

# ***Rochelle Middle School***

## **Student Handbook**

***2021-2022***

This handbook is not intended to create a contractual relationship with the student; rather, it is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. It is intended to describe the school, its current practices, procedures, rules, and code of conduct. Membership or participation in a school-sanctioned activity is a privilege not a property right. In addition, the principal or his designee, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools which may or may not be contained in this handbook.

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## **DISTRICT DIRECTORY**

<b><u>Rochelle Middle School</u></b>	<b><u>562-7997</u></b>	<b><u>Rochelle Middle Sch. Fax</u></b>	<b><u>562-8527</u></b>
Central School	562-8251	Tilton School	562-6665
Lincoln School	562-4520	District Office	562-6363
		Transportation Supervisor	562-5942

**E-mail:** All staff members are connected to the Internet through the District #231 server and are available by e-mail. Staff e-mail addresses consist of the individual's first initial and last name @d231.rochelle.net. Example: [jrand@d231.rochelle.net](mailto:jrand@d231.rochelle.net)

## **SCHOOL BOARD MEMBERS:**

Dave Casey - President  
Steve Bulta - Vice-President  
Stephanie White  
Ashley Jackson  
Eric Van Hise  
Trisha Vaughn  
Javier Zepeda

## **ADMINISTRATIVE STAFF:**

Jason Harper - Superintendent  
Tony Doyle – Assistant Superintendent  
Jordan Young - Principal  
Rick Dornink – Assistant Principal

## *Special Note..... – Health/Safety:*

During a pandemic or other emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## SCHOOL HOURS (\*\*Full Day)

<b>7:50 a.m.</b>	Office Opens	<b>11:18-11:48</b>	6 <sup>th</sup> grade lunch
<b>8:05 a.m.</b>	Breakfast	<b>12:02-12:32</b>	8 <sup>th</sup> grade lunch
<b>8:10 a.m.</b>	Students may be on school grounds	<b>12:42-1:12</b>	7 <sup>th</sup> grade lunch
<b>8:15 a.m.</b>	Students Enter		
<b>8:30 a.m.</b>	Classes Begin		
<b>3:13 p.m.</b>	End of School Day		
<b>4:00 p.m.</b>	Office Closes	<b>** Note: (<u>Office closes at 3:30 on Fridays</u>)</b>	

## VISITORS

Visitors to R.M.S., including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. They will be issued a visitor's pass/badge that will be visible to all people while they are in the building. All visitors must return to the main office and sign out before leaving the school. **\*\* Please note, any person wishing to confer/meet with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's planning/preparation period.**

## ABSENCES / ATTENDANCE

Parents should call the Rochelle Middle School office prior to 9:00 a.m. when their child is going to be absent from school. Calls can be made from 8:00 a.m. – 4:00 p.m. for calls received after or before office hours please leave a voice-mail with a short explanation. A student returning to school after an absence does not need to present a note if the parent has called the school to excuse the absence.

A pupil who requests permission to leave school because of illness must check with the office or the nurse. Students will be allowed to go home only if parents are contacted and arrange transportation.

An absence from school cannot be made up. Regular school attendance and promptness are necessary for good academic progress. A doctor's return permit is required if a child has had a contagious disease. Excessive tardiness and absenteeism will be discouraged by having students make up time and possible referral to the county truancy office. Students who attend for 300 instructional minutes or more will not be counted absent.

**Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age, shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session.**

### ***Vacation Policy***

If a parent chooses to take their child out of school for a vacation, notification must be made at least two (2) days in advance to the school. Family trips/vacations will be excused for a maximum of ten (10) days per school year. More than ten (10) days will be considered unexcused. If homework is requested prior to the vacation, it must be returned complete immediately upon the student's return to school.

## **STUDENT ATTENDANCE GUIDELINES –**

### ***Student Absence:***

School attendance is a responsibility that is shared by student, parent and school. Absences for "valid cause" are defined by Board Policy 7:70 and section 122-26-2A of the Illinois School Code as being absent due to:

1. Significant illness – illness does not warrant a doctor visit
2. Family emergency or death in the immediate family
3. Doctor or dentist appointment
4. Observance of a religious holiday
5. Circumstances which cause the parent concern for the safety or health of their child
  
6. Family vacation/out of town

Some reasons for absence, but not all inclusive, that are unexcused according to state and/or local regulations, a call for the following reasons does NOT excuse absence from school:

Car trouble, No gainful employment, missing the school bus, Babysitting, Birthdays, Oversleeping, hair appointments, hunting, Photography sessions, Shopping, Absences not verified by parent call, Leaving school without permission, Leaving assigned area without permission.

- 3 unexcused absences are referred to the ROE TAP (truancy) for one-time intervention - 1<sup>st</sup> notice; 5 unexcused absences – 2<sup>nd</sup> notice; 7 unexcused absences – notice to attend hearing
  
- A chronic truant is **defined as 9 Unexcused absences**

Any full day or partial day absence which is NOT called in by parent/guardian by 9:00 a.m. of the school day missed, will be considered “unexcused”

### ***WHEN ARE DOCTOR NOTES REQUIRED?***

1. Doctor notes are required if a child has had a contagious disease
2. A doctor note is required for all absences after a child has exceeded the 10 “excused” absences allowed per school year
3. Three (3) consecutive days of illness may require a note back to school.
4. A doctor note is required for students who have been referred to the Regional Office of Education # 47 for truancy intervention and who have been served the 7 unexcused absence notice-to- attend letter

### ***Student Responsibility:***

1. Students are required to attend all of their scheduled classes. Students must also accept responsibility for being on time for each class.
2. Students should notify the office in advance of family vacations or other planned absences so arrangements can be made for make-up work. It is the responsibility of the student to make sure all make-up work is completed and turned in on time.
3. When students leave the school, between 8:30 AM and 3:13 P.M., they must sign out in the office. The student must also sign in upon returning to the building and receive a written pass to class.

### ***Parent Responsibility:***

1. Parents should contact the school by telephone between the hours of 7:45 - 9 AM when student absence occurs.
2. Parents may be required to provide a doctor's statement to explain excessive absenteeism when deemed necessary by the building principal or his designee.
3. Parents will attend conferences as requested by the principal or his designee to discuss problems related to absence and tardiness.

***Discretion in Interpretation of Attendance Guidelines:***

1. The building principal or his designee is responsible for making the determination if an absence is excused or unexcused.
2. The building principal or his designee has authority to waive aspects of these guidelines where exceptional circumstances explain absences that would otherwise be considered unexcused.

**TARDY POLICY**

We realize emergencies will arise occasionally that will result in a student being late to school, whether it be in the morning or afternoon. It is very important that every effort be made to arrive at school and class on time. Three (3) un-excused tardies will equal one un-excused absence. Students with excessive tardies or absences will be referred to the Truancy Intervention / Prevention Program. When a student is late for school, he or she must check in at the office. Counselors will keep track of the time a student arrives each time he or she is tardy. Once that student accumulates a total of 44 minutes of unexcused tardiness, he or she will receive an after-school detention for the 1<sup>st</sup> occurrence and all subsequent unexcused tardiness = In-School Suspension.... at the discretion of administration.

***Class Period Tardies:***

A student is considered tardy when he or she is not in the classroom when the bell rings. Records for classroom tardies will be maintained by individual teachers. Tardies will be reset at the beginning of each Trimester. Every teacher will follow the same tardy policy. Teachers will make a parent contact on tardy # 2, 3 and 4

The following policy applies to each class period:

Tardy # 1	Teacher warning and reminder.
Tardy # 2:	One teacher assigned Lunch detention.
Tardy # 3-4:	Two teacher assigned Lunch detentions
Tardies 5-9:	Administrator assigned after-school detention/or ISS.
Tardies 10+:	Administrator assigned In-school detention/or ISS

**ACADEMICS**

***Homework - 7<sup>th</sup> and 8<sup>th</sup> Grades:*** Guidelines for the Assignment of Schoolwork and Responsibilities of Students and Parents – Homework is used as a way for students to practice what they have learned in the classroom, reinforce classroom learning objectives and to provide



parents with insights into what is being taught. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

**6<sup>th</sup> Grade** – will be continuing **Standards Based Grading System** students/families are accustomed to. This will include grade level standards and subject specific performance descriptors.... measuring student growth with various forms of student assessment.

*\*\*Honor Roll measurements will not apply to students on the SBG system.*

## **I. Responsibilities**

### **A. Students can help by:**

- i. Asking questions when necessary to clarify the assignment
- ii. Thoroughly recording schoolwork assignments in the students' agenda
- iii. Completing quality schoolwork within the given time frame
- iv. Informing parents of schoolwork expectations
- v. Seeking assistance from teachers and parents if difficulties arise
- vi. Asking for and completing schoolwork assigned during an absence

### **B. Parents can help by:**

- i. Monitoring student's organization and checking daily list of assignments in their agenda and... **accessing on-line Infinite Campus to monitor progress**
- ii. Assisting and correcting, but not doing the actual work
- iii. Contacting the teacher if he/she observes an absence of schoolwork
- iv. Alerting the teacher, in advance, when extenuating circumstances arise that may prevent schoolwork from being completed on time

## **II. Test/Assessment Make-ups**

- A. If the first day of the absence occurs on the day of the test, the student should be ready to take the test upon his/her return to school.
- B. If the absence(s) is prior to and inclusive of the actual test date, the student will have an equivalent amount to time as allowed in the schoolwork policy to prepare for and take the test. This should not exceed one week after his/her return.

## **III. Grace Periods for Absences**

- A. Absences for Illness and/or Family Emergency
  - i. Minimum of two days for each day of absence to complete missed work, regardless of when it was assigned.
- B. **Planned Absences**
  - i. If work is available before an absence, it is due upon return, if work is requested, but not available in advance, the student will have two days for each day of absence to complete the assignment.

