

## TABLE OF CONTENTS

<b>BELIEF, MISSION AND VISION OF ROCHESTER MIDDLE SCHOOL</b> .....	2
<b>ANNOUNCEMENTS</b> .....	2
<b>ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY</b> .....	2
<b>ATTENDANCE PROCEDURES</b> .....	3
<b>RMS ATTENDANCE POLICY</b> .....	3
<b>RMS ATTENDANCE MATRIX</b> .....	6
<b>ACCESS TO STUDENT RECORDS</b> .....	7
<b>COURTESY PHONE</b> .....	7
<b>SCHOOL VACATIONS</b> .....	7
<b>CAFETERIA</b> .....	7
<b>CHANGE OF ADDRESS OR PHONE</b> .....	7
<b>CHECK AND MONEY POLICY</b> .....	7
<b>CONVOCAIONS, ASSEMBLIES, AND EXTRA CURRICULAR ACTIVITIES</b> .....	7
<b>DANCES</b> .....	8
<b>DISCIPLINE</b> .....	8
<b>DISCIPLINE ALTERNATIVES FOR RMS</b> .....	15
<b>DISCIPLINE RULES FOR RMS</b> .....	17
<b>RMS DISCIPLINE MATRIX</b> .....	17
<b>EXTRA CURRICULAR ACTIVITIES</b> .....	19
<b>FIELD TRIPS</b> .....	20
<b>HOMEWORK POLICY AND MAKE UP WORK</b> .....	20
<b>INCENTIVE PROGRAM FOR STUDENTS</b> .....	20
<b>LIBRARY</b> .....	22
<b>LOCKERS</b> .....	22
<b>LOST AND FOUND</b> .....	22
<b>FREE AND REDUCED LUNCH</b> .....	22
<b>NON-CUSTODIAL PARENTS</b> .....	22
<b>NOTICE OF DIRECTORY INFORMATION</b> .....	22
<b>PEOPLE WHO CAN HELP YOU</b> .....	22
<b>REMEDIATION/INTERSESSION POLICY</b> .....	23
<b>REPORT CARDS AND PROGRESS REPORTS</b> .....	23
<b>RECOGNITION – ACADEMIC</b> .....	23
<b>RELEASE OF STUDENT INFORMATION</b> .....	24
<b>SAFETY DRILLS</b> .....	24
<b>SCHOOL DAY</b> .....	24
<b>SCHOOL HEALTH SERVICES</b> .....	24
<b>SEVERE WEATHER PLAN</b> .....	25
<b>SEARCH AND SEIZURE</b> .....	26
<b>STUDENT SUPPORT SERVICES</b> .....	26
<b>TRANSFER OF STUDENTS FROM PRIVATE SCHOOLS</b> .....	27
<b>TRANSFER TO ANOTHER SCHOOL/HOMESCHOOL</b> .....	27
<b>VIDEO TAPING/RECORDING OF SCHOOL EVENTS</b> .....	27
<b>WORK PERMITS</b> .....	27
<b>504/ADA COMPLIANCE OFFICER</b> .....	27
<b>ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY</b> .....	27
<b>AHERA ANNUAL NOTIFICATION</b> .....	27
<b>SCHOOL SONG</b> .....	27
<b>ROCHESTER SCHOOL CORPORATION ATHLETIC HANDBOOK</b> .....	28

## **ROCHESTER MIDDLE SCHOOL STUDENT HANDBOOK/AGENDA**

Welcome to the 2017-2018 school year. We are looking forward to this being the best year ever at Rochester Middle School. Your handbook/agenda is designed to be a valuable resource during your school year. Although the staff at RMS will provide an opportunity to familiarize you with the contents found in this document, it is the task of the parents/guardians and students to read and be responsible for them.

### **BELIEF, MISSION AND VISION OF ROCHESTER MIDDLE SCHOOL**

#### **Belief:**

Rochester Community Schools Corporation is committed to the following beliefs:

1. Given time, support and opportunity, all students can learn
2. Maintaining an emotionally and physically safe learning environment
3. Setting high expectations for students and staff
4. Modeling life-long learning and character
5. Honesty, integrity, and respect for others
6. Learning in a culture of collaboration and continuous improvement

#### **Mission:**

Rochester Community Schools...inspiring individuals to learn, grow, and give.

#### **Vision:**

In a student-centered academically challenging environment that cultivates character, celebrates learning and fosters collaboration, the staff, families and greater community of the Rochester Community Schools Corporation, as partners, will develop creative, lifelong learners. Cultivating the development of the skills and enthusiasm to be contributing members of society to shape a changing world will be the hallmark of student development.

### **ANNOUNCEMENTS**

Posters and other advertising materials must be approved by administration before they are posted or placed within the building. All P.A. announcements must be approved by the administration. Daily RMS announcements will be placed in the Rochester Sentinel and on the school website, rms.zebras.net.

### **ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Students in the School Corporation should be given the opportunity to develop skills and abilities to the maximum of their potential. Therefore, the school corporation shall foster an educational environment that provides equal educational opportunity for all students. Educational programs and services shall be designed to meet the varying needs of all students and shall not discriminate against any individual for reasons of race, creed, color, gender, national origin, economic status, or disability.

In order to achieve these goals, the Board directs the Superintendent to:

- A. Student Access - review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access to these opportunities and are not segregated on the basis of race, color, creed, gender, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State Regulations;
- B. Student Evaluation - ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, gender, or national origin.

The Superintendent shall appoint or serve as a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

I.C.20-8.1-2-1 et seq.

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681

29 U.S.C. Section 1702 et seq.

42 U.S.C. Section 2000 et seq.

## ATTENDANCE PROCEDURES

### **ATTENDANCE STATUTORY BASIS AND LEGAL REQUIREMENTS:**

Each school shall adopt and enforce a written attendance policy. Adequate notice should be given to all teachers, parents, and students. The policy should be reviewed periodically to ensure that it complies with current law.

INDIANA CODE 20-33-2-3 through IC 20-33-2-47

### **COMPULSORY ATTENDANCE; PARENTS RESPONSIBILITY**

It is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter. Before proceedings are instituted against a parent for a violation of this section, personal notice of the violation shall be served on the parent by the superintendent or the superintendent's designee.

IC 20-33-2-44

### **PENALTY:**

Any person who knowingly violates any provision of this chapter is guilty of a Class B misdemeanor.

IC 20-33-2-96

### **WITHDRAWAL FROM SCHOOL:**

A student who is at least sixteen (16) years of age but less than eighteen (18) years of age may not withdraw from school before graduation unless:

- the student and the student's parent or guardian agree to the withdrawal; and
- at the exit interview, the student provides written acknowledgement of the withdrawal and the student's parent or guardian provides written consent for the student to withdraw from school.

## RMS ATTENDANCE POLICY

Developing high standards of dependability and reliability is a joint endeavor between the school and the parents of each student. Since business, industry and the professions expect and demand a high level of attendance and time-on-task, the education of our students must reflect these expectations and responsibilities. Through the combined efforts of parents, students, and the school, the goals of self-discipline and assumption of responsibility become major priorities in developing life skills and attitudes as well as preparing for entry into the adult world.

It is difficult for young people to learn if they are not in class: The teaching-learning process builds upon itself. So that all parties involved in the education of our students can assist in the maintenance of excellent attendance and the development of self-discipline, the following policy and procedures are presented.

### PROCEDURES FOR ROCHESTER COMMUNITY MIDDLE SCHOOL

When a student is absent from school, his/her parent or guardian should call the school before 8:00 AM. **The 24-hour attendance telephone number is 223-2280 Option 8.** The attendance officer will attempt to call the parent/guardian at home or at his/her work place if a call is not received by 8:30 AM. If a phone is not available, the student will need to bring a note, signed by the parent/guardian on the day of return. This note should be taken to the attendance officer. If no note or call is received by the school regarding a student absence, that absence will be considered unexcused. If no note or call is received by the school within two days after the absence, the absence will remain unexcused for the semester.

Attendance will be taken by each teacher at the beginning of every class period.

Students who are absent from school for any part or all of a day due to illness, injury, or sleeping-in may not attend or participate in extracurricular activities (including practices) during the same day without permission from the principal or assistant principal.

### ABSENCES

**For purpose of this policy absences are classified as: In Attendance, Excused, Unexcused, and Truant.**

#### In Attendance

These absences are not included in the six (6) day limit outlined in part B below:

1. Court summons and subpoenas with written verification: Student needs to follow the appointment procedures outlined in *Excused Absences, -Section 3B below*.

2. Service on the precinct election board or as a helper to a political candidate or party on the date of each general, city or town, special or primary election, with written verification. Student needs to follow the appointment procedures outlined in *Excused Absences, -Section 3B below*.
3. Legislative page for or as an honoree of the General Assembly, with written verification. Student needs to follow the appointment procedures outlined in *Excused Absences, -Section 3B below*.

