>nd</sup> 7:30-9:05	1 <sup>st</sup> /2 <sup>nd</sup> 7:30-9:05
3 <sup>rd</sup> 9:09-9:53	3 <sup>rd</sup> /4 <sup>th</sup> 9:09-10:41	3 <sup>rd</sup> /4 <sup>th</sup> 9:09-10:41
4 <sup>th</sup> 9:57-10:41	5 <sup>th</sup> /6 <sup>th</sup> 10:45-12:17	5 <sup>th</sup> 10:45-11:29
Lunch 10:45-11:10	Lunch 12:21-12:46	Lunch 11:33-11:58
5 <sup>th</sup> /6 <sup>th</sup> 11:14-12:46	7 <sup>th</sup> 12:50-1:34	6 <sup>th</sup> 12:02-12:46
7 <sup>th</sup> /8 <sup>th</sup> 12:50-2:22	8 <sup>th</sup> 1:38-2:22	7 <sup>th</sup> /8 <sup>th</sup> 12:50-2:22
<b>A-Day 1, 3, 4, 5, 7</b>	<b>A-Day 1, 3, 5, 7, 8</b>	<b>A-Day 1, 3, 5, 6, 7</b>
<b>B-Day 2, 3, 4, 6, 8</b>	<b>B-Day 2, 4, 6, 7, 8</b>	<b>B-Day 2, 4, 5, 6, 8</b>

### EARLY RELEASE BELL SCHEDULE

School will dismiss at 11:15 a.m. on the following days/dates for professional development.

Wednesdays: 9/14, 10/12, 12/07, 3/07, 5/02

Thursdays: 11/10, 4/05

Fridays: 1/13, 2/17

<u>6<sup>th</sup> Grade</u>	
<b>A/B</b>	
Academic Lab	7:30-8:00
1 <sup>st</sup> /2 <sup>nd</sup> Hour	8:04-8:40
3 <sup>rd</sup> Hour	8:44-9:00
4 <sup>th</sup> Hour	9:04-9:20
5 <sup>th</sup> /6 <sup>th</sup> Hour	9:24-10:00
Snack Time	10:04-10:24
7 <sup>th</sup> /8 <sup>th</sup> Hour	10:28-11:15

<u>7<sup>th</sup> Grade</u>	
<b>A/B</b>	
Academic Lab	7:30-8:00
1 <sup>st</sup> /2 <sup>nd</sup> Hour	8:04-8:40
3 <sup>rd</sup> /4 <sup>th</sup> Hour	8:44-9:20
5 <sup>th</sup> /6 <sup>th</sup> Hour	9:24-10:00
7 <sup>th</sup>	10:04-10:24
8 <sup>th</sup>	10:28-10:48
Snack Time	10:52-11:10
8 <sup>th</sup> Hour	11:12-11:15

<u>8<sup>th</sup> Grade</u>	
<b>A/B</b>	
Academic Lab	7:30-8:00
1 <sup>st</sup> /2 <sup>nd</sup> Hour	8:04-8:40
3 <sup>rd</sup> /4 <sup>th</sup> Hour	8:44-9:20
5 <sup>th</sup> Hour	9:24-9:40
6 <sup>th</sup> Hour	9:44-10:00
7 <sup>th</sup> /8 <sup>th</sup> Hour	10:04-10:24
Snack Time	10:28-10:48
7 <sup>th</sup> /8 <sup>th</sup> Hour	10:52-11:15

**After-school clubs/activities are not scheduled on early release days.**

## **SUCCESS**

Those students who strive to be a success will be more likely to do so than those individuals who merely take life as it comes. Students at Rockwood Valley will find the points listed below useful in their pursuit of success.

- Always perform at your very best giving your very best effort.
- Be in class on time with the required materials.
- Be well organized.
- Plan ahead.
- Make an effort.
- Learn to respect the adults in the school.
- School will be more worthwhile if you are involved in clubs and other after school activities.
- Set goals.
- Learn from your mistakes.

## **ROCKWOOD VALLEY INFORMATION**

### **WHAT MAKES UP THE ROCKWOOD VALLEY MIDDLE SCHOOL PROGRAM?**

**CORE CURRICULUM** - One of the primary components of the Rockwood Valley Middle School program is team teaching. Students have more time with one group of teachers who work cooperatively to determine learning needs and plan together to design appropriate instruction situations.

Teachers of the basic skills, language arts, mathematics, science, and social studies will be organized into teams to pool their resources, interest, expertise and knowledge of students and take responsibility for meeting the educational needs of a common group of students. The teams are organized by grade level, and your child will be assigned one of these teams.

Interdisciplinary team organization is characterized by common planning time where information is shared about the needs of students and where teachers plan for the appropriate integration of curriculum. Through teaming, we attempt to organize our students and teachers to create a cooperative and balanced learning environment.

The advantages of the teaming approach are:

- a more enriched curriculum through on-going sharing of ideas
- a better insight into students-multiple opinions on a student's strengths and weaknesses
- building on the strengths of the individual teachers
- the continuity of curriculum across the basic skills
- the freedom to teach a variety of subjects-students see teachers in different roles
- better grouping of students based on needs
- large and small group instructions
- flexibility in time schedule
- availability to meet with parents
- unity and friendship among the teachers provides positive role models for students.

For the students, this team organization provides the basic source of identity and belonging, and ensures smallness within the larger school setting of the school.

One of the most important advantages of teaming is the enrichment of curriculum.

### **EXPLORATORY CURRICULUM**

Students have the opportunities to explore a variety of areas of study and topics of interest so they can make intelligent decisions for course selections in high school choices of future occupations.

## INSTRUCTIONAL TIME

Time spent in the classroom is a high priority at Rockwood Valley Middle School. Every effort will be made to guard instructional time throughout the school year.

## PHYSICAL EDUCATION/HEALTH

Physical Education will be a part of the school program with students participating in Physical Education every other day. All students should wear gym shoes, socks, and our Rockwood Valley designated "P. E. Gear" (black shorts and red t-shirt). "P. E. Gear" may be purchased from your Physical Education teacher. Students are required to change into RVMS P. E. clothes (shorts and t-shirt), other than what is worn to school that day, in order to fully participate in physical education activities.

Students may be excused from Physical Education classes for up to three days for health reasons with a written note signed by a parent. If a student is to be excused from Physical Education classes for longer than three days, a written excuse from a doctor is necessary. Please inform the Physical Education staff of any medical problems your child may have throughout the school year.

## GRADING

The grade reports provide the student and parents a cumulative progress report in each course in which the child is enrolled. The grade reports are issued following the end of each nine-week grading period.

### 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 - Failing in Achievement

Grading Scale:	A	99-93	B-	82-80	D+	69-67
	A-	92-90	C+	79-77	D	66-63
	B+	89-87	C	76-73	D-	62-60
	B	86-83	C-	72-70	F	59-0

Citizenship, conduct and effort are evaluated and marked separately.

1 - Satisfactory                      2 - Needs to Improve                      3 - Unsatisfactory

Incomplete grades should be made up as soon as possible after the student returns to school. For extensive absences, any incomplete grade will become an "F" at the end of the next quarter if the work has not been completed five weeks after the last completed grading period.

## PROGRESS REPORTS

Progress reports are supplementary to the regular report cards. These reports are issued at the end of the fourth week after the regular nine week reporting periods, or at such time as the teacher deems it necessary to notify the parents of a student's progress or lack of progress.

**Progress reports will be available to parents on Infinite Campus.**

## HOMEWORK

Homework is an assignment that students complete outside of regular classroom time. This work might include written assignments, projects, oral drill and practice, independent reading, reading with an adult, and test preparation. All assigned coursework will be for the purpose of preparation, practice, or elaboration. Preparation is initiating thinking about a topic, establishing context for a topic, or gathering materials or information needed to study a topic. Practice is additional repetition of a skill that students are largely familiar with in order to reinforce correct execution of the skill.

Elaboration are tasks to help connect new learning with prior knowledge in order to embed concepts in long term memory, facilitate transfer of ideas, and encourage application of concepts. A typical sixth grader will have a minimum of 60 minutes homework each school night, seventh graders 70 minutes, and eighth graders 80 minutes.

Parents can facilitate the learning experience by providing a quiet, well-lighted place where the student can complete homework assignments. We encourage all parents to promote reading for pleasure.

### **MIDDLE SCHOOL PROMOTION \***

Students are promoted to grades 7, 8, and 9 by full grades rather than by specific courses.

1. The normal minimum requirements for promotion are passing grades in four (4) subjects. At least three (3) of these subjects must be English, Math, Science, or Social Studies.
2. In the absence of a passing grade in four (4) subjects, placement shall depend upon the decision of the principal after a conference involving student, parent/guardian and principal. It is recommended that the counselor and appropriate teachers be consulted.

At the end of each school term each middle school principal shall send to the Superintendent/designee a list of students who have been retained in grade, along with a summary of difficulties these students experienced.

### **GUIDANCE AND COUNSELING**

The middle school guidance counselors are available to all students. Often, problems concerning both school and one's personal life appear overwhelming. In many situations, conferring with a competent person can help these problems. Students may use the services of the counselor whenever a problem arises, whether academic, emotional, social, or physical. Parents may contact his/her child's counselor at any time. Students are encouraged to make appointments for conferences, but in cases of emergency may be excused from class with the teacher's permission. Appointments may be made by signing up in the Counselor's office.

Working together with teachers, administrators, and parents, the guidance counselors encourage a student's academic and personal growth. Guidance activities include:

Orientation for New Students	Student Conferences	Parent Conferences
Teacher Conferences	Student Enrollment	Referrals to Agencies
Leadership Groups	Parent Workshops	Career Counseling
Study Groups	Referrals to Agencies	Individual Counseling
Talented/Gifted Referrals/Counseling	Classroom Guidance Activities	WEB
Coordinated Services w/Social Worker	Staffing w/Special School District	

### **WEB**

#### **(Where Everyone Belongs)**

Rockwood Valley participates in the nationwide WEB Program, an organization whose sole purpose is to help sixth graders feel more comfortable and help them achieve success in their first year of middle school. The WEB sixth grade orientation and transition program is designed to both welcome and support sixth graders by assigning them an eighth grade WEB Leader as a mentor during their first year of middle school. This WEB Leader is a responsible eighth grade student who was hand selected from a large pool of applicants and has met the qualifications of being a good role model and a positive leader at our school. WEB is not only an orientation program but also a year-long transition program for all sixth grade students at Rockwood Valley.

## **STANDARDIZED TESTING**

The standardized testing program is 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 the teachers and counselors.

## **GRADING PERIODS**

<b><u>Quarter</u></b>	<b><u>Grading Period</u></b>
1 <sup>st</sup>	August 17 - October 17, 2011
2 <sup>nd</sup>	October 18 - December 22, 2011
3 <sup>rd</sup>	January 03 - March 09, 2012
4 <sup>th</sup>	March 12 - May 24, 2012

## **OTHER INFORMATION**

**1. ABSENCE** – When a student is absent from school, parents are expected to report their absence to the school office or the Attendance Hotline at 636-733-4285. If we do not hear from a parent/guardian by 10:00 a.m., an attempt will be made to contact your home.

All absences will be considered unexcused unless verified by a parent either by phone or in writing upon your child's return to school. Please refer below to Rockwood School District Attendance Policy for additional information.

### **ROCKWOOD SCHOOL DISTRICT ATTENDANCE POLICY\* STUDENT ABSENCES AND EXCUSES**

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.

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 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.

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.

