

# STUDENT HANDBOOK 2023-2024



## ROLLA MIDDLE SCHOOL

**Principal:** Dr. Monica Davis

**Assistant Principal:** Mrs. Kim Davis    **Assistant Principal:** Dr. Gwendolyn Fleming

**Counselors:**

Mr. Michael Armstrong

Mrs. Monica Lyle

Mrs. Mallory Siegler

**1111 Soest Road  
Rolla, MO 65401**

<b>Telephone</b>	<b>573-458-0120</b>
Counselors	573-458-0121
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RMS.ROLLA31.ORG

**This School Agenda belongs to:**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

**Rolla Middle School  
1111 Soest Road  
Rolla, Missouri 65401  
Principal's Office: (573) 458-0120 Counselor's Office (573) 458-0121**

DR. KYLE DARE, Superintendent  
DR. MONICA DAVIS, Principal

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

Parents play a key role with regard to the student organizer portion of this handbook. Your daily monitoring of assignments will add support to our efforts to help your child reach his/her highest academic potential. Teachers, principals, and support staff are here to assist in providing quality educational experiences. We want all parents to feel comfortable in calling the school and seeking opportunities to become involved in the education of their children. Responsible efforts on the part of students, along with good support and involvement from parents and teachers, will lead to a successful year at Rolla Middle School.

We would also like to encourage you to take advantage of our Parent Portal Program. Our district website is a great resource for parents and students. At [rolla31.org](http://rolla31.org), you can find links to each building website, lunch menus, calendar information, staff directory, enrollment information, and much more. The district's policy manual is linked on our website at [Board Policies](#) under the Board of Education tab. To review the RPS Handbook Addendum, please go to the [handbook addendum](#) on the district website. Our school website, [rms.rolla31.org](http://rms.rolla31.org), is another valuable resource you can utilize in order to stay informed about school functions. Our goal is to provide the best education possible for each student and to keep you informed regarding the progress your child is making. Please take the time to review the material in this agenda and contact us if you have any questions or concerns. ***Principal's Office: (573) 458-0120***

#### **ROLLA MIDDLE SCHOOL MISSION STATEMENT**

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

#### **ROLLA 31 SCHOOL DISTRICT MISSION STATEMENT**

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

#### **RMS MOTTO - EXCEL IN ALL YOU DO**

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

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

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The Rolla School District #31 does not discriminate against any student because of race, color, national origin, sex, religion, or handicapping condition. Inquiries regarding the implementation of this policy should be directed to the principal. If unresolved, the student or parents may appeal to the Deputy Superintendent-Instructional/Special Services.

## **INTERNET USE AGREEMENT**

### **THE INTERNET**

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

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

### **CONDITIONS AND RULES OF USE**

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

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

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

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

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

## PRINCIPALS' OFFICE

Rolla Middle School office hours are 7:30-4:00 Monday through Friday. Students may come to the office for special concerns that need immediate attention.

## COUNSELING DEPARTMENT

This department is staffed with three counselors for the middle school. Counselors are here to help by providing students and parents with enough information to utilize students' abilities to the fullest. The counselors sometimes help teachers plan special activities in the classroom, give special tests and explain the results to parents and students. Each year the counselors teach from the state's model guidance program, which provides students with strategies useful in dealing with problems and stresses of the adolescent years. The counselors are also available to help any students who may encounter obstacles that interfere with learning. Parents are encouraged to contact the counselors with beneficial information about their child; the Guidance Office telephone number is 458-0121.

## LIBRARY

**Checkout:** The library is open for checkout during the school day, and students will be sent individually as needed or brought as a class. Students may check out up to three materials at once during a period of two weeks. There is a limit of one book in a popular series, including the Mark Twain nominees, at a time. Holds may be placed on popular books using Destiny Discover on our [library page](#) linked to the RMS school website. Students with overdue books are not allowed to check out additional books until the overdue books are returned.

**Destiny Discover:** This program is our library catalog and is available online at school and at home. An app is also available. Students can access their account, search the library holdings, create lists of books to read, check out ebooks, etc. Additional ebook subscription sites are available on the library website.

**Book Care:** Students are expected to take good care of library materials. Checking out a book is an agreement to take care of it, so other students will be able to use it in the future. Books are checked for damage both during check in and checkout. Students should also check through books prior to checking out and report any problems they see at that time.

### **Book Care Do's:**

- \* Keep books dry and clean. We encourage using a Ziploc bag to keep the books safe and alleviate most of the damage we see! Make sure your hands are clean (avoid snacking and turning pages at the same time).
- \* Use bookmarks to keep your place NOT folded pages, paper clips, or thick things and avoid placing a book upside down to mark your place—this breaks the spine of the book.
- \* Keep food, liquids, pets, and small children away from your books and keep your backpack clean—crayon, pencil, dirt, spilled liquid can get into the book.
- \* Keep books on top in your locker and a special section of your backpack—shoving things into your locker or backpack could damage the book.
- \* Keep books off of the floors in your classroom, gym, etc.
- \* Be careful where you leave your books—the book is in your care and if someone else damages your book you are still responsible for it.
- \* Report damages to media center staff as soon as possible.
- \* Always bring books to the media center for repairs rather than attempting to fix it yourself.

**Fines:** Charges will be assessed if a book is returned damaged beyond normal wear and tear. Damage that requires fines include: liquid damage, missing pages, broken bindings, food stains, ripped Mylar or missing covers, labels damaged or removed, attempts made to repair a book that damage the book further, destructive treatment of the book. Students are expected to pay fines promptly. A student with a fine will only be able to checkout from the Limited Collection until the fine is paid. Students with frequent or destructive damage may have their accounts limited for the school year. Students can check their accounts online in Destiny. At the end of each quarter, students with unpaid fines or overdue books may lose library privileges (including the AR movie) until their account is cleared.

### **Media Center Subscription Passwords**

[Tumblebooks](#)(Username: rollamiddleschool and Password: login)

[Renaissance Home Connect](#) and [Destiny Discover](#): (Username and Password are the same as AR)  
Google login: (Username: studentid@student.rolla31.org and Password: Fl-mmddyy)  
[World Book Online](#): (Username: rolla31 and Password: bulldogs)

## DAILY SCHEDULE

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

**7:30-8:00** Sixth grade students must be seated in their designated areas of the cafeteria, while fourth and fifth grade students sit in their assigned areas of the gym. Students may pay into their lunch accounts in the cafeteria before school.

