

**ROSE HILL  
MIDDLE SCHOOL**  
*Home of the Rockets!*

**STUDENT HANDBOOK  
2009-2010**

**Mrs. Kay Walker**  
Principal

**Mr. Brant Miller**  
Assistant Principal  
Athletic Director

104 North Rose Hill Road  
Rose Hill, Kansas 67133  
Telephone: (316) 776-3320  
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**RHMS Mission Statement:** Rose Hill Middle School will provide opportunities for all students to become independent learners who successfully communicate and apply knowledge now and in the future.

Handbook Policy - These policies have been approved by the USD 394 school board as a working document of Rose Hill Middle School. Changes throughout the year in policies may be necessary due to action taken by the school board and/or the Kansas legislature.

## ROSE HILL USD #394

### NONDISCRIMINATION STATEMENT

The Rose Hill Public schools does not discriminate on the basis of race, color, national origin, sex, handicap/disability, religion, or age as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, the Age Discrimination Act may contact Kay Walker, Middle School Principal or Brad Keirns, the school district's ADA and Section 504 coordinator, 104 N. Rose Hill Road, Rose Hill, Kansas, 67133, (316) 776-3300.

### ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

**Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 394. In accordance with FERPA, you are required to be notified of those rights, which include:**

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
  - a. we have your prior written consent for disclosure;
  - b. the information is considered "directory information" and you have not objected to the release of such information; or
  - c. disclosure without your prior consent is permitted by law.
  - The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.
  - The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 394 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of Unified School District No. 394 policies for complying with FERPA. A copy may be obtained from: Rose Hill Schools USD 394, 104 N. Rose Hill Road, Rose Hill, Kansas 67133-9785.

**Directory Information:** For purposes of FERPA, Unified School District No. 394 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of

information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 394 at 104 N. Rose Hill Road, Rose Hill, Kansas 67133-9785 on or before August 19, 2009 or five (5) days after enrollment, whichever is the later date. If a refusal is not filed, Unified School District No. 394 assumes you have no objection to the release of the directory information designated.

**Recruiting information:** Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

## Principals' Welcome

Welcome to Rose Hill Middle School! The RHMS faculty, staff, and administration wish you a productive and successful school year. This school year marks a historic event as we begin in our new school building. We hope you enjoy our new facility and will help us in maintaining its cleanliness and new conditions.

Rose Hill Middle School is committed to strive for excellence in education and in our RHMS school family.

The purpose of this student/parent handbook is to provide information relative to Rose Hill Middle School. The policies and procedures outlined in this handbook are necessary to improve the effectiveness of our school. A planning guide is also included in this book to help you organize and utilize your time and energy wisely. Please keep this book with you at all times. Share this handbook with your parents so they can be aware of the many opportunities, educational offerings, and challenging experiences you will encounter this school year. Together, we can make RHMS an outstanding school. Let's make this year a great school year at Rose Hill Middle School!

Kay Walker  
Principal  
kwalker@usd394.com

Brant Miller  
Asst. Principal / Athletic Director  
bmiller@usd394.com

## **BOARD OF EDUCATION**

|             |                 |              |              |
|-------------|-----------------|--------------|--------------|
| Pat Beran   | Michelle Bollig | Jack Carr    | Scott Farber |
| Kirk Hayden | Roger Santo     | Bob Westwood |              |

## **CENTRAL OFFICE ADMINISTRATION**

|                   |   |
|-------------------|---|
| Randal Chickadonz | Superintendent                              |
| Brad Keirns       | Asst. Superintendent<br>Curriculum Director |

## **TEAM TEACHERS**

|                    |                      |                 |                       |
|--------------------|----------------------|-----------------|-----------------------|
| Cindy Bastian      | cbastian@usd394.com  | Steve Siemens   | ssiemens@usd394.com   |
| Cindy Bradford     | cbradford@usd394.com | Karen Simmons   | ksimmons@usd394.com   |
| Elizabeth Engelken | eengelken@usd394.com | Julie Simpson   | jsimpson@usd394.com   |
| Brenda Groat       | bgroat@usd394.com    | Sally Smith     | ssmith@usd394.com     |
| Sandy McGehee      | smcgehee@usd394.com  | Susan Steinkamp | ssteinkamp@usd394.com |
| Ron Pugh           | rpugh@usd394.com     | Sheryl Townson  | stownson@usd394.com   |
| Leah Rempel        | lrempel@usd394.com   | Donna Walker    | dwalker@usd394.com    |
| Annette Shirley    | ashirley@usd394.com  | Kim Waltman     | kwaltman@usd394.com   |
| Kristen Shirley    | kshirley@usd394.com  | Kristi Wheeler  | kwheeler@usd394.com   |
|                    |                      | Brenda Wheeler  | bwheeler@usd394.com   |

## **SPECIALS TEACHERS and SUPPORT STAFF \*\***

|                  |                            |
|------------------|----------------------------|
| David Bartley    | Band                       |
| Joel Blessant    | Art                        |
| Kitrina Childers | Sp. Ed.                    |
| Janis Engels     | Nurse                      |
| Debbie Funke     | PE                         |
| Marsha Granberry | Vocal Music                |
| Robert Hansen    | PE                         |
| Cindy Harvey     | Sp. Ed.                    |
| Bev Leete        | Technology                 |
| Denise McDonald  | ELT-Extended Learning Time |
| Diane Myers      | Secretary                  |
| Vicki Robertson  | Library Para               |
| Dean Routh       | Counselor                  |
| Terry Smades     | Computer Lab               |

\*\* Email Specials teachers and support staff by using first initial, last name, @usd394.COM

## Why do we issue each student a school agenda book?

Your school agenda has been designed to help you manage your time so that you can take an active part in controlling your academic achievement. RHMS requires each student to use his/her agenda throughout the year, so if you lose your agenda, you will be expected to buy a new one at a cost of \$5.00. Your agenda will be used as a hall pass, to carry your Conduct Card, to record assignments, and to relay messages from school to home. It also includes our student handbook. Parents have access to the student Conduct Card at any time. Please check it often and update yourself on the status of your student's behavior record.

The policies that are listed in this handbook are designed to serve as a guide and may not be all-inclusive. Likewise, they are subject to revision at any time the administration deems necessary. We will make every effort to ensure that students and parents are notified of any changes. Any rule which when broken, violates laws, must be reported to the proper authorities.