### **Excused Absences**

***A maximum number of six (6) of these absences may be accrued during each semester per class. Make up work is permitted.***

- 1) Chronic/Severe health related absences: These require written verification from a licensed physician and must be on file with the school nurse.
- 2) Deaths and funerals of immediate family members (immediate family members are defined as father, mother, guardian, grandparents, aunt, uncle, brother, brother-in-law, sister, sister-in-law, child, or anyone living in the household).
- 3) Religious observances. Student needs to follow the appointment procedures outlined in **Section 3B below**.
- 4) Illness or accidents verified by parent/guardian/physician.
  - a) Illness or accidents verified by a doctor's note. A maximum of two (2) school days from the date of absence will be permitted for the student to produce written verification. Only the dates listed on the doctor's note will be acceptable. After two (2) days it will not be changed to a medical excused absence.
  - b) Medical and dental appointments. Parents should make every effort to schedule appointments during non-school hours. If it is necessary that a student must miss school for an appointment, **release from school must be requested in writing by the parent or guardian OR a parent must call the attendance office to request the release of the student from school.** The written request must state time of appointment and request the time for release from school. In order for the appointment to be approved as a medical absence, the student must provide the school with a medical slip showing the time of arrival at the doctor's office, the departure time, and the proper signature. The student is expected to be in school prior to and/or following the appointment. This includes a student who is absent beyond the time of the appointment and reasonable travel time (as determined by the building administrator). Doctors may be contacted to verify appointments.
    - i) **Note:** Parents of a student with chronic health problems (allergies, gastrointestinal problems, etc.) should file a doctor's note with the attendance office and school nurse at the beginning of each school year. Parents must verify when each absence is the result of the chronic illness. If a student becomes chronically ill during a school year, a doctor's note must be filed as soon as possible. The school may request an additional doctor's note at the beginning of each grading period depending on the type of illness.
- 5) Pre-arranged absences with parents. These absences are part of the six (6) total days of accumulated absences that are permitted per semester. When family circumstances necessitate removing the child from school, the following criteria will be considered before approval is granted or denied:
  - a) Requests must be made in writing to the principal.
  - b) Written request on the approved form must state the student's name, the first date of student absences and the last date of student absences. The request must be submitted at least five (5) school days prior to the first date of absence unless waived by the principal or his designee.
  - c) A student must turn in a Notice of Absence sheet prior to leaving.
- 6) Funeral of a friend (or relative not defined in *Excused Absences, Section 1.*)
- 7) Home emergencies cleared through the principal/head teacher. Student needs to verify the emergency as outlined by the principal or assistant principal.
- 8) Probation appointments. Student needs to follow the appointment procedures outlined in section *Excused Absences, Section 2B.* *Student must provide verification from the probation department stating appointment start and finish time.*
- 9) Court attendance at parental request cleared through the principal or assistant principal. *Student must provide verification from the court stating appointment start and finish time.*
- 10) Parents may not excuse students for time missed that does not fall under the Indiana Compulsory Attendance Code.

### **Unexcused**

***Any student who is unexcused/truant may not attend any extra-curricular activities on that day.*** All other absences, with the exception of those resulting from suspension are unexcused and are of three types:

1. Parent and school approved absences exceeding the limit of six (6) per class period each semester.
2. *Tardies extending beyond the first five minutes of a class period shall be counted as a parent and school approved absence. This is for the purpose of assessing a consequence under the Consequence Section A.*

3. Students may participate in class work upon arrival, but may not make up work missed due to tardiness.

### **Truancy**

Any student who chooses to be out of class or school without the knowledge or consent of his/her parents and/or school authorities will be considered truant. An example of an absence that will not be considered justifiable would be taking a day or part of a day off to attend a rock concert, or leaving school without permission. A student who participates in such activities will be considered truant by school officials, regardless of parental consent. A student who is not in an assigned area when at school can also be considered truant. *Truant students may not attend any extracurricular activities that day.*

1. Leaving the school building and grounds during class hours
  - a. No student shall leave the school building or grounds at any time during class hours without first receiving permission from the attendance officer, assistant principal, nurse, or principal. Students who do not follow this procedure will be considered truant. Permission will not be given to a student to leave school during the day (except for emergencies and illness) unless s/he presents a signed note from the parent or guardian stating the reason and time the student is to be excused.
  - b. At the time the student leaves school, s/he shall sign out on a sheet posted in the attendance office. Failure to sign out will count as a truancy and Friday School may be assigned. A student returning to class before school is dismissed must sign in upon return. Failure to sign in may count as one of the six (6) absence days allowed per semester.
2. Parents may not excuse students for time missed that does not fall under the Indiana Compulsory Attendance Code.

### **Attendance Procedures for Late Arrival, Early Dismissal.**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the Corporation. The Board recognizes, however, that from time-to-time compelling circumstances require that a student be dismissed before the end of the school day.

As an agent responsible for the education of the children of this Corporation, the Board shall require that the school be notified in advance of such absences by request of the student's parent or guardian, which shall state the reason for the early dismissal. Justifiable reasons shall be determined by the building administrator.

Tardy procedure. Any arrivals after 8:00 will need to get a pass from the office.

1. If a student is five (5) minutes or less late to any class, this will be counted as a tardy. The student is to report directly to his/her classroom. If a student is more than five (5) minutes late to a class, s/he will need to report to the attendance office for a pass. The student will be counted absent for the class period. This absence counts toward the six allotted absences per semester.
2. Tardies/Passing Time: Students will have four (4) minutes to pass to their next class. Tardies are a disruption to the educational learning environment. Students are expected to be in their assigned seats when the late bell rings. Total tardies will be kept in the office for each semester. Tardies from all teachers will be combined for each student to determine the consequences.

### **Attendance Guidance**

The following guidelines provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;

**ROCHESTER MIDDLE SCHOOL ATTENDANCE MATRIX – PER SEMESTER**

<b>This matrix is to serve as a guide for consequences. RCSC administration has the right to alter/adjust any consequence as is deemed appropriate.</b>			
<b>Absence Type</b>	<b>Description</b>	<b>Category</b>	<b>Intervention</b>
<p align="center"><b>In Attendance</b></p> <p>(Will not count, still perfect attendance)</p>	<p>Court summons or subpoenas</p> <p>Legislative Page</p> <p>School sanctioned activities: Field Trips, State Fair Participant</p>	<p>No intervention needed</p>	
<p align="center"><b>Verified Absence</b></p> <p>(Will count towards number of days absent, no longer qualified for perfect attendance)</p>	<p>Absences verified by parent/guardian (sickness, vacation, etc.) – <b>Up to a total of 6 days</b></p> <p>Illness verified by a physician’s note</p> <p>Religious observance</p> <p>Probation appointment</p> <p>Funeral</p>	<p><b>Good Attendance:</b></p> <p>0 – 6 Days Absent</p> <p><b>At-Risk Attendance:</b></p> <p>7 – 12 Days Absent</p> <p><b>Chronic Attendance:</b></p> <p>13 + days Absent</p>	<p><b>Good Attendance:</b></p> <ul style="list-style-type: none"> <li>• 97% Attendance Goal</li> <li>• Perfect Attendance Awards</li> <li>• School-wide Incentives</li> <li>• Daily Attendance Monitoring</li> <li>• Letter to parents and student contact – 4 days</li> </ul> <p><b>At-Risk Attendance Interventions:</b></p> <ul style="list-style-type: none"> <li>• Meeting with parents, student, attendance committee – 10 days</li> <li>• Letter to parent and student – 7 and 10 days</li> <li>• While absences will be by semester, at-risk and chronic attendance interventions will be continued at the level they left off from 1<sup>st</sup> Semester</li> </ul> <p><b>Chronic Attendance:</b></p> <ul style="list-style-type: none"> <li>• Doctor Verification</li> <li>• Retention</li> <li>• Referral to DCS or Probation</li> <li>• Make up missed time (Detention, Friday School, Intersession)</li> <li>• Disciplinary action up to and including expulsion</li> </ul>

<p><b>Unexcused Absences</b></p> <p>(Will count towards number of days absent, no longer qualified for perfect attendance)</p>	<p>Truancy</p> <p>Additional parent/guardian verified absences above the excused 6 days</p>		
--	---	--	--

**ACCESS TO STUDENT RECORDS**

Upon request and unless prohibited by law, the school shall provide equal access to student academic and attendance records to both the mother, father, and/or guardian of children whose parents are divorced. Copies of any restrictive court orders MUST be made available to the school before such access will be denied. Such court order for non-custodial request for information shall be developed and copies maintained by all parties concerned in order to avoid any unnecessary misunderstanding. Such information shall name the student, the address and telephone number of the parent seeking access, and the specific access desired.

**SCHOOL VACATIONS**

Specific vacation times have been established in the Rochester Community School Corporation calendar. The dates set aside as student vacation days are as follows:

Labor Day- No School	September 4	Winter Break	December 20– January 1
Fall Break	October 5-13	Spring Break	March 19-30
Thanksgiving Break	November 22-24	Memorial Day – No School	May 28

**CAFETERIA**

Students **will not** be allowed to charge lunches. Please make sure your student has lunch money in his/her account or send lunch money each day. All students must remain at school for lunch. All students must eat the lunch provided by the cafeteria or a lunch prepared at home. No fast food lunches will be permitted.

To encourage good nutrition, a well-balanced lunch is offered for \$2.30.

By observing the following rules you can do your part in helping to keep the cafeteria clean, attractive, and a pleasant place to eat.

1. Do not throw food, or anything else (food fights included).
2. Keep the lines orderly, don't cut in. Eating food in line is prohibited.
3. Empty all trash from trays in the waste containers. Return trays and silverware to the receiving window.
4. Keep tables, chairs and floors clean - pick up after yourself.
5. Refrain from making loud noises.
6. Follow all RMS letter guidelines

**CHANGE OF ADDRESS OR PHONE**

If you have a change of address or phone number during the school year, please notify the RMS office of those changes. Changes may also be made through your student's Harmony Demographics page. It is important that we have your information up to date for our student files to be able reach your parent/guardian in case of an emergency.

**CHECK AND MONEY POLICY**

Please write all lunch, school activity, and book rental checks payable to Rochester Middle School. A note of explanation should accompany all monies sent to the school and have parent driver's license number on the check. Both the note and money should be enclosed in a sealed envelope with the student's name written on the outside.

**SEPARATE CHECKS ARE NEEDED FOR LUNCH, SCHOOL ACTIVITY, AND BOOK RENTAL.**

**CONVOCATIONS, ASSEMBLIES, AND EXTRA CURRICULAR ACTIVITIES**

Convocations and assemblies are scheduled on a regular basis. At all convocations and assemblies RMS students will follow RMS letter guidelines. Students will sit with their class during a convocation or assembly. Misbehavior may result in convocation privileges being denied or other disciplinary action.

## DANCES

All school sponsored dances are open to Rochester Middle School students in good standing only. The principal must approve all dances. No middle school students are permitted to attend Rochester High School dances unless approved by the high school principal. High school students will not be permitted at middle school dances.

## DISCIPLINE

In order to maintain an educational climate conducive to effective teaching and learning and to maintain a safe and secure school, certain rules and regulations have been established. Although most of our students understand what safe and responsible conduct is, the following definitions and consequences have been adopted and published here so there can be no misunderstanding. It will be the responsibility of the administration to ascertain the severity of the student misconduct and apply the most suitable corrective measure.