\*Students are dismissed to classes by 7:55 a.m. and are expected to be in class by 8:00 a.m. Students may go to their lockers, the library, Counselor's Office or the restroom before reporting to their first period class or homeroom.

\***4<sup>th</sup> Grade Lunch Schedule**—10:34 a.m.-11:04 a.m., \***5<sup>th</sup> Grade Lunch Schedule**—11:22 a.m.-11:52 a.m.  
\***6<sup>th</sup> Grade Lunch Schedule** -12:10 p.m.-12:40 p.m.

## FIELD TRIPS

Field trips are planned to support the curriculum and classroom activities. Students are expected to ride the bus to and from the field trip; however, exceptions will be made for the return trip for a student whose parent is driving. If the student is to return home with parent(s), a written request from the parent can be submitted to the principal in advance of the field trip and the student must be signed out with the teacher. **UNDER NO CIRCUMSTANCE WILL A STUDENT BE ALLOWED TO RIDE HOME WITH SOMEONE OTHER THAN HIS/HER OWN PARENT/GUARDIAN.** Field trip permission forms must be signed by parent or guardian and turned in, no phone calls will be accepted. **Parents who serve as chaperones must have an approved background check on file from the district.** Chaperones should not bring siblings on field trips.

Rules regarding electronic devices will be the same as a normal school setting during field trips.

## ATTENDANCE

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

No student is allowed a **certain number** of days to be absent. Every student is expected to be in school every day unless the student is ill, a member of his family is ill, a relative has died, he/she is observing a religious holiday or previous arrangements have been made with the school for an extended absence, such as a family trip. Such arrangements **must be made at least one week** in advance, in writing, on a form provided by the attendance secretary, and approved by the principal in order to be excused. **All missed student work is due upon return to school.**

If a student discovers that he/she will be absent for the day, **THE PARENTS SHOULD CALL THE SCHOOL** (573-458-0120) **before 9:00 a.m.** on the morning of the absence. We will not accept this phone call from the student. If the parent does not call, the student is required to bring a written excuse signed by the parent upon returning to school. Until a parent calls or sends a written note, the absence is considered unexcused.

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

A physician's note is required for any absence over 10 days. Attendance letters will be sent to the parents/guardians and/or juvenile office when a student's absences become excessive. This applies whether it is an excused or unexcused absence.

## MAKE-UP WORK

Students who miss school are responsible for contacting the teachers of the classes missed and determining what assignments must be completed. Students are allowed one day for every day of absence to do make-up work. Any work missed and not turned in by the date required by the teacher will be recorded as a zero. It is suggested that when it appears a student is going to be absent for two or more days because of illness the parent/guardian

should contact the student's teacher via email to request homework on the morning of the second day. Please call before 9:00 a.m.

Work missed due to trancies and out-of-school suspension must be made up but may be subject to reduced credit.

## **HEALTH SERVICES**

Health Policies and Student Health Services and Requirements are included with the Board Policy and may be viewed online. (See Policy JHC and JHCD)

We want your child to be in the best of health and ready to learn.. We can do this together, by following this division of responsibility:

- Parents have primary responsibility for their child's health.
- The school nurse is responsible for emergency treatment and sudden illness at school.
- Parents/ guardians will be notified when warranted, please DO NOT call or text parents without coming to the nurse's office first.

In an effort to keep all children safe at school, and to prevent the spread of illness, please observe the following policies:

**Medication Administration:** The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse or their delegate. (See Policy JHCD)

1. The first dose of medication will not be given at school because of the potential of adverse reactions.
2. Medications will be kept in a secure, locked location in the nurse's office.
3. Before a medication can be administered, a parent or guardian must submit a Rolla Public Schools Medication Permission form.
4. The school district retains the discretion to reject a request for administration of medication.
5. The school will maintain documentation of administration.
6. The parent/guardian assumes the responsibility for informing the school nurse of any change in the child's health or medication.
7. Medication will never under any circumstances be shared with another student.
8. **Prescription medications must be delivered to the school nurse by an adult and in a current pharmacy labeled prescription container. (They CAN NOT be sent with students, in backpacks, or on the bus!)**
9. Inhalers/ epi pens must be kept in the nurse's office, unless appropriate forms are submitted with the nurse.
10. The school nurse can only dispense certain over-the-counter (OTC) medication, under the guidelines of the standing orders written by the Rolla Public School's Medical Director. All other OTC medications will require a doctor's note with directions and implications for administration.
11. **Under no circumstances are students allowed to share medications with another student (prescription or non-prescription).**

**Fevers:** Students with a temperature of 100.0 will be sent home. The child may return if they have been fever free for at least 24 hours without the use of fever reducing medications. A child sent to school before the 24-hour fever free period or who have been given fever-reducing medication will be sent home immediately.

**Gastrointestinal Symptoms:** Please contact the school nurse prior to sending your child to school with vomiting or diarrhea, as they may need to be kept home for observation for 24 hours. The causes of gastrointestinal symptoms (vomiting/ diarrhea) can be highly variable (stress/ anxiety, sinus drainage, food, medication, or virus related). Students who have vomiting or diarrhea at school will be sent home under the discretion of the school nurse. Nurses may require a note from a physician to confirm non-illness related reasons for a student's symptoms.

**Lice:** To avoid unnecessary exclusion of students from school, only students with head lice will be excluded and only to the minimum extent necessary for treatment. When returning to school, the child must be accompanied by a

parent/guardian while the nurse re-checks for lice. If nits are found, the parent will be notified and advice for treatment will be given. Healthy student's with nits will not be excluded from school, but a parent/guardian will be notified about infestation and treatment, and will be re-examined in 7 days and repeat processes as necessary. (JHC-AP(2))

**Other Communicable illnesses and diseases:** Students that pose a risk of transmission to others will be managed as required by law and in accordance with the guidelines provided by the Department of Health and Senior Services (DHSS), the CDC (center for disease control), and the local health departments. Examples of these include, but not limited to - chicken pox, influenza, COVID, conjunctivitis (pink eye), strep throat, etc. Any student suspected of having a communicable illness/ disease will be sent home by the nurses and may be required to be out for 24 or more hours and/or have a doctor's note to return to school.