## ACADEMICS

Rose Hill Middle School seeks to create an educational setting that meets students' unique and transitional needs while providing opportunities and skills to meet future educational goals.

### Student Progress/Grading

The evaluation of student achievement and effort is reported as follows:

|        |    |       |    |
|--------|----|-------|----|
| 99-100 | A+ | 78-79 | C+ |
| 93-98  | A  | 73-77 | C  |
| 90-92  | A- | 70-72 | C- |
| 88-89  | B+ | 68-69 | D+ |
| 83-87  | B  | 63-67 | D  |
| 80-82  | B- | 60-62 | D- |
|        |    | 0 -59 | F  |

All grades are reported on a nine-week basis. Midterms will be sent out each grading period. Some teams may choose to send out progress reports more frequently. Any questions or concerns should be directed to the appropriate teacher. An incomplete is given only in case of an illness or emergency, when the student has not been able to complete his/her assignments. All grades reported as incomplete must be completed within one week after the end of the term or the grade will be recorded as the grade the student had on the last day of the grading period. The student receiving an incomplete grade must take the initiative to complete the work and have a grade recorded.

### PowerSchool

PowerSchool is an online informational system that parents and students can access on the Internet using a password that must be obtained at the school office. Parents can check attendance, grades, and the school bulletin. A list of assignments can be accessed by clicking on the letter grade. Teachers will update grades on a weekly basis and post those grades on the web.

### AR - Accelerated Reader

Accelerated Reader is a computer-based program that tests students' comprehension of books they are reading. This program is an incredible asset to our middle school curriculum. It is an individualized program that will encourage and motivate students to read appropriate grade level material, at the same time, challenging them to increase their reading skills. The students should increase the amount of reading they do, as well as increase their comprehension level.

### Parent/Teacher Conferences

Grade cards will be issued following the last day of each nine-week grading period. Parents are invited to attend the two parent teacher conferences that have been scheduled for this year. This allows both parents and teachers the opportunity to communicate about student progress. Parents should feel free to contact their child's teacher at any other time they feel there is a need.

### Honor Roll

Students are recognized for their achievements at the end of each semester.

|                        |            |
|------------------------|------------|
| Principal's Honor Roll | 4.0        |
| Honor Roll             | 3.5 – 3.99 |
| Honorable Mention      | 3.0 – 3.49 |

## Winners' Circle

Winners' Circle is an organization sponsored by teachers and parents to recognize and reward positive behavior and grades. To become a member, **a student must qualify in:**

### **Attitude PLUS Attendance and/or Academics.**

**Attitude:** A student may not have more than 9 conduct points, any suspensions, or any major violations resulting in an office referral.

**Attendance:** A student may have no more than 4 excused absences, no unexcused absences, and no more than 4 tardies.

**Academics:** A student must maintain a 3.0 GPA or better. Reward trips and parties are scheduled, by semester, for students that qualify for Winners' Circle.

## Academic Assistance (A.A.)

The purpose of the Academic Assistance program is to provide additional instructional time for students who are struggling with specific skills in any content area. A.A. may be used to assist students who are falling behind due to an unforeseen illness or circumstance. A.A. is **not** intended for students who chronically do not turn in their assignments or are late in doing so. The school will not provide transportation. It will be the responsibility of the parents and students to make necessary arrangements.

## Care of Property

Students should refrain from marring desks, tables, hall lockers, walls, or floors and other destructive acts that destroy public property. Students are responsible for all books and materials checked out to them. Any acts of vandalism or destruction of school property may result in suspension from school and payment for damaged property and labor costs.

## Lock/Locker Assignments

Each student will be assigned a hall locker and a lock. The lockers are school property and may be inspected at regular intervals or when the administration considers it necessary. (Students do not have an expectation of privacy for the contents) Physical Education clothing should be kept in the lockers provided in the dressing room.

**Remember to keep your combination to yourself. Do not share it with your best friend.**

**The school is not responsible for loss of items in your locker. No personal locks are allowed. Replacement cost for a lost or damaged lock is \$5.00**

## Student Responsibilities and Expectations

The following school rules have been developed to guide students in making appropriate behavior choices and to explain the expectations of the administration and staff concerning student behavior. These are guidelines and are not meant to be all-inclusive.

- \* Students are expected to follow the directions from adults in an appropriate manner.
- \* Students are expected to stay on task and not interfere with the learning or the teaching that is taking place.
- \* Students are expected to come prepared to class each day.
- \* Students are expected to display pride in our school by keeping the building and grounds clean and unmarred.
- \* Students are expected to be considerate of others.
- \* Students are expected to help create a safe environment in our school, including the classrooms, the hallways, the lunchroom, and on the playground.

## USD #394 DISCIPLINE POLICY

The USD #394 discipline policy is based on mutual respect among administrators, staff, teachers, students, and parents. These policies are designed to create a pleasant and safe environment for all students in our schools. The disciplinary actions in this policy contain a range of severity. The administrator is to determine the action to be taken within the prescribed range. For repeated occurrences, the disciplinary action may not be lessened in severity from the action taken on the first occurrence.

Students must remember that they are responsible for their actions. If actions are in violation of school policies, students will have to accept the consequences. Kansas law allows the school district to hold students accountable for their behavior while they are on school district property, at all bus stops, and at all school sponsored activities.

### School Safety Hotline

There is a toll free school safety hotline number that may be used anonymously by students or parents. This number may be used if you have information or knowledge that a serious violent act may occur at your school. Law enforcement will contact the appropriate school personnel with all relevant information. The school safety hotline number is 1-877-626-8203.

### Safe School Act

The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to report **all felony and misdemeanor crimes** committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information, which indicates a crime (felony or misdemeanor), **may** have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement), or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians, or representatives of the student(s) prior to questioning. To the extent possible reasonable requests of parents, guardians, or representatives shall be observed. The administrator involved shall document notification or attempted notification of parents, guardians, or representatives. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and **not** under the authority of school personnel.

**The following items are the definitions of problem areas as established by the district Discipline Committee and violations of the definitions will result in disciplinary action:**

### **Minor Violations**

**Disrespect** - Inappropriate or argumentative remarks or actions, being rude or uncooperative toward others

**Disruptive Behavior** - Any behavior that deprives the instructor of the right to teach, deprives other students of the right to learn, or any behavior that adversely affects the learning environment of the classroom or school

**Dress Code** - Inappropriate dress, violation of school dress code

**Unprepared for Class** – Refusal to bring all needed materials to class, such as assignments, agenda book with conduct card, textbooks, pencils, pens, paper, AR library books, etc.