The discipline rules described below will apply when a student is:

1. On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event; or
4. Using property or equipment provided by the school.

## STANDARDS OF BEHAVIOR

(based on Indiana Codes: IC 20-33-8-0.2 through IC 20-33-8-34 and other apply)

Examples of, but not limited to, the following students misconduct or substantial disobedience, are grounds for suspension or expulsion:

### **1) Arson/Fireworks/Fire Alarm Tampering/False Reporting**

The setting of any illegal fire in an RMS building or on any RMS property is not permitted. Students are not to use or be in the possession of any type of fireworks on RMS property or at any RMS activity. Any action such as the setting off of fire alarms is false reporting and is also not permitted.

**(IC 35-44-2-2)**

A person who;

- a) Gives a false alarm of fire to the fire department of a governmental entity, knowing the report to be false;
- b) Makes a false request for ambulance service to an ambulance service provider, knowing the request to be false;
- c) Makes false or hang-up calls to "911".

### **2) Battery**

No student shall willfully attack another student or staff member while on RMS premises or while under RMS supervision. **(IC 35-42-2-1)** Knowingly or intentionally touching another person in a rude, insolent, or angry manner.

### **3) Bomb Threat**

Any student who writes, calls in, or otherwise makes a bomb threat toward RMS, its students, or its staff, shall be reported immediately to law enforcement officials and shall be recommended for expulsion.

**(IC 35-44-2-2)**

- a) A person who reports, by telephone, telegraph, mail, or other written or oral communication, that: the person or another person has placed or intends to place an explosive or other destructive substance in a building or transportation facility; or knowing the report to be false, commits false reporting, a Class D felony.

### **4) Building Security**

No student shall allow any unauthorized person access to any RMS building. No student shall attempt to tamper with or block an exterior door so as to keep it from closing. RMS students should not have in their possession any keys belonging to RMS or its staff.

### **5) Bullying**

IC 20-33-8-0.2 This is a new state law that is effective July 1, 2013. It changes several legal aspects of Bullying and will likely be changed by the courts and the Indiana Department of Education.

"Bullying" means overt, unwanted, repeated acts or gestures, including (1) verbal or written communications or images transmitted in any manner (including digitally or electronically), (2) physical acts committed, aggression, or (3) any other behaviors, that are committed by a student or group of students against another



student with the intent to harass, ridicule, humiliate, intimidate or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Acts of bullying include actions taken through the use of data or computer software that is accessed through a:

- a. computer
- b. computer system; or
- c. computer network; and
- d. physical acts committed, aggression, or any other behaviors committed by a student or group(s) of students against another with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student

The discipline rules describing bullying may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

1. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
2. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. ....
3. A record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under IC 5-14-3. (by state law, this simply means that a Principal cannot share with a parent what action was taken against another child).

**Note to students and parents: these changes to the new law makes behavior off school property, including "cyber" bullying subject to school discipline if the conflict comes into the school and causes a disruption. Item 3 above legally prevents administrators from sharing what action they have taken against other students that the parent of a "bullied" student might demand to know.**

Finally, a student who believes he or she has been or is currently the victim of bullying should immediately report the situation to the building principal(s), counselor, or teacher, or use the Bullying Hotline. If a special bullying situation exists that involves school personnel, the report may be made to the Director of Student Services or the RCSC Administration Office

#### 6) **Cell phones/Electronic devices**

Students are **STRONGLY** discouraged from bringing cell phones and other electronic devices to school. Students that **CHOOSE** to bring such items to school are **SOLELY** responsible for them. **ANY** cell phone or electronic device that is out of a locker during the normal school day (7:55 am to 3:00 pm) will be confiscated. Upon the first violation, confiscated items will be returned to the student at the end of the school day. For subsequent violations, parents will be allowed to pick up any confiscated item after school from 3:00 PM to 4:00 PM. Repeat offenders will suffer insubordination consequences. (It should be noted that RMS has a free phone for student use before and after school.) Students that choose to bring items of value to school should understand the school is not responsible for lost or stolen items. It is likely the school will not be able to recover lost property.

#### 7) **Cheating and Plagiarism**

Cheating includes, but is not limited to the following:

- a) Violations of procedures which protect the integrity of a quiz, examination, or similar assessment such as:
  - i) Copying from another person's paper;
  - ii) Copying another person's quiz or test;
  - iii) Submitting a copied project.
- b) Plagiarism or violations of procedures prescribed to protect the integrity of an assignment such as:
  - i) Plagiarism – the act of presenting someone else's ideas or work as your own.

- ii) Word-for-word plagiarism – repeating the exact words of a source without giving the necessary credit.
- iii) Paraphrase plagiarism – saying basically the same thing as an original, presenting as one’s own work the ideas, representations, or words of another person without customary and proper acknowledgment of sources.
- c) Cooperation with another person in academic dishonesty (willingly giving, selling, or paying someone else for a paper, answers, etc.)
- d) Submitting a pre-written paper obtained from the internet, by mail, or electronically.
- e) Inventing sources (a false bibliography).
- f) Stealing an exam, paper, or answer key from a teacher, staff member, or student.

**8) Conspiracy**

Making plans or conspiring to cause harm to any person or RCSC property is not permitted.

**9) Disrespect**

Students are responsible for their own behavior and are expected to show respect for all RMS personnel.

Students shall address faculty and staff with their title, for example, Dr., Mr., Mrs., Miss, Coach, etc.

Disrespect may include, but is not limited to, profanity and/or abusive language directed toward, or threatening behavior to, anyone.

**10) Dress Code**

The purpose of the student dress code policy is to encourage students to “dress for success” and to come to school properly prepared for participating in the educational process. Students should come to school dressed in a manner that is both conducive to learning and does not present a disruption to the health and safety of the school environment.

Parents and/or guardians have the primary responsibility to see that students are properly attired at school.

School personnel have the responsibility of maintaining proper and appropriate conditions to learning. If a student misses class or is sent home to change clothing after having been disciplined for improper dress, the absence will be “no make-up” during that time. A student may not remain at school dressed in a manner that (1) creates a safety hazard for said student or for other students at school, and/or (2) constitutes an unnecessary distraction to the learning process or tends to disrupt the school order.

If a student violates the dress code, the student will be issued school identified clothing to replace the clothing in violation. The student must wear issued clothing for the remainder of the school day. The student may not substitute their own or another student’s clothing. The student will turn in the school clothing at the end of the school day. Refusal to change will result in assignment in ISA.

- a) Clothing should be modest, covering the midriff, chest, upper thigh, back, and undergarments: therefore, no skin should be showing in the midriff or back areas. Clothing that does not cover undergarments is not allowed.
- b) Shorts, skirts, and dresses should be no shorter than the tip of the index finger with arms fully extended.
- c) Blouses and shirts must have sleeves. No pajama pants, and pants must not have holes above the knees.
- d) Clothing that displays illustrations or wording that promotes, displays, or is suggestive of the following is not allowed:
  - i) trademark, or any other attribute, denote membership in a gang or gang-related activities. This includes clothing, jewelry, or accessories that by virtue of their color, arrangement, affiliation with any gang that advocates drug use, violence, or disruptive behaviors.
  - ii) an actual or threatened disruption or material interference with school activities and learning.
  - iii) activities, substances or use of substances illegal for student use (criminal acts, drugs, alcohol, tobacco, etc.)
  - iv) racism or sexism
  - v) any inappropriate, vulgar, or lewd illustrations, words or wording that may have a double meaning.
- e) Clothing, jewelry, or accessories that are dangerous and/or which may present a safety hazard to the wearer or others are not allowed.
- f) Clothing, jewelry, or accessories with violent, suggestive, or obscene statements or designs are not allowed.
- g) Pocket chains of any kind are not allowed. Chains (dog, cat, or collar like linked chains, etc.) are not allowed.
- h) Students may not wear hats, head coverings, hairnets, etc. in the building during the school day.
- i) Students may not wear their coat in the building during the school day.
- j) Soled footwear, which is a requirement of the State Board of Health.
- k) “Dress-up” days will be grouped together during special events to minimize distractions to the regular school term. Therefore, dress-up days will only be permitted as announced by the administration.
- l) No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in the lists above, the administration will make the final decision. Appropriate action will be taken at that time. The administration retains sole discretion to make the final determination whether clothing, jewelry,

accessories, and/or appearance are consistent with this policy. However, all school certified and classified personnel shall be responsible for reporting violations of these dress requirements.

**11) Drugs and Alcohol**

Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, alcoholic beverage, or intoxicant of any kind, tobacco or tobacco product, sniffing glue or other substances, drug-related paraphernalia or any type of drug-related paraphernalia represented to be a drug or paraphernalia; or knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, alcoholic beverage, stimulant, depressant, or intoxicant of any kind is not permitted. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription is not permitted. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision. (Please see Substance Abuse Policy, page 51).

**(IC 35-48-4-4.5) – Dealing**

**(IC 35-48-4-4.6) – Possession**

**12) Extortion**

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student is not permitted.

**13) Failure to Comply**

Failing to comply with the directions of teachers or other RMS personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function, is not permitted.

**14) Fighting**

Any form of violence and/or harassment such as combative acts and/or gestures, argumentative, aggressive behavior, or actions which may reasonably lead to a fighting situation, directed toward another individual on RMS premises or during a RMS activity, is not permitted. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person is not permitted.

In cases of fighting where the combatants are mutually involved in fighting, there will be an immediate five-day suspension of both or all parties. Law enforcement shall also be contacted.

If evidence clearly indicates a student was not the aggressor and in fact was under an unprovoked attack, acting strictly in self-defense, the aggressor will have committed battery (see number 2, above). In these cases, the victim may not be suspended or may receive fewer days of suspension than other parties.

For our purposes, self-defense means the student tried to evade the attack, but cannot, and must use force for self-protection.

**15) Food/Beverages**

The possession or consumption of snacks or beverage in hallways, locker rooms, or rest rooms is not allowed. Students are not to have food or beverages in their lockers. The exception to this rule would be students that bring their lunch to school.