**Immunizations:** Students are required to be up to date on immunizations per state law in order to attend school, or have an exemption on file. Medical exemptions require certification by a licensed physician . A religious exemption requires written certification from a parent/ guardian that immunizations violate his/ her religious beliefs. Students not in compliance with immunization laws should be excluded from school. (JHCB).

**Hearing & Vision Screenings:** Students will be screened by the end of third grade, at least once while at the MS, JH, and HS. Screening times and dates will be announced prior and students may opt out with a written request by a parent or guardian. A parent or teacher may request a screening if there is concern, and screenings are done as needed for IEP/504 evaluations and renewals. A referral will be sent home to notify parents of any child found to be outside normal parameters for either hearing or vision.

**Dietary Needs:** Students who have allergies or other health issues requiring special dietary needs must submit a completed Medical Statement for Student Requiring Meal Modification form to the school nurse before any meal accommodations will be considered. The form must state the medical reason, list the food(s) to be omitted, name acceptable substitutions, and be signed by the child's doctor and a parent/ guardian. Forms are available from the school nurse and on the district website.

**Release of Health Information:** Schools will only release student health information in accordance with HIPAA and FERPA guidelines. Parents have the right pursuant to the Protection of Pupil Rights Amendment (PPRA) to receive notice of any surveys, exams, or screening administered by the district or its agent. This notice does not apply to hearing, vision or scoliosis screenings or any screening permitted by state law. (See Policy JHDA)

*The information listed above is not all-inclusive. If you have any questions please contact the school nurse (573-458-0120).*

## **VISITORS**

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

## **VOLUNTEERS**

RMS has an active group of volunteers, serving our students in a variety of capacities. Mrs. Gina Zervos coordinates the volunteer program for the Rolla Public Schools. If you are interested in volunteering, you may contact Mrs. Zervos at (573) 458-0100. Parent volunteers should sign in using the volunteer sign-in book in the office and put on a volunteer badge before proceeding to a classroom. We ask that younger siblings not accompany parents when they are volunteering.

## **LEAVING THE BUILDING OR GROUNDS**

Students are not to leave the building or school grounds for any reason without first receiving permission from office personnel and signing out on the attendance sheet. The person with whom a student leaves the school

grounds must provide a photo ID and sign the form provided in the office for early dismissal purposes. Leaving school without permission is classified as truancy.

### **TELEPHONES**

The office telephone (573-458-0120) is a business telephone and used by office personnel. Students may use the office phone **only in case of emergency**.

### **TARDINESS**

**A LITTLE LATE IS TOO LATE!** Students can be dropped off at school beginning at 7:30 a.m. School begins **promptly** at 8 a.m. If you arrive late to school, report to the office for a tardy pass.

If a student arrives late to class, the teacher will handle the issue as other discipline concerns are handled. **Excessive tardiness will be cause for referral to the principal's office for disciplinary action.** If a teacher or someone in the office has detained the student, students should ask for a pass from the person who detained them. Students should have the teacher write on the hall pass section in the student agenda.

### **FOURTH & FIFTH GRADE TARDIES**

Students are expected to be in the classroom at 8:00 a.m. for school to begin. When a student's tardies become excessive, disciplinary action will range from conference with principal or what the principal deems appropriate.

### **SIXTH GRADE TARDIES**

Loss of Privilege (LOP) group consists of students who are placed in LOP based on tardies or minor discipline offenses. Students in LOP are placed in the ISS classroom for the duration of their entire lunch period. Students in LOP will sit quietly to eat their lunch, work, and/or read.

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

Beginning with the 3rd tardy, sixth grade students will receive disciplinary actions ranging from LOP to ISS. After the 8<sup>th</sup> tardy, if student tardiness remains excessive, student locker privileges may be removed per the discretion of the principal.

### **WITHDRAWAL FROM SCHOOL**

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

### **TRAFFIC PATTERNS**

For the safety of all:

- Students who walk or ride bicycles must follow the specific exit routes. Remember to be extremely careful and do not cut across traffic patterns.
- Parents should load or unload students using the car circle lane 7:30 a.m. - 8:00 a.m. and 3:10 p.m. - 3:30 p.m. For obvious reasons, students should **NOT** be loaded or unloaded in the circle drive where buses load and unload or in the staff/visitor parking lot.

### **PROCEDURES TO ENTER BUILDING**

When students arrive at school, sixth grade students should enter through the cafeteria and sit at their homeroom assigned table. They may eat breakfast at this time. Fourth and fifth grade students should enter through the gymnasium. Fourth grade students are seated on the east side of the gym, while the fifth grade students are seated on the west side of the gym. Fourth grade students are dismissed at 7:35 to go eat breakfast, if they choose. Fifth grade students are dismissed at 7:40 to eat breakfast, if they choose.

Students will be dismissed to classes beginning with the 6th grade at 7:50 a.m. The 4th and 5th grades will be dismissed through their respective hallways immediately following 6th grade.

Students may enter through the 5<sup>th</sup> grade wing, adjacent to the car circle, during inclement weather.



## PROCEDURES TO EXIT BUILDING

All students will be dismissed from their classrooms to their assigned areas at the 3:10 bell. First bus group, car riders and walkers should immediately report outside. Second bus group should report to the gym. Students in the second bus group sit in the gym in assigned bus numbered lines. Car riders are expected to load their cars at the car circle. Walkers are expected to use the sidewalks and crosswalks. Failure to comply with these expectations may result in a discipline referral.

## BUS PASSES

Students may only ride a bus as assigned and approved by the Transportation Department. For emergencies, please contact the Transportation Department at 573-458-0125.

## REPORT CARDS/ PROGRESS REPORTS

Progress reports will be issued at mid-quarter to notify parents of those students who are not achieving at an acceptable level of performance. Teachers may utilize letters, telephone calls, e-mail, Infinite Campus, and conferences to inform parents of their child's progress. Parents are encouraged to visit the school or telephone teachers at school (573-458-0120) if they have questions about their child's performance.

Parent Portal is software available to all parents allowing access to pertinent information about their student's attendance, grades, homework assignments, and much more. Parents may contact the Guidance Office to sign up for Parent Portal.