**Failure to Comply** - Refusal to comply with reasonable request of school personnel (teachers, secretaries, substitute teachers, lunchroom paraprofessionals, bus drivers etc.) or behavior that challenges their authority

**Gum/Candy/Food/Drinks** - Consumption of gum, candy, food or drinks except as designated by teachers for special occasions. These treats shall be consumed only in the class that they are given

**Horseplay** - Inappropriate physical actions with no intent to cause injury

**Precipitating a Fight** - Statements or actions that encourage others to fight

**Profanity** - Cursing, swearing, vulgarity, failure to use appropriate language, or the use of physical gestures that are disrespectful in nature, or the possession of inappropriate material

**Public Display of Affection** -Inappropriate expressions of affection in a school setting

**Snowballs** – Making or throwing snowballs are not permitted at school because of the danger of personal injury. Students caught snowballing will be subject to disciplinary action.

**Sign In/Out** - Not reporting to the office as required by building attendance policy

**Unnecessary Items** -The possession of item(s) which could be used to cause a disturbance and is (are) unnecessary for school activities (cellular phone, beeper, walk-man, laser light, electronic toy, etc.) If these items are taken from a student, parents may be asked to pick up the items at the RHMS office.

### **Major Violations** (Administrative Office Referral)

**Alcohol and Drugs** - A student who is guilty of possessing, offering, selling, buying, or being under the influence of any illegal drug, alcohol, drug paraphernalia, simulated drugs, or other controlled substance on school property or at any school-sponsored activity, will be detained immediately. The administration will contact the proper law enforcement officials and the student's parents. An immediate short-term suspension of 10 school days may be imposed. A formal hearing may be held. Disciplinary action will be administered as per B.O.E. Drug Free School Policy. The student may be required to undergo a complete substance abuse evaluation by a licensed agency before he/she is allowed back to Rose Hill Middle School or an alternative school as per Board of Education policy.

1<sup>st</sup> Offense: Suspension from all student activities for a period not less than a month, and punishment up to and including short-term suspension

2<sup>nd</sup> Offense: Suspension from all student activities for a period of not less than one semester of four months, and punishment up to and including long-term suspension

3<sup>rd</sup> Offense: Suspension from participation and attendance at all school activities for the year, and punishment up to and including expulsion from school for the remainder of the year

**Assault** - Physical attack of one person, or of a group of persons, upon another person who does not wish to engage in the conflict and has not provoked the attack

**Bullying** - The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

**Bus Conduct** -Violation of bus safety laws or regulations

**Cheating** - To violate rules dishonestly or attempt to deceive

**Destruction of Property/Vandalism**- Destroying or mutilating objects or materials belonging to the school, school personnel, students, or other persons Misdemeanor - under \$500 / Felony - over \$500

**Extortion** - The acquisition of money, property, school work, or services of any type by threats or force

**Fighting** - Purpose of inflicting physical harm on another person

**Flagrant/Intentional Lying or Omission** - Giving false information to any school personnel

**Forgery** - Writing and using the signature or initials of another person, or misrepresenting your identity in any fashion

**Harassment** - Incident of verbal teasing, ridiculing, and/or badgering of other students, including unwanted sexual attention and racial slurs

**Scuffle** - Engaging in physical contact in anger

**Skipping Detention** - 1st offense Time doubled -- 2nd offense ESD 1 day -- 3rd offense Suspension 1 day

**Skipping Extended School Day (ESD)** - 1st offense Time doubled -- 2nd offense Suspension 1 day

**Skipping Saturday School (SS)** Failure to attend Saturday School will result in Out of School Suspension

**Theft** - Taking or concealing property that belongs to others Misdemeanor - under \$500 / Felony - over \$500

**Threat** - Any statement or action that is communicated with the intent to commit violence or terrorize another individual, or

cause the evacuation of any building, facility or district vehicle.

**Tobacco** - The use or possession of any tobacco product by students at school or at a school-sponsored activity is prohibited. Students who use or possess tobacco products at school or a school-sponsored activity will be subject to the disciplinary action. Law enforcement will be contacted.

1<sup>st</sup> Offense: Three days ESD, and parent notification in writing.

2<sup>nd</sup> Offense: Three days Out of School Suspension and conference with parents.

3<sup>rd</sup> Offense: Five days Out of School Suspension and conference with parents.

4<sup>th</sup> Offense: Five days Out of School Suspension and a hearing for extended term suspension.

**Weapons** - Students shall not knowingly possess, handle, or transmit, any object that can reasonably be considered a weapon or simulation thereof:

1. On the school grounds during, before, or after school hours.
2. On school grounds at any other time when the school is being used by any school personnel or school group.
3. Off the school grounds at a school activity, function or event.

Weapons are identified in two categories:

- Articles commonly used or designed to inflict bodily harm and/or to intimidate others. Examples are firearms, air gun, BB gun, slingshot (or any other instruments capable of accelerating a projectile), knuckles, knives of any kind, chains, clubs, stars, or any other weapon identified by K.S.A. 72-8901.
- Articles designed for other purposes, but are used to threaten, inflict bodily harm, or intimidate. Examples are belts, combs, pencils, files, compasses, scissors, rulers, etc.

A student acting in an aggressive or belligerent manner with any article as described in Section b. above shall be deemed to be in possession of a weapon. Disciplinary action will be taken. A student using or in possession of a weapon will be subject to suspension, possible expulsion proceedings, referral to law enforcement agencies, or other appropriate action.

**\*\* These lists of minor and major violations are not an all-inclusive list. The faculty or administration will handle actions not listed as they deem appropriate.**

## **Sexual Harassment**

Sexual Harassment is a civil offense and a violation of an individual's right to education in an appropriate environment.

The following actions can be considered sexual harassment:

- having sexual comments, jokes, gestures or looks made about one;
- being touched, grabbed, or pinched in a sexual way;
- being flashed or mooned;
- having sexual rumors spread about one;
- having clothes pulled in a sexual way;
- being shown or given sexual pictures, photographs, illustrations, messages, or notes;
- having way blocked or being cornered in a sexual way;
- being told one was gay or lesbian;
- having one's clothing pulled off or down;
- being forced to do something sexual including kissing;
- being spied on during dressing or showering at school.