## **EB - Emerging Bi-lingual**

The school offers opportunities for EB students to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

For questions related to this program or to express input in the school's English Language Learners program, contact: Bilingual Coordinator(s) – 815-562-8251

## School Property

Textbooks, classroom materials/school property, calculators are furnished on a rental basis. Textbook fees include use of books for mathematics, English, science, literature, spelling, health, social studies, dictionary, an assignment notebook, and art supplies. Fines will be assessed by classroom teachers for lost or damaged textbooks. Students marking or damaging school equipment or property in any way will be required to clean the article or pay for damages. The law specifically provides that parents and students are responsible for materials loaned to the student. School Property includes textbooks, lockers, locks, computers, calculators, Chrome Books, desks, etc. Appropriate replacement costs will be determined by Administration and added to your students Infinite Campus account.

## Report Cards:

Report cards are issued following each twelve-week period, Trimesters. **\*\*Note - Log into Infinite Campus for report cards – they will no longer be sent home.** Grades are "A", "B", "C", "D", and "F for 7<sup>th</sup> and 8<sup>th</sup> Grades." "I" for "incomplete may be given in place of a grade when unavoidable absences make this necessary. Work must be made up in a reasonable amount of time or the grade will become an "F." The middle school grading scale is as follows:

A - 100-90	<b>1<sup>st</sup> Trimester Ends: November 5, 2021</b>
B - 89-80	
C - 79-70	<b>2<sup>nd</sup> Trimester Ends: February 18, 2022</b>
D - 69 – 60	
F - 59 & below	<b>3<sup>rd</sup> Trimester Ends: May 24, 2022</b>

## Honor Roll – Requirements/Awards – 7<sup>th</sup> and 8<sup>th</sup> Grade only

1. Students will earn letter grades in all subjects, and all subjects will count for grade point average.
2. Report cards will be sent home quarterly in an envelope, which parents will be required to sign and return to school with their child.
3. Students who receive a grade of “D” or “F” in any subject will not be considered for honor roll.
4. Grades will be based on a 4-point system; pluses and minuses are not used to compute G.P.A.
5. To achieve High Honor Roll, students must have a Grade Point Average of 3.5 - 4.0.
6. To achieve Honor Roll, students must have a Grade Point Average of 3.0 - 3.4

**6<sup>th</sup> Grade** Starting in 2021-22, 6<sup>th</sup> graders will continue to be assessed by the Standards Based Grading System, including “soft skills”. Levels of: 1, 2, 3, & 4 will be used to indicate growth on specific standards. Additionally, 6<sup>th</sup> graders will receive soft skills feedback on their growth of the characteristics of a successful learner, which include responsibility, learning from mistakes, perseverance, collaboration, organization and self-control.

## R.T.I., Response to Intervention:

“Response to Intervention” is the problem-solving process through which school personnel examine and provide for the individual learning and behavior (if data warrants) needs of students. As part of this process, all students receive a universal screening of reading and math skills.

After this screening, a classroom teacher may realize there is an area of concern affecting a student’s performance. There are a variety of methods a teacher may choose to accomplish this result.

If the student continues to have difficulty, the classroom teacher meets with other staff to discuss the child’s needs, consider other interventions, and outline a method to carefully monitor the student’s progress.

## Promotion & Retention (7<sup>th</sup> and 8<sup>th</sup> Grade)

R.M.S. uses the following guidelines for the purpose of determining which students should be promoted and which students should be retained.

1. Students failing three or more core subjects: language arts, mathematics, communication skills, science, and social studies will be retained. The average of the three Trimester grades will determine the grade to be used.
2. Students failing in two or more core subjects listed above will be considered for retention based on a review of the grade in all of the subjects taken during the year.
3. By state law, students must have satisfactorily passed an assessment determined by the school for both the Illinois and United States Constitution.
4. Ideally, promotion or retention should be a joint decision involving the student, parents, and representatives of the school.
5. **Graduation/Promotion ceremonies and other related activities are considered as privileges;** student participation in these activities may be withheld by administrative decision due to circumstances such as--but not limited to: outstanding discipline concerns, outstanding fees/fines, and timely completion of graduation/promotion requirements.

**6<sup>th</sup> Grade:** If a student receives 1's all year, does that mean the student will be retained? Intervention classes are in place at Rochelle Middle School to support learners who are behind in math and reading. If a student receives 1's or 2's, it means his/her work is not yet meeting grade level standards. A number of academic interventions will be offered to those students who are struggling to meet the established standards. Grade level retention is not a practice that is generally supported by research.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, academic achievement, performance on standardized tests (IAR) and other testing/assessments. When retention of a student is considered, conferences will be scheduled with the parent or guardian. A student will not be promoted based upon age or any other social reason not related to academic performance. The decision of school personnel is final.

## Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons: • Failure to receive appropriate permission from parent/guardian or teacher; • Failure to complete appropriate coursework; • Behavioral or safety concerns; • Denial of permission from administration; • Other reasons as determined by the school.

**Possession/use of cell phones will not be permitted, unless cleared by teams in advance. All parents who volunteer to chaperone must have an approved background check.**

## ACADEMIC DISHONESTY

Cheating and plagiarism on homework, tests, projects, or any school work will not be tolerated. Teacher will notify parents – (email/phone)

- **Plagiarism** is defined as knowingly using copyrighted material without identifying its source. The teacher will determine appropriate disciplinary measures and contact parents when a student inappropriately completes an assignment

- **Cheating** is defined as knowingly copying another person's work and presenting it as his/her own, wrongfully giving or receiving help/wrongfully doing someone else's work for them and wrongfully obtaining test copies, scores or taking a test for someone

Possible Consequences for 1-2 incidents: Reduction of points possible, teacher detention, written apology, make-up work or loss of privilege

## ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## ATHLETICS/Student Activities

<u>Boys' Sports</u>	<u>Girls' Sports</u>
Soccer – Aug.-Oct.	Soccer – Aug.-Oct
*Cross Country – Aug. – Oct.	*Cross Country – Aug. – Oct.
Basketball – Oct.-Dec.	Volleyball – Aug.-Oct.
*Wrestling – Dec. – Mar.	Cheerleading / Pom-Poms– Oct.-Dec.
Track & Field – Mar.-May	Basketball – Jan.-Mar.
	Track & Field – Mar.-May
*(according to North Central Junior Conference guidelines, <b>6<sup>th</sup> grade students may participate in cross country, track and wrestling</b> )	

In order to participate, an activity fee will be assessed for all sports, cheerleading, poms and scholastic bowl team. The fee is \$35.00 per activity with a \$70 cap (maximum) per student and a \$105 cap (maximum) per family. Students must register, have signed parental permission slips and concussion forms on file. A physical examination by a medical doctor, which is good for 395 days, is required before beginning participation in the boys' or girls' sports program. A student who is excused from physical education due to a medical reason may not participate in extra-curricular sports.

### *Athletic Eligibility*

Participation in extra-curricular activities depends on the student remaining academically eligible according to the following guidelines. **\*\* Note – Scholastic Bowl participants are subject to the following eligibility criteria:**

Weekly eligibility will run from Sunday to Sunday All student athletes that are receiving 2 or more failing grades:

1. **At the end of the 1st week, athletes will receive a warning and notification sent home.**
2. Once becoming ineligible, 2<sup>nd</sup> week (doesn't have to be in a row or the next week), that student remains ineligible throughout following week regardless if she/he raises that grade(s) to a passing level during that week.
3. Any student-athlete who is ineligible **for a second time** may practice with his or her team, but may not compete in any games or travel with the team to any away games or meets.
4. The student athlete will be re-instated the following week if the weekly report shows grade(s) are above failing.

5. **Any student who is ineligible for a 3<sup>rd</sup> time may not practice or play in games until grades are brought up. Additional weeks are brought in for review with athletic director and principal possible dismissal from the team.**
6. Students who are considered absent for ½ or for a full day will not be allowed to participate in any contests on that day. Exceptions may be made for appointments, funerals or at the discretion of the principal.
7. Students who do not meet the school disciplinary expectations both on or off campus may be removed from a team for that particular sport season.

**\*\*\**Athletic Eligibility for Standards based Grading, 6<sup>th</sup> grade, (SBG)***

Participation in extra-curricular activities depends on the student remaining academically eligible according to the following guidelines. **\*\*Note - Scholastic Bowl participants are subject to the following eligibility criteria.**

All student athletes that are receiving 1 or more IE (Insufficient Evidence) at the end of the week will be considered ineligible the following week. Weekly eligibility will run from Sunday to Sunday.

1. Once becoming ineligible, that student shall remain ineligible throughout the entire week regardless if they complete the work to remove the IE during the week.
2. Any student athlete who is ineligible may practice with their team, but may not compete in any games or travel with the team to any away games or meets.
3. The student athlete will be reinstated the following week if the weekly report shows no IE mark.
4. The use of tobacco, drugs, or alcohol will result in the immediate removal from interscholastic sports for the remainder of the school year.
5. Students who are considered absent for greater than ½ the day will not be allowed to participate in any contests that day. Exceptions may be made for appointments, funerals or at the discretion of the principal.
6. Students who do not meet the school disciplinary expectations both on or off campus may be removed from a team for that particular sport season.

**\*\*Please note** - Athletic eligibility may change or be altered with any compromised E-learning schedule implemented and is at the discretion of the administration. Please communicate with the building principal or athletic director for criteria and further explanation.

***Student Rules for Athletic Events***

1. Students with in-school suspension or out-of-school suspension on the day of an event may not attend the event.
2. Students are not to leave the gym except during the quarter, half, or end of the game or match without permission from a supervisor, or they will be sent home.
3. Students are not allowed to sit in the doorways. Students are to remain seated in the bleachers.
4. Students should make arrangement for transportation home before the game or meet begins.
5. Students should take all books and coats needed before going to a game or meet. Students are not allowed to go to their lockers during or after the event.
6. Students should show good sportsmanship. "Booing", taunting and foot stomping are inappropriate behavior. Students should be considerate and respectful to visiting teams and their fans.
7. Students exhibiting inappropriate behavior will be required to leave the school. They may also be subject to further disciplinary action.
8. Students that have outstanding detention hours or social probation cannot attend events.