## **Attendance**

### **Student Absences and Excuses**

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 school jurisdiction during the hours school is in session. In the case of students seventeen (17) or above, consideration will be given to their request to be excused part of the day provided they submit a written request from the parent/guardian. The extent of the student workload shall depend upon the outcome of counseling involving the student, the parent/guardian, and the counselor. Changes in the workload which involve a shifting of the student's class schedule will normally be made only at the beginning of a semester.

The school year is defined as the period of time from the opening of school in August/September to the close of the regular school term. Any units of credit earned during the summer, while counted toward meeting graduation requirements and standing in class, are not considered credit earned during a 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. Any correspondence courses must be approved by the administration prior to enrollment, if credit is to be granted.

### **Excusable Absences**

The following absences will be excused:

1. Death in the student's immediate family.
2. Illness of the student.
3. Doctor and dental appointments.
4. Certain days for religious observances.
5. Court appearance.
6. When a family is leaving town and desires to take the student with them, he/she may be excused up to five (5) school days provided that:
  - a. The school is notified in advance of the absence;
  - b. The student procures assignments in advance of the absence;
  - c. All assigned work is turned in upon returning to school;
  - d. All tests, etc., are made up at the direction of the individual teacher.
7. Absences for all other reasons are inexcusable and shall be treated as truancy.
8. Suspensions imposed by the school administration shall not count as an excused or unexcused absence.
9. Make-up work after excused absences.

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 and test make-up. Students will be granted the amount of time they were absent in which to make up 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 homebound 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 principal.

The Rockwood School District recognizes that the district is composed of students who come from many diverse backgrounds and cultures. The District will take this diversity into consideration when scheduling major activities such as standardized testing, graduations, etc; in an attempt to avoid scheduling such activities on major religious holidays whose observance necessitates a student's absence from school.

Each individual school will also take major religious holidays into consideration when scheduling major events at the school level such as concerts; awards programs; testing; major tests, projects or presentations; etc, in an attempt to avoid such conflicts.

The District recognizes that despite these efforts, some conflicts with major religious holidays may be unavoidable. In the event that such a conflict does occur, the absence will be excused and the procedures for make-up work will be followed. If additional accommodations are needed to minimize the impact on the student, they will be made at the discretion of the building principal. When parents/guardians request that students leave the campus during the school day, a note or phone call from home will be required, and a permit-to-leave 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 returning to school.

Students who have been absent because of injuries or communicable disease must see the nurse before returning to classes.

Students shall not be dismissed from school while final exams are being given.

In the middle schools and senior high schools, attendance shall be checked and recorded each class period.

Students participating in school-sponsored activities are not considered absent.

Students who participate in a Skip Day are considered truant. Work missed on a skip day will not be able to be made up, and failing grades will be given for missed work.

### **Elementary/Middle School Attendance Procedures and Actions**

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.

## **Parental Responsibilities**

Parents have the responsibility for requiring and promoting their child's regular school attendance, the first step in achieving academic success.

Missouri School Law under the Compulsory of School Attendance subsection places the burden of responsibility for school attendance on the parent:

Every parent/ guardian, or other person in this state having charge, control, or custody of a child between the ages of seven (7) and sixteen (16) years shall cause the child to attend regularly some public, private, parochial parish, or home school not less than the entire school term of the school which the child attends. (R.S. MO 167.031)

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.

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

Parents planning to take a student out of school are responsible for making advance arrangements with the school administration.

**2. ABSENCE ON THE DAY OF AN ACTIVITY** - Students who are absent from school on the day of a music performance, dramatic activity, dance, or any other school-sponsored event will not be able to attend or participate. Students who are absent from school for a part of the day for a doctor or dental appointment may attend and participate in the activity with a written doctor or dentist note, administrative approval, and attendance of part of the school day.

**3. DISMISSAL OF SCHOOL DUE TO INCLEMENT WEATHER/EMERGENCY** - In case of bad weather due to snow and ice, school may be canceled. **Alert Now** is an automatic notification system that delivers voice or e-mail messages to telephones, mobile phones, PDA's, or any Internet-enabled device. Rockwood will be able to reach parents within minutes with emergency notifications, school closings due to inclement weather, and other school news. Information is also available on local TV and radio stations or the Rockwood School District website ([www.rockwood.k12.mo.us](http://www.rockwood.k12.mo.us)).

**4. EARLY DISMISSAL** - Attendance at school is a critical part of student success. For this reason, we encourage parents to make doctor/dental/other appointments outside of school hours. If it is necessary to make appointments during the school day, please send a note to school with your child stating the time and reason for early dismissal. The Welcome Center will issue a pass to your child to leave the classroom at the appropriate time so that they will be waiting in the office when you arrive to pick them up from school. This will avoid the interruption of classroom instructional time.

**5. LATE ARRIVALS** - Students arriving late must sign in at the Welcome Center and receive a pass before reporting to the classroom. Students arriving late will be marked as tardy on the daily attendance.

**6. LIBRARY** - Many resources are available in the library. Reference materials, a card catalog, computers, periodicals, and many other books are available. If you need assistance, ask the librarian or librarian assistant.

**7. LOCKERS** - (Hallway and Gym) - Each student is assigned a hallway and gym locker for the storage of school supplies, equipment, and clothing. It is the student's responsibility to see that the locker is kept locked and in order at all times. Students will need to purchase one combination lock for their gym lockers. Do not share locker combinations with anyone. Locker problems should be reported to the grade level administrator. Lockers should be kept clean and are subject to inspection. Do not paste or glue items to locker doors or walls. No stickers are allowed on locker doors.

**8. LOST AND FOUND** - An area in the Commons is provided for articles of clothing and personal items that are lost and found. These items are periodically donated to charity. Textbooks that have been found are returned to the issuing teacher. Students should write their name in ink inside the cover of ALL textbooks, workbooks, and notebooks. Also, personal property items should be labeled. Please report any lost or stolen items to the office immediately. Every effort will be made to locate and return your property.

**9. MAKE-UP WORK** - If a student is absent, it is their responsibility to see his/her teachers on the day they return to gather work missed. Any missed assignments will be due on the next day they have that class. Flexibility will occur for absences that are longer than one day, and exceptions will have to be made for certain assignments.

**10. NURSE** - We are fortunate to have a full-time nurse on duty at Rockwood Valley. The nurse is here to help keep a health record of each student, such as medical physicals and required immunizations. She conducts vision and hearing exams, administers first aid as needed, and follows doctor's orders regarding prescribed medication.

If you don't feel well, you must get a hall pass from your teacher before reporting to the nurse.

If you are taking medication during school, the medicine must be kept by the nurse, and you will report to the nurse when it is time to take your medicine.

**Administering Medicines to Students\***  
**(Board Policy 2870)**

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 chronic health conditions, including asthma or anaphylaxis. Further, the Board of Education authorizes school nurses to determine and maintain an adequate supply of epinephrine at school, which may be administered at the discretion of the school nurse, or other school employee trained by and supervised by the 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. (Refer to Policy and Rebutal 2870)

**Prescription Medication - Regulation 2870**

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 the 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 contracted. 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 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 Medications**

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**

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, Albuterol, Tylenol.

The school nurse shall determine and maintain an adequate supply of prefilled auto syringes of epinephrine with fifteen hundredths milligram or three-tenths milligram delivery at the school. Prefilled 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.

### **Procedures for Medication Administration and Control**

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

The administration of medication, including over-the-counter medications, is a nursing activity governed by the State if Missouri Nurse Practice Act. It must be performed by the registered professional school nurse. Said nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge, and skill to do so. Said registered nurse must provide and document the requisite education, training, and competency verification.

The transportation of medication to school or from school by students is prohibited with the exceptions provided for self-administration of medication by waiver. No medication, prescribed or over the counter, will be sent home with students. Parents/guardians are required to pick-up all medications from the Nurse's office before the end of the school year.

### **Student Health Examination\***

A student health examination, signed by the student's physician, 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 sixth (6<sup>th</sup>) grade. The Administration may waive the examination requirement upon written objection by a parent/guardian. Students are given one (1) 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 determine from the date the child starts school.

### **Immunizations**

The State of Missouri requires that all that all students must present documentation of up-to-date immunization status, including month, day and year of each immunization before they can attend school.

The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period, so students in all grade levels may receive immunizations up to 4 days before they are due.

For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current ACIP Schedule, including all spacing, (<http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>).

To remain in school, students "in progress" must have an Imm.P.14 on file and must receive immunizations as soon as they become due. This includes the appointment date for needed immunization(s). In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress: and is noncompliant. (For example, hep B vaccine series was begun but the child is not yet eligible to receive the next dose in the series.)

In progress does not apply to the Tdap or Td booster.

Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Doses Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT(1)	4+	4+	4+	4+	4+	4+	4+	4+	4+	4	4	4	3+
Tdap(2)									1	1	Tdap or Td required 10 years after last DTaP, DTP or DT		
IPV (Polio)(3)	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR	2	2	2	2	2	2	2	2	2	2 measles, 1 mumps, 1 rubella required; however 2 MMRs are highly recommended.			
Hepatitis B	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella (4)	2	2	1	1	1	1	1	No doses required; however, vaccination is highly recommended.					

1. Last dose on or after fourth birthday and last dose of pediatric pertussis before seventh birthday. **Maximum needed:** six doses.
2. Tdap, which contains pertussis vaccine, is required for students enrolled in grade eight (8) who have completed the recommended childhood DTaP/DTP vaccination series. **If a student received Tdap the student is up-to-date. Tdap is currently licensed for one dose only; and additional dose is not needed.** For grades 10-12, a Tdap or Td booster is required ten years after the last dose of DTaP, DTP or DT. In the event of a pertussis outbreak situation. Tdap may be given at intervals less than ten years.
3. Kindergarten & First Grade: Last dose must be administered on or after fourth birthday.  
The interval between next-to-last and last dose should be at least six months.

Second – Sixth Grades: Last dose must be administered on or after fourth birthday. If all four doses are administered appropriately and received prior to the fourth birthday, an additional dose is not needed. Any combination of four doses of IPV and OPV by 4-6 years of age constitutes a complete series. **Maximum needed:** four doses

4. Kindergarten & First Grade: As satisfactory evidence of disease, an MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella ( chickenpox) disease.

Second – Sixth Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

**11. RECOGNITION PROGRAMS** - RVMS recognizes students throughout the school year in a wide variety of ways.

**Student Birthdays**

Student birthdays are announced daily. Students whose names are read during morning announcements may come to the office for a birthday surprise and a pass to be first in the lunch line.

**Caught You Being Good Notes**

RVMS staff who see a student doing a good deed or demonstrating good citizenship, can present the student with a *Caught You Being Good* note to take home and share with parents.

**Positive Office Referrals**

Staff members can refer a student to a grade level principal for demonstrating good behavior or accomplishing an individual achievement. A student who gets a Positive Office Referral will receive a certificate, a pencil with an RVMS pencil pennant, a positive phone call home, and/or the

opportunity to move to the front of the lunch line for a day. The student is also recognized in the school newsletter, *The Knightline*.

### **Students of the Month**

Each month all teams recognize students who exemplify academic achievement, attitude, responsibility, citizenship, effort, cooperation, honesty, and leadership. Twenty-one Students of the Month are presented with certificates at a continental breakfast held each month in their honor. The students' names are also published in the school newsletter and are displayed at school on the Student of the Month recognition board.

### **Honor Rolls**

There are two Honor Rolls each quarter at RVMS: 3.0-3.499 and 3.50-4.0. The names of Honor Roll students are published in *The Knightline* and displayed at school on the Honor Roll recognition board.