## **Racism**

Remarks, writings, or signs that are derogatory toward any ethnic group will not be tolerated.

Any student who believes he or she has been subjected to harassment, sexual harassment or racial harassment, should discuss the problem with his/her principal, or another certified staff member. Complaints regarding all forms of harassment shall be investigated under district policy, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

## **Gang Activity**

Gang activity that threatens the safety or well being of persons or property on school grounds, or at school activities, or which disrupts the school environment is prohibited. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student shall not:

- Lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;

- Present a physical safety hazard to self, students, staff, and/or other employees;
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

## **CONDUCT CARD POINT SYSTEM**

The RHMS faculty and administration will use the Conduct Card Point System for all students. All students are required to carry their Conduct Card in their agenda and present it to a staff member upon request. Failure to present the Conduct Card will result in the student being assessed a conduct point on the card. **Parents should routinely update themselves on the status of the conduct card.**

A lost Conduct Card will automatically move the student to the next colored Conduct Card, with administrative discretion. If a Conduct Card should be damaged or washed, pieces of the Conduct Card must be shown to an administrator for the penalty to be waived. All Conduct Cards will be collected at the end of each semester. New Conduct Cards will be issued the following semester.

### **Conduct Card Violations**

The faculty and/or administration will address minor conduct violations. One conduct point will be given for each Conduct Card violation. On the 3<sup>rd</sup> point, a parent will be contacted via telephone, email, or by written communication. If using email, a reply from the parent must be received to confirm contact. If written communication, the document must be signed by the parent and returned the next school day.

The 5th point will result in advancement to the next card level. The Conduct Card Referral form will be sent home, with the student, for a parent to sign. The student is responsible to return the form on the following school day.

Conduct Card minor violations may include, but are not limited to the following categories:

|                               |                        |
|-------------------------------|------------------------|
| Disruptive Behavior           | Inappropriate Comments |
| Failure to Comply             | Defacing Card          |
| Unprepared for Class          | Dress Code             |
| Unnecessary Items **see below | Tardiness              |

Accumulation of Conduct Points per card color level will result in the following:

|        |                               |   |
|--------|-------------------------------|---|
| White  | 5 points = 1 hour detention   | Parent contacted by team                      |
| Green  | 10 points = 2 one hour det.   | Parent contacted by team                      |
| Blue   | 15 points = 1 ESD             | Admin Conference w/ team and student          |
| Purple | 20 points = 2 ESD             | Admin Conference w/ team, student and parents |
| Pink   | 25 points = 1 Day ISS         | Admin Contact w/ parents and RHMS counselor   |
| Yellow | 30 points = 2 Days ISS        | Admin Conference w/ parents and student       |
| Orange | 35 points = 3-4 Days ISS      | Parent Contacted by Administration            |
| Red    | 40 points = 5 Days ISS or OSS | Parent Contacted by Administration            |

\*\* Unnecessary items includes cell phones, iPods, gaming devices, music devices, etc. Having any of these electronic devices, out of your student locker during the school day, will result in the following action:

- 1<sup>st</sup> Offense: Device(s) will be turned in to the RHMS office. Student will receive a conduct point and the device(s) must be picked up by the student at the end of the school day.
- 2<sup>nd</sup> Offense: Device(s) will be turned in to the RHMS office. Student will receive an office referral and the parents will be notified by administration. Parents must pick up the device(s).
- 3<sup>rd</sup> Offense: Device(s) will be turned in to the RHMS office. Student will receive a 2<sup>nd</sup> office referral with a higher level consequence as set forth by the referral system and as determined by the school administrator. Parents will be notified and must pick up the device(s).

### **Detention / Extended School Day (ESD)**

The student stays after school for the assigned time, in the Detention/ESD teacher-monitored classroom. Parents will be contacted by written form, telephone, or email communication prior to the assigned time. The student is responsible to return all signed documents the next school day. The student must report to the Detention/ESD room in a timely manner. If a

student needs to be removed from the Detention/ESD room, the time served will not be counted and further disciplinary action will be taken.

**Detention is 3:15 – 4:00 p.m.**  
**ESD is 3:15 – 5:15 p.m.**  
**Tuesday, Wednesday, and Thursday**

### **Short-Term Suspension**

According to Kansas Law 72-8902: A suspension may be for a short term not exceeding ten school days. During an out-of-school suspension students are not allowed on school property. Students will be allowed to make up work from a suspension for credit but it must be turned in the day the student returns to class from the suspension. It is the responsibility of the student/parent to pick up the work from school.

### **Long-Term Suspension/Expulsion**

(Long term Suspension may be for a term of 11-90 days, Expulsion may be for a term of 91-186 days) According to Kansas Law 72-8901: The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any student guilty of any of the following:

- A. Violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- B. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
- C. Conduct which substantially impinges upon or invades the rights of others, or
- D. Conduct, which has resulted in conviction of the student of any offense, specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- E. Disobedience of an order of a teacher, peace officer, school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

### **Student Dress Code**

Appearance does affect the learning atmosphere of a school. Neatness and good taste are emphasized as guidelines for understanding and interpreting this dress code. This code is not intended to impose a financial hardship on any student or family.

General guidelines include:

- Shoes must be worn.
- Apparel that is excessively short or excessively tight may not be worn.
- Apparel that is excessively large or excessively long (example: pants should not touch the ground) may not be worn.
- No bagging, sagging and/or dragging.
- Clothing designed for maximum exposure to the sun (mesh shirts, tank tops, spaghetti straps, midriff, etc.) may not be worn.
- Clothing having vulgar or obscene language or gestures, inappropriate double meanings, racial slurs, or endorsements of alcohol, drug, or tobacco products is unacceptable.
- Head apparel such as hats, bandanas, and sunglasses are not to be worn in the school building.
- Hair dyes, in the Middle School, must be natural colors and cover all the hair. Bangs should not cover the eyes.
- Chains such as pant chains are not to be worn on school property.
- Any student involved in a co-curricular or extra-curricular activity, in which the student represents the school, must dress in accordance with the sponsor's requirements and subject to the approval of the building administration.