Report cards are distributed four times each school year at the conclusion of each quarter. **Report cards for the 4<sup>th</sup> quarter of school will not be sent home, but will be available for parent pick up in the main office.** If you have any questions or problems, please contact the office at 573-458-0120.

These reports, along with telephone calls, letters and conferences are used to keep you and your parents posted about your progress. Parents are urged to call and make an appointment or come to the school if there are questions (573-458-0120).

### GRADING SCALE

A	94-100	B+	87-89	C+	77-79	D+	67-69	F	59-Below
A-	90-93	B	84-86	C	74-76	D	64-66		
		B-	80-83	C-	70-73	D-	60-63		

## CONSERVATION/TEXTBOOKS

Conservation is the wise use and care of your environment, both natural and manmade. The building is your environment for each school day. Your actions will show your consideration for the possessions and feelings of those with whom you work. Equipment and textbooks have been provided for your use. *Students will be held accountable for lost, damaged or stolen books. End of year report cards will be withheld until all books are returned or fines have been paid.* Let's work together to keep our school beautiful.

## PHYSICAL EDUCATION

Each student is expected to participate in all activities unless he/she is excused. Parents may request an excuse, but it is subject to the approval of the principal. This request must be in writing.

A qualified doctor must submit requests for an excuse for an extended period of time in writing. Students excused from PE will attend class without participating in physical activities, but may be required to do paper and pencil activities. Students are urged to wear or bring gym shoes for class.

## LOCKERS AND BACKPACKS

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

## ARTICLES PROHIBITED

You should only bring articles to school that will be used for educational purposes in the classes. Items that distract from the educational process or well-being of other students should be kept at home. Such items may be confiscated and held until your parents can pick them up. Laser pointers are prohibited on school campuses. The item will be confiscated and returned to a parent. Disciplinary action will range from conference with principal to In-School Suspension.

## STUDENT CONDUCT

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

- 1) Upon entering the classroom, take your seat promptly and quietly.
- 2) Come to class prepared, with textbooks, paper, pen or pencil, and assignments, 6th grade students are to leave backpacks in lockers.
- 3) No food or drink is to be taken into the classroom without teacher permission.
- 4) Speaking out when another has the floor is both rude and unfair.
- 5) Class will be dismissed by the teacher, not the bell.
- 6) Remember, the teacher is in charge, and any reasonable request by a teacher shall be obeyed.

## STUDENT DRESS

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

- 1) Dress, personal appearance, and grooming must be clean and comport with appropriate health, safety, and sanitation standards.
- 2) Student's dress, personal appearance, and grooming must not disrupt or detract from the educational environment or to constitute a threat to the health or safety of the students or others.
- 3) All students must wear shoes, boots, or other acceptable footwear.
- 4) Metal or chain belts or swags can be used as weapons and, thus, shall not be worn. Likewise, dangerous jewelry, such as spiked or studded collars or bracelets is prohibited.
- 5) Caps, hats, hoods, bandanas, or other types of headgear or sunglasses shall not be worn in any school facility. (Hats must be left in the student's locker, not carried.) Hats and caps may be worn as deemed necessary for safety by the classroom teacher or as allowed for special occasions or events by administration.
- 6) Printed words or pictures on clothing or accessories that advertise, connote, or suggest (including any innuendo alluding to such) drug, tobacco and/or alcohol use shall not be worn.
- 7) Printed words or pictures on clothing or accessories that contain, connote or suggest (including any innuendo alluding to such) sexual, violent, obscene or profane matters are prohibited.
- 8) Proper athletic attire shall be worn in physical education class. Gym shoes should be worn for P.E. class, and metal toe or heel taps are not permitted.
- 9) Students shall not wear shorts or pants that expose or reveal undergarments, expose the buttocks, or spandex shorts.
- 10) No spaghetti straps, muscle shirts, halter tops, tube tops, etc., will be allowed. In addition, students shall not wear mesh or transparent shirts, or any shirt that exposes midriff, clothing with tears or holes in inappropriate regions, or severely sagging clothing. Also, clothing that exposes undergarments shall not be worn.
- 11) Gang-related clothing and accessories, as defined in the District's policy regarding gangs, shall not be worn.
- 12) Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

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

required to bring such personal appearance or grooming into compliance. A student may also be sent home in order to do so. Refusal to comply with the district's dress policy and these guidelines will result in the student being prohibited from attending class until the student achieves compliance. Violations will also result in detention, suspension, or other appropriate disciplinary action. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior. (Board Policy JFCA-AP revised 09/04/07).

### **DISPLAY OF AFFECTION**

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

### **GENERAL STUDENT CONDUCT**

- 1) The sale of any item is prohibited other than for approved school fund-raising activities.
- 2) Rubber bands, projectile shooting instruments, water guns and water balloons are prohibited on school premises.
- 3) **Cell phones, MP3 players, or any other electronic devices must be turned off and in lockers/cubbies/book bags or checked in at the office during school hours 8:00 a.m.-3:10 p.m.**

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

School should be a pleasant experience. You will get out of it exactly what you put into it. The average student intent on doing a good day's work and holding a pleasant attitude should not have to worry about being disciplined.

### **POSITIVE BEHAVIOR SUPPORT (PBS)**

*Be Respectful, Be Responsible, Be Your Best*

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

Students have the opportunity to earn a school-wide reward each month by remaining referral free and maintaining grades of "D" and above for an overall grade in all subjects. Students who meet the above criteria during that month will earn the reward incentive. Examples: popsicles, grade level relay races, grade level dance, hot chocolate bar, movie, popcorn, etc.

### **BULLDOG TIME (Response to Intervention)**

Rolla Middle School teachers and administrators created Bulldog Time to provide a designated time for teachers to provide interventions and additional instruction throughout the school year. This time is devoted to either re-teaching learning objectives or creating challenges through enrichment activities.

## AFTER SCHOOL DETENTION

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

Failure to attend a scheduled after school detention will result in further disciplinary action. Students who cannot stay after school for detention will be assigned In-School Suspension.

## IN-SCHOOL SUSPENSION

In-school suspension (ISS) will meet in room 120 at Rolla Middle School. ISS runs from the beginning of school until 3:10 p.m. Monday through Friday of each week. Students should report immediately to the office upon their arrival at school to wait until dismissal to the ISS room.