### **Merlin Lunches**

Students who earn straight A's or who raise their grade point average by a minimum of .25 from one quarter to the next are given free pizza, soda, and prizes during lunch in the commons on designated Merlin Lunch days.

### **Knights of the Round Table**

Knights of the Round Table (KORT) is a prestigious honor at RVMS. Sixth graders or students who are new to RVMS who receive a 3.5 or higher grade point average for the first two quarters of the fall semester are designated Knights of the Round Table during an annual ceremony. During the ceremony, students receive a certificate and a grade level KORT pin. Seventh and eighth grade Continuing KORT members are served a breakfast on the morning following the ceremony. In order to remain members of KORT, students must maintain a 3.5 or better grade point each quarter. KORT students are also announced in the school newsletter and are displayed at school on the KORT board.

### **Excalibur Awards, Special Awards**

An Excalibur Award is an award that recognizes students who have demonstrated outstanding educational growth, improvement and commitment. The Special Award is an award that recognizes students for excellence in an academic or performance-based competition, such as the school spelling bee or a math contest. Sixth, seventh, and eighth graders who earn these awards receive them at the spring Excalibur ceremony.

### **Eighth Grade Promotion**

At the end of each school year, eighth graders who are leaving RVMS are honored in an Eighth Grade Farewell Ceremony. Each student is presented with an Eighth Grade Promotion certificate during the ceremony.

### **Award of Academic Excellence**

Students who earn a 4.0 GPA every semester during his/her three middle school years at Rockwood Valley Middle School will receive the Award of Academic Excellence and have their name placed on the perpetual Academic Excellence trophy at RVMS.

## **12. ACTIVITY NIGHTS & 8<sup>TH</sup> GRADE FAREWELL DANCE**

1. Rockwood Valley Activity Nights are for Rockwood Valley students only. No guests from other schools will be admitted. There will be no exceptions to this rule. Any visitor will remain in an alternative setting for the remainder of the evening, and a phone call will be made home.
2. Students absent from school or serving in-school or out-of school suspension on the day of the activity will not be allowed to attend.

3. All students attending Activity Night should enter the main doors in front of the school.
4. Activity Nights begin at 7:00 p.m. and end at 9:00 p.m. No students will be allowed to enter the building after 7:30 p.m. unless accompanied by a parent.
5. Students are NOT permitted to leave Activity Night early unless a parent comes into the building, speaks to an administrator, and arranges for an early departure of the student.
6. Students must remain inside the school until Activity Night has ended. Students should not be in the halls unless given permission by a chaperone, or using the authorized restrooms.
7. Parents/guardians should be able to be reached throughout the duration of Activity Night in case of an emergency.
8. Students should plan transportation home in advance. Students should be picked up at the side doors at 9:00 PM.
9. All RVMS Rules Apply - Any misbehavior will be dealt with in accordance with the Student Handbook.
10. Absolutely no refunds will be given to any student who violates the rules and is removed from Activity Night. The same rule applies to anyone not admitted to the activity due to reasons listed above.
11. Tickets will not be sold the day of Activity Night.

**13. TELEPHONE** - The Welcome Center telephone is a business phone and should not be used by students except for emergencies. The classroom phone may only be used before and after school hours with permission. After school plans should be made before arriving at school. In-coming emergency messages will be relayed to students as soon as possible.

#### **14. TEXTBOOKS**

1. Textbooks will be issued at the beginning of the year. A record of book number, condition of the book, and the name of the student to whom it was issued will be kept. Students should write their name in ink inside the front cover of all textbooks and workbooks.
2. Any damage in a book should be brought to the attention of the teacher when the book is issued.
3. Damaged or lost books will be paid for by the student to whom they were issued.
4. Students should keep track of his/her texts which will help cut down on theft or loss of books.
5. It is the responsibility of each student to return books in the condition in which they were issued.

**15. VISITATION** – Parents are always welcome at Rockwood Valley Middle School. During school hours, parents and/or family members must stop by the Welcome Center to sign in and receive a visitor’s badge for identification. If you plan to visit your child during lunch, please prearrange with the office before doing so. All lunchtime visits are scheduled at the discretion of the principals.

Because of the interruption to the instructional program at Rockwood Valley, students from other schools will not be permitted to visit classes during the school day. No visits will be allowed on the days before holiday breaks or the last week of school.

**16. VOLUNTEERS** - All parent volunteers need to sign in at the Welcome Center and receive a visitor’s badge for identification.

**17. EXTRA-CURRICULAR ACTIVITIES, CLUBS, AND INTRAMURALS** - An activity program is a key component of the Rockwood Middle Schools. All students are welcomed and encouraged to stay after school in order to participate in RVMs Help Sessions, Clubs, and Intramurals. The Rockwood School District's activity program will provide for all students the encouragement and opportunities to participate in a wide range of activities which are based on the interest and physical needs of middle school age children. These activities will focus on the development of social and physical skills in an atmosphere that stresses teamwork and learning the basic requirements of the activity. Successful intramural and club programs have the support of the entire school community.

Help sessions, clubs, and intramurals at Rockwood Valley Middle School will be held after school from 2:27 – 3:27 p.m., Tuesday through Thursday, unless otherwise noted. It is our goal that all students are involved in some type of intramural or club activity. It is a privilege to participate in activities at Rockwood Valley. Students who misbehave while participating will be asked to leave or will be taken to the office, and may receive further disciplinary consequences.

#### **Eligibility Standards for Participation in Activities, Clubs, and Intramurals**

- 1. Students must have a signed permission form on file in the office giving parent permission to participate in the activity.**
2. Be a good citizen in your school and community.
3. Follow all guidelines established by the sponsor.
4. Have a valid physical on file.
5. Be present at school for more than half the day on the day of an activity.
6. Students may not skip detentions to participate in intramurals or clubs.
7. Students may not participate on days that they are in in-school suspension or when suspended out-of-school.
8. All necessary paperwork needed by the sponsor must be turned in.

## **STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE PROCEDURES**

Appropriate behavior is expected by all students during the school day. Students are responsible for their behavior from the time that they leave home in the morning until the time they get home in the afternoon. When a student does not follow classroom rules and regulations, the teacher will make attempts to correct the behavior through student conferences, parent contact, counselor referral, and office referral. The classroom teacher is the person in charge at all times.

Students are expected to:

- Show respect for their teachers.
- Follow all Student Handbook rules and procedures.
- Follow all rules set up by the teachers.
- Carry out all reasonable requests by their teachers. Failure to do so will be considered insubordination and will not be tolerated.
- Be in the classroom when the tardy bell begins to ring.
- Be prepared for class.
- Respect the rights of others. Any disruptive behavior will not be tolerated.

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:

- Teacher-student conference
- Student detention after school or at lunch
- Parent contact by phone
- Student-counselor conference
- Student-teacher-counselor conference
- Parent conference
- Student-principal conference
- In-school suspension
- Out-of-school suspension
- Team meeting
- Any other action deemed necessary by the Principal to correct the problem
- Alternative learning placement

### **Teacher-Assigned Classroom Detention**

If a student's behavior is disruptive, teachers may choose to assign the student to a classroom detention. Rules are as follows.

1. Detention is assigned during lunch time or after school in the teacher's classroom.
2. If the consequence is a lunch detention, students must bring a lunch from home or arrange with the teacher to have it provided. Students may not enter the commons during lunchtime on the day of the lunch detention.
3. If the consequence is an after school detention, students are responsible for arranging transportation home from school.
4. If a student is absent from school on the day of an assigned detention, the detention will be made up on the day he/she returns.
5. Tardiness to detention may result in disciplinary action.
6. Missing a teacher-assigned detention or misbehaving during a detention will result in referral to the office for disciplinary action. A missed teacher-assigned detention will be doubled and served as an office detention and parents will be contacted.
7. Participation in athletics, extra-curricular activities, performances, or work does not excuse a student from an after school detention. Students have the obligation to inform the coach, sponsor, or employer of the after school detention.

## **Office Detention**

1. Students referred to the office for misbehavior may be assigned office detentions.
2. Detention will be assigned during lunch time or after school in a designated room.
3. If the consequence is a lunch detention, students must bring a lunch from home or arrange with the office to have it provided. Students may not enter the commons during lunch on the day of the lunch detention.
4. If a student is absent from school on the day of an assigned detention, the detention will be made up on the day he/she returns.
5. Tardiness to detention may result in disciplinary action.
6. Missing a detention or misbehaving during a detention will result in referral to the office for disciplinary action. A missed office-assigned detention will result in a minimum of one day of in-school suspension. Parents will be contacted.
7. After school detentions are held on Tuesdays, Wednesdays, and Thursdays from 2:27-3:27pm.

## **STUDENT DISCIPLINE\***

The Board has the legal authority to make all needed policies, rules and regulations for organizing and governing the District. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in District instructional and support programs, as well as at school-sponsored activities and events. School officials are authorized to hold students accountable for misconduct away from school or in non-school activities which negatively affects the educational environment to the extent allowed by law. The district recognizes the rights of students to off-campus expressive activities, including on the internet, to the extent permitted by law. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent/guardian and to the Superintendent/designee. In cases where student discipline is appealed to a higher District authority, such an appeal shall be considered on a fair, unbiased deliberate and non-deferential basis.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the Superintendent/designee or expulsion by the Board, both subject to appropriate due process procedures. The Superintendent/designee may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board.

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

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent/guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

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

No student may be confined in an unattended locked space except in an emergency situation while waiting the arrival of law enforcement personnel. For the purpose of this policy, a student is

unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

A copy of the District's comprehensive discipline policy will be provided to every student and parent/guardian at the beginning of each school year and will be available in the Superintendent/designee's office during normal business hours.

## **SUSPENSION\***

Alternative learning placement, suspension and/or expulsion may be utilized and/or recommended by the principal in accordance with the discipline policy. Students under suspension or expulsion are not allowed on school property and may not attend or participate in school activities (home or away) without special permission from the principal. The Superintendent/designee may suggest or require and other follow-up professional services deemed appropriate for any level of discipline.

### **In-School Suspension**

This placement is defined as removal of the student from his/her assigned classrooms and daily schedule for disciplinary purposes. The student shall be assigned for (10) ten school days or less to an alternative learning environment within the student's own school. The student may makeup work for credit but may not attend or participate in any before or after school activities during the period of removal from the regular school program.

### **Long Term In-School Suspension**

This placement is defined as removal of the student from his/her assigned classrooms and daily schedule for disciplinary purposes. The student shall be assigned for more than ten (10) school days to an alternative learning environment located in one of the District's schools as designated by the District. The student is allowed to make up written work and labs for credit wherever possible as determined by the administration. When the consequence for a misbehavior states there may be a recommendation to the Superintendent/designee for an additional 170 school days, the Superintendent/designee may desire to give the student the option to participate in this program.

### **Out-of-School Suspension**

This type of suspension is defined as removal of the student from the school premises for disciplinary purposes. Students may make up work for the first out-of-school suspension. On the second out-of-school suspension and each one thereafter, students may do the work but will not receive credit except for exams and major projects. Major projects or exams missed during a suspension will be made up within the same number of days as the length of suspension. The principal may suspend for ten (10) school days. To suspend for more than ten (10) school days, a recommendation must be made to the Superintendent/designee who may suspend up to one hundred eighty (180) school days. Students, who are suspended by the Superintendent/designee for up to one hundred eighty (180) days and are not involved in the Long-term In-School Suspension Program, may not receive credit for work during the time of the suspension. On all suspensions for more than ten (10) school days, the student has the right to appeal the decision by requesting a hearing before the Board.