**16) Forgery**

Students are not permitted to falsely and/or fraudulently mark, alter or use a document or statement. These include, but are not limited to, physician's notices, parent/guardian notes, or student passes.

**17) Gambling**

Gambling or wagering on RMS property is not permitted.

**18) Gang Activity**

Un-sponsored, unauthorized outside organizations such as secret societies, clubs, and gangs which draw membership from the students of RMS are illegal, and, therefore, are not permitted in RMS or on RMS property. Wearing clothing or accessories or the use of written signs/symbols that have been associated with gangs and gang activity is not permitted.

NOTE: Membership in a gang in and of itself is not a violation of any law in Indiana. However, it is a violation to be involved in "criminal gang" activity (as defined by I.C. Code 35-45-9.1).

**I.C. 35-45-9.1:** "Criminal Gang" means a group with at least five (5) members that specifically: either: (A)- Promotes, sponsors, or assists in; or (B)- Participates in; and requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by adult or the offense of battery (I.C. 35-42-2.1).

**I.C. 35-45-9.2** "Threatens" defined as used in this chapter, "threatens" includes a communication made with the intent to harm a person or the persons property or any other person or the property of another person.

**I.C. 35-45-9.3 Criminal Gang Activity**, a person who knowingly or intentionally actively participates in a criminal gang commits criminal gang activity, a Class D Felony.

**I.C. 35-45-9.4 Criminal Gang Intimidation**, a person who threatens (35-45-9.2) another person because the person: (1) refuses to join the criminal gang; or (2) has withdrawn from the criminal gang; commits criminal gang intimidation, Class C Felony. Students involved in gang related activity at RMS may be suspended or expelled.

### **19) Harassment, (Ethnic, Racial, Sexual, Religious, Disability) Threats and Intimidation**

The harassment or threatening of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Students shall not be subjected to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activities by any other individual student or group of students. Conduct constituting harassment may take different forms, including, but not limited to, the following:

#### **Sexual Harassment**

**Verbal:** The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with RCSC.

**Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with RCSC.

**Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with RCSC.

#### **WARNING:**

Sexting is a new phenomenon among teenagers. It is the practice of taking, possessing, or transmitting nude or explicit pictures especially by cell phone. This could also occur using a digital camera, email, Face Book, Twitter, Instagram, Snapchat, etc.)

If the subject(s) of the nude pictures are minors, very serious school and legal consequences will take place. School authorities are bound by law to report all cases of sexual abuse and child exploitation to the police. Depending on the age of the subjects and how explicit the pictures, a person possessing nude pictures on an electronic device could be charged with child exploitation or child pornography along with suspension and possible expulsion from school. Conviction of the criminal charges is a felony and could lead to being placed on a community sex offender list.

Students must not take any picture of another student during the school day without that student's consent. Students must not post pictures and/or comments on a social networking site during the course of a school day. Students must avoid taking, transmitting, or **possessing** nude pictures of themselves or others. Any reports must be investigated and serious school and legal punishments will follow.

#### **Gender/Ethnic/Religious/Disability Harassment**

**Verbal:** Written or verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with RCSC. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with RCSC by refusing to have any form of social interaction with the person.

**Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with RCSC.

#### **Harassment Complaint Procedure**

Any student who believes that he or she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with RCSC should make contact with a faculty or staff member with whom the student would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report (using the corporation form) or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he or she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary

of each such report received by school personnel is to be prepared promptly and a copy forwarded to the Principal/Assistant Principal.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation

The purpose of this provision is to:

- protect the confidentiality of the student who files a complaint;
- encourage the reporting of any incidents of sexual or other forms of harassment;
- protect the reputation of any party wrongfully charged with harassment.

**(IC 35-45-2-1).**

A person who communicates a threat to another person, with the intent that:

- a) the other person engage in conduct against his will: or
- b) the other person be placed in fear of retaliation for a prior lawful act; commits intimidation, a Class A misdemeanor.
- c) However, the offense is a Class D felony if:
  - i) the threat is to commit a forcible felony;
  - ii) the person to whom the threat is communicated:
  - iii) is a law enforcement officer
  - iv) is an employee of a school corporation
- d) "Threat" means an expression, by words or action, of an intention to:
  - i) Unlawfully injure the person threatened or another person, or damage property;
  - ii) Unlawfully subject a person to physical confinement or restraint;
  - iii) Commit a crime;
  - iv) Expose the person threatened to hatred, contempt, disgrace, or ridicule;

**(IC 35-45-32-2).**

A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication;

- a) makes a telephone call, whether or not a conversation ensues;
- b) communicates with a person by telegraph, mail, or other form of written communication;
- c) uses a computer network (as defined in IC 35-43-2-3 (a) or other form of electronic communication to:
- d) communicate with a person;
- e) transmit an obscene message or indecent or profane words to a person; commits harassment, a Class B misdemeanor.

**Safety Hotline, 574-224-SAFE, may be used for reporting incidents**

**20) Hazing**

Forcing or requiring another person with or without the consent of the other person and as a condition of association with a group or organization to perform an act that creates a substantial risk of bodily injury is not permitted.

**(IC 35-42-2-2)**

**21) Unlawful activity by student**

**IC20-33-8-15** Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- f) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- g) the student's removal is necessary to restore order or protect persons on school property;

including an unlawful activity during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.

*As added by P.L.1-2005,SEC.17.*

**22) Insubordination**

All RMS personnel, including administrators, teachers, substitute teachers, instructional assistants, custodians, and office staff are responsible for the supervision and direction of students during all RMS activities. All students are expected to comply with directions given by all adults. Failure to do so will result in an immediate disciplinary consequence.

**23) Lewd Conduct**

The definition of lewd behavior is any type of unlawful act that is perpetrated by a male or female who wants to arouse their own sexual interest or that of the person to whom they are directing their action. Students shall conduct their personal and social relationships according to acceptable community standards. Inappropriate public displays of affection as determined by the principal or designee will not be allowed. Lewd, illegal or sexual gestures or acts (indecent exposure), even if consensual, will result in serious consequences.

#### **24) Passive Resistance**

Passive resistance refers to a student who is not attempting to make progress within the classroom and/or giving little or no effort. Sleeping during class, refusing to do assignments, refusing teacher directives, excessive tardies, unexcused absences, etc. are forms of passive resistance.

#### **25) Profanity/Abusive Language**

The use by students of profanity, vulgarity, obscene gestures, sexual innuendo, or verbal abuse is not permitted. Students directing profanity to administrators, teachers, substitute teachers, instructional assistants, custodians, and office staff shall receive an immediate disciplinary consequence.

#### **26) Public Display of Affection**

Kissing, hugging, hand holding, etc. or any other public display of affection will be considered inappropriate behavior. Students must refrain from this activity while on school grounds.

#### **27) Tardy Policy**

If a student is five (5) minutes or less late to any class, this will be counted as a tardy. The student is to report directly to his/her classroom. If a student is more than five (5) minutes late to a class, she/he will need to report to the office for a pass. The student will be counted absent for the class period. This absence counts toward the six allotted absences **per semester**.

Tardies/Passing time: Students will have four (4) minutes to pass to their next class. Tardies are a disruption to the educational learning environment. Students are expected to be in their assigned seats when the bell rings.

**Total tardies will be kept in the office for each semester.** Tardies from all teachers will be combined for each student to determine the consequences.

#### **28) Theft**

For our purposes, theft is defined as the unlawful taking of RMS property or property belonging to another person, on RMS property, during an educational event, or function off RMS grounds, or when traveling to or from RMS or such education event or function.

#### **29) Tobacco**

The use and/or possession of tobacco or tobacco products inside of RMS and on the property of RCSC is not permitted. This includes cigarettes, electronic cigarettes, pipe tobacco, cigars, chewing tobacco, snuff, any other type of tobacco products, or tobacco paraphernalia such as cigarette lighters and matches (including look-a-likes).

#### **30) Truancy**

Any student who chooses to be out of class or school without the knowledge or consent of his/her parents and/or school authorities will be considered truant. An example of an absence that will not be considered justifiable would be taking a day or part of a day off to attend a rock concert, or leaving school without permission. A student who participates in such activities will be considered truant by school officials, regardless of parental consent. A student who is not in an assigned area when at school can also be considered truant. *Truant students may not attend any extracurricular activities that day.*

a) Leaving the school building and grounds during class hours:

b) No student shall leave the school building or grounds at any time during class hours without first receiving permission from the attendance officer, assistant principal, nurse, or principal. Students who do not follow this procedure will be considered truant. Permission will not be given to a student to leave school during the day (except for emergencies and illness) unless s/he presents a signed note from the parent or guardian stating the reason and time the student is to be excused.

c) At the time the student leaves school, he/she shall sign out on a sheet posted in the attendance office.

Failure to sign out will count as a truancy and Friday School may be assigned. A student returning to class before school is dismissed must sign in upon return. Failure to sign in may count as one of the six (6) absence days allowed per semester.

#### **31) Vandalism**

No student shall maliciously or willfully damage, deface, or destroy RMS property or the personal belongings of others.

#### **32) Weapons**

##### **Possession of a Weapon**

In compliance with state law, any student who possesses a deadly or dangerous weapon on RMS property shall be expelled. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his or her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. The RPD will be notified and criminal charges may be filed.

### **Use of An Object As A Weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action.

### **A Deadly or Dangerous Weapon is Defined As:**

A loaded or unloaded firearm, including any antique firearm, which is defined as any weapon that is capable of or designed to, or that may readily be converted to, expel a projectile by means of an explosion, or, A weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

### **Knowledge of Deadly or Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report to the Principal knowledge of deadly or dangerous weapons or threats of violence. Failure to report such knowledge may subject the student to discipline.

### **Firearms Possession**

No student shall possess, handle or transmit any firearm on RMS property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- a) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- b) the frame or receiver of any weapon described above.
- c) any firearm muffler or firearm silencer.
- d) any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- e) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- f) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

## **DISCIPLINE ALTERNATIVES FOR RMS**

Violation of these rules shall result in corrective disciplinary action. Discipline is used here to describe methods and techniques that help students become responsible for their own behavior and ensure order and safety in schools. Any one or a combination of the following actions may be used, not necessarily in the order in which they are listed:

### **Alternative Discipline**

Any various options of disciplinary actions not mentioned below may be implemented if the administration and parents feel it will prevent the undesirable behavior and benefit the student and school.