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

Consisting of isolation, guidance counseling, discipline and work, the in-school suspension program provides a high degree of structure to the student's school day. The students will be provided material for the entire day, as they will complete assignments in the ISS classroom as assigned by their teachers. The students will not be permitted to leave the classroom during the day except for supervised restroom breaks and to eat lunch. Violation of the program rules will result in a suspension out-of-school for the remainder of the time assigned.

Students assigned more than fifteen (15) days of in-school suspension during any given year may be referred by the Principal to our alternative school program.

## OUT-OF-SCHOOL SUSPENSION

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

Students who are suspended out-of-school are not permitted to attend school functions and are not allowed on any Rolla Public School campus without special permission from the administration.

## INTERROGATIONS & SEARCHES

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

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

School lockers and desks are the property of the Board of Education and are provided for the convenience of students and, as such, are subject to periodic inspection without notice. At any time a reasonable suspicion exists to believe that a student is in violation of school policy, the principal or designee shall have the right to search, without notice, that student's locker. In addition, the school principal or his designee shall from time to time, but in

no event less than one time per semester, conduct random searches of school lockers, endeavoring to search a minimum of ten percent of the total lockers in the school. If an illegal article is found, school administrators shall call on the Rolla Police Department for assistance in the investigation. Any student found to be in violation of school policy shall be subject to disciplinary actions in accordance with the provisions of school regulations.

### **CAFETERIA**

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

- Stay in single file in either lunch line. Do not “cut in” ahead of your classmates.
- Leave the table and floor around your table in a clean condition for your classmates.
- Please take time to deposit all lunch litter in proper containers.
- Remain in the cafeteria during the lunch period.
- Glass containers should not be brought to school.
- Remain in a seat, only getting up to throw trash away and place utensils in the tray return window.
- Students should then be seated in their original seat.
- Supervisors will dismiss students from the cafeteria to their teacher when the lunchroom is clean and quiet.
- Students with sack lunches may go immediately to their tables if they are not purchasing milk.
- All food is to be eaten in the cafeteria.
- There is to be no running, horseplay or yelling during lunch.
- Students are to be courteous and well-mannered at all times.
- Directions given by lunchroom aides and supervisors are to be strictly followed.
- Excessive noise is not permitted.

The cafeteria opens daily at 7:30 a.m. A variety of menu options are offered for both breakfast and lunch, and all meet the National School Breakfast/Lunch Program guidelines. All snack items for sale are in accordance with our district’s wellness policy.

### **2023-2024 Free & Reduced School Meal Applications**

Please apply online at <https://www.myschoolapps.com/Application> Returning students must apply before the cutoff date in September or meals will automatically be charged at full price. Payment will be due for any meal charges accrued prior to application approval.

#### **Daily Meal Prices for the 2023-2024 school year are:**

Breakfast - \$1.65

Lunch - \$2.35

**Payment Options - All parents are encouraged to set up a free online account through MySchoolBucks.com All can receive low-balance e-mail alerts, view the current balance, track transactions and purchases.**

- **Make Online Payments – set up your account at – [www.mySchoolBucks.com](http://www.mySchoolBucks.com)**
- **Send cash or check with your child in a labeled envelope.** Include the child’s full name, ID#, & teacher. Please write your student’s name and ID # in the memo section of your check. Cash payments received from students will be deposited in full to their account. Change will not be available during the meal lines. Students should make deposits during breakfast.

#### **Students may charge meal purchases only. The charge limit is \$12.00**

Charge letters are sent home with students. Payment is due the following day. Once the limit is reached, students must have money in order to purchase a meal. Students without money will be offered our choice of an alternate item and milk at no cost for 1 day only. Students may not purchase a la carte items whenever they hold a negative account balance. All charges must be paid before grade cards will be issued.

#### **All cafeteria balances automatically roll over at the end of the year.**

Account balances transfer whenever your child moves to the next grade level or to schools within the district.

**Refund checks are issued by request only.**

Please call 458-0120 (ext.12050). Checks will be mailed only for balances greater than \$5.00. Any fees owed will be deducted first. Please allow 4-6 weeks for processing.

**Students with health issues requiring special dietary needs must submit a completed Medical Statement for Student Requiring Special Meals form to the school nurse.** To properly care for your student, this Medical Statement Form must be completed and signed by your child's doctor. It must state the medical reason, list the food(s) to be omitted and name substitutions. It is required when first informing the nurse of your child's needs, as requested, or when there are changes to previous dietary information on file. USDA guidelines obligate public schools to furnish substitutions only for those dietary issues which are deemed disabling or severe and only when the required documentation has been submitted. The nurse will notify the cafeteria staff, and appropriate meal replacements may be provided as directed by the Dept. of Elementary & Secondary Education (DESE) and/or as indicated by the child's doctor. Forms are available from the school nurse.

**All theft, of any form, will be reported to the school administrators.**

**Please see the district website [www.rolla31.org](http://www.rolla31.org) for menus & online payment information.**

**For free and reduced lunch eligibility guidelines, see Board Policy AD.**

### **HALL TRAFFIC**

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

### **BICYCLES AND SKATEBOARDS**

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

### **LOST AND FOUND**

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

**Students are encouraged to bring only necessary items to school.** The school cannot accept responsibility for personal property. Articles found should be turned in to the office and can be claimed by the owner.

### **DELIVERY OF FLOWERS, GIFTS OR VENDOR DELIVERED FOOD TO SCHOOL**

Delivery of flowers, gifts and vendor delivered food at school **will not be accepted** in the office.

### **RECESS**

1. Recess is a privilege. Therefore, students are asked to use good judgment in all play areas. Think before acting.
2. Be respectful of others, be watchful and safe, and remember to follow KHFAOOTY (Keep Hands Feet and All Other Objects to Yourself).
3. Play should only take place in areas specified as playground areas. Due to various weather conditions, these areas may change from time to time.
4. Play equipment should only be used as it was meant to be.
5. Directions given by playground supervisors are to be strictly followed.
6. Students should not throw rocks, snowballs, etc., so as not to harm others on the playground.
7. A whistle will be blown to signal the end of the recess period. Re-entry to the building should be quiet and orderly.
8. Students are NOT to tackle during football at recess. "Tag" is also not allowed.