### **Expulsion**

This type of suspension is defined as removal of the student from school premises for disciplinary purposes for an indefinite period of time from the District schools. All credit for work ceases immediately. This action requires that the principal suspend the student for ten (10) school days. The principal may recommend to the Superintendent/designee that the student is expelled and the Superintendent/designee may then make a recommendation to the Board that such action be taken. The Superintendent/designee may also make a recommendation to the Board for expulsion without the principal's recommendation. The Board must act on this recommendation, but the student has a right to a hearing before the Board if requested.

## **STUDENT CODE OF CONDUCT\***

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of District schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or any aggravated circumstance of any offense or action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, Superintendent/designee and/or Board.

## **SAFETY, SECURITY, COMMUNICATIONS\***

### **Video Surveillance**

The Rockwood R-VI School District reserves the right to utilize video surveillance on any Rockwood School District property or bus under contract to the Rockwood R-VI School District.

Areas with an expectation of privacy, i.e. locker rooms and restrooms will not be subject to camera surveillance; but all other areas will be subject to surveillance.

Any actions, captured by surveillance measures that violates Rockwood R-VI policy, Revised Statutes of Missouri, or any applicable federal law will be cause for disciplinary or legal actions consistent with Rockwood R-VI District or applicable law.

## **NONDISCRIMINATION AND STUDENT RIGHTS\***

### **Interrogation and Searches\***

In order to comply with the legal provisions for interrogations and searches, procedures will be established for:

1. Interviews with police, juvenile officers, or other law enforcement officials.
2. Searches by school personnel.
3. Removal of students from school by enforcement officials.

### **Interview with Police or Juvenile Officers/Other Law Enforcement Officials\***

Any officer desiring to interview a student while the student is attending school shall inform the principal of the school the student attends, stating the nature of the inquiry or investigation.

A law enforcement officer may not be permitted to interview a student during school hours concerning any activity of the student's parent/guardian, except in child abuse cases where the parents/guardians are the alleged abusers. In connection with other inquiries the interview shall be permitted and the principal shall determine whether, under the particular circumstances of the case, the parent/guardian of the student should be notified prior to the interview.

If the principal concludes that time is not vital to the investigation and that it would be in the best interest of the student to have a parent/guardian present, it shall be the duty of the principal to delay the interview and make an effort to notify the student's parent/guardian in order that one of such persons can be present if he/she desires.

The interview shall not be delayed unduly for any cause.

Should the principal be in doubt as to whether or not the parent/guardian should be notified, an opinion should be obtained from the Superintendent/designee.

In all cases in which parent/guardian cannot be present at an interview, the principal, or teacher appointed by the principal, shall be expected to take such action during the course of the interview as a reasonable parent would take under the circumstances.

Attorneys and/or insurance investigators may interrogate students with the consent of the parent/guardian or upon written order of the court.

### **Searches by School Personnel\***

School lockers and desks are the property of the Board and are provided for the convenience of students and as such, are subject to periodic inspection without notice. The lockers and desks may be searched by school administrators who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

Vehicles of students are subject to search based on reasonable suspicion by the school administration. Law enforcement officials may be contacted when a student refuses to allow a search.

The school administration may utilize the service of a trained drug dog and its handler based upon reasonable suspicion. They may also be used for random searches of lockers or nonprivate areas.

Students are required to have on file in the school, office combinations or keys to lockers. If combinations or keys do not work, locks will be cut off if there is a need, as established by school personnel, to enter the lockers.

Students or student property may be searched based on reasonable suspicion of violation of District rules, policy, or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes, and other articles of clothing for examination if reasonable under circumstance.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of a crime beneath his/her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of the law when the student refuses to allow a search, or where the search cannot safely be conducted. Parents will also be contacted when law enforcement officials are involved.

### **Removal of Students from School by Law Enforcement Officials\***

An officer of the law may take a student from school if the officer has ready for service a subpoena, a warrant for arrest, or an order of civil arrest, an order of court, or a teletype arrest order, or if the officer has probable cause to believe a felony or misdemeanor has been committed on school property. In St. Louis County, a police officer can arrest with probable cause in a case of a felony or misdemeanor without the crime being committed in his/her presence without a warrant. The school principal should make every effort to verify the identification of the law enforcement official before releasing the student from the building. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

Occasionally, a principal may find it necessary to call the law enforcement officials for assistance in handling a student responsible for a serious offense committed at school. In such a case, the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

**Nondiscrimination and Student Rights\***  
**Interview, Interrogations and Removal From School\***

**Interview or Interrogation\***

The School District has legal jurisdiction over students during the school day and hours of approved extra-curricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extra-curricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the needs to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

**Removal of Students From School\***

Before a student at school is arrested or taken into custody by law enforcement or another legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

## BEHAVIORAL EXPECTATIONS

### A. ACADEMIC DISHONESTY\*

The District recognizes that honesty in academic endeavors is essential and the basis for true success. The District, therefore, will not tolerate any form of academic dishonesty including plagiarism or “the taking of ideas or writings from someone else and presenting them as one’s own” (Webster’s New World, 1996). In order to deal appropriately with issues of academic honesty, the District uses the following definitions:

**Academic Dishonesty\*:** Includes, but is not limited to, bringing answers into a testing area, copying homework or assessments from another student, providing answers for another student, using unauthorized notes or technology, taking credit for work that one didn’t do by failing to acknowledge parent, friend, or tutor assistance.

First Offense: Student/teacher conference, referral to counselor, instruction on academic honesty, parent contact, and no credit for work.

Subsequent Offenses: Office referral, parent contact, up to 10 days in-school suspension, and no credit for work.

**Plagiarism (Level 1)\*:** Though most of the work is the student’s, a few lines or phrases of text or a paragraph are used without proper attribution.

First Offense: Student/teacher conference with instruction on avoiding plagiarism, referral to counselor, and opportunity to amend the plagiarized portion of the assignment.

Second Offense: Student/teacher conference, office referral, parent contact, and opportunity to amend the plagiarized portion for ½ credit.

Subsequent Offenses: Office referral, parent contact, no credit for assignment, and up to 1-day in-school suspension.

**Plagiarism (Level 2)\*:** A significant portion of the work is not the student’s and is not cited. This would include use of multiple paragraphs of someone else’s work, use of someone’s ideas, and/or repeated paraphrasing of someone else’s work without attribution.

First Offense: Student/teacher conference with instruction in avoiding plagiarism, parent contact, counselor referral, and 48 hours to amend the plagiarized portion of the assignment.

Second Offense: Student/teacher conference, office referral, parent contact, and opportunity to amend the plagiarized portion for ½ credit.

Subsequent Offenses: Office referral, parent contact, no credit for assignment, and up to 1-day in-school suspension.

**Plagiarism (Level 3)\*:** Little, if any, of the work is the student’s; most, if not all, of the work has been copied verbatim or copied and slightly altered.

First Offense: Student/teacher conference with instruction in avoiding plagiarism, office referral, parent contact, no credit for assignment, and up to 1-day in-school suspension.

Subsequent Offenses: Office referral, parent contact, no credit for assignment, and up to 5 days of out-of school suspension.

## **B. ASSAULT\***

Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

First Offense: 5 - 180 school days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense(s): 11 - 180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Any student who assaults District Personnel will be suspended for ten (10) school days out-of-school with a recommendation for a suspension of an additional one hundred seventy (170) days and/or expulsion and the matter will be referred to legal authorities.

## **C. BACKPACKS**

Backpacks are NOT allowed in the classrooms. Backpacks are to be kept in student lockers until dismissal time at the end of each day.

## **D. BULLYING\***

Bullying: The intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property, i.e. physical actions, including gestures, or oral, cyber-bullying, electronic or written communication, and any threat of retaliation for reporting such acts. (Refer to Policy 2612 – Bullying)

First Offense: Up to ten (10) days out-of-school suspension.

Subsequent Offense(s): In-school suspension, 3-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

## **E. BUS MISCONDUCT\***

Any offense committed by a student on a District-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

When students arrive by bus, they must remain on campus and come into the building immediately. In the afternoon, students are to board buses in an orderly fashion. No students who leave campus and then come back will be permitted to board their bus. Students must remain in the bus boarding area. Once on the bus, students must take their seats immediately without excessive noise or horseplay.

### **BUS SAFETY RULES AND DISCIPLINARY PROCEDURES\***

The school bus is an extension of the school. Therefore, the same pupil controls apply here as in the classroom. Students may make up class work missed due to suspension from the bus. Pupil's and driver's responsibilities are as follows:

1. Before getting on the bus: (At the bus stop and at the school).
  - a. Be on time at the designated school bus stop; keep the bus on schedule.

- b. Stand at least ten feet back of the roadway, if possible. Remain in the driveway whenever possible. Orderly and safe conduct shall prevail at all bus stops.
- c. Bus riders will not move toward the bus at the school loading zone until the bus has been brought to a complete stop.

2. While on the bus:

- a. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
- b. Good classroom conduct is to be observed by pupils while riding the bus except for ordinary conversation.
- c. The seats are designed for three students, and no student may stand. Students shall not save seats.
- d. Keep heads and hands inside the bus at all times.
- e. Be orderly and quiet while traveling in a bus. Scuffling, fighting, spitting, using obscene language, and smoking are forbidden. (Remember that loud talking and laughing and unnecessary confusion diverts the driver's attention and may result in a serious accident.)
- f. Assist in keeping the bus safe and sanitary at all times by not throwing paper and other rubbish on the floor of the bus.
- g. Treat bus equipment as you would furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- h. Do not tamper with the bus or any of its equipment.
- i. Keep books, packages, coats, and all objects out of the aisles. Be especially careful with any glass containers being taken to and from school.
- j. Help look after the safety and comfort of small children
- k. Do not throw anything out the bus window.
- l. Do not leave your seat while the bus is in motion.
- m. Students are expected to be courteous to fellow pupils and to the bus driver.
- n. Be absolutely quiet when approaching a railroad crossing.
- o. In case of a road emergency, students must remain in the bus unless otherwise instructed by the driver.
- p. Every bus rider must abide by these rules or be deprived of the right to ride on the bus. Missouri law does not permit animals aboard a school bus.

3. After leaving the bus:

If it is necessary to cross the road after getting off the bus, do so at least ten feet in front of the bus, and **ONLY** after looking to be sure that no traffic is approaching from either direction, and at the direction of the driver.

Help look after safety and comfort of small children.

Be alert to the danger signal from the driver.

The driver will not discharge riders at places other than at the regular bus stops unless by proper authorization from the parent and school officials.

4. While on special trips:

The above rules and regulations will apply to any trip under school sponsorship.

Pupils shall respect the wishes of a competent chaperone furnished by the school. The chaperone is to work with the bus driver who is in charge of the bus.

**5. District Guidelines for Handling Discipline Problems on the Bus\***

In the event of a discipline problem, the bus driver shall speak privately to the student. If a large group is involved, the driver shall speak to the group.

Problems which cannot be settled by the driver will be referred to the principal. All problems referred to the principal shall be submitted on the "Misconduct Report" form. Following are guidelines for handling discipline problems.

- |                   |   |
|-------------------|---|
| A. First Offense  | Principal to confer with student and contact parent/guardian by phone or letter. It will be within the discretion of the principal to decide whether it is necessary to send a written report to the parent/guardian of the student.  |
| B. Second Offense | On the second misconduct report, the student is to be suspended from the transportation system until communication has been made between parent/guardian and principal attempting to resolve the problem.   |
| C. Third Offense  | Student shall be suspended automatically two (2) to ten (10) school days from the transportation system. The seriousness of the offense shall determine the exact length of the suspension.   |
| D. Fourth Offense | On the fourth written misconduct report the student may be suspended from the bus indefinitely. At this time a conference will be held with the following people in attendance:<br><br><ol style="list-style-type: none"><li>1. Building Principal/designee</li><li>2. Assistant Principal</li><li>3. Director of Transportation/designee</li><li>4. Pupil</li><li>5. Parent/guardian</li></ol> |

All other interested people may be included in this conference if it seems necessary.