**This list is not intended to be all-inclusive. Students will be given the option of changing or going home, with an unexcused absence.**

# STUDENT SERVICES

## Guidance Counselor

Guidance is an important part of both teaching and learning. It is an integral part to the education of the whole student. The counseling center is available to all students. Students may bring a variety of concerns to the counselor. Topics most often included in sessions between students and counselors are study habits and skills, problem solving, career awareness and exploration, relationship issues, test results, enrollment concerns, other resources for help, and simply visitation. Attempts will be made to assist students to meet particular needs. If there is something a student wishes to discuss, gather information about, or think about, the counseling center is the place to visit.

## Social Worker

The school social worker is a full time employee of Rose Hill USD #394 and is not associated with the Department of Social Rehabilitation Services (SRS). The Social Worker is responsible for working with students in much the same way as our counselors except with more freedom to work at home with parents, community involvement, and with smaller groups of students with very specific needs.

## Rose Hill School Lunch Program

Our school participates in the National School Nutrition Program. We encourage all students to eat breakfast & lunch. Breakfast and lunch are served in all school cafeterias. Our goal is to provide the students with nutritious meals.

All students will be assigned an account number. Students must use their lunch card (K-5) or their lunch ID number (6-12) to purchase all foods & beverages in the cafeterias. The suggested deposit for lunch account is \$20. Cash is accepted in the line for purchases - cash payments will be issued a receipt. Each time the student eats lunch or buys milk, the cost will be deducted from the account balance. We recommend that you make a deposit in your child's account on the same day each month to cover your child's lunches for the month. Students who have a negative balance in their account will be served a cheese sandwich & milk.

**Payment should be sent in an envelope with the following information: the student's name (first & last), grade, & the teacher's name. District policy requires driver's license numbers on all checks. Payments are collected in the classrooms each morning in K-8. A drop box is available at the High School. Checks may also be given to the cashier at lunch. Cash payments are allowed during lunch & a receipt will be issued. Payments received during lunch will not be credited to the account until the following day.**

Lunch Cards Lost, stolen or damaged cards will be replaced for a fee of \$2.00 per card.

## **PowerLunch on PowerSchool**

You may check your student's lunch account balance at any time by logging into PowerSchool and clicking on the green dollar sign icon on the far right of the screen. You may also set up the e-mail notification for low lunch balance. If you have not gotten a parent log-in to PowerSchool, contact your child's school office for more information.

K-5th Grade students will have cards kept in the classroom. 6th-12th Grade students will be issued Lunch ID numbers. Students will enter their ID number & the cashier will charge the meals to the students account. Student photos will appear on the screen to insure the student is using the correct ID number.

## **STUDENTS SHOULD NOT SHARE THEIR LUNCH ID NUMBER WITH OTHER STUDENTS.**

### **Family members may not share ID Numbers**

### **STUDENTS ARE ALLOWED ONLY 1 BREAKFAST & 1 LUNCH PER DAY ON THEIR LUNCH ACCOUNT. ADDITIONAL MEALS MUST BE PAID FOR IN CASH.**

### **The accounting system does not allow money to be transferred to a different account.**

Menus & the meal prices are printed in the Rocket Review district newsletter.

Parents may bring lunch to their student. The lunch must be brought to the office and the student will be called to the office. Bringing lunch to students other than your child is not allowed.

Students who have milk or food allergies must submit a food substitution form to the food service department. Food substitution forms are available in all kitchens. The allergy must be documented to the school district by a recognized medical authority. For more information, call the Food Service Director.

### **Free/Reduced Meals**

Applications for free/reduced meals must be completed each year before the first day of school. Free/reduced meal information & applications are available at enrollment. Applications are also available at Central Office and in the school offices. Applications may be turned in at the school offices, food service offices, or Central Office. Students who qualify for the free/reduced meals must use their lunch cards to receive the reduced/free price for breakfast & lunch. Ala Carte purchases & extra milk are not free or discounted & the full price will be charged to the student account. Parents will be responsible to pay these additional charges. Additional entrees are available only at the high school. Students are allowed only one breakfast & one lunch per day. Please call Jeanne Munsell @ 776-3370 if you have any questions.

### **RHMS LUNCH ROOM RULES**

1. Be Respectful to supervisors, lunch staff, and peers; keep the lunch room a safe place
2. Use appropriate voice level
3. Do not throw food or drinks
4. Help keep the lunch room clean; including your own table and floor space
5. No food and/or drinks may be taken out of the lunch room
6. No running, pushing, or horseplay will be tolerated

**Any RHMS student violating a school behavior expectation, while in the lunchroom, will receive consequences as directed by the Conduct Card system, at the discretion of the lunchroom supervisor. Depending on the severity, an administrator may issue a Conduct Card point or an Office Referral.**

### **School Nurse**

The school nurse is here every day that school is in session. The nurse welcomes students' questions and requests for answers to health concerns but cannot diagnose conditions. If a student becomes ill or is injured at school the nurse will notify the parents. Please up date work phone numbers and provide pager or cell phone numbers if available. Students cannot be sent home without parental or guardian permission and must check out through the nurse's office and building office.

**Medication:** The school does not provide any medication including Tylenol or lip balm. Students that have a need to take prescription medication at school must have a note signed by a parent giving the nurse permission to administer the medication and a signed doctor's orders. Nonprescription medications must be sent to the nurse in its original container. The parents must submit a written request to the nurse who will supervise the administration of the medication. This note also releases the school district and personnel from liability. The district reserves the right to not administer nonprescription medication should school personnel deem it to not be in the best interest of the student. Forms are available from the nurse or you may simply write a permission note. Doctors may fax an order to the RHMS office at 776-3319 or send an order with the medication. All medication must be in the original container with recommended dosage or in a current prescription bottle. NEVER send medication to school in an unmarked container.

**Immunization:** Kansas Law requires students to be compliant with immunization requirements and to provide that information to the student's attendance center. Our district policy requires this documentation be on file in the nurse's office prior to the first day of attendance in any school year. The current requirements by the State Department of Health are as follows:

- Four (4) doses-D.P.T. (diphtheria, pertussis, whooping cough and tetanus)-the last one must be after the 4<sup>th</sup> birthday. A booster DT is required at 10 years after the 4<sup>th</sup> or 5<sup>th</sup> DT.
- Three (3) doses-Polio vaccine-the last one must be after the 4<sup>th</sup> birthday. If not a 4<sup>th</sup> is required
- Two (2) doses-M.M.R. (mumps, measles and rubella) vaccine.