## LUNCH RECESS GUIDELINES

1. Be respectful to others, be watchful and safe, and remember to follow KHFAOOTY.
2. Stay within playground boundaries (parking lot and upper field).
3. When the whistle is blown, immediately line up within the assigned line and stop playing, which includes stop throwing basketballs, footballs, kickballs, etc.
4. When the whistle is blown at the end of 6<sup>th</sup> grade recess, students will proceed to the west end of the building. Students with front hall lockers will come in the building through the front hall doors at the west end of the building. Students with back hall lockers will come in the building through the back hall doors at the west end of the building.
5. If it is raining or too wet, there will be no recess.

## ACTIVITIES

Many extra-curricular activities are available to students. Students are encouraged to participate, as these activities provide opportunities for invaluable experiences. Students who participate in extra-curricular activities tend to enjoy school more and be more successful in school.

## PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM

In accordance with Missouri state law, the Pledge of Allegiance will be recited daily during the morning announcements. The National Anthem will be played or sung once a week during the morning announcements.

### Rolla Middle School Behavior Expectations

#### **Be Respectful, Be Responsible, Be Your Best**

**All Settings:** Stay on task, give your best effort, be responsible for your actions.

Respect everyone, be kind and polite, help others, share, use appropriate voice level and tone, keep hands and feet and all other objects to yourself, follow adult directions. Recycle, clean up after yourself, use only what you need to use, take care of your belongings.

**Hallways & Walkways:** Keep right, short/straight/silent, keep hallways and walkways clean, keep hands and feet off the wall.

**Playground:** Treat others like you want to be treated, play safely, include others, take turns, use kind words, pick up litter, use garbage cans for litter, use equipment properly.

**Bathrooms:** Wash your hands, flush stool or urinals, respect privacy, quiet voice, keep the bathroom clean, use towel dispensers and dryers appropriately, no writing on the walls or stalls.

**Lunchroom:** Eat your own food, practice good table manners, use quiet voice, use polite words, follow adult directions, pick up and clean up around your area.

**Library:** Be responsible, turn books in on time, use a quiet voice, take care of the books, push in chairs when leaving, and respect library equipment.

**Assembly:** Sit in one spot, remain quiet, leave quietly, actively listen, use appropriate response and applause, keep feet on the floor in the auditorium.

**Bus Dismissal/Lines:** 1st bus group reports directly outside to the bus circle to board the bus, 2nd bus group reports directly to the gym bus line at the sound of the bell and waits for the bus to be called. Students are to pay close attention to bus numbers as they are announced, as buses cannot be called back if you missed. Exit the classroom in a timely manner, walk directly to the bus/car/bike area, and pick up litter outside.

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Rolla School District #31 assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Rolla School District #31 assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Rolla School District #31 assures that personally identifiable information collected, used or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading or violates the privacy or other rights of their child. Parents have the right to file complaints with the U. S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Rolla School District #31 has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Monday through Friday at the Rolla Public Schools Administration Building at the 500A Forum Drive, between the hours of 8:00 a.m. and 5:00 p.m.

This notice will be provided in native languages as appropriate.

## **MEDICAID REIMBURSEMENT**

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

## **PUBLIC CONCERNS AND COMPLAINTS**

The Rolla Public Schools is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to hearing a complaint or making a decision on the matter.



All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

### **Complaint Process**

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

### **Process for Resolving a Concern or Complaint**

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the assistant superintendent or designee in writing. The assistant superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. Unsettled matters from (3) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
5. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

### **Prohibition against Retaliation**

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

## **STUDENT DISCIPLINE BOARD POLICY JG-R1**

The district disciplinary policies are designed to foster student responsibility, respect for others and to provide for the maintenance of an atmosphere where orderly learning is possible and encouraged. No code can be expected to

list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty, the severity of which may vary according to the age and grade level of the student. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

#### **Reporting to Law Enforcement**

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

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

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

#### **Documentation in Student's Discipline Record**

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

#### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

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

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

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

#### **Impact on Grades**

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade or failing to earn credit in accordance with the district's policy on absences.

#### **Prohibited Conduct**

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

Although this code lists progressively more stringent penalties for violations of each offense, the building administration shall prescribe an individual corrective plan for any student who is in frequent violation of discipline policies. This plan will include progressively more stringent consequences for failure to comply with various rules

and policies and may eventually lead to expulsion. Due to the seriousness of offenses any or all of the following actions may be taken:

## **I. Violations Against Persons**

- A. Assault to Students** - Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

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

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

Third Offense: Up to Expulsion.

Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school day suspension

Subsequent Offense: Up to expulsion

- B. Assault to Staff** - Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense: 10 day suspension up to expulsion

Subsequent Offense: Up to expulsion

Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10 - 180 out-of-school suspension or expulsion.

Subsequent Offense: Up to Expulsion.

- C. Bullying and Cyberbullying (see Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

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

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

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

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

Third Offense: 10-180 school day suspension.

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

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

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

- F. Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-AP1)**—Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation riding privileges may be suspended or revoked.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Subsequent Offense: Expulsion

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

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

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

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

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

Second Offense: 1-180 school day suspension.

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

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

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

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

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

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

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

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

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

## **II. Violations Against Public Health and Safety**

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

First Offense: 10 school day suspension with provisions for reduction to 5 days.

Second Offense: 180 school day suspension to expulsion

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

**Sale:** First Offense: 10-day suspension up to expulsion.

Second Offense: Expulsion.

**Distribution Other than Sale:** First Offense: Up to expulsion.

Second Offense: Expulsion.

**C. Tobacco Possession**--Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products while in or on district property, district transportation or at any district activity. In all instances, prohibited products will be confiscated. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense: Parent conference, detention, up to a 1 school day suspension.  
Second Offense: Up to a 2 school day suspension.  
Third Offense: Up to a 4 school day suspension.  
Fourth Offense: Up to a 10 school day suspension.  
Fifth Offense: Up to a 180 school day suspension.

**D. Tobacco Use** - Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products while in or on district property, district transportation or at any district activity. In all instances, prohibited products will be confiscated. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense: Detention, up to a 2 school day suspension,  
Second Offense: Up to a 4 school day suspension.  
Third Offense: Up to a 10 school day suspension.  
Fourth Offense: Up to a 180 school day suspension.