It will be the responsibility of this group, under the direction of the building principal, to discuss and decide whether the student will be allowed to ride the bus for the remainder of the school year. Director of Administrative Services may review.

Unusually serious offenses, i.e., student threatening another student, smoking, or shooting fireworks, will be dealt with individually.

If a student is smoking or holding a lighted cigarette on the bus he/she will be suspended from school for five (5) school days. A repeat of the offense may lead to permanent suspension from school transportation.

The parent/guardian must be notified when a student is denied transportation. Any student that is brought to school on the transportation system must be taken home on the transportation system or discharged to the supervision of a student authority. A driver must never put a student off the bus other than at the student's regular stop; however, the driver may take the student back to school. If it is necessary to discharge the student at the school, the student must be discharged into the supervision of a school authority. With written parental permission, and approval of the principal, the student may be let off at another stop, provided that it is a regular stop and that the student will not have to cross more than two lanes of traffic to get to his/her home.

#### **F. CHANGING LOCKERS**

Students are responsible for their assigned locker. Anything found in that locker is the direct responsibility of the person assigned to that locker. Students must use their assigned hall locker. Students in violation will receive consequences.

## **G. DAMAGING/DEFACING PROPERTY\***

Any damage to school property due to willful or inappropriate behavior will result in payment for damages. In addition, the student will be suspended up to 10 days of out-of-school and a referral to legal authorities may result. There may also be an additional one hundred seventy (170) days suspension recommended and a referral to legal authorities may result.

Any willful damage to staff property resulting from a school-related situation will result in payment for damages. In addition, the student will be suspended 1-10 school days and a referral to legal authorities may result.

## **H. DISPARAGING OR DEMEANING LANGUAGE\***

Use of words or actions, verbal, written, or symbolic, meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin is prohibited.

First Offense: Up to ten (10) days out-of-school suspension.

Subsequent Offense(s): In-school suspension or 3 - 180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

## **I. DISRESPECTFUL CONDUCT OR SPEECH\***

Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member.

First Offense: Up to (ten) 10 days out-of-school suspension.

Subsequent Offense(s): 11 - 180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

## **J. DISRUPTION OF SCHOOL ENVIRONMENT**

Students who misbehave in such a manner as to have a detrimental and/or demoralizing effect on the educational environment will be disciplined. Appropriate action may include parent conference and/or suspension.

## **K. DISRUPTIVE SPEECH OR CONDUCT\***

Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions is prohibited. The Board specifically prohibits any assembly or public expression at school-sponsored activities and events that advocate the use of substances that are illegal to minors.

First Offense: Up to ten (10) days out-of-school suspension.

Subsequent Offense(s): In-school suspension, 1 - 180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

## **L. DRESS CODE AND PERSONAL APPEARANCE\***

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, and/or displays images, 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.

### **M. DRESS CODE GUIDELINES AT ROCKWOOD VALLEY MIDDLE SCHOOL**

It is our belief that the major responsibility for the way in which a student dresses lies with the parents. In order to give guidance to the students and parents of Rockwood Valley Middle School, the following recommendations are given:

#### **Body/Face Painting**

Students are not permitted to paint their body or face.

Additional standards may be imposed in situations where the learning environment is impacted or safety is hindered by the style of hair or clothes. When in doubt about clothing, please check in the office before wearing the garment to school.

#### **Clothing with Slogans/Pictures**

Clothing that displays slogans or pictures, which are obscene or suggestive, shall not be permitted. Any item that carries a slogan/picture representing alcoholic beverages, tobacco and/or its products, narcotics, profane language, violence, sex, hate groups, or weapons is prohibited.

#### **Coats/Jackets/Gloves**

Students are not to wear coat, jackets, or non-therapeutic gloves or mittens during the school day. These items need to be removed and placed in hall lockers upon arrival at school.

#### **Hats, Bandannas, Other Headgear**

Both male and female hats, bandannas, 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 or book bags upon arrival at school and remain there during these hours. Students in violation will be subject to disciplinary action.

#### **Revealing Clothes**

Short skirts/shorts, shirts that expose the mid-section (front & back), spaghetti straps, strapless tops or dresses, and/or other items of apparel considered revealing will not be allowed. Students who wear such clothes to school will be required to change to more appropriate dress.

#### **Sagging Pants/Bib Overalls**

Students must wear pants at the waist. Bib overalls must have both straps fastened and on the shoulder. Students in violation will receive disciplinary consequences.

#### **Shoes**

Shoes must be worn at all times. House slippers are not acceptable.

#### **Sunglasses**

Students are not permitted to wear sunglasses while in the building. Items will be confiscated and returned only to parents in person.

## **N. ELECTRONICS/PORTABLE COMMUNICATION DEVICES\***

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 at times other than described may result in up to three days of in-school-suspension. Repeated offenses could result in increased consequences. If such items are used in such a way to substantially disrupt the school environment, the student may be suspended for up to ten (10) 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.

## **O. EXTORTION\***

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense:	3 - 10 days out-of-school suspension.
Subsequent Offense(s):	5 - 180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

## **P. FAILURE TO REPORT FOR CLASSROOM DETENTION**

A failure to serve a detention assigned by a teacher.

First Offense:	Referral to the office. The time of the detention will be doubled and be served as an "office" detention(s).
Second Offense(s)	In or out-of-school suspension.

## **Q. FAILURE TO SERVE OFFICE DETENTION\***

A failure to serve an office detention.

First Offense:	Up to three (3) days out-of-school suspensions.
Subsequent Offense(s):	Possible out-of-school suspension.

## **R. FALSE ALARMS\***

Tampering with emergency equipment, setting off false alarms, making false reports.

First Offense:	10 - 180 days out-of-school suspension, or expulsion, and documentation in student's discipline record and referral to proper legal authorities.
Subsequent Offense(s):	10 - 180 days out-of-school-suspension, or expulsion, and possible documentation in student's discipline record and referral to proper legal authorities.

**S. FIGHTING\***

Mutual combat in which both parties have contributed to the conflict by physical action.

- First Offense: 3 - 180 days out-of-school suspension, and possible documentation in student’s discipline record.
- Subsequent Offense(s): 6 - 180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.

Never should additional persons enter a fight. If this happens, the additional persons entering the fight will be suspended out-of-school five (5) to ten (10) days with a possible recommendation for a suspension up to one hundred eighty (180) additional school days.

Students instigating, disrupting, or failing to disperse (immediately) when instructed will be suspended out-of-school five (5) to ten (10) days with a possible recommendation for a suspension up to 180 days.

**T. FIRE\***

A student who intentionally sets a fire, attempts to set a fire, or participates in an act which results in a fire on school property, buses, or at a school-sponsored activity off school property will be suspended for up to ten (10) school days out-of-school, with a possible recommendation for a suspension up to one hundred eighty (180) school days and/or expulsion. A report may be filed with the fire and/or police departments. Any damage to school property due to a fire which has been intentionally set by a student will result in the assessment of damages.

- Subsequent Offense(s): Expulsion, notification to law enforcement officials, and documentation in student’s discipline record. Any damage to school property will result in the assessment of damages.

**U. FIREWORKS/EXPLOSIVES/AMMUNITION\***

The use of fireworks, explosives or ammunition creates a hazard to both life and property. Therefore, any student setting off a firework, explosive or ammunition anywhere on school property, buses, or at a school-sponsored activity off school property will be suspended up to ten (10) school days out-of-school, with a possible recommendation for a suspension up to one hundred eighty (180) school days and/or expulsion. Legal authorities may be contacted. The possession or sale of a firework, explosive, or ammunition anywhere on school property, buses or at a school-sponsored activity off school property will result in an out-of-school suspension of up to ten (10) school days for the first offense. A longer suspension may be given by the Superintendent/designee in the event that sale or possession takes place more than once. Legal authorities may be contacted.

The following consequences apply to possession and/or use of **Snap-N-Pops**:

- Possession: One (1) day in-school suspension.
- First Offense setting off “Snap-N-Pops”: Two (2) days in-school suspension.
- Subsequent Offense(s): 1-3 school days out-of-school suspension.

**V. FOOD AND DRINK**

Food and/or drink should not be brought into any classroom, hallway, or removed from the Commons area. This includes water bottles.

- First offense: Warning - food and/or drink confiscated
- Subsequent offense(s): One (1) hour after school detention

## **W. FORGERY**

The act of falsifying a document with the intent of fraudulent use.

First offense: Parent will be contacted by the teacher  
Subsequent offense(s): Office referral/parent contact

## **X. GAMBLING\***

Any student found gambling will be referred to the office. The consequences of gambling may include up to ten (10) days out-of-school suspension.

## **Y. GANGS/HATE GROUPS CULTS\***

In order to prevent disruption and violence, gang/hate group/cult membership and activities are strictly forbidden at school, on school grounds, school buses, or any school-sponsored activity off school grounds. Students who intentionally use gang type language, and/or gang type symbols, or students who intentionally wear particular colors or clothing with the purpose of gang identification, may be suspended from school for up to five (5) school days. Such behavior which creates a severe disruption to the school environment may result in a suspension for a longer period of time.

## **Z. GUEST TEACHER BEHAVIOR**

Exemplary behavior is expected from students at all times, especially during visits from guest teachers. When a student is reported to the classroom teacher as having been disruptive to the learning environment by a guest teacher, the classroom teacher will contact the parent and may assign a classroom detention. Subsequent offenses will be referred to the office for additional action.

## **AA. GUM**

Gum is at the discretion of the classroom teacher/team. Disciplinary consequences for students chewing gum will be at the discretion of the teacher as part of the classroom discipline plan.

## **BB. HABITUAL BEHAVIORAL REFERRALS TO THE OFFICE\***

Behavioral referrals in excess of ten (10) for the year may result in increasing consequences of three (3) days in-school suspension up to ten (10) days out-of-school suspension.

## **CC: HALLWAY MANNERS/HORSEPLAY**

Student shall not verbally harass other students, run, push, shove, or engage in horseplay when in the school building or on the school grounds. Disciplinary action may include detention, hall restriction, parent conference, in-school or out-of-school suspension.

## **DD. HALL PASSES**

Students who are out of class at a time other than passing period must have a Rockwood Valley hall pass and sign out on a logbook or be with a teacher. If a student violates this rule, disciplinary action will result.

## **EE. INAPPROPRIATE DISPLAY OF AFFECTION**

Any inappropriate display of affection between students while at school is not acceptable. Any inappropriate action will be referred to the office for disciplinary consequences.

## **FF. INAPPROPRIATE MATERIALS**

Any inappropriate material will be taken and returned only to parents. Additional offenses may include detention, parent conference, ISS, or out-of-school suspension.

## **GG. INSUBORDINATION\***

Insubordination is defined as willful or continued willful disobedience of any reasonable requests or regulations, or voicing of disrespect to those in authority. Students involved in such behavior may receive up to ten (10) days in-school or out-of-school suspension. Repeated offenses may result in a recommendation to the Superintendent/designee for an additional penalty up to one hundred seventy (170) school days and/or expulsion, and legal authorities may be contacted.

## **HH. LUNCH**

A 25-minute lunch period is provided at Rockwood Valley.