If for medical reasons your child is unable to receive any immunizations, or part thereof, you must have your doctor sign the back of the KCI for legal exemption for medical reasons. To exempt your child for personal or religious reasons, the parent must sign and complete the back of the KCI. Any student failing to provide said documentation could be excluded from school by the superintendent of schools.

**Diseases to Report:** Kansas State Law (KSA 65-118) requires schools to report known or suspected cases of infectious diseases to the Health Department. Parents are requested to report infectious diseases when they report an absence to the office, or they may call the nurse directly at 776-3380 (RHMS) or 776-3385 (RHES).

Students with chicken pox cannot be admitted to school until the following conditions have been met:

1. Temperature is less than 100.0 degrees.
2. It has been at least six (6) days since the first vesicle (pox) appeared.
3. The student has been checked by the school nurse.

Students with Streptococcal disease (strep throat) or Conjunctivitis (pink eye) cannot be admitted to school until:

- Temperature is less than 100 degrees.
- Student has been on antibiotics for 24 hours.

**Head lice:** The Kansas Department of Health and Environment agree that students shall be kept home from school with head lice until treated properly. Please report head lice to the nurse to keep this problem under control. Students must report to the nurse when returning from head lice treatment to be checked before returning to class. Handouts are available from the nurse's office on how to treat and what products to use. They also may not ride the bus until checked by the nurse.

If you have questions, please contact the school nurse at 776-3380.

## **Transportation**

Students will come to and from school many different ways. The most important thing to consider no matter how students arrive and depart from school is THEIR SAFETY AND THE SAFETY OF OTHERS.

### **Bus Procedures**

1. The driver and/or sidewalk monitor is in full charge of students when they are riding, loading, or unloading the bus. Students must obey the driver and/or sidewalk monitor promptly.
2. Students must remain seated.
3. Rough conduct or fighting will not be permitted. Students will be permitted to converse in a normal tone. Profanity is absolutely prohibited.
4. No running on the sidewalk.
5. No food or drink is allowed on the bus or in the loading area.
6. The use or possession of any tobacco or alcohol is prohibited.
7. Students will not open or close the bus windows without the permission of the driver.
8. Students will not throw any objects or extend any portion of their bodies through bus windows.
9. Vandalism of any kind will not be tolerated.
10. Students shall stay out of the driver's seat and shall not tamper with equipment
11. No animals, firearms, knives, or weapons of any kind are allowed.
12. Any student wishing to ride a different bus must have a note signed by their parent and principal. Only then may they ride the bus if a seat is available.
13. Aisles, doors, and emergency exits shall remain unobstructed at all times.

### **School Bus Discipline Procedures**

The following discipline procedure will be used on all Rose Hill school buses and in the loading areas. If a student breaks one or more of the bus rules, the bus driver will give a verbal warning. If another offense occurs, a "bus discipline notice" will be given to the student to take home. A parent must sign the notice before the student can ride again. If a third offense occurs, the transportation office will notify the parents and the student will be suspended from riding for one to three days. A fourth offense will result in suspension of bus privileges for five days and the Transportation Director may request a conference with the parents, principal, student, and driver before the student will be permitted to ride again. Additional offenses may result in suspension of bus privileges for an indefinite period of time, which could include the remainder of the semester or school year. Parents are encouraged to call the Transportation Director if they have any questions regarding school bus policy or procedures. (316-776-3390)

### **Bicycles/Skateboards/Scooters/Cars**

The same traffic laws as those for automobiles regulate bicycle riders. If a student rides a bicycle to school, he/she should practice all bicycle safety rules. **Bicycles and scooters are not to be ridden on the school campus.** Bicycles must be parked in the racks that are provided. Students are encouraged to lock their bicycles in the rack. Skateboards and scooters must be stored in the student's locker. Rose Hill Middle School is not responsible for damage or theft that occurs to bicycles, skateboards, or scooters. **Skateboards are not to be ridden on the school campus.** Students not observing rules pertaining to bicycles, scooters, and skateboards will be required to leave them at home. Middle School students are not allowed to drive cars to and from school.

### **Railroad Tracks and Crossing**

Students are to be especially careful near railroad tracks and crossings as they are potentially dangerous locations. At no time

are students to play near these locations. Walking along the railroad tracks is not allowed. Since these tracks are private property, walking along them is considered to be trespassing and violators are subject to prosecution.

## ACTIVITIES and ATHLETICS

### RHMS Eligibility Requirements

The minimum requirement to be eligible to participate in Rose Hill Middle School activities is set by the Kansas State High School Activities Association and the Rose Hill Board of Education.

### Kansas State High School Activities Association (KSHSAA)

All KSHSAA rules and regulations are published in the official KSHSAA handbook, which is distributed annually and is available at your school office. Some of those rules are summarized on this page for your convenience. If you have questions, please contact your school office. Students may be eligible if:

1. They have passed an adequate physical examination given by a physician and have written consent of their parents or legal guardian.
2. They are not 15 (8th grade) or 14 (7th grade) years of age on or before September 1 of the school year in which they compete.
3. 7th and 8th grade Middle School: They have not completed four semesters of middle school attendance nor more than two seasons in one sport.
4. They do not engage in outside competition in the same sport during a season in which they are representing their school. NOTE: Consult the coach or Activities Director before you participate individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.
5. They are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which they participate.
6. They have not competed under a false name, for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.
7. They are not a member of any fraternity or other organization prohibited by law or by the rules of KSHSAA.
8. They have passed at least five subjects of unit weight the previous semester. They must also be enrolled in and attending at least five new subjects (not previously passed) during the present semester.
9. **Students must be in class all day on any given day before they will be allowed to practice or participate in any activity that day. Students with emergency circumstances (funerals, dentist or doctor appointments, family emergencies) must be in class for at least three consecutive school hours and receive permission to participate from administration.**

A student may also be dismissed from the team by the principal, assistant principal or coach, due to poor citizenship or other reasons outlined by the coach at the beginning of the season.

### Rose Hill Board of Education Policy

In addition to KSHSAA rules and regulations, the Board of Education officially approved a policy of eligibility standards for the students of Rose Hill Middle School. The standards are higher than those required by the Kansas State High School Activities Association.