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

First Offense: Confiscation. Warning, principal/student conference, detention, In-school suspension, or 1-10 days out-of-school suspension.  
Subsequent Offense: Confiscation. Principal/Student conference, detention, in-School suspension, or 1-10 days out-of-school suspension.

### III. Violations Against Property

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

First Offense: Conference, detention, up to a ten (10) school day suspension.  
Second Offense: Conference and up to a 180 school day suspension.  
Third Offense: Expulsion.

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

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

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

a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others, utilize district technology; secure a higher level of privilege without authorization; introduce computer “viruses,” “hacking” tools, or other disruptive/destructive programs onto or using district technology; override or disable a filtering/blocking device.  
First Offense: Restitution. Principal/Student conference, suspension or loss of user privileges, or up to 180 school days out-of-school suspension.

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

- b. Violation other than those listed in “a,” or of Board policy EHB, administrative procedures or etiquette rules governing student use of district technology.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

First Offense: Arrangements for restitution and conference up to a ten (10) school day suspension.  
Second Offense: Arrangements for restitution and 1-30 school day suspension.  
Third Offense: Up to expulsion.

**G. Automobile/Vehicle Misuse**— N/A. see Secondary Handbook.

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

First Offense: Detention, 11-180 school day suspension or expulsion. Restitution is appropriate.  
Second Offense: Expulsion. Restitution if appropriate.

**Failure to Meet Conditions of Suspension**—Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district’s discipline policy. See section of this regulation entitled, “Prohibition against Being on or near School Property during Suspension.

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school’s disciplinary policy.

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

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

First Offense: Parent conference, detention, up to a one (1) school day suspension.  
Second Offense: Detention, up to a two (2) school day suspension  
Third Offense: Up to a five (5) school day suspension  
Fourth Offense: Up to a ten (10) school day suspension  
Fifth Offense: Up to a 180 school day suspension

#### **IV. Violations Against Public Decency and Good Order**

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

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

**B. Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**—Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.



Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Parent Conference, detention, up to a three (3) school day suspension.

Second Offense: 1-5 school day suspension.

Third Offense: Semester suspension.

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

First Offense: Electronic device is taken and held in the office until the end of the day for student to pick up, an after school detention is assigned. However, if the communication device is related to involvement in controlled substances or gang-type activity, the student may be suspended for up to ten (10) school days with a recommendation for a suspension of up to 180 days.

Second Offense: parents must pick up electronic device and two after school detentions are assigned. Up to ten (10) school day suspension; however, if the communication device is related to involvement in controlled substances or gang type activity, a recommendation for expulsion will be made.

Third offense: parent must pick up phone and one day of ISS is assigned. Subsequent violations will result in additional ISS or OSS. However, if the communication device is related to involvement in controlled substances or gang type activity, a recommendation for expulsion will be made.

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

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

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

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

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

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

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

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

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

## **V. Other**

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

1. Participation in unauthorized or unscheduled activities.  
Habitual absences.  
Falsifying or forging names on excuses, passes or progress reports.  
Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the school district.
  2. Disobedience or disrespect to a teacher or school official.
  3. Obstruction or disruption of teaching, administration, disciplinary procedures, or other activities on school district premises.  
Off-campus misconduct of a serious nature which may adversely affect or disrupt school discipline and good order (i.e., sale of controlled substances, assault).
  4. Any other conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils, including the following: those students who have shown by their actions and achievement not to be interested in school and who are causing disturbances during class, or at other times during the school day, and who, after repeated counseling and warning by teachers and administrators and notification to parents, are showing no progress may be suspended.
- B.** Suspension shall be subject to review and final action of the Board in accordance with § 167.161, .171.RSMo.
- C.** Students shall have the right to appeal suspensions of more than ten (10) days to the Board of Education. All rulings of the Board of Education shall be final.

Approved: 06/18/1998  
Rolla Public Schools, Rolla, Missouri

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

## **GLOSSARY OF TERMS**

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

**DISCRIMINATION:** Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a public school because of an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status). A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students, because of his/her membership in a protected class.

**HARASSMENT:** Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school-related event, function or activity relating to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the district's programs or activities, by creating a hostile, humiliating, intimidating, or offensive educational environment. For purposes of this policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational environment. A single incident, depending on its severity, may create a hostile environment.

**RETALIATION:** Any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under the district's Comprehensive Civil Rights Policy, or for taking action consistent with the policy.

**HATE CRIME:** A hate crime is a crime motivated by hatred, bias, or prejudice, or where the victim is targeted or selected for the crime at least in part because of his/her actual or perceived race, color, ethnicity, national origin,

religion, sexual orientation, age, disability or sex. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

## **STUDENT RECORDS**

### **Policy JO**

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

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

#### Definitions

*Eligible Student* – A student or former student who has reached age 18 or is attending a postsecondary school.

*Parent* – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

*Student* – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

#### Health Information

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

#### Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

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

#### Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

*General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

#### Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

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

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

## Children's Division Access

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

### **ASSESSMENT PLAN**

*(Other Than State-Mandated Reading Assessment)*

### **AUDIO AND VISUAL RECORDING BOARD POLICY KKB**

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the educational environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the educational environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

#### **Definitions**

*Audio Recording* – Registering sounds on tape, digitally or by other mechanical or electronic means.

*Outside Entity* – Any individual, group, organization or corporation other than the administration, officers, staff or students of the Rolla Public Schools or individuals authorized to act for the district.

*Visual Recording* – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

#### **Recording by Outside Entities**

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

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

#### **Recording by District Personnel or District Agents**

The district or designated agents of the district may make audio or visual recordings to provide security, to maintain order, for professional staff development use, for educational purposes or for other purposes related to furthering the educational mission of the district. This may include the use of visual recording equipment in district buildings and on district transportation. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

## **Pre-Service and Student Teachers**

The district may allow student teachers or pre-service teachers to record themselves teaching or otherwise interacting with students when the recording is used for educational purposes in the student teacher or pre-service teacher preparation program. The student teacher or pre-service teacher must obtain permission to do so from the cooperating teacher and the building principal and must have signed Missouri Pre-Service Teacher Assessment permission forms from all students and adults who will appear in the recordings if those recordings will be viewed by any person who is not employed by the district. The district reserves the right to refuse to allow recording or to limit the time and place for such recordings in order to minimize disruption to the educational process.