- The Commons is your dining room. You should keep it clean and neat for the next person.
- When entering the Commons, walk, enter by the nearest doors, and sit down. Students will be dismissed to the lunch line by a staff member. "Line cutting" is not permitted. Students trying to cut in line will be sent back to the end of the line.
- Lunches may be purchased daily or through the computer lunch system. Parents may send in a check, payable to Rockwood Valley Cafeteria, for their student's lunches. Students can access the account through a personal identification number in order to purchase food in the cafeteria.
- You are expected to have your own money and NOT borrow money from others.
- Students must be seated while in the commons.
- Return your tray, paper items and tableware to the designated area when finished eating.
- Any student leaving a tray or a messy table will be referred to the office for disciplinary action.
- No glass containers.
- Popping milk cartons or bags will result in disciplinary action.
- You may NOT throw food of any kind. Disciplinary action will result. Actions may include assigned seat, clean up for a period of time, eating in the office, detentions, ISS, parent conference or an out-of-school suspension.
- Food may not be taken from the commons into the gym, hallways, classrooms or lockers. Only buy food you can eat during your lunch shift. Items taken out of the Commons will be confiscated and thrown away.
- Students may not charge lunch.
- Students may NOT go to their lockers during lunch.
- Hallways and entrance areas to the various wings of the school are "off limits" during lunch.
- A staff member will dismiss students from the Commons area at the end of the lunch period.
- Students serving lunch detentions must bring a sack lunch and drink from home.

## **II. MATCH OR CIGARETTE LIGHTER\***

Any student in possession of a match or cigarette lighter will be disciplined as follows:

First Offense: Confiscation and minimum of one (1) day in-school suspension or until satisfactory parent/guardian conference.

Subsequent Offense(s): Two (2) days suspension out-of -school.

Any student who strikes a match or lights a cigarette lighter while on school property will be suspended from school for three (3) school days in-school suspension or until a satisfactory parent/guardian conference for the first offense. Additional offenses will result in three (3) school days out-of-school suspension.

## **JJ. MISSILES**

For the safety of everyone, objects thrown or propelled in any manner cannot be allowed in the classroom. The consequences of breaking this rule will depend upon the seriousness of the offense.

## **KK. MONEY, STUDENTS IN POSSESSION OF LARGE AMOUNTS\***

Students are strongly discouraged from having large amounts of money at school and the school cannot be held responsible for money which is lost, misplaced or taken. Since it is felt that generally there is no good reason for having large amounts of money at school, a conference will be held with the parent/guardian of the student who has large amounts of money in his/her possession.

## **LL. MULTIPLE ACTS OF MISCONDUCT\***

Students who engage in multiple acts of misconduct may receive 11 - 180 days suspension or expulsion. Multiple offenses are defined as more than three (3) serious violations that occur within a period of two school years.

## **MM. NONDISCRIMINATION AND STUDENT RIGHTS\***

### **Harassment\***

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by the Policy.

It shall also be a violation of District policy for any teachers, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For the purpose of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals, from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

**NN. OBSCENITY/SUGGESTIVE LANGUAGE**

Any obscenity, verbal or written, gesture or suggestive language will result in disciplinary action.

First Offense:	2 hours of detention
Second Offense:	1 day in-school suspension
Third Offense:	3 days out-of-school suspension
Additional Offenses:	out-of-school suspension

**OO. REFUSAL TO GIVE NAME\***

Any student who refuses to give his/ her proper name to a faculty or staff member will be suspended three (3) school days in-school suspension and/or until a satisfactory parent/guardian conference. Repeated offenses may result in an out-of-school suspension.

**PP. REFUSAL TO REPORT TO OFFICE\***

Any student who refuses to report to the office will be suspended three (3) school days in-school suspension and/or until a satisfactory parent/guardian conference. Repeated offenses may result in an out-of-school suspension student is being removed from school.

Occasionally, a principal may find it necessary to call the law enforcement officials for assistance in handling a student case, responsible for a serious offense committed at school. In such a case, the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

School lockers and desks are the property of the Board and are provided for the convenience of students and as such, are subject to periodic inspection without notice. The lockers and desks may be searched by school administrators who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

**QQ. SELLING ITEMS AT SCHOOL**

Only fund-raising items approved by the administration may be sold in school. These items are not to be sold during class. Any other items will be confiscated, parents contacted, and items will be returned only to parents in person. The second offense will result in a suspension from school.

**RR. SEXUAL MISCONDUCT\***

A student, while on school grounds, school buses or while attending a school sponsored activity, shall not forcibly and/or intentionally touch another person’s sex organs or any other body part in a way which constitutes sexual contact whether or not such touching occurs through clothing. Nor shall a student knowingly expose the sex organs or body parts under circumstances in which such conduct is likely to be offensive or otherwise inappropriate. Nor shall a student knowingly enter or cause others to enter an area reserved for a person of the opposite sex. Nor shall a student use a camera, camera cell phone, or other imaging device to take pictures or record any image of students or others in locations or under circumstances (1) where such persons are or may be partially clothed, including but not limited to, restrooms or locker rooms and other changing areas; (2) when such images otherwise violate commonly held standards of privacy, including but not limited to, taking or attempting to take pictures underneath the clothing of another person; or (3) where students or others have some other reasonable expectation of privacy with respect to their person or conduct, including but not limited to,

receipt of health care (and/or special education or other services related to a disability, even if not directly related to sexual misconduct). Students involved in such behavior will be suspended for 3-10 school days out-of-school with a possible recommendation for a suspension up to an additional 170 school days, and/or expulsion.

### **SS. SPITTING**

Spitting is not allowed. Students who spit will receive a minimum of two hours of office detention.

### **TT. STEALING/POSSESSION OF STOLEN PROPERTY\***

A student, while on school property, while using school transportation, or attending a school-sponsored activity off school property who steals an object or is in possession of stolen property, will be required to return the object to the rightful owner. If this is not possible, an assessment of the value of the object will be made and payment required. Disciplinary action may include up to ten (10) days out-of-school suspension, and/or a recommendation to the Superintendent/designee for an additional penalty up to one hundred seventy (170) days. Also, referral may be made to legal authorities.

### **UU. STUDENT ALCOHOL/DRUG ABUSE\***

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend District schools. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the District.

For the purpose of this regulation, a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

All medications, prescribed by an authorized prescriber, as well as all non-prescription medication, will be administered in accordance with Policy 2870 - Administration Medicines to Students.

The school administration or teacher shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this regulation during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Policy 2150 - Searches by School Personnel.

Any student who, after being given an opportunity to present his/her version of the incident, is found by the administration and/or staff to be in violation of this regulation shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the District's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The District, pursuant to the requirement of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

Such programs shall (a) inform students that drugs and alcohol are harmful and dangerous; (b) address the legal, social and health consequences of drug and alcohol use; and (c) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The District shall provide information about any drug and alcohol counseling and rehabilitation and

re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this regulation. All parent/guardians and students shall be provided with this information.

The District shall certify that it has adopted and implemented the drug prevention program described in this regulation in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

The District believes that school is a special place. Possession, use or transfer of alcohol, cereal malt beverages and/or drugs or drug paraphernalia is inconsistent with its educational objectives. In order to create a drug and alcohol free environment, the District will develop and maintain appropriate policy and procedures to address the areas of prevention, discipline, and intervention.

Students may not **possess, consume, use, transfer sell/and or be under the influences** of alcoholic beverages, controlled substances, drugs, or other substances prohibited under this regulation- **nor may the use, possess, sell, or transfer** drug paraphernalia- while on school property; in any school-owned or operated vehicle or any school approved vehicle used to transport students to and from school activities; or while participating in any school-sponsored or school-approved activity, event, or function, including but not limited to, field trips, and athletic events, whether on or away from school property; or at any other time when students are under the care, custody, control, and/or supervision of the District.

The prohibitions set forth in this policy do not include the possession and use of prescription medication by the student for whom the prescription was filled, so long as such possession and use conform to Board Policy 2870 - Administering Medicines to Students.

The prohibitions also do not extend to ordinary, unadulterated, food or beverages (such as candy or soda) solely because they may contain substances (such as caffeine or sugar) otherwise prohibited under this policy if used, possessed, or transferred in a different or more concentrated form (such as glucose or caffeine pills or tablets).

The prohibitions set forth in this policy do include but are not limited to all drugs, controlled substances, narcotics, stimulants, depressants, and/or other prohibited substances that are in a form commonly associated with medication (whether prescription, non-prescription, controlled, over-the-counter, legal, and/or illegal), including but not limited to pills, capsules, tablets, and/or liquids, whether in diluted or concentrated form (such as glucose or caffeine pills). The purpose of this regulation is to prohibit the possession, use, consumption, transfer and/or sale of all substances **represented to be** a controlled, prescription, or illegal, as well as substances that are inherently dangerous and/or unlawful.

The **possession, use, consumption, or being under the influence** of alcohol, controlled substances, narcotics, counterfeit drugs or imitation drugs, depressants, stimulants, hallucinogens or any other substances identified under this policy- and **possession and/or use** of drug paraphernalia- at any time or location to which this regulation is applicable is expressly prohibited.

Students who are in possession of any substance prohibited under this regulation, or who in the judgment of the administration and/or staff, show evidence of use, consumption, or being under the influence of alcohol, cereal malt beverage, or any other drug or substance prohibited under this regulation, may be suspended for a maximum of ten (10) days by the principal. A recommendation may be made to the Superintendent/designee for additional days, up to and including expulsion. The matter will also be referred to the appropriate legal authorities.

## **Sale or Transfer**

School authorities will deal harshly with any student who **sells and/or transfers** alcohol, cereal malt beverage, drugs, narcotics, counterfeit drugs, over-the-counter medications, depressants, stimulants or hallucinogens at any time or location to which this regulation is applicable. Students involved in such activity will receive an out-of-school suspension of 170 (One Hundred Seventy) school days and a recommendation will be made to the Board that such student be expelled (further attendance will not be allowed at any District school) from school and the matter will be referred to the appropriate law enforcement authorities.

However, a student who sells or transfers an over-the-counter medication (including but not limited to substances such as Tylenol, Midol, Advil, cold remedies, glucose or caffeine pills, etc.) - and who does not represent that the over-the-counter medication is a substance otherwise prohibited under this policy or any substance other than the actual medication - may, in lieu of expulsion, be placed in long-term in-school suspension "ISS". Such option shall depend upon the nature and severity of the misconduct at issue, as well as any prior misconduct. In the event the student is offered and parent accepts enrollment in ISS, the student will not be recommended for expulsion. Acceptance of such enrollment shall also constitute a waiver of the student's right to a hearing before the Board of Education regarding any long-term suspension (suspension of more than ten (10) days) that may have been imposed in connection with the transfer of the over-the-counter medication.

The administration will discuss any proposed suspension under the Student Drug and Alcohol Policy with the Superintendent/designee.

## **VV. STUDENTS CONGREGATING\***

Students in groups who create an unsafe environment, are disruptive or impede the smooth flow of student traffic, may be disciplined up to and including suspension from school.

## **WW. STUDENTS ON CAMPUS WHILE SUSPENDED\***

Any student on out-of-school suspension will not be permitted on any District school property at any time. If a student serving an out-of-school suspension is found on school property or at a school-sponsored activity (at home or away), the student will be suspended an additional day for each violation.

A student on out-of-school suspension for an act of school violence, violent behavior, or any drug related activity is not permitted within one thousand feet of any public school within the district or at the activity unless (1) the student is under the direct supervision of the student's parent, legal guardian, or custodian; and the superintendent designee/principal has authorized the student to be on school property or at any activity of the district regardless of whether or not the activity takes place on district property; (2) the student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school that suspended the student and the superintendent designee/principal has authorized the student to be on school property or at the activity; or (3) the student resides within one thousand feet of a school within the District or place of activity. A student who violates this provision will be subject to additional discipline, up to and including further suspension and/or expulsion.