### **Other Extra-Curricular Student Activities – All students**

<u>Speech Team</u> Jan.-Mar.	Students meet after school to develop and perform a variety of duet and individual speaking events for competition with other local middle schools.
<u>Math Club</u> Nov.-Feb.	A student club that meets before or after school to solve math problems from the “Math Counts” organization. Students who are involved in Math Club may also become involved in the competitive Math Counts Team.
<u>Student Council</u> All year	A group of student representatives who are chosen from the student body by means of an election. The Student Council plans several activities throughout the year.
<u>OSCAR Student Advisory</u> All year	A group of student representatives who are selected by their peers. They are trained as individuals to help students who are experiencing personal or academic problems while at R.M.S.
<u>Builders Club</u> All year	A student led community service organization sponsored by the local Kiwanis Club. Students will have the opportunity to complete projects which serve both the school and the community.
<u>Orchestra</u> All year??	Orchestra is an extra-curricular activity for string instrument players. Orchestra practices after school and performs throughout the school year.
<u>Band / Chorus</u> All year	Band and chorus classes meet during the school day and prepare for several events throughout the school year. A student who is in band or chorus will not have Encore classes as a part of his or her daily schedule.
<u>Scholastic Bowl</u> <u>Dec. – Mar.</u>	Scholastic Bowl is a game played by two teams of five players each who will try to answer a combination of toss-up and bonus questions. Teams will compete in the NCJC Conference

### **BICYCLES / SCOOTERS / SKATEBOARDS / ROLLER BLADES**

Bicycles may be ridden to school. Throughout the day, bikes must be parked in the bike racks that are available at school. The school will not be responsible for stolen or damaged bicycles. Riding bicycles on the sidewalk from the bridge to the school parking lot is strictly prohibited.

Scooters, skateboards, roller blades are strictly prohibited from school grounds. Students who violate this policy will have their scooter, skateboard or roller blades confiscated with possible consequences. If confiscated, it will be returned only to the student’s parents.

### **BOARD OF EDUCATION MEETINGS**

Regular meetings of the Board of Education are held in the R.M.S. Media Center/or Lincoln Elementary on the second Tuesday of each month at 7:00 PM. Special meetings may be called whenever necessary. Notice of these meetings is given to local news media no less than 24 hours prior to the meetings. Most meetings of the Board are open to the public, though the Board may meet in closed session on certain matters outlined by the School Code. All official actions are conducted in open sessions.

#### ***Board Meeting Participation***

A person wishing to present a matter to the Board may do so in one of two ways: (1) by addressing the Board at any regular meeting during "recognition of visitors," or (2) by asking to have a matter placed on the agenda for a regular meeting. Those wishing to be placed on the agenda for a meeting should submit a request in writing to the Board President or Superintendent

for approval no later than Wednesday afternoon preceding the regular Board meeting on the second Tuesday of the month.

Persons addressing the Board at this time are asked to direct their comments and questions to the entire Board, not to any individual member or members, and not to discuss matters of individual personnel or any student records which includes student disciplinary action at open meetings.

## **DANCES**

### ***Middle School Dances***

Attendance at school dances is a privilege that must be earned. All students must meet the following criteria to attend:

1. Less than 7 noon-hour detentions
2. Less than 3 principal-assigned detentions
3. No out-of-school/in-school suspensions
4. No unexcused absences or tardy to school.
5. School dress code criteria will apply to all school dances. **(See Dress Code)**

Any student who has to be removed from a dance will not be allowed to attend any more dances for the remainder of the school year. Criteria for attending dances are re-set following each dance. Any student, who leaves a dance (out of the building) on their own, will not be allowed to return. Dance chaperones/supervisor will call home to inform parents when they observe someone leaving the grounds.

**\*\* Note: These behavior criteria may also be applied to OSCAR Celebrations.**

## **DISCIPLINE**

### **(Guidelines for Student Behavior)**

In order to create an atmosphere in which all students are provided with an opportunity for social and academic growth, each student at Rochelle Middle School has a responsibility to demonstrate self-discipline and appropriate conduct. If a student chooses not to comply with certain behavior expectations, then he or she must be willing to accept the appropriate consequences.

### **Hallway Behavior**

Students are expected to follow behavior guidelines outlined in the behavior matrix while in the hallways between classes. In addition, students must have a hall pass to be in the hallway during class. To make the most effective use of the passing periods, students should walk on the right side of the hallways. Students who act inappropriately in the hallways may be subject to disciplinary action from **any** teacher or **any** staff member.

#### **Restrooms:**

Restrooms must be used only with permission; therefore, no one should use a restroom during passing periods. Only one student will be allowed to leave class to use the restroom at a time. If sent to the office by a teacher, students are not permitted to use the restroom on the way to the office. Abusing restroom privileges may result in use restrictions and is up to the discretion of individual teachers, teams or administration.

#### **P.B.I.S (Positive Behavior Intervention System) / O.S.C.A.R.**

RMS is committed to P.B.I.S., a component of R.T.I. This program focuses on improving our school's ability to teach and support positive behavior of all students. It is a proactive systems approach of prevention and response to classroom and school discipline issues. Emphasis is on developing and maintaining positive school climate and safe environments. A detailed expectation matrix will be posted with regard to each significant location and its expectation properties - throughout the building.

## **Behavioral Intervention Policy (O.C.E.C.)**

It is the purpose of this policy to comply with P.A. 89-191 of *The School Code* on the use of behavioral interventions for students with disabilities. The OCEC/District recognizes that appropriate interventions are necessary for all students, disabled or non-disabled, whose behavior is not acceptable, and those administrators, teachers and other school personnel who work with students with disabilities require training and guidance in the use of behavioral interventions. A goal of this policy and procedures (hereafter collectively, "Policy") is to make available training and guidance to administrators and teachers of students with disabilities who require behavioral intervention, that provides ways for working successfully with said students, in order to provide an environment in which said students can learn. The policy recognizes that the use of positive or non-aversive interventions is generally most consistent with the educational goals of promoting students' academic, social and personal growth. Therefore, non-aversive or positive desirable interventions designed to develop and strengthen desirable behaviors should be used to the extent possible and are generally preferable to the use of aversive or more restrictive procedures. While positive approaches alone may not always succeed in controlling inappropriate behavior, the use of more restrictive procedures may be necessary and should be utilized as provided in the Policy.

### ***Fighting***

Fighting is the exchange of mutual physical contact such as pushing or hitting, with or without injury. Without clear and convincing evidence that participants in a fight attempted to avoid the confrontation, all parties may be disciplined. Self-defense is not contributing in any way, either physically or verbally, to the start or continuation of a conflict. There should be an attempt, however, to retreat or neutralize a hostile situation without escalating it. **The police or law enforcement may become involved regardless of the aggressor.** A student participating in repeated fighting incidents may be suspended for up to 10 days out of school or be recommended for possible expulsion.

**\*\*Please note: Voluntary spectators who encourage, or contribute in any way to a fight situation will also be subject to disciplinary action.**

### ***Personal Electronic Devices***

1. Using or possessing a laser pointer is not permitted anywhere on school grounds. Personal electronic devices such as, but not limited to, cell phones, musical devices, and handheld games may only be used **before** or **after** school outside of the school building, (some exceptions to after school usage.)
2. Cell phones or like device – i.e., cell phone watches.....will be turned off and out of sight. Students may use cell phones in the hallways after the 3:13 bell
3. Upon permission... during inclement weather days, students may use their phones to contact home.
4. Electronic devices are brought at the student's own risk and are not encouraged by the school.
5. Cell phones/other picture-taking device are not allowed in the locker rooms or bathrooms at any time. Text or IM messages that are threatening in nature or used as a means for bullying or harassment outside the school day may also be subject disciplinary consequences. The following steps below may be enforced for unauthorized use of a device during the day:
  - 1<sup>st</sup> Offense: Warning – Teacher and Student discussion – parent contact
  - 2<sup>nd</sup> Offense: May result in phone confiscation by the teacher
  - 3<sup>rd</sup> : Office Referral: Phone sent to the office, possible consequences
  - 4<sup>th</sup>: Office Referral - Phone sent to the office, possible consequences, parent picks-up phone from the office

### ***Additional Behavior Guidelines***

1. **After School, 3:13:** All students who do not ride a bus and are not waiting for a ride home must leave school grounds promptly. Those students are not allowed to be at the loading zone of the buses (this rule includes after school detentions, extracurricular activities or persons having business within the building with school personnel)



2. Lunch time – outdoors(recess) – is an earned privilege –any student who is in a conflict with another student(s) i.e., verbal confrontation, name-calling, threats, pushing/shoving etc., during this time, will lose the privilege for the entire year and will have to stay in the cafeteria. Any students who have conflicts with each other at other times during the day may also lose the privilege for the entire year.
3. When a student is removed from the classroom or sent from any other location for any reason to the office and continues to defy office personnel, that student(s) will have additional consequences.
4. Candy is not allowed anywhere on school grounds, except in the cafeteria if it is part of the student’s lunch. Gum chewing in classrooms will be at the discretion of each teacher, (permitted or not permitted)
5. Backpacks should remain in the student lockers during the school day.
6. There should not be any body spray or containers with aerosol left in a locker or carried around school.
7. Students may not order food from local establishments to have delivered to the office.
8. Public displays of affection (PDA) such as holding hands, kissing or hugging are strictly prohibited on school grounds.
9. No snowball throwing is allowed on school grounds, on the way to school and on the way home from school.
10. Profanity/Inappropriate communications - Offensive language either written or spoken that is not directed at someone will not be tolerated.
11. Any Student that is removed from an extra-curricular activity for behavior reasons, may not be allowed to attend those activities for the remainder of the season or all activities for the year (at the discretion of Administration/Athletic Director)
12. Entering school property or a school facility, (students, parents or other adults) without proper authorization.

## **GENERAL PENALTIES**

### ***Disciplinary Explanation of Consequences***

Disciplinary measures may include, but not limited to:

1. Disciplinary conference.
2. Withholding of privileges.
3. Suspension from school and all school activities for up to 10 days. An out of school suspended student is prohibited from being on school grounds for the duration of the suspension.
4. Suspension of bus riding privileges.
5. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
6. Notifying parents/guardians.
7. Temporary removal from the classroom.
8. Lunch-time detention (30 minutes)
9. Detention – in school/after school (60 minutes)
10. Five Hour - A 1-hour after school detention for 5 days in a row (300 minutes)
11. Seizure of contraband (items that are not allowed at school/items that pose a danger to students)
12. In-School suspension or ISD –detention
13. Focus House – Suspension alternative Program (SAP) – alternative to shorten suspension days

## ***Discipline Procedures***

When student disciplinary action is necessary, building staff will follow procedures set by administration to insure the appropriate consequences are applied; all minor incidents not covered in the School Suspension/Major/Egregious Section of this handbook:

Step 1: teacher will conference with student and notify parents – phone or email. Teacher will document the parent contact

Step 2: Repeat of step 1

Step 3: Written referral to Assistant Principal – consequences, other than suspension, applied., possible step 4 consequence: after school detention/other.