### **Behavior Contract**

The administrator, student, teachers, and parents may enter into an agreement that specifies the behavior of the student, the positive rewards, and the consequences of not living up to the contract. A violation of the educational contract may lead to expulsion, suspension, or other discipline.

### **Working lunch**

When students behavior or academic issues warrants, students may be assigned a working lunch. Students will be dismissed early to get their lunch and work. They will then proceed to the assigned area to eat and do school work. Students will be required to follow strict guidelines while in working lunch. This program is designed to eliminate negative student behavior.

### **Detention**

Any member of the faculty, support staff, or administration may assign a student detention. Detention is assigned for tardiness or other disciplinary actions. Detentions will be served after school for up to one hour. The school personnel assigning the detention will advise parents of a detention through contact via a phone call or letter as appropriate. At least twenty-four hour notice of the detention will be given to the parent and student. A student may serve a detention before the 24-hour notice upon the mutual consent of the parent and school. In the event a student must serve detention, transportation will be the responsibility of the parent/guardian of the student.

### **FAST Friday**

FAST Friday stands for Friday afternoon study table. Students earn these by not handing in assignments. FAST Friday's are from 3:00-4:30 however as soon as all their missing work is completed and handed in they are free to go.

If students skip an assigned FAST Friday they earn 2 detentions and a Friday school the next week. The purpose of FAST Friday is to encourage students to hand in their assigned work.

### **Friday School**

We at Rochester Community Schools strongly believe school attendance directly affects student success. Friday School is an alternative program designed to take the place of in-or out-of-school suspensions. It is a program to change student behavior and eliminate the negative effects of missing classes.

Classroom teachers and/or administrators will supervise Friday School. Parents will receive written notification of the date their student is assigned. Friday school will begin promptly at 3:15 PM and end at 5:15 PM. A student will be given work which must be completed and turned in to the supervising teacher before leaving. Any student who fails to keep busy will, at the supervisor's discretion, be dismissed from Friday School and be assigned to an additional session(s) of Friday School, suspended either in or out of school, and/or expelled.

If a student fails to attend Friday School, more severe punishment will be levied, including but not limited to: **additional Friday School assignments, in or out of school suspension and/or expulsion, and referral to the Fulton County Probation Department.**

Students/parents are responsible for transportation from Friday School. The only acceptable excuses for absence from Friday School are serious personal illness (with a doctor's excuse), death in the family, or a serious illness in the family. In these cases Friday School will be re-assigned. Parents should contact the principal or assistant principal in advance of these absences.

The student is expected to be in the Friday School room at or before 3:15 PM with paper and pencil. Students who arrive after 3:15 will not be admitted.

### **Social Probation**

Social Probation means that a student cannot attend any middle school athletic events, dances, convocations or any other school functions. A student may be placed on social probation by the principal or his/her designee due to excessive tardiness to school, absenteeism or misconduct referrals.

### **In-School Assignment/In-School Suspension**

ISA is a program designed to keep students in school and will allow students to complete all school- work. ISA will be served during the regular school day and students will be assigned to a designated room. Students assigned to ISA should report to the main office with all books and necessary materials at the beginning of their assigned day. Students will complete class work and life skill lessons while assigned to ISA. Failure to report for ISA or failure to cooperate with the ISA supervisor will lead to further disciplinary consequences.

### **Alternative to Suspension & Expulsion (ASE)**

The ASE program is an educational alternative to out-of-school suspension and expulsion for students in grades 6 to 12. Facilitated by a licensed teacher and an assistant, ASE is held each weekday in the RCSC Learning Center.

### **Out of School Suspension**

When other measures of disciplinary action are not successful in changing student behavior or the severity of negative student behavior warrants, out of school suspension maybe assigned. Out of school suspension will last from one to ten days. **Students may not be on school property, in school facilities or attend school functions or events while on out of school suspension.**

## **SUSPENSION PROCEDURE**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

- 1) A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
- 2) a written or oral statement of the charges;
  - a) if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - b) the student will be provided an opportunity to explain his or her conduct.
- 3) The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- 4) Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
- 5) **Parents must make contact with the school to discuss the students return.**

### **Expulsion from School**

A student may be expelled from school for one or two semesters following State due process guidelines.

## **EXPULSION PROCEDURE**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

- 1) The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:



- a) legal counsel
  - b) a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
- 2) An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
  - 3) The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
  - 4) At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
  - 5) If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

#### **DISCIPLINE RULES FOR RMS**

Violation of these rules shall result in corrective disciplinary action. Discipline is used here to describe methods and techniques that help students become responsible for their own behavior and ensure order and safety in schools. Any one or a combination of the following actions may be used, not necessarily in the order in which they are listed: counseling, parent conferences, detention, restriction of extra-curricular activities, suspension of privileges, suspension from class, suspension from school, expulsion from school, or other reasonable disciplinary action which is left to the discretion of the principal or his/her designee. When necessary, reports will be made to the Rochester Police Department (RPD).

#### **RMS DISCIPLINE MATRIX**

<b>The following matrix is intended to serve as a guide that administration will generally follow. However, the administration reserves the right to alter/adjust the consequence(s) for inappropriate behavior as they deem appropriate.</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Intervention</b>	<b>2<sup>nd</sup> Intervention</b>	<b>3<sup>rd</sup> Intervention</b>
1. Arson/Fireworks/ Fire Alarm Tampering/False Reporting	10 day OSS and Recommendation for Expulsion	*****	*****
2. Battery	5 day ASE, RPD notified	5 day ASE, RPD notified	10 day OSS, RPD notified, Recommendation for expulsion.
3. Bomb Threat	10 day OSS, RPD notified, recommendation for expulsion.	*****	*****
4. Building Security	5 day ISA	5 day ASE	10 day OSS, recommendation for expulsion
5. Bullying	3-5 day ISA	5 day ISA/OSS	10 day OSS pending expulsion
6. Cell phones/ Electronic devices	Verbal Warning, Confiscation of device, student may pick up at end of school day	Confiscation of device, parent must pick up after regular school hours, and sign notice of violation	Detention, social probation, possible school/community service, possible ISA

7. Cheating/ Plagiarism	Zero for assignment	Zero for assignment, 3 day ISA	Zero for assignment, 5 day ISA
8. Conspiracy	1-3 day ISA	3-5 day ISA	Recommendation ASE
9. Disrespect	Parent contact, detention, Friday school	Parent contact, detention, Friday school	Social probation, Friday school, ISA, other consequences deemed appropriate by administration
10. Dress Code Violations	Change to school issued clothing or ISA	Change to school issued clothing or ISA and detention	Change to school issued clothing or ISA and Friday school
11. Drugs/Alcohol	Up to 10 day OSS, possible recommend-for expulsion (see pg. 49 Substance Abuse Policy)	10 day OSS, recommendation for expulsion; RPD notified Loss of driving privileges for 5 days	*****
12. Extortion	5 day ISA, or 5 day ASE	5 day ASE or 5 day OSS	10 day OSS, Recommendation for expulsion.
13. Failure to Comply with RMS Rules	School/Community service, Friday school	Friday school, 1-3 days ISA	3-5 days ISA
14. Fighting	3-5 day ISA, RPD notified	5 day ISA/OSS	10 day OSS, recommendation for expulsion
15. Food and Beverages	Verbal warning, confiscation of food or beverage	Detention	Friday School
16. Forgery	School/Community service, possible ISA	3-5 days ISA, RPD notified	5 day OSS
17. Gambling	Warning/ Parent Contact, possible 1-3 days ISA	3-5 days ISA	5 days ISA
18. Gang Activity	3-5 days ISA, Notify RPD	5 day ASE, notify RPD	10 day OSS, notify RPD, recommendation for expulsion
19. Harassment/ Threats/ Intimidation	1-3 days ISA, RPD notified	5 day ISA	5-10 days OSS, possible recommendation for expulsion
20. Hazing	See no. 19		
21. Failure to complete assigned homework	Verbal warning from teacher/Parent contact	3 missing assignments, Detention assigned (Students should complete missing assignments during detention).	Friday School/ISA (Student should complete missing assignments during Friday School).
22. Insubordination	Detention, possible social probation	Detention, social probation, possible school/community service, possible ISA	3-5 days ISA
23. Lewd Conduct	1-3 days ISA	3-5 days ISA	5-10 day OSS, Possible expulsion
24. Passive Resistance	Conference with teacher, parent, and student	ISA	Possible recommendation to ASE and/or recommendation for expulsion.

25. Profanity	Verbal Warning or Detention, possible school/community service, possible social probation	1-3 days ISA, social probation, possible school/community service	3-5 days ISA
26. Public Display of Affection	Verbal Warning	Detention	Friday School And insubordination consequences begin
27. Tardy Policy	3 tardies in the same class: Written warning 4 tardies in the same class: Detention/Social Probation 6 tardies in the same class: Friday School 8 tardies in the same class: ISA/Conference with parents 10 tardies in the same class: Loss of Privileges 15 tardies for all classes combined: ISA/Conference with parents 20 tardies for all classes combined: CRATE Possible recommendation for ASE		
28. Technology Violations	Warning	Detention	Friday School, Loss of App Store
29. Theft	1-5 days ISA, RPD notified, social probation	5 days ISA, RPD notified	10 day OSS, RPD notified, recommendation for expulsion
30. Tobacco	1-5 days ISA, social probation	5 days ISA	10 days OSS, recommendation for expulsion
31. Truancy	Making up equal number of class time missed via detention/Friday school	Making up <b>double</b> class time missed via detention/Friday school	ISA, possible mandatory attendance at intersession.
32. Unlawful Activity	RPD notified, possible recommendation for expulsion	*****	*****
33. Vandalism	School/community service, RPD, notified, social probation, possible: Friday school, ISA, OSS, expulsion	5 days ISA, RPD notified, possible: OSS, expulsion	10 days OSS, RPD notified, recommendation for expulsion
34. Weapons	10 day OSS, RPD notified, recommendation for expulsion	*****	*****

### EXTRA-CURRICULAR ACTIVITIES

Guidelines for your attendance at extracurricular practices or events are:

1. Bring clothes, get permission to stay for the event and make pick-up arrangements before coming to school.
2. Students may not return to the instructional areas after 3:15 p.m. unless they have permission from the office or are with a supervising employee.
3. Only the North exits should be used when leaving the building following an extracurricular activity.
4. Students and adults are expected to support our teams and exhibit positive sportsmanship toward the officials and the opposing team at all times both at home and away events.