## **XX. STUDENTS ON CAMPUS WHILE ASSIGNED TO IN-SCHOOL SUSPENSION\***

A student who has received an in-school suspension may be at the school housing the in-school suspension only during school hours. No in-school suspended student may be on any other school property or at a school-sponsored activity (at home or away) during the time of the suspension. Students who violate this regulation will be assigned a day of out-of-school suspension for each violation.

## **YY. TAPE RECORDERS, RADIOS, WALKMAN/CD PLAYERS, ETC.**

Students will be allowed to bring tape recorders, radios, Walkman/CD players, or similar devices to school on the school bus. These items may not be taken into the classroom or on a field trip. Upon entering school, these items must be removed immediately and placed in the student's locker for safekeeping. The school will not be responsible for tape recorders, radios, Walkman/CD players, or similar devices that are lost or stolen either on the bus or at school.

## **ZZ. TARDINESS TO CLASS**

A student is considered tardy to class when not inside the classroom when the tardy bell begins to ring.

Teachers should send students who are tardy to the first class of the day to the Welcome Center for a pass.

**Unexcused tardies to the 1<sup>st</sup> class period of the day will receive the following consequences:**

Tardy #1 – recorded by attendance secretary

Tardy #2 – referral to grade level administrator for verbal warning and parent contact

Tardy #3 – referral to the office for one hour detention and parent contact

Tardy #4 – referral to the office for one hour detention and parent contact.

Tardy #5 – referral to the office for two hours of detention and parent contact

Tardy #6 – referral to the office for one day in-school suspension and parent contact.

Additional tardiness will result in a minimum of one day in-school suspension. Tardy count reverts to zero at the end of each quarter.

**Tardiness to all other classes should be handled as follows:**

Tardy #1 and #2 -- recorded by the teacher/verbal warning

Tardy #3 – teacher parent contact and optional teacher-assigned detention.

Tardy #4 -- referral to the office for one hour detention and parent contact

Tardy #5 -- referral to the office for two hours of detention and parent contact

Tardy #6 -- referral to the office for one day of in-school suspension and parent contact

Additional tardiness will result in a minimum of one day in-school suspension. Tardy count reverts to zero at the end of each quarter.

## **AAA. TECHNOLOGY\***

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, restricted use of computers and remuneration. Legal authorities may also be contacted.

### **INTERNET ACCEPTABLE USE POLICY**

All Internet users of the INTERNET accessing information through a Rockwood School District account will adhere to the appropriate use of the Rockwood INTERNET account.

The user should understand that the following violations could lead to disciplinary action and/or permanent cancellation of future use of the Rockwood School District account that accesses the INTERNET:

Intentionally damaging or destroying electronic information or resources

Intentionally invading the privacy of individuals or organizational groups

Plagiarizing or violating copyright restriction

Harassing others

Accessing obscene or otherwise inappropriate materials

Accessing the INTERNET utilizing a school account without permission from appropriate school personnel.

Regardless of location of computer terminal (home or school), all users of a Rockwood INTERNET account are expected to follow all school and classroom regulations regarding INTERNET access and use. Users are not to use another person's account or allow others to use their account. Passwords are not to be shared. The Rockwood INTERNET account is not to be used for commercial accounts.

All users of the Rockwood School District INTERNET account will be provided with these regulations regarding the appropriate use of the Rockwood INTERNET. Inappropriate use of the INTERNET by users that creates an unauthorized expense to the Rockwood School District will require reimbursement to the Rockwood School District for that amount by the user who created the expense.

Users should realize the importance of on-line safety by adhering to the following:

Never give out personal information such as an address or telephone number.

Never send pictures that are personally identifiable.

Never agree to a personal encounter with someone met on line.

Accessed information that creates a level of discomfort should be reported immediately to a parent, guardian, or teacher.

Students and parents should understand that a violation of these provisions could result in serious disciplinary and financial consequences including, in the worst case, criminal legal action. Parents should understand there is a remote possibility that their child could access potentially inappropriate material even though the school district, through supervision and/or software, attempts to reduce that possibility to the minimum.

### **BBB. THREATS TO ANOTHER STUDENT/DISTRICT PERSONNEL\***

Any threat, either verbal, physical or written, to another student regarding life, physical well-being and/or personal property will result in a detention, parent conference, in-school suspension or out-of-school suspension.

Any threat, either verbal, physical, or written, to District personnel regarding life, physical well-being, and/or personal property will result in a five (5) to ten (10) school days out-of-school suspension with a possible recommendation for a suspension up to an additional 1-180 school days or expulsion. Referral may be made to legal authorities.

Any threat that includes the mention of a weapon or explosive device will result in 10-180 days out-of-school suspension with a possible recommendation for expulsion and legal authorities will be notified.

Any proposed suspension under the Policy *Threats to Another Student/District Personnel* will be discussed with the Superintendent of Schools or his designee.

### **CCC. TOBACCO\***

Possession, use, sale or transfer of any tobacco products by students on district property, in district vehicles or at school-sponsored functions both on and off district property is prohibited.

Violations will be defined as any of the following:

1. Possession of any tobacco product.
2. Smoke coming out of mouth or nose.
3. Smoke coming from an area occupied by students.

First offense: Confiscation of tobacco products, notification of parents/guardians, and notification of police in accordance with St. Louis County ordinance and a minimum of three (3) days in-school suspension. Students will be offered resources for available cessation programs.

Second offense: Confiscation of tobacco products, notification of parents/guardians, notification of police, and a minimum of three (3) days out-of-school suspension. Students will be offered resources for available cessation programs.

Third offense: Confiscation of tobacco products, notification of parents/guardians, parental conference, notification of police, and a minimum of five (5) days out-of-school suspension. Students will be offered resources for available cessation programs.

Bus Transportation: If a student is smoking or holding a lighted cigarette on the bus he/she will be suspended from school for five (5) school days. A repeat of the offense may lead to permanent suspension from school transportation.

Refer to Policy and Regulation 1410 – Tobacco-Free District

### **DDD. TOYS, GADGETS, STUDED ARMBANDS, GAMES, PLAYING CARDS, WALLET CHAINS, SKATEBOARDS, ROLLERBLADES, ELECTRONIC GAMES OR UNUSUAL ITEMS OR MATERIALS**

These items should NOT be brought to school, and will be confiscated and returned only to parents in person.

### **EEE. TRUANCY/SKIPPING CLASS\***

Any unauthorized absence from school or class is defined as truancy. Consequence may include detention, in-school suspension or out-of-school suspension. Notification of appropriate authorities will also be made. Chronic absenteeism will result in a possible recommendation to the Superintendent/designee for an additional penalty up to one hundred seventy (170) school day suspension.

### **FFF. VANDALISM\***

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: In-School suspension, 1 - 180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials and possible documentation in student's discipline record. Possible remuneration for damages.

Subsequent Offense(s): 11 - 180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record. Possible remuneration for damages.

## **GGG. WEAPONS IN SCHOOL\***

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the District. In order to maintain the safety of the educational community, the District will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses or at school activities.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. 921.
2. Any device defined in 571.010, RSMo., including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.
3. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used or could be used to inflict physical injury or harm to another person.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in 571.010, RSMo on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis by the Superintendent/designee.

This regulation shall not be construed to prohibit the Board from allowing a Civil War re-enactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.

This regulation will be submitted annually to the State Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

Students who use or possess weapons, or weapon replicas, other than those defined in RSD Regulation 2620, including a water gun or toy gun and including an ordinary pocket knife with no blade more than 4 inches in length, will be subject to an out-of-school suspension for up to 180 days, or expulsion. It may be documented in the student's discipline record and Legal Authorities may be contacted.

Students who use such weapons, toy guns, weapon replicas or other objects, in a way as to threaten or intimidate someone, will be subject to an out-of-school suspension for up to 180 days, or expulsion. Any proposed suspension under the *Weapons in School* Policy will be discussed with the Superintendent of Schools or his designee. Legal Authorities may be contacted.

### **Firearms and Weapons in School\***

The District recognizes firearm and weapon possession as a potential threat to health, safety, and security of students, employees, and other persons. The District will not tolerate the presence of firearms on the premises of schools. This prohibition includes possession of firearms and weapons on school playground, parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's School Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of suspension on a case-by-case basis.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a “firearm” or “weapon” as defined in Regulation 2620.

**Definition of Firearm\***

The term firearm includes, but is not limited to, such items as:

1. Any item which is loaded or unloaded, or weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

**Definition of Weapons\***

The term weapon shall mean a “firearm” as defined above, and the items, listed below, which are defined as “weapons” in section 571/010, RSMo.

1. Blackjack
2. Concealable firearm
3. Explosive weapon
4. Firearm
5. Firearm silencer
6. Gas gun
7. Knife
8. Machine gun
9. Knuckles
10. Projectile weapon
11. Rifle
12. Shotgun
13. Spring gun
14. Switchblade

**Other weapons\***

1. Mace spray
2. Knife with blade exceeding four (4) inches
3. Any knife, regardless of blade length
4. Items customarily used, or which can be used, to inflict injury upon another person or property.

### **Students Who Bring Firearms to School\***

The District will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The District will suspend the student from school for a period of no less than one (1) year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that circumstances justify such a modification.
3. The District may, at its discretion, provide a student suspended under this Regulation with educational services in an alternative setting.

### **Applicability of Regulation to Student with Disabilities\***

If a student who is determined to be in violation of this Regulation is a student with a disability under the Individual with Disabilities Education Act, the District will assign the student to an alternative education placement for a period of up to forty-five (45) school days and/or take other steps to address the student's misconduct, as permitted by law.

## **CAMPUS INTRUDER ALERT – “LOCK DOWN”**

Signaled by an automated alert with voice message.

In case of an emergency (i.e., intruder(s) in the building) an automated alarm will alert students and staff. In this event, proceed with the following steps:

Hold all students.

Lock all doors.

Turn off all lights.

Keep away from doors and windows. Gather students together out of view from windows.

Close all blinds, if applicable.

Keep students quiet.

Do not allow anyone to leave the room.

Pull any student into your room that is in the proximity of your doorway.

Library: If the code is given while you are in the library, immediately take all students into the lamination room or room 1603. Lock all doors and proceed with the “lock down” procedures.

Cafeteria: If the code is given during lunch times or while you are in the cafeteria, all students and staff members are to go immediately to the nearest classrooms or office. Classrooms in the encore hallways, the 6<sup>th</sup> grade hallway and the teacher’s lounge may also be used.

Outside: If the code is given while you are outside do not re-enter the building until notified to do so. Gather students together in an area away from the building, i.e., far fences on track/softball field. Have all students lie on their stomachs keeping as close to the ground as possible.

## **FIRE ALERT PROCEDURES**

Signaled by a bell tone.

In order to facilitate an orderly departure from the building, the following procedures must be quickly and efficiently executed. The fire alert will be signaled by a bell tone. The announcement, “This is a fire emergency, please proceed accordingly,” may follow the bell. When the alarm sounds, teachers should shut off all flames, power machinery, etc., immediately. Teachers are expected to have their student grade book and emergency bag with them throughout the alert. Students and teachers are to go to their assigned areas and remain absolutely quiet in order for instructions to be given. The teacher should be the last to leave the classroom closing the door behind them. Do not designate a student to hold a classroom door or an emergency door. Teachers should take attendance. Use red, emergency absentee report forms to report those who are missing, absent, extra persons, or injured.