Step 4: Written referral to Assistant Principal... Admin. discretion

Step 5: If unacceptable behavior continues, referral to administration and he/she will inform teacher either verbally, teacher copy of written referral by email or a record in Infinite Campus and determine further action, which may include out of school suspension or a repeat of steps 1, 2,3 or 4

### Other:

Notifying parents: – letter, phone call, email, phone messages

Conferences – student, teacher(s), administration, parents/guardians

Communication of consequences and their details to student by teacher and if necessary administrator & recording of information into Infinite Campus/S.W.I.S. – referral notices

## **DETENTIONS**

There are three types of detentions used at R.M.S.: noon-hour detentions, teacher-assigned detentions, and after school detentions assigned by a principal. When a detention is warranted, the student will receive at least 24 hours' notice. According to the assistant principal's discretion, **any** un-served detention for what is deemed an unacceptable reason will result in one or more of the following: an in-school detention or after-school detention. **Any student who has to be removed from any detention for inappropriate behavior will be issued two after-schools/or In-School Suspension.** Any student issued detention will not be allowed to attend or participate in extra-curricular activities until all detentions are served. Note: \*\* this does not include lunch-time detention.

### ***In-School Detentions***

An in-school detention/and or suspension, is served in a designated classroom or office. A student, who is assigned a noon-hour detention, 30 minutes, should go directly to that room instead of the cafeteria. Lunch will be eaten in the noon-hour room, so the student should bring a sack lunch or sign-up for a hot lunch. If students have a cell phone, they must check it in with detention supervisor. It will be returned when the student is finished with the detention

### ***After School Detention***

1. Detention begins at 3:20 – ends 4:20

***Teacher-Issued*** - Teachers may issue detention(s), served with the assigning teacher, for disciplinary reasons. Students and parents will be notified 24 hours in advance of the detention by the teacher. Students failing to serve a teacher issued detention will be referred to the administration for further disciplinary action.

#### ***Principal-Issued After-School Detention:***

- If students have a cell phone, they must check it in with detention supervisor. It will be returned when the student is finished with the detention

- In case of illness or absence, the detention will be served upon the return to school that day.
- Student(s) is (are) to write out of the handbook for the first half-hour, do homework the second half-hour.
- If student has no homework, he/she continues writing out of handbook. If a sufficient amount and quality of writing is not completed, the student will receive another after-school detention/or in-school suspension the following day.

## **SOCIAL PROBATION**

Students may be placed on Social Suspension for certain violations of the Code of Conduct, Acts of Disobedience or Acts of Misconduct. Social suspension includes the loss of the privilege to attend after school, extra-curricular events including but not limited to athletic events, music and drama performances, school dances and even graduation.

## **SUSPENSION/EXPULSION**

### *Out of School Suspension:*

#### **Short Term Suspension (STS)**

**1-3 days** --- behavior for which the student's continuing presence poses a safety risk within the school or disruption to the learning for others.

#### **Long Term Suspension (LTS)**

**4-10 days** – behavior for which the student's continuing presence poses a safety risk to other students, staff or members of the school community, or substantially disrupt, impede or interfere with school operations and for which other interventions have been exhausted or deemed not appropriate by the administration.

Upon receiving an out-of-school suspension, makeup work will be given upon the request of the parent. **Students receiving out of school suspensions will not be allowed on school property for the duration of the suspension. Suspended students will also be prohibited from attending any school-sponsored activity during the suspension.**

Suspensions for drugs, tobacco or alcohol will be referred to outside evaluation at a health facility/community health organization for substance abuse. Parents will be responsible for the expense of such evaluation or treatment.

**Major/Egregious Prohibited Conduct:** Any action or statement that disrupts the educational functions of the school will be dealt with the most severe consequences, they include: (Consequences for all offenses are at the discretion of Administration)

- **Disruptive Behavior and/or Insubordination / Defiance of D231 Employees**
- **Gross Disrespect to D.231 Staff**
- **Profanity (directed towards others)**
- **Lewd/Graphic obscenity**
- **Harassment/Bullying/Threatening another Student** (verbal or physical intimidation including racial slurs, videotaping, hazing and sexual harassment, cell phone threats) If deemed necessary an assessment with an outside agency may be required.
- **Fighting/Fight-Like (“play fight”) Behavior/Aggressive Physical Contact** (Students who videotape, instigate, or contribute (**contribute means:** verbal, in writing, use of

computer or cell phone photos/messaging) to a fight situation on and off school grounds will also be subject to disciplinary action)

- **Vandalism/destruction-damage of School District, Staff or student Property.**
- **Verbal Abuse of Staff** (profanity, derogatory language, gestures directed toward staff)
- **Possession/use of: Tobacco/E-cigarettes (any variety)/ Lighter(s)/matches, Vaping devices/vape related materials**
- **Alcohol, Drugs/paraphernalia** (Use and/or possession of; including sale/distribution of; Unauthorized use/possession of Prescription Drugs; and/or Look-A-Like Drugs/Alcohol, drugs/paraphernalia)
- **Any substance** inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form
- **Extortion** (obtaining money, property or services of any sort by threats)
- **Theft or Possession of Stolen School(RMS) or Staff D231 Employee Property**
- **Weapons and/or Look-A-Like Weapons** (possession and/or use of) including but not limited to: razor blades, fire-arms, pocket knives, utility knives, brass knuckles, chains, billy club etc., or any other object if used or attempted to be used to cause bodily harm

*(A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.)*

1<sup>st</sup> offense for possession only (excluding firearms): In-School Detention and possible out of school suspension

1<sup>st</sup> Offense for use/intention to cause bodily harm: Suspension and possible expulsion

- **Pulling False Fire Alarm, Bomb Threat, Setting Fires, possession/and or setting off Firecrackers, party poppers, powder ignited exploding device etc.,**
- **Computer/Cell Phone Violations** - Deliberate destruction, unauthorized entry (hacking) or harm to District computer software, stored data or hard-ware:
- **Repeated Minor Behaviors/Accumulation of Offenses** – (5 referrals in a nine-week period)
- **Gang-Related Activity** to wear, possess, distribute, display, draw or sell any jewelry, clothing (bandanas), emblem, badge, symbol, sign, or..... other activity of a **secret society, group or gang or..... to initiate the start or formation of a group or gang that has an initiation or fee.**

1<sup>st</sup> Offense: Parent contact by administration, possible consequences determined by Admin.

2<sup>nd</sup> Offense: In-School Suspension / Administrative discretion

## **GROSS DISRESPECT**

Students who confront staff members in a defiant manner or make disrespectful gestures or comments, who challenge authority, who defy directives, and who argue with a teacher at any time will be considered acting in a grossly disrespectful manner. Gross disrespect is a serious

problem and will be dealt with harshly. Occurrences of this nature may lead to an out-of-school suspension for a number of days to be determined by the principal. A parent conference must be held prior to the student returning to school. All students should follow the directives of staff members.

**Chronic Unacceptable Behavior** - Students who chronically misbehave anywhere in the building may be subject to more severe disciplinary consequences than those guilty of an isolated, single event.

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make up missed work for equivalent academic credit.

### **BULLYING / HARRASSMENT OF STUDENTS**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, status of being homeless, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity
2. While in school, on school property, on school buses, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of the school.

\*\*\*Bullying includes cyber-bullying (bullying through the use of technology)

#### **Cyber bullying (cyber stalking):**

Examples of this behavior include but are not limited to sending false, cruel, vicious messages or materials to others; creating websites that have stories, cartoons, pictures, and jokes ridiculing others; engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others. This behavior will not be tolerated and is subject to any of the consequences outlined under the Disciplinary Explanation of Consequences section in this handbook. (Use of Facebook, Facebook Live, Facebook messenger, Instagram, Tik Tok App., Twitter, Snapchat, Kiik, WeChat..... use of these to cyberbully is strictly prohibited)

**Where can I go for help??** Any staff member, teachers, counselors, administrators, aides or any other employee or adult. Students who experience harassment should complete a formal harassment report in the office

The following R.M.S. Bully-Free Rules will be in effect:

- We will not bully other students.
- We will try to help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know someone is being bullied, we will tell an adult.

### ***Consequences for Bullying***

1<sup>st</sup> Offense - Referral to Counselor

- Warning Issued
- Help will be offered if necessary and desired

2<sup>nd</sup> Offense - Referral to assistant principal

- Appropriate discipline consequences will be assigned
- Parent contact.

### **Student Resource Officer- S.R.O.**

District # 231 now, with the cooperation of local law enforcement, employs an officer to assist in maintaining safety and order in the schools. The officer will spend most of his/her time in the middle school.