**In order to participate in activities for an upcoming semester, students must meet the following requirements:**

- Students in grades 7-8 are required to pass 5 or more subjects of unit weight the previous semester. (KSHSAA)**
- Students in grades 7-8 are required to maintain a 2.0 GPA or above. (BOE policy)**
- \*\* If the student fails to meet the KSHSAA requirements they will be ineligible for an entire semester.
- \*\* If the student fails to meet the BOE Policy they will be declared ineligible until the next grade check.
- \*\* Note to 8<sup>th</sup> grade students, the high school checks grades every nine weeks. So, students will be ineligible for an entire nine weeks if they fail to meet BOE Policy their last quarter of 8<sup>th</sup> grade.

**To remain eligible during the current semester, the student must meet the following criteria according to BOE Policy:**

- Students in grades 7-8 must only have one F at each midterm grade check in the middle of a nine weeks. \*\***
- Students in grades 7-8 are required to have a 2.0 GPA or above. \*\***
- \*\* If a student fails to meet either of these criteria, they will be declared ineligible until the next grade check
- \*\* Grades are checked every 4 1/2 weeks.
- \*\* Incoming 7<sup>th</sup> grade student's eligibility will be based on their last quarter of 6<sup>th</sup> grade.
- \*\* Students that have the possibility of future eligibility may practice, but may not go to games or sit with the team.
- \*\* As per KSHSAA guidelines, summer school cannot be used for the purpose of becoming eligible.

Transfer students must meet the requirements of the KSHSAA at the time they transfer to Rose Hill. The student will be required to meet the requirements of our school at the next grading period to remain eligible.

## Clubs

Students are encouraged to become involved in school clubs. Every school club must be sponsored by a faculty member. All meetings must have the approval of the sponsor and the principal. Clubs at the Middle School shall support educational purposes and/or the betterment of the school as a whole. Eligibility and KSHSAA rules do apply to club membership and participation.

## GENERAL INFORMATION

### Attendance

**Regular attendance is necessary to maximize the educational success of every student. We believe the major responsibility for regular school attendance belongs to the parent and student.**

IT WILL BE THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE SCHOOL OFFICE WHEN THE STUDENT WILL NOT BE IN ATTENDANCE OR TARDY. Parents are requested to notify the school office between the hours of 7:30 a.m. and 10:00 a.m. of the day the student is absent or tardy. If the school has not been contacted, the SchoolMessenger Automated Notification System will telephone the parents. This system will leave a message, notifying the parents of the student's absence and will request that the parents call the school office to confirm the absence.

If parents do not notify the school within 48 hours of the student's return, the absence/tardy will be classified as unexcused. The school reserves the right to give an unexcused absence/tardy in the event the absence/tardy is not reported. **The school administration has final determination if an absence/tardy is recorded as excused or unexcused. A note from a physician may be required to verify excessive absences.**

1. **Tardy:** If a student arrives within the first hour of the school day he/she will be counted tardy.
2. **One-half Day Absence:** If a student arrives after the first hour of the school day he/she will be counted absent.
3. **One Day Absence:** If a student does not come to school at all or arrives after 2:00 p.m., he/she will be counted one (1) day absent.
4. **Excused Absence:**  
An excused absence may include:
  - Personal illness and professional appointments.
  - Serious illness or death of a family member.
  - Obligatory religious observances.
  - Participation in a district-approved or school sponsored activity.
  - Other reasons as approved by the building administration.

**Students who have excessive absences may be considered truant. According to the Kansas Law, excessive absence is defined as five unexcused absences a semester, seven unexcused absences in a school year, or three consecutive unexcused absences and must be reported to the district attorney or secretary of Social Rehabilitation Services.**

- a. **Pre-arranged absence** - An excused absence may be arranged for in advance by special request from the parent or guardian. This request must be made to the building principal. Upon approval, the student will pick up a release form in the office to be signed by each of the student's teachers before the student is to be absent. The release form will list all the assignments the student will miss. Assignments should be made up and handed in to the various teachers the day the student returns to school. The same policy applies to students who miss school because of school-sponsored events, special concerts, athletic events, music festivals, and field trips.
- b. **Return to school** - When the student returns to school after an absence, he/she must pick up an admit slip and assignments in the office.
- c. **Making up missed work** - When a student has had an excused absence but not a pre-arranged one, he/she will be allowed two school days to make up assignments for the first day missed, and one day for each day thereafter. Students will be allowed to make up work from a suspension for credit, but it must be turned in the day the student returns to class from the suspension. It is the responsibility of the student/parent to pick up the work from school.
- d. **Dismissal of Students:** If a student needs to leave the building for a doctor or dental appointment, or other valid reasons, parents are requested to send a note with the student or contact the school office by phone. When a student leaves the school during the day, a parent or other authorized person must report to the office to obtain a blue release pass from the school. **Upon his/her return to school, the student must pick up an admit slip from the office.** Students shall not

leave the school premises during school hours without permission of the principal and request or permission of the parent or guardian. Telephone requests for excusing students from school will be referred to the principal.

Students will not be permitted to leave school before the dismissal hour at the request of, or in the company of, anyone other than a school employee, police officer, court official, or parent of the student unless parental permission has been granted. If any police or court official requests the dismissal of a student during school hours, parents will be notified at once.

### **Student Arrival**

Students should not report to school earlier than 7:40 a.m. There will be no supervision available until that time. At 7:40 a.m. students may go to their lockers and then immediately report to their homebase classroom.

**Official school hours are from 7:55 a.m. until 3:10 p.m.**

**On Wednesday late start, school hours are from 9:10 a.m. until 3:10 p.m.** and students may enter the building at 8:55 a.m. **Middle School students are NOT to enter the other school buildings before, during or after school without permission.**

### **Assembly Conduct**

- Assemblies are presented during the year at times advantageous to the student body. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.
- Students will sit in groups as assigned by the teacher.
- All students will enter and leave the gym promptly, and quietly, be seated, and refrain from unnecessary noise.
- Students will use the steps and fill all available space, starting from the top.
- Teachers will sit with their homebase group.
- Hand clapping is the only acceptable kind of applause. No negative responses or noises.
- Courtesy and proper conduct must be maintained at all times.
- Students not showing appropriate behavior will be removed and sent to the office.

### **Dances**

RHMS students must be in attendance at our building on the day of the dance and be in good standing to attend RHMS dances. Admission will be \$3.