### **Extracurricular Activities**

- A) **STUDENT COUNCIL** - Representatives from each class are elected in the fall. The Student Council plans convocations, parties, and various projects. The Student Council represents the student body and communicates with the principal school concerns.
- B) **YEARBOOK** - The Yearbook Club is available for those students who express an interest in compiling the memories of a year into a permanent book.
- C) **6TH, 7TH AND 8TH GRADE CHOIR** - The choirs put on various programs throughout the year (Fall Concert, Christmas Show and Spring Concert).
- D) **6TH, 7TH AND 8TH GRADE BAND** - Our bands perform at various times during the year.
- E) **ACADEMIC TEAM** - 6th, 7th and 8th graders interested in expanding their academic horizons are encouraged to join this activity. Many fun-filled as well as challenging opportunities comprise this worthwhile endeavor.
- F) **CHEERLEADERS** - 6th and 7th graders can try out for cheerleading each May. They support interscholastic activities. Practices are held after school.
- G) **ATHLETICS** - Before any student can participate in the RMS athletic program they must have on file: a physician's certificate
  - 1) a parent permission slip
  - 2) must be covered by their parents' insurance policy,
  - 3) must maintain academic eligibility. Must pass all classes.
- H) **CROSS COUNTRY** - 6th, 7th, and 8th grade students may participate in this fall sports activity.
- I) **BOYS FOOTBALL** - 7th and 8th graders participate in an interscholastic tackle football team. Practices and games are held after school.
- J) **GIRLS VOLLEYBALL** - 6<sup>th</sup>, 7th and 8th grade girls participate on interscholastic teams. Their games and practices are after school.
- K) **BOYS BASKETBALL** - 6th, 7th and 8th graders may participate on interscholastic teams. Their games and practices are after school.
- L) **GIRLS BASKETBALL** - 6<sup>th</sup>, 7th and 8th grade girls may participate on interscholastic teams. Practices and games are after school.
- M) **WRESTLING** - We have an interscholastic program for 6th, 7th and 8th grade boys. Practices are after or before school.
- N) **TRACK** - 6th, 7th and 8th grade boys and girls participate on interscholastic teams. Girls and boys have separate schedules.
- R) **GOLF** - Any 6th, 7th or 8th grader may participate in the golf program. Practices are at Mill Creek Golf Course

### **FIELD TRIPS AND OTHER SCHOOL ACTIVITIES**

Students at RMS will have opportunities to go on field trips and other school activities. Pupils must have a permission slip on file before they will be allowed to go. Our students are expected to be on their best behavior when representing RMS away from school. All school rules apply to field trips and other school activities.

### **HOMEWORK POLICY & MAKE UP WORK**

Homework is an integral part of the learning process and necessary for student success. Students are responsible for completing all assigned work by teachers. Grade level teachers will inform students about their homework policies. When a student has missed school due to an excused absence, he/she will have an equal number of days for every day missed to make up any task assigned during their absence. **IT IS THE STUDENT'S RESPONSIBILITY**, not the teacher's responsibility, to find out what they missed during their absence and to make up the work and/or exams.

### **INCENTIVE PROGRAM FOR STUDENTS**

Rochester Middle School will be a PBIS (Positive Behavior Intervention and Support) building, striving to focus on the positives of our students at all times. Refer to the PBIS matrix below.

= Silence **1** = Inside Voice 2 = Quiet Conversation 3 = Speakers Voice 4 = Outside Voice

<b>Location/(Voice Levels)</b>		<b>Level Appropriate to Activity</b>	<b>Respect</b>	<b>Motivation</b>	<b>Social Responsibility</b>
<b>Arrival/Dismissal (3)</b>		Hats/hoods off when entering		Arrive on time	Appropriate Greetings
<b>Commons (2)</b>		Say "please" & "thank you" while moving quickly through the lunch line		Eat well to give you energy	Clean up after yourself
<b>Hallways (2)</b>		Walk & talk to be in class on time		Fulfill personal obligations	Be a good citizen in the hallway
<b>Restrooms (2)</b>		Always flush & keep area clean & free of graffiti		Wash with soap & water, return promptly to class	Follow restroom expectations
<b>Computer labs (1)</b>		Push in chair, keep feet on floor, and clean up messes		Keep track of usernames & passwords	Stay on approved websites & your computer
<b>Library (1)</b>		Put things back where you found them		Be eager to read & learn	Be aware of noise levels
<b>Classroom (*)</b>		Feet on floor & keep area clean & free of graffiti		Take ownership of your current & future success	Honor your commitments & responsibilities
<b>Lunch Free Time</b>	<b>-Gym (3)</b>	Keep hands & feet to yourself		Model behavior that adds to everyone's ability to enjoy the activity	Treat everyone as equal
<b>Lunch Free Time</b>	<b>-Outside (4)</b>	Keep hands & feet to yourself		Model behavior that adds to everyone's ability to enjoy the activity	Treat everyone as equal
<b>Extracurricular (*)</b>		Behavior should be appropriate for setting and handbook expectations		Get involved	Show school spirit and sportsmanship
<b>Anytime/anywhere (*)</b>		Walk away from trouble and report it		Be a good friend: honest & trustworthy	Avoid gossip & be kind

### LIBRARY

The library is open from 7:45 to 3:30 Monday through Friday. Students are allowed to check out up to three items at a time. If they need more materials because of research, they are allowed to exceed the three-items only limit. There is no charge for overdue items, however, no other materials can be checked out until the overdue items are returned. Lost or damaged materials must be paid for before students can continue borrowing materials.

### LOCKERS

All lockers located in the hallways, physical education and athletic dressing rooms, are made available for student use. **Students are assigned a locker at the beginning of the school year and they are not to move to another locker.** The sharing of lockers is not permitted. Students must not damage lockers in any way. This would include any markings, scratching, and decorating lockers with personal items is prohibited. Taking items from someone else's locker is also prohibited. **Students are required to rent locks for \$1.00 per year from the office.** Only those locks rented from the office may be placed on student's lockers, unless special arrangements have been made through the office. P.E. locks will be provided in Physical Education. There will be a \$5.00 fee for any lost lock.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

Students will have individual lockers. They cannot hold large gym or book bags. They can hold bags that collapse or fold flat. They adequately hold the student's books, folders and school supplies and their coats. Students are not permitted to attach anything to the lockers without prior permission. Writing on the lockers or adhering items to the locker is prohibited.

**Students are responsible for all items left in lockers. The school is not responsible for lost or stolen items. Students are strongly encouraged to use the lock provided for them.**

### LOST AND FOUND

A "lost and found" box is located in the office. Should you find an item at school, please bring it to the office so we can return it to its rightful owner. If at all possible, label articles so we can identify them. Articles will be disposed of if not claimed within a month.

### FREE AND REDUCED LUNCH

Families who feel they qualify for free or reduced lunches, should file an application with the office. Parents will be notified of their child's status by the Food Service Director.

### NON-CUSTODIAL PARENTS

If one (1) parent has been awarded physical custody of the student by a court order, the parent with physical custody shall provide to the school a copy of the custody order.

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. In the absence of a court order to the contrary, a non-custodial parent will be permitted to participate in school conferences related to the student.

A non-custodial parent may visit with the student during the school day, and the student may be released to the non-custodial parent as long as that parent has joint legal custody and unless a court order prohibits the non-custodial parent from visiting the child or removing the child from school.

### NOTICE OF DIRECTORY INFORMATION

Our school takes great care to keep your child's personal information safe. However, information such as names, grade levels, or photographs of students are normally shared with the public in places such as the yearbook, sports team rosters, web site, and in music programs.

If parents **do not** want their child's name or picture listed at **any** time, please notify the office before August 15<sup>th</sup> of each year.

### PEOPLE WHO CAN HELP YOU

PRINCIPAL - If you should face a problem which requires the assistance of the principal, please ask to see them.

ASSISTANT PRINCIPAL - If you should face a problem that requires the assistance of the assistant principal, please ask to see them.

COUNSELOR - The counselor is available to all students. Problems such as social conflicts and personal problems may be helped by talking with the counselor. On occasion, teachers may ask for the counselor's help in solving a classroom-related problem involving students.

TEACHERS - Your teachers are available to assist you both academically and socially. They know what is needed for you to be successful as a student and as a person. Teachers are available to give assistance before school, after school, during study hall, and at pre-arranged times. Students should take the initiative to get assistance. Parents are encouraged to call anytime they have questions.

OFFICE SECRETARIES - Certain passes should be obtained from and appointments with the principal, counselor or nurse should be made through the secretaries. The attendance secretary will give you a pass to leave school for appointments.

NURSE – The school nurse assists students with health needs during school hours. The nurse works to minimize the time students are out of class for health related reasons.

BUILDING TECHS (CUSTODIANS) - These people are important to you for several reasons: the cleanliness and operation of the physical plant, lockers that fail to work and other such problems require their assistance. You, in turn, may help them by practicing rules of good housekeeping.

FOOD SERVICE STAFF – These people provide wonderful nutritionally balanced meals for students and staff. Please use proper table manners while in the commons! Keep your table clean and chairs pushed in!

### **REMEDICATION/INTERCESSION POLICY**

Rochester Community School Corporation hereby institutes a remediation plan for all students whose educational attainment is not adequate for the progress needed by the student to maintain academic standing at the student's grade level.

As part of the balanced calendar program adopted during the 2007-2008 academic year, and thereafter, the school corporation renews its goal to provide full and adequate remediation of at-risk students. In order to meet the goal of full and adequate remediation, the corporation has determined that the remediation program shall be mandatory for all students needing remediation.