### **DRESS CODE**

Clothing that is inappropriate or disruptive detracts from the learning process. Consequences for violating the dress code, Students wearing clothing or jewelry that does not comply will be requested to change, remove the item(s), and/or cover up. In addition, students who depart from dress code expectations may receive a verbal warning, written warning, issued an after school detention, In-school suspension. In some cases, the student may be sent home after parents are contacted... **Dress Code Checks: Staff members will check students each class period for dress code compliance. Dress code checks may occur at any time by any staff member.** The final judgement of appropriateness of clothing will be judged by building administration along with making the final determination on discipline for dress code violations. The following guidelines will apply to all school activities:

The following types of clothing will ***not*** be permitted, but not limited to:

- 1) In general, school attire will cover an individual's upper body and lower body from the top of the shoulders to the mid-thigh area
- 2) Clothing must have straps, a front, a back, and sides that do not expose undergarments, no strapless tops
- 3) Clothing must be opaque (not sheer)
- 4) Clothing must overlap at the waist, when students are standing, sitting, or actively participating in their daily routine
- 5) Pants must be worn at the waist or hip level.
- 6) Head apparel including bandanas, except for religious or medical purposes, must not be worn inside the school building at any time.
- 7) Sweatshirt/sweater hoods must be left down (off the head) while in the building.
- 8) Short skirts or shorts – Both skirts / shorts must be of modest length (determined by Administration) and appropriate for school
- 9) Any accessory that is either attached to a chain or is, itself, a chain should not be worn

- 10) No coats or gloves may be worn in the classrooms during the school day, *unless* teacher gives permission.
- 11) Pants that have holes, rips or tears in the front, back and above the knees.
- 12) Sunglasses are not allowed to be worn during school hours, 8:30 – 3:13.
- 13) Rosaries may not be worn/displayed as jewelry
- 14) Clothing and accessories such as phone cases/accessories, T-shirts, backpacks, patches, jewelry, and notebooks **must not display**: a. racial or ethnic slurs/symbols, b. gang or cult affiliations, c. vulgar, subversive, or sexually suggestive language or images, d. words or images that can be directly interpreted or construed as carrying a “double meaning” involving sexual innuendo, gang symbols, or sexual activity, e. or promote products which students may not legally buy. f. liquor, g. drugs, h. tobacco
- 15) Costumes/costume-like, (Administrator discretion) clothing are not allowed. **Note:** special dress up days are sometimes designated by Administration/counselors that would allow for such clothes being worn, (clothes that would be out of the norm of everyday classroom attire) for the promotion of special events i.e., homecoming, drug awareness etc., prior approval from the principal is necessary

Exemptions may be determined for specific events or causes as determined by the building Principal or his designee.

## **EMERGENCY PROCEDURES –**

### ***School Cancellation***

On days when severe winter weather conditions are such that school buses cannot operate safely, school will be cancelled. Information on school closings will be given on Infinite **Campus**, or reference our building Facebook page, Notification System or Rochelle Radio Station WRHL (1060 am). If cancellation occurs after school has begun, students will be sent home. Students should be aware of the procedures in case there is no one home if school is dismissed early. Information regarding the closing of school will be on the air by 7 AM and will be repeated several times. Parents should assume there will be school unless word is received otherwise over the radio. **Neither the school nor school personnel** should be called for school closing information.

### ***Safety Drills/Procedures***

Safety drills will occur at times established by administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, and a minimum of one (1) bus evacuation drill each school year and an active shooter drill within the 1<sup>st</sup> 90 days of each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students. Canine-dog searches may also be performed at the discretion of Administration

When dismissal is delayed in a real event, students will be released to parents. Anyone taking a child from school will be requested to sign a statement accepting responsibility for the child. After a delayed dismissal, buses will make the usual runs.

### ***Building Evacuation***

Rochelle Elementary District # 231 has created an emergency evacuation plan for all buildings in conjunction with Rochelle High School, The Rochelle Police Department, The Rochelle Fire Department and the Ogle County Sheriff's. Evacuation sites for students will depend on the reason for the evacuation. Questions about the evacuation plan for the building should be directed to the building Principal.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order or protection status, actual or potential marital or parental status, including pregnancy. Further the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

## **FOOD SERVICE PROGRAM**

### ***Breakfast***

Breakfast & Lunch is provided daily for **all** students at no cost. Breakfast is served starting at **8:05 a.m. and ends at 8:20 a.m.**

### ***Beverage Policy***

- There are no open beverages or food stuffs (containers with consumable contents) of any kind allowed in the hallway or lockers at any time.
- There shall be no beverages of any kind in classrooms without prior teacher approval.
- Water bottles must be transparent with clear (un-colored) water
- Violation of the above rules will result in confiscation of the beverage.

### ***Lunch/Lunchroom Rules***

Hot lunches are provided daily for all students. Parents may bring a special lunch for their child; however, a special lunch for a group of students is not permitted during the school day.

- There are no glass containers allowed in the lunchroom.
- Students are expected to behave appropriately, while in the cafeteria... rules are posted in the lunchroom and will be followed at all times. Students may have their lunchroom privilege suspended for inappropriate behavior. Repeat offenders could lose the privilege permanently. Students who lose the privilege will be required to eat lunch in our noon detention room. Also, students may be given an assigned seat for violation of lunchroom rules.
- When students are dismissed to go to lunch, they shall proceed directly to the lunchroom without delay. Detentions may be assigned for all those in the hallways or bathroom without permission. Anyone who is late to lunch after discussing schoolwork with a teacher must present a pass to a lunchroom supervisor.

***Leaving School Grounds (lunch-times)*** – the middle school maintains a **closed campus** and therefore leaving school grounds is not permitted, unless picked up by a parent/guardian/

## **HEALTH OFFICE**

### ***School Nurse***

An Illinois Certified School Nurse, Registered Nurse, or health aide makes up the health office staff. The health office staff is only available during the school day from 8:05 a.m. to 3:30 p.m.

To use the health office, the student should check in with his / her current teacher. All students who are ill and wish to go home need to check out with the health office before leaving the school.



Student Illness – If your student is ill with a fever, they may not return to school until fever free for 24 hours without medications - If your student is diagnosed by a physician and put on antibiotics, the student must be on them for 24 hours before returning to school - If your student is having issues with vomiting or diarrhea, they should be home until they are symptom free for 24 hours.

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. If your student contracts a communicable disease, (i.e., but not limited to..... pink eye, chicken pox, ring worm, strep throat etc.) experiences injury, surgery, lengthy illness or you anticipate a hospitalization; please provide information to the health office at your school. **A doctor's note is required for your student to return to school.** The health office staff will be glad to assist you to arrange a smooth re-entrance back into school.

### ***Physical/Dental Exams***

According to state law, all students entering kindergarten and 6<sup>th</sup> grade or any student transferring into our school district must present evidence of a physical, including a complete immunization record. Hearing and vision screening is NOT a substitute for an evaluation by a doctor. A dental examination is also required to be completed by no later than May 15<sup>th</sup>, 2022. The state requires that a child's vision be checked in grades K, 2 **and 8.**

### ***Food allergies***

Please notify your child's health office if your child has a food allergy. Our health office staff will work directly with you and your child's doctor to ensure a safe school environment. If you have concerns about your child's safety while in the classroom, on school grounds, while at lunch or on field trips, please contact the health office of your child's school. An alternative lunch may be provided for those students with severe food allergies. Contact the health office of your child's school for more information.

In order to protect the students of Rochelle Elementary District 231, we have become a **food allergy aware district.** Parents, if your child has a doctor diagnosed food allergy, we ask that you notify your child's health office. We realize that it is not possible to eliminate all exposure to a child's allergen(s); however, we have developed a list of guidelines to aid our district in keeping children safe at school. These guidelines outline the plan that is in place throughout our district. These guidelines are available from the health office.

### ***Head Lice Policy***

When school personnel determine that a student has a case of pediculosis (head lice), the following procedures are to be followed:

#### **Day one:**

The student is to be sent home immediately, and the parent will be contacted and a letter sent explaining the problem. The parent is also to be directed to and instructed in the treatment regimen as established by medical professionals. School personnel are not responsible for the removal of nits, but will help parents identify the best procedure for removal

#### **Day two:**

When the student returns to school, the students need to be checked by school personnel and found to be free of lice and nits before he/she may return to class. Student(s) may be checked for re-admittance no more than twice in one day. If the student has not returned to school or still is not free of lice/nits, the school shall consider the student subject to the unexcused absence policies, which includes but not limited to the district's truancy policies as well.

## ***Care of Students with Diabetes***

If your child has diabetes and requires assistance with managing this condition while at school and school functions, please inform the RMS Nurse and/or school officials in a timely manner.

For further information, please contact the Building Nurse.

## ***Student Injury***

Any student, who is placed on physical restriction by a physician due to injury, may not participate in athletics or PE until a signed note from the doctor granting the release is received by the school nurse. The student also may not be permitted to go outside during lunch time (recess). A student that is unable to participate in physical education may have difficulty participating in certain field trips. If your child is attending a field trip while they are excused from PE, a member of the health office staff will contact you for direction.

## ***Student Insurance***

Student insurance applications are available to all parents at registration or at any time during the school year. If the parent does not wish to take student insurance, it is understood that the student will be covered by the parent's own policy.

## ***Administering Medicines to Students***

With the exception of certified school nurses, teachers and other non-administrative school staff **shall not be required** to administer medication to students. Parent(s) or guardian is responsible for administering medication to children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The school board recognizes, however, that occasionally a medication must be administered during the school day. When a medication must be administered during the school day, a medication permission form signed by the providing physician is required and must be turned in to the health office. This form must be completed by you and your physician BEFORE we can give medications. All approved medications must be sent to school in their original containers. All other storage containers will not be accepted. The pill bottle must include child's name, medication name, dosage, from the pharmacy and strength of medication. Nonprescription medication must be sent in its original container.

The school cannot give student(s) over the counter or prescription medications WITHOUT having the signed medication permission form turned into the health office. (This includes but not limited to cough drops, cough syrups, Motrin, Tylenol, Neosporin ointments and/or sprays, Acetaminophen, Advil, antibiotics, ADD meds., any allergy medications, inhalers etc.,). Please do not send any medications in with your student without contacting the health office where your student attends.

All students participating in extra-curriculars and have prescribed inhalers for breathing problems must have a second inhaler with them during their activities (games also). **There is no access to the nurse's office after school hours.**

## **Technology (Internet Usage-Access/1:1 Device agreement)**

With the educational opportunity of the Internet also comes responsibility. Electronic Network Related Technologies and Access ("Network") is the system of computers, peripherals, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to the District network. All students must have a signed Acceptable Use Policy on file in the office prior to accessing the Internet for any reason.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. . Inappropriate use of the Internet, such as, but not limited to: intentional viewing or attempting to view Inappropriate websites, unauthorized access, using/or stealing another person's password, intercepting and/or changing computer resources without authorization, electronic social networking, damage, cyber stalking

Some other examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- m. Using the network while access privileges are suspended or revoked.

**All will result in the loss of privilege to use this resource and may result in other disciplinary action.**

Please see 1:1 Device agreement and District Internet Access/Publishing in the appendix. See 1:1 policies on D231 website - We may use Zoom, Google Meets and Goguardian/Bark to effectively learn and also monitor student computer usage.