## **Recording by Students**

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

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

## **Use of Unmanned Aircraft Systems**

All unmanned aircraft systems (UAS) operators seeking to operate a UAS on or over district property or at a district event must receive authorization from the superintendent or designee. Authorization will be granted only when such operation is on behalf of the district, supports the mission of the district or otherwise serves a public purpose.

All UAS with the potential to capture or produce visual images of district property or district events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines.

Adopted: 03/20/2008; Revised: 06/09/2016

## **PROGRAMS FOR HOMELESS STUDENTS**

### **Board Policy IGBCA**

The Rolla Public Schools Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services. See Board Policy IGBCA for more information.

## **HAZARDOUS MATERIALS**

### **Board Policy EBAB-AP1**

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


## **SCHOOL CLOSINGS & CANCELLATIONS**

In the event that school is canceled or dismissed early the public/patrons will be notified in the following manner.

1. Call 573-458-0101 then press 2 to hear the latest recording regarding school cancellations for this district.
2. The district will contact local and regional media outlets.
3. Text the word YES to 67587 to receive TEXT alerts for school closings and weather alerts from RPS.
4. The district will broadcast school closings through School Messenger via your email.
5. School closings will be added to the RPS website, RPS Facebook, Twitter and Instagram pages.
6. School closings can be found on our website at: [https://rolla31.org/parents\\_students/school\\_closing\\_information](https://rolla31.org/parents_students/school_closing_information)

# SCHOOL CALENDAR

The School Calendar can be located under the Calendar feature or the Printable Calendar button at [rolla31.org](http://rolla31.org).



## 2023-2024 Rolla Public Schools Calendar

JULY							AUGUST							SEPTEMBER						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			
4: Independence Day							10, 11, 14: New Teacher Orientation 15, 16, 17, 18: Teacher Workdays 21: Professional Development 22: First Day of School							4: Labor Day (NO SCHOOL) 22: Professional Development EARLY RELEASE (1 pm)						
2023							2023							2023						
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30
29	30	31												31						
18: End of 1st Quarter 27: Parent/Teacher Conferences (NO SCHOOL)							6: Professional Development (NO SCHOOL) 22-24: Thanksgiving Break (NO SCHOOL)							19: End of 2nd Quarter / Dismiss at 1:00 20 Dec - Jan 2: Winter Break (NO SCHOOL)						
2023							2023							2023						
JANUARY							FEBRUARY							MARCH						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
		1	2	3	4	5	4	5	6	7	8	9	10	3	4	5	6	7	8	9
7	8	9	10	11	12	13	11	12	13	14	15	16	17	10	11	12	13	14	15	16
14	15	16	17	18	19	20	18	19	20	21	22	23	24	17	18	19	20	21	22	23
21	22	23	24	25	26	27	25	26	27	28	29			24	25	26	27	28	29	30
28	29	30	31											31						
2: Teacher Workday/Professional Dev. (NO SCHOOL) 3: Classes Resume 15: Martin Luther King Day (NO SCHOOL)							16: Professional Development (NO SCHOOL) 19: Presidents Day (NO SCHOOL)							8: Prof. Dev/EARLY RELEASE (1 pm) 25-29: Spring Break (NO SCHOOL) 8: End 3rd Quarter 22: Parent/Teacher Conf. (NO SCHOOL)						
2024							2024							2024						
APRIL							MAY							JUNE						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
						1	5	6	7	8	9	10	11	2	3	4	5	6	7	8
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22
21	22	23	24	25	26	27	26	27	28	29	30	31	23	24	25	26	27	28	29	
28	29	30												30						
1: Classes Resume 22: Professional Development (NO SCHOOL)							2: Last Day of School (Dismissed at 1:00)* 22: Teacher Workday 27: Memorial Day							June 3-28: Summer School						
2024							2024							2024						

✓ Holiday - No School\*  
 T New Teacher Orientation  
 ⊗ TW/Prof. Dev. - No School  
 ⊙ TW/Prof. Dev. 1 pm Release  
 ➡ End of Quarter  
 ✕ Break - No School  
 ◻ Classes Begin/End/Resume

**\* INCLEMENT WEATHER**  
 Inclement weather days are now built into the calendar, as the Rolla 31 School district far exceeds the state minimum number of required hours. No days are expected to be added to the end of the calendar due to inclement weather.

Adopted by Board of Education: January 5, 2023

JUL 4: Independence Day  
 AUG 10, 11, 14: New Teacher Orientation  
 AUG 15-18: Teacher Workdays  
 AUG 21: Professional Development  
 AUG 22: First Day of School  
 SEP 4: Labor Day (NO SCHOOL)  
 SEP 22: Professional Dev. Dismiss @ 1pm  
 OCT 18: End of 1st Quarter  
 OCT 27: Parent Teacher Conf (NO SCHOOL)  
 NOV 6: Professional Dev. (NO SCHOOL)  
 NOV 22-24: Thanksgiving Break (NO SCHOOL)

DEC 19: End 2nd Quarter / Dismiss @ 1:00  
 DEC 20 - JAN 2: Winter Break (NO SCHOOL)  
 JAN 2: Teacher Workday/Professional Dev. (NO SCHOOL)  
 JAN 3: Classes Resume  
 JAN 15: Martin Luther King Day (NO SCHOOL)  
 FEB 16: Professional Dev. (NO SCHOOL)  
 FEB 19: Presidents Day (NO SCHOOL)  
 MAR 8: Professional Dev. Dismiss @ 1 pm  
 MAR 8: End of 3rd Quarter  
 MAR 22: Parent Teacher Conf (NO SCHOOL)

MAR 25-29: Spring Break (NO SCHOOL)  
 APR 1: Classes Resume  
 APR 22: Professional Dev. (NO SCHOOL)  
 MAY 21: Last Day of School (Dismiss @ 1 pm)  
 MAY 22: Teacher Work Day  
 MAY 27: Memorial Day  
 JUN 3-28: Summer School

Inclement Weather Information Line: 458.0101 (#2) | [www.rolla31.org](http://www.rolla31.org)