Remediation shall be initiated for any student who meets the following criteria:

1. Fails one or more subjects during the normal grading period.
2. Falls behind on classroom instruction and risks failure in a subject matter.
3. Fails to respond to tutoring on essential power standards for the respective grade level per grading period.
4. Performs poorly on a standardized test, including ISTEP and Graduation Qualifying Exam, as to show need for remediation.
5. Exhibits other behavior that affects the academic standing of the student.

A teacher who determines that any student should be subject to remediation shall report that determination to the building principal. Upon receipt of a teacher's determination, the principal shall review any documents necessary to substantiate the teacher's determination. If the principal agrees, a Remediation Prescription shall be issued to the student and the student's parents.

The Remediation Prescription shall advise the student and parent of the reasons for the remediation, the dates and location of the remediation classes, and the instructor for the remediation classes. The prescription shall also contain information about the rights of appeal for the remediation.

A student or parent may appeal a remediation prescription to the principal, if the reasons for the remediation are incorrect, and the student does not need remediation.

Prescribed remediation will be a prime consideration for promotion to the next grade. Failure to attend the prescribed remediation will result in a review of the student's academic progress and a recommendation, which may include:

1. Retention in the current grade or class.
2. Placement in mandatory remediation during the school day.
3. Mandatory elimination of elective courses to double up on core courses.
4. Placement in an alternative academic schedule or program.
5. Behavioral or Disciplinary interventions.

### **REPORT CARDS AND PROGRESS REPORTS**

Report cards will be issued on about the 3<sup>rd</sup> school day immediately following the end of each grading period. If you have a question about your student's progress anytime, call or email the teachers, school counselor or principal. Progress reports will also be sent electronically to the parents. These reports determine athletic eligibility.

### **RECOGNITION – ACADEMIC**

Rochester Middle School will conduct an academic awards ceremony near the end of each school year. Students will be recognized for grades and attendance.

## RELEASE OF STUDENT INFORMATION

### **Directory Information**

Each year the Corporation is required to provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. (***This Student/Parent Handbook constitutes public notice.***) The Board designates student “directory information”: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such “directory information” upon written notification to the Corporation within fourteen (14) days after receipt of the Corporation’s public notice. Whenever parental consent is required for the inspection and/or release of a student’s health or educational records or for the release of directory information, either parent may provide such consent or parental consent.

The Corporation may disclose “directory information” on former students without student or parental consent.

### **Non-custodial parent rights to information**

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members, who have a legitimate interest in the information. In situations in which a student has both a custodial and non-custodial parent, both shall have access to the student’s health and educational records unless specifically stated otherwise by court order. ***Copies of any restrictive court orders must be available to the school before such access will be denied.*** In the case of adult students (eighteen (18) and older), the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

## SAFETY DRILLS

Rochester Community School Corporation has developed a district safety plan for all schools. Rochester Middle School follows those plans/policies to ensure the students and staff are prepared to implement the plans. Students and staff are expected to take all practice fire, lock down, and severe weather drills seriously. Any inappropriate behavior during drills will result in strict disciplinary action (students are expected to be quiet and orderly). Directions for fire routes/exits and severe weather safe zones are posted in each room of the building for student and staff reference as necessary. Lock-down procedures are explained to the students at the beginning of the school year. Rochester Community Schools routinely review/revise/update the district plans on an ongoing basis to ensure we follow the best practices.

## SCHOOL DAY

The school day begins at 8:00 and ends at 3:00 Monday, Tuesday, Thursday, and Friday. The school day begins at 8:30 and ends at 3:00 on Wednesdays. The school doors will open at 7:30 AM. However, supervision of these students begins at 7:45 a.m. Students who walk to school are to arrive no earlier than 7:45 AM. Please refer to the Early Arrival/Late Dismissal section of this handbook. Students will be expected to leave the school grounds by 3:15 PM unless under the direct supervision of an adult.

## SCHOOL HEALTH SERVICE

**Nurse’s Clinic:** The goal of our Nurse’s Clinic is to keep students comfortable, safe, healthy and learning. With this in mind, we may provide various first aid and/or hygiene products according to the student’s needs. These could include over the counter topical itch creams, antibiotic ointment, redness relief eye drops, oral relief gel, or burn gel, etc. You may contact your school nurse for further information on what products might be used in the clinic. ***If there is a particular product that shouldn’t be used on your child please notify the School Nurse in writing immediately.*** Students will be treated and returned to class immediately in most circumstances. If seriously ill or injured, the student may remain in the clinic to rest and rehabilitate with the hopes of returning to class, otherwise a parent/guardian or designated emergency contact will be notified that the student needs to be sent home from school. If a student contacts their parent/guardian during the school day to be picked up for illness but has not reported to the school nurse for assessment, the occurring absence will be unexcused. Students must obtain a pass from class in order to see the Nurse. During passing period the student should check in with the next teacher and get permission to see the Nurse. If proper procedure is not followed it will result in tardiness and the student being unaccounted for.

**Allergies:** If your child has an allergy, a Physician’s order is required in order for accommodations to be made. This order will remain in effect for the entirety of the student’s time at Rochester School Corp. If the allergy has resolved,



another Physician's order is required to stop accommodations. We can not solely accept parent requests due to new laws and regulations.

**Emergency Medication:** Each school is equipped with an automatic external defibrillator (AED) in case of cardiac emergency, and stock epinephrine (Epipen) in case of anaphylactic allergic reaction. If your child has a known allergy and uses an epipen or similar product you must provide this to the school nurse so that a specific plan of care can be made for your child.

**Head Lice:** If your child is found to have head lice, the nurse will work with you and let you know what needs to be done. Our policy on this can be found at [Zebras.net](http://Zebras.net) policy #8451 - PEDICULOSIS (HEAD LICE)

**Immunizations:** Students need to be immunized as required by the state of Indiana in order to attend school. Parents and/or students will be notified of requirements in advance. On or by the first day of school, proof of immunization is required. Immunizations need to be entered into the state database (CHIRP) by the health care provider or documented proof must be provided to the school. If the student is not in compliance as of the first day of school, communication with your school nurse is crucial as the student risks exclusion from school for noncompliance.

**Medications:** All medications taken at school need to be administered through the health office. Only Food and Drug Administration(FDA) approved medications will be administered. Students may not carry any medications including cough drops with them at school or store in lockers, or back packs, etc. All medications need to be submitted to the Nurse's office with a signed medication consent form or a permission letter stating the medication, dosage, time to be given, dates to be used and parent signature. Consent forms can be found on [Zebras.net](http://Zebras.net) or supplied by the school. All medications must be in the original bottle/container. Prescription medications must have the pharmacy label or doctor's order with the child's name, name of medication, the correct dosage, and the instructions for administration. Elementary through Middle School students may NOT transport medication to school, and parents/guardians need to pick up medications from the school. **Grades 9-12 only**, students may bring medications directly to School Nurse with a signed medication consent form or letter from parent or guardian, and may carry medication home if written consent is submitted to the Nurse.

The **High School and Middle School Health Clinics offer in stock medications** in an effort to keep students comfortable, in class and learning. with the child's name, name of medication, the correct dosage, and the instructions for administration. Elementary through Middle School students may NOT transport medication to school, and Ibuprofen (Advil), Acetaminophen (Tylenol), Diphenhydramine (Benadryl), Tums, and Cough Drops are available. An authorization for administration of medications form must be completed and signed for each school year. The dosage according to age and weight on the manufacturer's label will be strictly followed. The school is not able to supply medication for frequent or daily use. A statement from the doctor explaining medical condition and medication allowances, along with the medication, will need to be provided to the nurse if the student requires medication for a particular problem more than 3 times in a week.

**Vision Screening:** Vision screens are conducted routinely for grades 1, 3, 5 and 8, by either the School Nurse or an appointed agency. If further testing is recommended notification will be given.

Two Automated External Defibrillators (AEDs) are located in the building.

- 1) Inside the entry hall on the south wall.
- 2) In the natatorium by the north exit door.

#### **SEVERE WEATHER PLAN**

Rochester Middle School is part of a system-wide warning plan for severe weather notification. We also have a radio-public address system, which allows us to monitor radio alerts and then give directions to the entire "building" at once. Our building system is equipped with an emergency power source should the electric power be shut off. If we observe or are notified that severe weather is likely, the principal will monitor the emergency telephone and radio. The school secretary will also remain in the office area.

In the event that a tornado watch is in effect, the custodian shall assume a "watch" at the south entrance. Normal school activities shall continue. In the event that a tornado warning is issued, we will make the following announcement:

**A tornado warning is in effect. All people should move to their assigned places of safety and await further instructions.**

The following guidelines should be followed during a tornado warning.

- A) NO STUDENT TALKING.

B) Once in the assigned area, students should be seated. If there is not sufficient time to reach the assigned area, students should assume this position:

THEY SHOULD BEND FORWARD WITH THEIR HANDS BEHIND THEIR HEAD AND THEIR ARMS OVER THEIR EARS AND EYES

NOTE: Should the tornado warning condition exist at the close of school, we will detain students until the warning is lifted. Parents who come to pick up children during a warning may take only their own children.

#### **EARTHQUAKE**

In the event of an earthquake students would assume the position that they would take in a tornado but would take refuge under a table or other objects to protect themselves from falling debris.

#### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School trustees, if there is a reasonable suspicion that the student is in violation of a law or school rule. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's and/or parents' consent.

#### **Use of Dogs**

The Board authorizes the use of trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-8.1-5-4.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of the policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the law enforcement officers in accordance with the legal standards applicable to law enforcement officers shall conduct the search. Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- a. the information upon which the search was based.
- b. the time, date, location, students, or places searched, and persons present.
- c. a description of any item seized and its disposition.
- d. the time and date of notice to the parent or guardian in the case of the search of the person of a student.