### **Definitions**

A. Electronic Network Related Technologies and Access ("Network") is the system of computers, peripherals, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to the District network. These components may function in conjunction with established hardwire or wireless LAN running over outside lines.

B. Cyber stalking is knowingly harassing another person or persons through the use of electronic communication.

C. Damage means any impairment to the integrity or availability of data, a program, a system, or information.

D. Distance Learning Equipment is a means for providing meetings, educational or professional courseware and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute video to individual classrooms and offices in schools.

E. Electronic Mail (e-mail) consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a

computer application system and includes the transmission data, message text, and all attachments.

F. Electronic Social Networking includes the use of any electronic form of communication including but not limited to chat rooms, email, forums, article forwarding, instant messaging, text messaging, blogs, message boards, document forwarding from home, libraries, or other outside sources and other uses of electronic communication for non-educational purposes.

G. Hacking is any illegal or unlawful entry into an electronic system to gain secret, unauthorized information.

H. Harass means to engage in a knowing and willful course of conduct directed at a specific person or persons that alarms, torments, or terrorizes that person or persons.

I. Loss means any reasonable cost to any victim, including the cost of responding to an offense, conducting a damage assessment, and restoring the data, program, system, or information to its condition prior to the offense.

J. Internet a collection of worldwide networks and organizations that contain millions of pages of information.

K. Other Electronic Devices include, but are not limited to, cellular telecommunication devices such as cellular phones, and personal digital assistants that may or may not be physically connected to the network infrastructure.

L. Password is a secret word or series of letters, numbers and/or other characters that must be used to gain access to a network, a service or the Internet, and/or to modify certain software (such as parental controls).

M. Sexually explicit material means any material displaying sexual content that does not directly correspond to approved curriculum.

N. Authorized User is anyone who has signed the current network acceptable use policy

O. Unauthorized access entails approaching, trespassing within, communicating with, storing data in, retrieving data from, or otherwise intercepting and/or changing computer resources without authorization.

P. Website is a page and/or a collection of “pages” or files on a network that are linked together.

## **MEDIA CENTER**

The Media Center is used by students primarily for reference and for book selections. Privileges will be withdrawn from those students who do not follow library regulations. Fines will be assessed for lost or damaged media center books. Late fees will be assessed for overdue materials.

## **NEW STUDENT REGISTRATION**

New students registering at the middle school may begin classes on the school day following registration. This will give the counselor and principal time to determine the student's schedule. All new students are required to provide a legal birth certificate within 30 days of enrollment.

## **PESTICIDE APPLICATION**

Pesticides are periodically applied on school building and grounds to help control the insect population. The applications are done by a professional exterminator and are only applied when students will be out of the building for at least 48 hours.

## **PHYSICAL EDUCATION CLASSES**

All students have daily physical education class. A locker and padlock are furnished to the student for use throughout the entire year. Padlock fees are charged only if the padlock is lost. Students must wear a required physical education uniform, which consists of a reversible purple/gold shirt or gray, purple shorts, athletic socks and appropriate shoes. Any visible jewelry that is considered unsafe for activity is not permitted. If there is a reason why the appropriate uniform cannot be worn, a loaner uniform will be substituted in its place.

Students who need to, for a medical reason, be excused from participating in physical education class may bring an excuse note from a parent or a doctor. A parental note is valid for 2 days, and a doctor's note must be used for excusal for more than two days, notes must be delivered to the nurse

## **PROFESSIONAL SCHOOL COUNSELORS**

Rochelle Middle School counselors are dedicated to helping students to be successful in all life areas. Assistance is available to enhance academic performance, study habits, and attendance. The counselors are also available to help students to reduce behavior problems, mediate peer conflicts, and to assist with social / emotional and family concerns. Students can sign up to see their counselor in the main office. Counselors will also see students based on parent, teacher and administration referrals.

Because counseling is based on a trusting relationship between counselor and client, the counselors will keep information shared by students confidential except in certain situations in which there are an ethical and legal responsibility to limit confidentiality. Under the following circumstances school counselors are mandated reporters:

1. If the child reveals information about hurting himself/herself or another person.
2. If the child reveals information about child abuse and/or elderly abuse.

Please feel free to contact your child's counselor with questions or concerns. If you do not want your child to meet with the school counselor, please contact **Mrs. Underwood** or **Mrs. Bruhn** at 815-562-7997 to inform them.

### ***Erin's Law***

Our school will be implementing safety lessons according to Erin's Law (House Bill 6193). Illinois schools are required to teach age-appropriate sexual assault and abuse awareness and prevention curriculum for students in grades PreK-12<sup>th</sup> grades. Students will learn skills in the areas of personal safety, touching safety, assertiveness and healthy relationships. School Counselors will facilitate two lessons yearly during your child's homeroom.

For more information on Erin's Law, please visit:

<https://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=010500050K10-23.13#:~:text=10%2D23.13..Policies%20addressing%20sexual%20abuse.&text=affected%20by%20sexual%20abuse.,referred%20to%20as%20Erin's%20Law>.

### ***Teen Dating Violence***

Teen dating violence is unacceptable and prohibited. Defined as: "Dating" or "dating relationship" means an ongoing social relationship of a romantic or intimate nature between 2 persons. "Dating" or "dating relationship" does not include a casual relationship or ordinary fraternization between 2 persons in a business or social context. A pattern of behavior in which a person threatens to use or uses physical, mental, sexual violence or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13-19 years of age.

ISBE – (ILL School Code) ILCS 105 5/10-20; ILCS 110/3.10; ILCS 105 5.34-18

## **R.M.S. CARES**

*A Rochelle Middle School sponsored Community Service Program*

Rochelle Middle School sponsors a program that helps teach students the value and personal satisfaction derived from public service. We encourage students earn 100 hours of volunteer services while in middle school. This program is structured similarly to the Rochelle Township High School Silver Service hours program. Students who complete their hours will be recognized at graduation. Contact counselors, Mrs. Bruhn and Mrs. Underwood , for more information.

## **R.M.S. PTO**

The purpose of the Rochelle Middle School Parent Teacher Organization is to promote a better understanding between home and school and to improve and aid learning for students. Every parent with students attending Rochelle Middle School is considered a member of the PTO. There are no dues and meetings are held each month in the Middle School media center. Programs and activities are announced well in advance to allow time for members to plan. We hope many of you will take this opportunity to become involved with the activities of Rochelle Middle School.

## **SEARCH & SEIZURE**

According to Board Policy #7:140. The superintendent of schools or school personnel authorized by the superintendent of schools will be charged with the responsibility to search a student's person or locker on school property in the event such personnel reasonably suspects the presence of any illegal drug, drug paraphernalia, stolen property, alcohol, or weapon.

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) In all cases, there must be a reasonable cause to conduct any search. What is reasonable cause shall be determined by the building principal. And in all cases, a search will be conducted with the interest of the student's privacy respected, and in the presence of another school employee.

Any evidence that may be considered dangerous, harmful, or illegal will be confiscated and may be used as evidence in the event of any hearing or conference. If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities, such as illegal drugs or controlled substances.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

## **SOLICITING**

Students are not allowed to sell ANY materials (i.e., food, candy etc.,) in school or on school grounds. The only selling permitted is that which has authorization from an R.M.S. group or club and the administration, such as with a school fundraiser.

## **STUDENT GANG POLICY**

The Board of Education feels that the presence of gangs or gang activities can cause a substantial disruption of or material interferences with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts.

No student shall engage in any gang activity, (on or about school property or at any school activity) including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person. Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions, but not limited to:

1. Removal from extracurricular and athletic activities
  2. Conference with parent(s)/guardian(s)
  3. Referral to appropriate law enforcement agency
  4. Possible Suspension. Possible Expulsion – (not to exceed 2 calendar years)
- \*\*The School Board authorizes school administration to employ appropriate disciplinary procedures to carry out and enforce this policy.

## **STUDENT - SEXUAL HARASSMENT POLICY**

The following is policy #7:20 taken from the Board Policy Manual, a copy of which is available in every school office.

“The Board of Education has determined that an educational environment wherein sexual harassment of students is permitted fosters disrespect for fellow students, faculty, and staff, interferes with a student’s performance, and creates an intimidating, hostile educational environment. Accordingly, it is the policy of this Board of Education that sexual harassment of students of the District shall not be permitted.

Sexual harassment is defined as: Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education, (2) submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s educational performances or creating an intimidating, hostile or offensive educational environment.

Students who are the victims of sexual harassment are encouraged to notify the School District through their teacher or, if the teacher has allegedly committed the act or acts of sexual harassment complained of, through the principal or the superintendent. Such report is requested to be made in writing detailing the specifics of the charge and should be submitted within a reasonable time after the incident. The identity of the parties and the events complained of shall remain confidential to the extent feasible. The teacher shall report his information and any recommendation for action to the principal. Acts of sexual harassment depending upon the circumstances of the case may be considered cause for expulsion or such other disciplinary action as is warranted.

When there is sufficient evidence of violation of this policy the Board of Education or its designee shall take appropriate disciplinary action which action may include warning, suspension, and/or such other disciplinary action as may be warranted. Students shall be informed annually of the sexual harassment policy.”

## **APPENDIX**

### **PUBLIC PARTICIPATION IN SCHOOL AFFAIRS**

The public is invited and encouraged to take an active role in school affairs and to meet and talk with any and all school personnel on school matters. In matters of specific concern, however, parents and citizens should consult first with the person closest to the source of that concern. For example, in a matter involving a student's classroom situation, consult first with that student's teacher and then if necessary with the building principal or next with the superintendent. The concerned person may also present a matter to the Board of Education when the procedure above has been followed and the problem still has not been resolved.

### **STUDENTS' RIGHTS & RESPONSIBILITIES – DRUG / ALCOHOL ABUSE**

The following is taken from the Board Policy Manual #7:190, a copy of which is in every school

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of alcohol, drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

Students shall be advised of this policy in a manner deemed appropriate by the building principal. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with the law.