The three designated command posts are:

Station 1 - Main Command Center – West Exit/Front Entrance of Building

Station 2 - Northwest Corner – Upper Bus Parking Area

Station 3 - South Parking Lot/Teachers’ Parking Lot

## **GENERAL DIRECTIONS FOR A FIRE ALERT**

Teachers should allow students to quickly and quietly leave the classroom and exit the building to the designated outside area. The teacher should be the last one to leave the room. Turn off lights and close the door. Once outside, teachers should take roll to account for all students. The red,

emergency absentee report forms should be completed in full. List students and staff that are absent, injured, or additional persons with your group. Designate a student to deliver the completed red, emergency absentee form to the designated command post. The teacher should not leave his/her students. Students and staff are to remain off all grassy areas when delivering the emergency absentee forms. All students and staff members are to remain absolutely quiet and in an orderly group during all drills and actual emergency alerts.

After the red, emergency absentee form has been delivered to the designated command post, the red or green laminated card from the classroom emergency bag should be retrieved and held up to designate:

IN NEED OF HELP – Red Card—or—ALL IS WELL – Green Card

The IN NEED OF HELP red card can be used for situations when a child or adult is hurt in your group, bleeding, unable to breathe, etc. This card will visually signal the command post to direct professional assistance.

### **SPECIAL INSTRUCTIONS FOR A FIRE ALERT**

**Outside:** Students and staff who are outside at the time of the fire alert are to remain outside. Take attendance, complete the red emergency absentee form and have it delivered to the appropriate command post.

**Teachers on Planning Periods:** Any teacher on a planning period or off time, should physically report to one of the three command centers located nearest the exit that was used to leave the building. Accountability of all staff and teachers, in addition to having a main group of adults, will be crucial when the emergency occurs.

**Custodial and Cafeteria Personnel:** All custodial and cafeteria personnel should physically report to one of the three command centers located nearest the exit that was used to leave the building. Accountability of all staff, in addition to having a main group of adults, will be crucial when the emergency occurs.

**Special Needs:** Students with special needs, i.e. wheelchairs, crutches, etc., will be addressed after reviewing the student's individual schedule. A "Plan of Evacuation" will be developed and share with each individual teacher.

The following classrooms and areas will use these designated exits for emergency evacuation:

#### **Reporting to Station 1**

Main Exit (Door 1) – Commons, Library, Welcome Center, Counselors, Nurse, ISS, Staff Lounge, Reading Room, Work Room, 1301, 1600, 1901, 1902, 1903,

Main Stairwell to Main Exit - 2108, 2109, 2001, 2002, 2003, 2200, 2202

8<sup>th</sup> Grade Emergency Stairwell – 2004, 2005, 2006, 2007, 2008

#### **Reporting to Station 2**

PE Exit (Door 2) – Gym, Weight Room, Multipurpose Room, Locker rooms, 1603, 1708, 1709, 1710, 1711, 1712,

Back Stairwells to PE exit (Door 2) - 2009, 2010, 2011, 2110, 2111, 2207, 2208, 2209, 2210, 2212

#### **Reporting to Station 3**

Commons Rear Exit (Door 4) – 1700, 1701, 1702, 1703, 1704, 1705, 1706, 1707

Encore Exit (Door 5) – Café Staff, 1804, 1906, 1913, 1911

Encore Exit (Door 6) – 1904, 1905, 1907, 1909

7<sup>th</sup> Grade Emergency Stairwell – 2201, 2203, 2204, 2205, 2206

## **DURING LUNCH TIMES/ASSEMBLIES IN THE COMMONS**

Students who are not at lunch will follow specific procedures according to classroom evacuations. Staff who is at lunch or in the Commons, will assist students to evacuate the building using the following exits:

- West Main Exit by Welcome Center (Door 1)
- Commons Rear Exit (Door 4)
- South Exit near Room 1913 (Door 5)

Once outside, staff members will go to the staff lot and hold laminated signs depicting the grade level and core team color. The cards in every Emergency Evacuation Area will be in the order 6 Black, 6 Red, 7 Black, 7 Red, 8 Black, and 8 Red. The grade level numbers and the core colors are in ascending and alphabetical order as this procedure will be used during all emergencies during lunch times, passing periods, or massive student body assemblies. Students will report to their designated grade level and core color team in order to be accounted. It is imperative that staff members keep the students calm and quiet in order to account for each and every student and staff member. Check-off the students and staff members who are at your grade and core color group. These will be compared to the other command posts via walkie-talkie in order to account for everyone.

## **DURING PASSING TIMES**

This will be a massive movement. Staff are to help assist students evacuate the building in a quick, quiet, and safe manner. The following system will be in place to account for all students and staff. Once outside, staff members will be holding laminated signs depicting the grade level and core team color. The cards in every Emergency Evacuation Area will be in the order 6 Black, 6 Red, 7 Black, 7 Red, 8 Black, and 8 Red. The grade level numbers and the core colors are in ascending and alphabetical order as this procedure will be used during all emergencies during lunch times, passing periods, or massive student body assemblies. Students will report to their designated grade level and core color team in order to be accounted. Staff members will take roll. Students from each grade level and team color may be at all four designated command posts depending on where the student exited the building. It is imperative that staff members keep the students calm and quiet in order to account for each and every student and staff member. Check-off the students and staff members who are at your grade and core color group. These will be compared to the other command posts via walkie-talkie in order to account for everyone.

## **AFTERWARD**

The all-clear signal will be an announcement either over the intercom or by bullhorn. It is extremely important to be very careful. Students should be reminded to take care in what they touch, not to panic, to think before they act and then act constructively and usefully. Check for injuries. Do not attempt to move seriously injured persons, unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help.

It is important that teachers periodically review fire alert and disaster procedures with their classes to insure that students become familiar with them.

## **SEVERE LIGHTNING ALERT PROCEDURES**

Signaled by a verbal warning and possibly followed by a bell tone.

Students are not to be dismissed from school in the case of severe lightning. Lightning is a serious hazard during thunderstorms and tornadoes. Teachers and students should remain in the building. All outside activities should be cancelled.

### **Should severe lightning occur follow these precautions:**

Avoid using the telephone, except for emergencies.

Avoid using the computers.

Avoid water faucets and sinks because metal pipes can conduct electricity.

Put down all metal tools.

### **If outside with no time to reach a safe building, follow these rules:**

Stay away from wire fences, rails and other metallic paths which could carry lightning to you from some distance away.

In open areas, go to a low place such as a ravine or small valley.

If you are isolated in a level field and you feel your hair stand on end (which shows that lightning is about to strike), drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

It is important that teachers periodically review severe lightning procedures with their students.

## **POWER OUTAGE**

Students and staff should remain in classroom.

All support staff and teachers on plan time should report to commons area.

Staff without students will proceed to hallways with lanterns, bullhorns, and walkie talkies.

## **TORNADO ALERT PROCEDURES**

Signaled by verbal warning followed by a bell tone.

Students are not to be dismissed from school in the case of a tornado watch or warning. If a tornado watch occurs, designated custodians and personnel will be requested to act as spotters. A tornado “watch” means tornadoes and/or severe thunderstorms are possible. A tornado “warning” means a tornado has actually been spotted. Should the area actually come under a tornado warning, staff and students are to be moved to the safest area of the building as soon as possible.

The alert for a tornado warning will be signaled by the announcement:

“This is a tornado alert, proceed accordingly,” followed by a bell.

When the alarm sounds, teachers should close all doors and shut off all flames, power machinery, etc. immediately. Students and teachers are to go to their assigned areas and remain absolutely quiet in order for instructions to be given. Teachers should take attendance. Use red, emergency absentee report forms to report those who are missing, absent, injured or extra persons.

## **GENERAL DIRECTIONS FOR A TORNADO ALERT**

Teachers should escort their students from classrooms to hallways, having them sit immediately near and facing the interior walls away from doorways and windows, assuming a protective “duck & cover” position. A protective position entails kneeling down and covering the back of the head with hands in order to be protected from any flying debris. If the alarm is sounded during a passing period or during lunch, students should protect themselves by moving to the nearest protective inside wall assuming the appropriate, protective position.

## **SPECIAL INSTRUCTIONS FOR TORNADO ALERT**

**Outside:** Students and staff who are outside at the time of the “watch” or the “warning” must report into the building immediately. If time permits, students should be escorted to designated, “room assigned” areas for protection. If time does not permit, students should be escorted to the nearest “safe” area and assume the appropriate, protective position.

**Commons:** Students and staff should leave the Commons area immediately and proceed to either of the two first floor hallways (sixth grade or administrative). They should sit near the walls away from doorways and windows and assume the appropriate, protective position.

**Gym and Weight Room:** Students and staff should proceed to their respective dressing rooms and assume the appropriate, protective position.

**Library:** Students and staff should leave the library and proceed to the lamination room or room 1603, sitting near the walls away from doorways and windows and assuming the appropriate, protective position.

**All Other Rooms:** Teachers have specific directions for individual building rooms. Teachers should review specific room evacuations and procedures with students during the year. Please also familiarize yourself with the “tornado route” emergency plan posted in each classroom.

## **AFTERWARD**

The all-clear signal will be an announcement either over the intercom or by bullhorn. After a tornado passes, it is extremely important to be very careful. Gas leaks are possible, so striking matches should be avoided. Live electrical wires can still be lying around as well as electrified metal debris. Students should be reminded to take care in what they touch, not to panic, to think before they act and then act constructively and usefully.

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help.

## **EARTHQUAKE ALERT PROCEDURES**

Earthquakes are unpredictable and strike without warning. Most earthquake injuries are usually caused by falling debris, building collapse or damage, flying glass from broken windows, overturned furniture, and ruptured gas and electrical lines.

Should an earthquake occur follow these precautions:

Keep calm. Resist the urge to panic.

Do not rush outside.

Stay where you are. Do not try to enter or exit the building during the earthquake.

Do not use the elevator.

Be aware that the sprinkler system may be activated, the fire alarms and elevator may ring, and the electricity may go out.

### **IF INSIDE THE BUILDING DURING THE EARTHQUAKE**

Keep Calm – Resist the urge to panic.

Do not rush outside.

Seek shelter immediately under a heavy desk or table. Brace yourself inside a doorframe or against an inside wall and hold on.

When under the desk, assume “Duck and Cover” position, protecting your head with your arms.

Stay away from glass, windows and, anything that could fall and hurt you.

Expect to hear noise from broken glass, creaking walls, and falling objects.

### **IF OUTSIDE THE BUILDING DURING THE EARTHQUAKE**

Keep calm. Resist the urge to panic.

Stay outside.

Move as far away from the building as possible.

Do not go near street lights, power lines, cars, goal posts, fences or trees.

### **IMMEDIATELY AFTER THE EARTHQUAKE**

Be prepared for aftershocks.

Do not use the elevators.

Do not use the telephones unless in an emergency.

Remain in the same “safe” location for several minutes after the earthquake in case of aftershocks.

Check for any injuries.

Do not attempt to move any injured student or adult who is seriously injured unless there is imminent threat of death or further injury.

Do not attempt to evacuate or leave your immediate area unless absolutely necessary or until instructed to do so.

### **EVACUATION PROCEDURES**

Turn off all electrical equipment.

Bring emergency bags with you.

Do not leave anyone behind, assist those with injuries.

Close all doors behind you, if possible.

Use the stairs not the elevator.

Do not re-enter the building once outside.









## **SCHOOL FLOOR PLAN**

## SCHOOL FLOOR PLAN