#### **STUDENT SUPPORT SERVICES**

Rochester Schools Student Support Services office is housed in the Learning Center Building at 1818 Park Road, along with Ivy Tech College. This office works closely with principals, counselors, nurses, and teachers in Preschool through Grade 12 to assure all students receive necessary educational, health, and behavioral supports as they progress through school. The following individuals are located in this office: Director of Student Support Services, Administrative Assistant, School Psychologist, Occupational Therapist, and Physical Therapist. Student Support Services coordinates student programs such as: Special Education, Section 504, High Ability, English Language Learners, ISTEP, Homeless, and Alternative Programs.

#### **TRANSFER OF STUDENTS FROM PRIVATE SCHOOLS:**

Statement: Private transfer students will be placed in our program at the level determined to best meet their individual educational needs. That determination will be based upon the following:

1. Students who transfer from private schools that are state commissioned and/or regionally accredited will be placed in a grade comparable to the one they were in, unless there is compelling reason to believe that such placement would be educationally unsound.
2. Students who transfer from private schools which are not commissioned or accredited by the state are subject to any or all of the following criteria to determine placement:
  - a) Educational testing (both national and local competency tests when applicable)
  - b) Interview with the principal and a committee of teachers not involved in the specific placement on the basis of achievement as well as social and physical age of the child.
  - c) The student or his parents requesting transfer may be asked to present specific written curriculum covered in the non-accredited or private school. In addition, any permanent records or information pertaining to achievement may be requested to help determine placement.

Parents who have questions regarding this policy should contact the building principal.

### **TRANSFER TO ANOTHER SCHOOL/HOMESCHOOL**

Students who transfer from RMS to attend another school or home school must report their intention to transfer to the guidance office. The student's parent/guardian must sign transfer papers on the student's last day of attendance at RMS.

### **VIDEO TAPING/RECORDING OF SCHOOL EVENTS**

RCSC policy concerning copyrighted materials:

This performance includes copyrighted materials which have been properly licensed specifically for this event. However, audio and/or video recording for re-broadcast or distribution in any way without the express written consent and proper license from the author is a violation of Federal copyright law and is prohibited.

### **WORK PERMITS**

All minors (14-17) are required to have a work permit before they can be employed. These work permits may be secured in the office during the school day. You must have an intent to employ card (available in the office) and your birth certificate with you at the time you apply for a work permit.

### **504/ADA COMPLIANCE OFFICER**

Patricia Mellinger, Director of Student Services. Rochester Community School Corporation 223-2159.

### **ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

You may find this at [corp.zebras.net](http://corp.zebras.net) under school board documents or call the administration building at 223-2159.

### **AHERA ANNUAL NOTIFICATION**

This notification is to advise all patrons, occupants, or their legal guardians, Rochester Classroom Teachers Association, and parent-teacher organizations, that the Asbestos Management Plans required under the Asbestos Hazard Emergency Response Act (AHERA) are available for review upon their request. A copy of the plans for all buildings is available in the Administration Building. Plans for individual school and other buildings are located in the administration office of each building. The plans can be reviewed by any person during normal business hours of the particular school.

At this time, the management plans can provide information regarding inspections, response actions, and post-response action activities, including periodic inspection and surveillance activities that are planned or in progress. Six (6) month visual inspections and minor repairs in homogeneous areas have been performed timely. Detailed reports have become part of each school's asbestos management plan and may be reviewed in the school office. The required periodic surveillance was performed at all schools in the 1992-93 school year.

### **SCHOOL SONG**

We're loyal to you RMS  
We're old gold and black RMS  
We'll back you to stand  
Against the best in the land  
For we know you have sand RMS. Rah! Rah!  
So break that blockade RMS  
Go smashing ahead RMS  
Our team is our fame protector  
On boys for we expect a field goal from you RMS Rah! Rah!  
Chee Cha Cha Ha Ha  
Chee Cha Cha Ha Ha  
R M S  
R M S  
R M S  
Rah! Rah! Rah! Rah!  
Fling out that dear old flag of old gold and black  
Bring out your sons and daughters fighting them back  
Like men of old on giants facing reliance  
Shouting defiance Oskie Wawa  
Amid the broad green plains that nourish our land  
For honest labors and for learning we stand  
For unto thee we pledge our hearts and hands  
Dear alma mater RMS  
R - R - ROC-C-C-CHE - E - E - EST - T - T - TER  
ROCHESTER ROCHESTER ROCHESTER

## **ROCHESTER SCHOOL CORPORATION ATHLETIC HANDBOOK**

The Rochester School Corporation has aligned the athletic handbook for grades K-12. Each student participating in the Middle School athletic program will be given a copy of the handbook. All parents and students are responsible for adhering to the rules, regulations and policies found in the athletic handbook.

### **Rochester Boosters Club**

The Rochester Boosters Club is a group consisting of parents of athletes and interested patrons representing all sports and all levels of athletics within our school corporation and community. The major purpose of this organization is to promote and support all athletic activities of the Rochester Schools for the benefit of our students, our schools and our community. The Boosters presently sponsor the "500" Club. This project has aided Rochester sports with contributions of thousands of dollars. For \$5.00 a month you can belong and support Rochester Athletics and you are then eligible for monthly drawings of cash. The Boosters meet once a month on the third Wednesday in the RHS library at 7:00 P.M. JOIN THE BOOSTERS and join us in helping Rochester sports.

### **Public Relations**

The community judges its institutions chiefly by the people who represent them. The administration, coaches, athletes, cheerleaders, and the entire spectator body will serve as public relations agents at home and away from school during athletic contests. Athletic personnel and the spectator body occupy a highly strategic and sensitive position with regard to the public relations of the school. Good public relations begin with a common sense approach and extension of common courtesy to all with whom one makes contact within the athletic community.

### **Complaint Department**

No team, sport, or athletic program is conflict-free. As enjoyable as we try to make our sports programs, we know there will be disagreements, hurt feelings, misunderstandings, jealousy, etc. If you have a question or concern, we encourage you to make an appointment to talk to the coach about it. She/he deserves the courtesy and you can probably speak to the issue most directly. If you have talked with the coach and a problem still exists, please contact the assistant principal, then the principal. We want to work with you when problems arise, but please start with the person(s) directly involved.

### **Athletic Eligibility**

Coaches, athletes, and parents need to familiarize themselves with the rules of eligibility for athletes as found in the K-12 athletic handbook. The summary of those rules, as established by the IHSAA, follows:

1. A Parent and Physician Certificate must be on file with the principal and athletic director before any athlete may practice.
2. 6th grade students who turn 14 prior to or on the scheduled date of the last contest in a sport will be ineligible for athletic competition in that sport. 7th grade students who turn 15 prior to or on the scheduled date of the last contest in a sport will be ineligible for athletic competition in that sport. 8th grade student who turn 16 prior to or on the scheduled date of the last contest in a sport will be ineligible for athletic competition in that sport.
3. The student-athlete must pass all classes at **mid-term** and **9-week** reporting intervals to be eligible for competition. The dates these reports are distributed to the students will be the day the student-athlete will become eligible or ineligible for competition. The office should be contacted for the specific dates these reports are to go home. (Please note that make-up dates may cause these dates to change.) An "I" is NOT considered to be a passing grade. The student-athlete will be ineligible for competition. When the student-athlete with an "I" has made-up all the required work **and** has a passing grade they will become eligible for competition on the day the teacher notifies the coach, assistant principal and/or the principal.
4. An athlete may be on a team and practice with a team during academic athletic ineligibility. However, the athlete is considered to be on probation until they become academically eligible scholastically during the period of probation.
5. If an athlete has transferred from another middle school, she/he must have a transcript on file with the middle school principal before competition occurs. The transferee must meet RMS guidelines of eligibility to participate in sports at RMS.
6. If she/he is absent from school three or more days due to illness or injury, she/he must present to the Coach and athletic director a written statement by a physician licensed to practice medicine in Indiana that she/he may participate again and is physically fit.
7. Any requested waiver/s of the above rules will be submitted to the athletic director. The A.D. and principal will review the request. Waiver/s will only be considered in extraordinary cases with extreme extenuating circumstances that can be verified. Most rules cannot be legally waived.

### **School Athletic Philosophy**

Participation in middle school athletics is a privilege, which carries within varying degrees of HONOR, RESPONSIBILITY, and SACRIFICE. Realizing the athlete represents the school and student body, it is our athlete's responsibility to conduct themselves on and off the "field of play" in a manner that is becoming to themselves, their family, the RMS student body, and the community. Stated in (Rule 8 Section 1). A coach or administrator may dismiss the athlete from participation or from the team for good cause. Examples of "good cause" may include the following: the

athlete becomes counter-productive to the teams objectives and goals, poor behavior, poor academic reports, discipline referrals, etc.

### **Athletic Recognition**

All RMS student-athletes will be recognized with a certificate and with positive remarks from their coach(s) during a season ending program.

8<sup>th</sup> grade student-athletes that have successfully completed eight (8) or more sports during their middle school years will receive a plaque recognizing this accomplishment. The presentation of the plaque will take place in the spring at the conclusion of the spring sports seasons.

### **Physicals**

Students who are planning to participate as cheerleaders, in intramural sports grades 5-8, or in interscholastic sports grades 7-12, must have a physical exam record on file in the office of the school they are attending.

### **Insurance**

All students are provided insurance coverage by the school. For students with no family coverage this is their primary coverage. Students having other insurance may use the school insurance as secondary coverage. Details of the insurance coverage may be obtained at the office upon request.

### **Ticket Information**

Admission is \$4.00 per person. Pre-school children - no charge.

### **Activities Or Behaviors Not Covered Within This Athletic Handbook**

Any activity or behavior not covered in the K-12 athletic handbook that is not in keeping with good sportsmanship or the promotion of RMS athletics and its values are prohibited and will be handled by the principal, assistant principal and/or athletic director.

### **Delay, Early Dismissal And Cancellation Of School**

Any time the Rochester community Schools cancel or dismiss early, due to weather conditions, ALL middle school activities will be canceled. Any time the Rochester Community Schools delay the start of the school day ALL morning practices will be canceled. Every effort is made to announce delays and cancellations before 6:00 a.m. Please listen to WROI if you suspect a delay or cancellation is possible. Parents should know that if they wish to keep a child home from practice because of poor weather conditions their child would be excused without penalty.

LET'S ALL KEEP SAFETY FIRST.