If a staff member finds a student to be illicitly using, possessing, or distributing drugs or look-alike drugs and drug paraphernalia in violation of this policy, the student shall be suspended and/or expelled. Upon completion of suspension, he/she will return to school pending an alcohol/drug assessment by an outside agency at their parents' expense. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

Electronic signaling devices found on district facilities shall be confiscated by the superintendent or his designee. The presence of such a device may be cause for further search for possession of drugs and appropriate discipline as established by the school board.

Repeat offenders may be recommended to the school board for expulsion.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents. Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis.

Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use district facilities.



## **STUDENT RECORDS**

### ***Permanent Record***

Parents should be aware of information that is included in the student records. A student permanent record contains the following information:

1. Basic identifying information, including student and parent names and addresses, birth date and place, and gender.
2. The academic transcript, including grades, class rank, graduation date, and grade level achieved.
3. The attendance record.
4. Any accident reports and the health record.
5. A record of release of permanent record information.
6. Any honors and awards received.
7. Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations.

(\*Optional information items which may or may not be included by the district)

The student permanent record will be maintained for a minimum period of 60 years after the student has transferred, graduated or permanently withdrawn from Rochelle Elementary District #231.

### ***Temporary Record***

A student temporary record consists of all information not required in the permanent record. It may include:

1. Family background information.
2. Intelligence test scores, group and individual.
3. Aptitude test scores.
4. Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
5. Elementary and secondary achievement level test results.
6. Participation in extra-curricular activities including any offices held in school sponsored clubs or organizations.
7. Honors and awards received.
8. Teacher anecdotal records.
9. Disciplinary information.
10. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
11. Any verified reports or information from non-educational persons, agencies or organizations.
12. Other verified information of clear relevance to the education of the student.
13. Record or release of temporary record information. The temporary record will be reviewed every one to four years or upon change in attendance centers, whichever occurs first for destruction of out-of-date information and will be entirely destroyed within five years after the student has transferred, graduated or otherwise permanently withdrawn from this district.

### ***Student Directory information***

Directory information may be released to the general public, unless parent requests that any or all such information not be released concerning his/her child or children.

### ***Parental Rights Regarding Student Records***

Parents/students have the right to inspect and copy:

1. The student permanent record.
2. The student temporary record.
3. Any student record proposed to be destroyed or deleted from the student records.

The cost of copying student records is five cents per page. This fee will be waived for those persons unable to afford such costs.

Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of accuracy, relevance, and/or propriety. This right includes the right to challenge the information contained in the student record(s) before the transfer of the record(s) to another district in the event of the child/children's transfer to another school system. The procedures for challenging the contents of student records include the following steps:

1. A request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
2. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.

If the challenge is not resolved by the informal conference, formal procedures shall be initiated:

1. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school.
2. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall both parties of the time and place of the hearing.

At the hearing, each party shall have the following rights:

1. The right to present evidence and to call witnesses.
2. The right to cross-examine witnesses.
3. The right to counsel.
4. The right to a written statement of any decision and the reasons therefore.

A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.

The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted immediately to the parents and school district. It shall be based solely on the information presented at the hearing and shall be one of the following:

1. To retain the challenged contents of the student record,
2. To remove the challenged contents of the student record, or
3. To change, clarify or add to the challenged contents of the student record.

Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Educational Service Region. The school may initiate an appeal on its own behalf by the same procedures. Upon receipt of such documents, the Superintendent of the Educational Service Region shall examine the documents and record, make findings, and issue a decision to the parents and the school within 20 days of the receipt of the appeal documents.

The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region. The final decision may be appealed to the judicial system.

Parents also have the right to insert into their child's student record a statement of reasonable length stating their position concerning any disputed information in the record. This statement will be included whenever the disputed information is released.

Parents have the right to control the release of student records. The release of the records requires the prior, specific, dated written consent of the parent. It also must designate the person to whom the records are released, the reason for the release and the specific records to be released. Parents may limit their consent to specific records or parts of records and request a copy of the released information.

There are persons, agencies, and organizations which have access to student records without parental consent. They include:

1. The records custodian of another school system into which the child/children transfer(s) if parents make no objection within 10 school days, to the contents of the school records listed in the notice to transfer records.
2. Persons authorized, as required by state or federal law. In such cases parents will receive prior written notice of the nature and substance of the information to be released and an opportunity to inspect copy and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.

The school shall grant access to, or release information from, school student records without parental consent or notification:

1. An employee or official of the school or school district or the State Board of Education, provided such employee or official or State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest.
2. To any person for the purpose of research statistical reporting, or planning, provided that such person has the permission of the State Superintendent of Education, and no student or parent can be identified from the information released.

Pursuant to a court order, provided that the procedures outlined in IL Rev. Stats. 1975, Ch. 122, Article 50 - 6(a), (5) are observed.

A parent or student may not be forced by any person or agency to release information from the temporary record in order to accrue any right, privilege or benefit, including employment, credit or insurance.

Psychological evaluations, special education files and other information contained in student temporary records (or copies thereof) which may be of continued assistance to the student may be transferred to the custody of the parent or student upon the graduation or permanent withdrawal of a handicapped student. These records may be of some future usefulness to you or your child in some circumstances. They may possibly be helpful in obtaining some types of social security benefits or other benefits for the handicapped from other agencies.

Parents and students are hereby notified that the district will maintain permanent student records for a minimum of 60 years and temporary records for a maximum of five years from the time a student graduates, transfers or permanently withdraws from the school district. Parents/students have the right to request copies of such records at any time prior to their destruction.

Request forms are available at our school offices. Upon graduation from eighth grade, all permanent records, psychological records are sent to the Rochelle High School to be maintained there.

## **SCHOOL VISITATION RIGHTS ACT**

This letter hereby serves as notification to parents and guardians of the School Visitation Rights Act.

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of the Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

Under the provisions of the act, an employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of the employer that is subject to this Act unless the employee has exhausted all secured vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

Nothing in this Act requires the leave be paid. Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 days of the school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

### **At Risk Community Resource List –**

#### ***Behavior/Mental Health:***

Sinnissippi Center Inc.,:

Oregon: 815-732-3157

Dixon: 815-284-6611

Rochelle: se habla espanol 815-562-3801

#### ***Group Youth Home and Family Counseling***

Focus House: 815-562-7092

#### ***Substance Abuse Treatment***

#### ***Lutheran Social Services of Illinois***

Oregon: 815-732-7954

Dixon: 815-288-6655

#### ***State of Illinois***

Parents Too Soon: 1-800-422-5587

#### ***Health Services***

Ogle County Hospice: 815-732-2499

Health Department: 815-732-7330

Rochelle Community Hospital: 815-562-2181

**\*\*Contact School Counselors for more resources\*\***

# Rochelle Middle School's

## Good Behavior Caught in the A.C.T.

	<i>Act Respectfully</i>	<i>Consider Safety</i>	<i>Take Responsibility</i>
<i>Hallway</i>	<ul style="list-style-type: none"> <li>• Use kind, appropriate language &amp; volume</li> <li>• Close your locker appropriately</li> <li>• Keep the hallway neat &amp; clean</li> <li>• Respect other classes that are in session</li> <li>• Keep locker neat &amp; organized</li> </ul>	<ul style="list-style-type: none"> <li>• Walk safely on the right</li> <li>• Keep your hands, feet and other objects to yourself</li> <li>• Avoid physical contact with others</li> <li>• Keep moving between classes</li> </ul>	<ul style="list-style-type: none"> <li>• Use your own locker &amp; keep your combination to yourself</li> <li>• Get supplies you need from your locker between classes</li> <li>• Keep all outerwear, backpacks and electronic devices in your locker during the school day</li> </ul>
<i>Library &amp; Computer Lab</i>	<ul style="list-style-type: none"> <li>• Take care of materials</li> <li>• Use school equipment appropriately</li> <li>• Listen to your teacher and librarian</li> <li>• Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>• Visit only appropriate web sites</li> <li>• Keep all chair legs &amp; your feet on the floor</li> <li>• Report any problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Return library materials on time</li> <li>• Sit in your assigned computer lab seat</li> <li>• Keep your work area clean</li> <li>• Protect Library Materials</li> </ul>
<i>Cafeteria</i>	<ul style="list-style-type: none"> <li>• Practice good table manners</li> <li>• Follow supervisors' instructions</li> <li>• Sit only on the seats</li> <li>• Use kind, appropriate language &amp; volume</li> <li>• Be kind &amp; courteous to cafeteria personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands, feet and other objects to yourself</li> <li>• Eat Own Food</li> <li>• Avoid physical contact with others</li> <li>• Remain seated unless given permission</li> <li>• Walk safely when permitted</li> <li>• Leave all sticks, stones &amp; snow on the ground outside</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive to lunch on time</li> <li>• Report Problems to the supervisors</li> <li>• Keep track of your lunch tickets</li> <li>• Use your lunch money for lunch</li> <li>• Clean up after yourself</li> <li>• During recess, dress appropriately for the weather</li> </ul>
<i>Office</i>	<ul style="list-style-type: none"> <li>• Be patient &amp; use manners when speaking</li> <li>• Show appreciation for all office workers</li> <li>• Sit silently when waiting to see a Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Wait in a single file line for your turn to be helped</li> <li>• Walk safely on the right side of the office hallway</li> <li>• Watch for others when opening the office doors</li> </ul>	<ul style="list-style-type: none"> <li>• Come to the office with a pass from your teacher</li> <li>• When making a phone call, be prepared to pay \$.25</li> <li>• To see a counselor, sign in on the appropriate clipboard</li> </ul>
<i>Restroom</i>	<ul style="list-style-type: none"> <li>• Use kind, appropriate language &amp; volume</li> <li>• Respect others' space &amp; privacy</li> <li>• Clean up after yourself using proper trash receptacles</li> </ul>	<ul style="list-style-type: none"> <li>• Wash your hands and use proper hygiene</li> <li>• Keep your feet, hands and other objects to yourself</li> <li>• Report any problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Use the restroom with adult permission</li> <li>• Go quickly, go quietly</li> <li>• Leave writing utensils in the classroom</li> </ul>
<i>Locker Room</i>	<ul style="list-style-type: none"> <li>• Use kind, appropriate language &amp; volume</li> <li>• Close your locker appropriately</li> <li>• Keep your locker neat &amp; organized</li> <li>• Respect others' privacy &amp; belongings</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands, feet and other objects to yourself</li> <li>• Avoid physical contact with others</li> <li>• Use the benches only as a seat</li> </ul>	<ul style="list-style-type: none"> <li>• Use your own locker &amp; keep your combination private</li> <li>• Keep the locker room neat &amp; clean</li> <li>• Keep track of your belongings</li> <li>• Use tall lockers only when you are in P.E. class</li> </ul>

# Rochelle Middle School's Good Behavior Caught in the A.C.T.

<i><b>Busses &amp; Field Trips</b></i>	<ul style="list-style-type: none"> <li>● Use kind, appropriate language &amp; volume</li> <li>● Share your seat when needed</li> <li>● Listen to the bus driver</li> <li>● Show respect toward all chaperones</li> <li>● Represent R.M.S. with pride</li> </ul>	<ul style="list-style-type: none"> <li>● Load and unload bus safely</li> <li>● Remain seated &amp; non-disruptive</li> <li>● Keep hands, feet &amp; objects to yourself and inside the bus</li> <li>● Keep the aisle clear</li> </ul>	<ul style="list-style-type: none"> <li>● Be on time</li> <li>● Clean up after yourself when necessary</li> <li>● Obey school rules while on the bus</li> <li>● Enter and leave the building quietly</li> <li>● Report problems to the driver.</li> </ul>
<i><b>Classroom</b></i>	<ul style="list-style-type: none"> <li>● Use kind, appropriate language &amp; volume</li> <li>● Listen to and respect the opinions of others</li> <li>● Do your work neatly &amp; carefully</li> <li>● Allow teachers to teach and other students to learn</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands, feet &amp; other objects to yourself</li> <li>● When appropriate, move carefully around the room</li> <li>● Keep chair legs &amp; your feet on the floor</li> <li>● Know emergency procedures</li> </ul>	<ul style="list-style-type: none"> <li>● Be in the classroom when the bell rings</li> <li>● Come to class prepared to learn with proper materials</li> <li>● Follow directions the first time</li> <li>● Stay on task &amp; actively listen</li> <li>● Do your own work &amp; accept ownership of your performance</li> </ul>
<i><b>Outdoor Activity</b></i>	<ul style="list-style-type: none"> <li>● Use kind, appropriate language</li> <li>● Resolve conflicts peacefully</li> <li>● Treat others like you would like to be treated</li> <li>● Respect others' space and property</li> <li>● Use positive sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>● Use equipment appropriately</li> <li>● Follow directions of all adults</li> <li>● Report problems to an adult</li> <li>● Avoid physical contact with others</li> <li>● Leave sticks, stones &amp; snow on the ground</li> </ul>	<ul style="list-style-type: none"> <li>● Return all equipment</li> <li>● Leave and enter the building quietly</li> <li>● Dress appropriately for the weather</li> </ul>
<i><b>Assembly</b></i>	<ul style="list-style-type: none"> <li>● Use kind, appropriate language when speaking is appropriate</li> <li>● Listen respectfully to all directions &amp; speakers</li> <li>● Sit quietly and be considerate of others</li> <li>● Respect others' space when seated</li> </ul>	<ul style="list-style-type: none"> <li>● Keep your hands, feet &amp; other objects to yourself</li> <li>● Enter and exit the bleachers in a safe, orderly manner using the stairs</li> </ul>	<ul style="list-style-type: none"> <li>● Sit in the bleachers or on the floor as a class</li> <li>● Show appreciation in an appropriate manner and time</li> </ul>
<i><b>Gym</b></i>	<ul style="list-style-type: none"> <li>● Respect others' personal space &amp; ability</li> <li>● Use equipment appropriately</li> <li>● Resolve conflicts peacefully</li> <li>● Leave &amp; enter the building quietly</li> </ul>	<ul style="list-style-type: none"> <li>● Keep your hands, feet &amp; objects to yourself</li> <li>● Avoid physical contact with others</li> <li>● Behave safely during all activities</li> </ul>	<ul style="list-style-type: none"> <li>● Walk to class without cutting through the gym</li> <li>● Use equipment with permission</li> <li>● Put equipment away after using it</li> </ul>

# ROCHELLE Elementary District #231

## 1:1 Device Student & Parent Agreement

A laptop used in the 1:1 E-Learning Program at D231 will be allowed to go home with the student under the following conditions:

1. This 1:1 Device Student & Parent Agreement, which is signed by the parent/guardian and the student, will be kept on file at the school.
2. Use of this equipment for any purpose other than educational use during the school day may result in disciplinary actions as outlined above or the return of the student's Chromebook.
3. The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the Chromebook or installed under any circumstances.
4. Parents/guardians accept full financial responsibility for any loss, theft or damage to the Chromebook by their child while in their child's possession during enrollment of the student. The cost of the repair or replacement of this equipment caused by neglect, careless handling or improper care is also the parent/guardian's responsibility. If the laptop is damaged beyond repair and the laptop is returned, the parent/guardian will be in charge of paying a replacement fee for the assessed value of the Chromebook up to \$300 to attain a replacement laptop. THE PARENT/GUARDIAN ALSO AGREES TO PAY THE TOTAL REPLACEMENT COST OF THE LAPTOP IN THE CASE OF INTENTIONAL VANDALISM.
5. Students must bring the laptop that has been loaned during the 1:1 Initiative to school each day.

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We, the undersigned student and parent/guardian, agree to assume full responsibility for the proper care and educational use of the computer equipment described in this document.

Student Name \_\_\_\_\_

Student signature

\_\_\_\_\_

Date: \_\_\_\_\_

Parent signature

\_\_\_\_\_

Date \_\_\_\_\_

### **Internet Access**

I understand that the internet access is designed for education purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I hold harmless the District, its employees, agents, or board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child.

<b>I request that my child be allowed internet access</b>	<b>Yes</b>	<b>No</b>
<b>Parent/Guardian Signature</b>	<b>Date</b>	

### **Internet Publishing**

Rochelle District 231 owns and maintains a web server for the purpose of displaying information via the internet. Some of the materials which can be displayed include student work, copies of art work, copies of writing, and student photographs. Student information which can be accessed on the web server will be limited to : - school name – teacher name - - pictures of students –

<b>Yes</b> <input type="checkbox"/> I understand the above information and agree to its content. I hereby request that materials created by him/her be displayed on the Rochelle D231 web site. This includes individuals/group photographs containing student, student art work, and or written composition.	
<b>No</b> <input type="checkbox"/> I understand the above information but request that materials created by him/her <b><u>NOT</u></b> be displayed on the Rochelle D231 website	
<b>Parent/Guardian Signature</b>	<b>Date</b>



## Bus Violation Report

Student(s) Reported \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_  
Date of Violation \_\_\_\_\_ Driver \_\_\_\_\_ Route # \_\_\_\_\_ a.m./p.m.

### ***Bus Rules and Consequences***

*A bus driver's job is one of great responsibility. The safety and very lives of all passengers depend on good discipline!*

#### **The student will (circle problem area or areas):**

1. Respect and obey the bus driver.
2. Sit in seats assigned by the bus driver.
3. Respect the rights of others.
4. Not fight on the bus.
5. Not make loud noises or disturb the driver.
6. Remain seated while the bus is in motion.
7. Not put heads, arms, objects out the window
8. Not bring animals or eat food on the bus.
9. Respect bus equipment and people's property.
10. Not use inappropriate language.
11. Not throw anything on the bus or out the window

#### **Consequences:**

First Offense Student will meet with the principal. The principal will record the problem; inform the student's parent(s)/guardian(s) by telephone or letter.

Second Offense Principal will contact parent/guardian by phone or letter and student may be refused bus transportation for 3 days. Bus suspension will begin on \_\_\_ and continue through \_\_\_. The student may begin riding the bus on \_\_\_\_\_.

Third Offense The student will be suspended from riding the bus for a period of 5 days. Bus suspension will begin and continue through. The student may begin riding the bus on.

Fourth Offense The student is suspended from riding the bus for 10 days beginning and continuing through. During this suspension period, you may request a formal hearing with a committee consisting of the district superintendent, the building principal, the transportation supervisor, the bus driver, the child and his/her parent(s)/guardian(s), and any other legal counsel the parent(s)/guardian(s) may choose to have represent the child. As a result of this hearing, the student's bus riding privileges may be suspended for up to 90 school days. If you do not request the hearing by contacting the building principal at (school) (address), (phone), the student's bus riding privileges are automatically suspended for up to 90 school days.

Fifth Offense At the conclusion of any suspension from riding privileges for up to 90 student days, the student's bus rider-ship will resume. In the event the student's behavior merits a fifth bus violation report, that student's bus riding privileges will be suspended until a hearing can be held to discuss the violation. The hearing committee will consist of the district superintendent, the building principal, the transportation supervisor, the bus driver, the child and his/her parent(s)/guardian(s), and any other legal counsel the parent(s)/guardian(s) may choose to have represent their child. If the violation report is found to be essentially accurate, the student's bus riding privileges will be suspended for the remainder of the current school year.

Severe Clause In the case of a serious violation of the above rules, a student may be refused bus transportation until parents and principal can arrange a conference concerning the problem, at which time suspension may be an option.



This handbook contains important Board of Education policies and school procedures. It is important that you read and discuss these policies, procedures and student behavior code with your child. Please sign this sheet and return it to your child's school. Should you have any questions, please contact your child's building administrators.

Print Student's name: \_\_\_\_\_

Failure to return this acknowledgement and pledge will not relieve a student or the parent/guardian from being responsible for knowing and complying with school board approved rules contained within the handbook. Your signature below indicates that you have read the information in this handbook and reviewed it with your child.

**Acknowledgement**

I acknowledge that I have read and reviewed the parent/student handbook and understand the responsibilities contained in them. Please sign below



Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge receiving the student handbook, read and reviewed it and pledge to follow the student behavior guidelines and help maintain a safe and positive school environment at R.M.S.



Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note: Students will be expected abide by all district, local and state mandates regarding health/pandemic/pandemic related conditions including mask wearing, social distancing etc., as determined by the school board and Superintendent**