- Staff members will supervise dances.
- Parents are welcome to visit all dances.
- Dances will begin at 3:15 p.m. and end at 5:15 p.m. Please be prompt in picking up your student(s).
- Students will not leave the dance at any time unless accompanied by their parent.
- The doors will close 30 minutes after the beginning of the dance, with no admittance after that time. Exceptions may be made if prior arrangements are made with the principal or sponsor.
- All school policies are in effect at all dances, including conduct, dress code, cell phones and other electronics.

### **Emergency Drills**

We are required by state law to have monthly fire drills and three (3) tornado drills during the school year. These are serious drills and students should conduct themselves accordingly. Students are to remain silent and cooperate completely during these drills. No student will leave the school premises unless accompanied by his/her parent.

### **Crisis Plan**

The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crises from emergency response for dangerous weather and natural disaster, to bomb threats and intruders in the building. From time to time, your child might report to you drills that may occur to better prepare students and staff members in the event of a crisis. If a true crisis occurs, and students have to be evacuated from their school, please contact central office for details of where you may pick up your child (776-3300).

### **School Closing**

If for any reason school should be closed, listen to the following radio and television stations. Please do not call the teachers or principals at their homes.

#### **Radio**

KKRD-107 FM  
KFDI -1070 AM or 101.3 FM  
KSZN-102.1 FM

#### **Television**

KAKE, Channel 10  
KSNW, Channel 3  
KWCH, Channel 12

The superintendent will make the final determination on any school closing.

## **Change of Address / Telephone Numbers**

Students and parents are requested to inform the office of any change of address or telephone number. This will help us to keep our mailing list and emergency cards up to date. **THIS IS EXTREMELY IMPORTANT!**

## **Moving**

Students moving from RHMS must have their parents contact the office by phone or in person and inform the school when the student's last day will be. On the last day the student must come to the office and obtain a checkout sheet. The sheet is to be taken to each class and signed by all teachers. The student will then bring the sheet to the office at the end of the day.

## **Visitors to School**

Persons requesting to relay messages to students, teachers, or other employees must stop in the office to make the proper arrangements.

Parents are welcome to visit classes. All visitors must obtain permission from the principal prior to the visit. All visitors are to follow school rules. Visitors may not bring other children into the classrooms when visiting. We do not allow students to have other non - Rose Hill students visit them at school.

## **Student Insurance**

The school district does not provide any injury, accident, or health insurance for students. Students that participate in the many activities offered by the school will be covered by the Kansas State High School Activities Association catastrophic policy. This covers only serious major injuries.

Most families have their own family health insurance coverage however, should a family wish to protect their children more, there is special student insurance. Parents may elect to sign up for this insurance and there is a premium that must be paid. This student insurance applies only to school and does not cover activities or athletic injuries.

## **Book bags and Coats**

Students are permitted to bring book bags and coats. These items are to be placed in lockers upon arrival to school and should not be carried to class.

## **Telephone Calls and Messages**

The office telephone is a business phone and should be used for that purpose. Students will be permitted to use the phone **ONLY IN CASE OF EMERGENCY** or when directed by school officials. Students will not be called out of their classrooms except in an emergency. All arrangements concerning after school activities (non-school) should be done by the student before coming to school. If a student needs to receive a message, the office will notify the student by giving his/her teacher the message. Since our office personnel are extremely busy, we ask parents to keep messages to a bare minimum. Cell phones are not to be used during the school day and must be kept in the student's locker in a silence mode.

## **Physical Education Uniforms**

Students in the seventh and eighth grades will be required to wear a school issued physical education uniform. Their name will be boldly printed on the front of the shirt and shorts. This will help in returning lost items to their rightful owners. Students should also provide his/her own gym shoes.

## **Lost and Found Articles**

Each student should assume the responsibility of taking care of his/her own possessions to help prevent losses and to aid in the recovery of lost items. A student should place his/her name in all books, billfolds, wearing apparel, etc. so that such articles may be identified and returned when found. If a student loses something, he/she should check with the office and ask all of his/her teachers. If a student finds an item, he/she is to bring it to the office.

## **Hall Passes**

Each student shall report to his/her class first and then, with permission from the teacher, obtain a hall pass to go to another class or to the office. The student must comply with the above regulation; otherwise he/she could be counted absent or tardy from class. When a hall pass is granted, the student must report directly to the area for which the pass was assigned. The student must report back to the teacher who issued the pass before the end of the period. No student is to be in the halls during class time, or during lunch, without a pass from an instructor or the office.

## **Fines**

The staff wants the students at the Rose Hill Middle School to be responsible and respectful individuals. Students will be held responsible for any school materials, which are checked out to them. If a textbook or library book is lost or destroyed, the student will be required to pay the price of replacing it. The person or persons responsible for the damage must pay for

any damage done to the building or equipment. A student who owes a fine must pay before the school year is complete. A student that has not settled all accounts will not receive his/her certificate of promotion or report card. We encourage protection and respect for our school and the materials in it.

## **Fees**

USD 394 uses CCM Efund to collect all non-sufficient funds checks. All checks are collectable electronically without further notice and are subject to all state allowed fees and taxes.

## **Outside Fundraiser**

Students are not allowed to bring or sell outside fundraiser items at school.

## **Asbestos**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), the Asbestos Management Plan and the Building Inspection Report for Rose Hill Middle School is available for review by all students, parents, patrons, and district employees. The Building Inspection Report is filed in the main office. Anyone wishing to review the contents of this report may do so by contacting the secretary at 776-3320 between the hours of 8:00 a.m. and 3:30 p.m. during any day during the school year.

## **Media Center – RHMS Library**

The Rose Hill Middle School library is a resource for students and staff. It is designed to assist in the education of RHMS students. The library will be open from 7:45 a.m. to 3:30 p.m. during scheduled school days.

On Wednesdays, it will open at 9:00 a.m.

**Circulation of Collection:** Books may be checked out for a two-week period.

- Students will be issued a barcode number (on agendas). They must have a pass from their teacher and their barcode with them for any library activities.
- Students may check out three (3) items at a time. They are responsible for any library materials checked out in their name.
- Students are encouraged to return library materials on time. If items are overdue, library services will be discontinued until items are returned or replaced. A service charge will be assessed at five (5) cents per overdue item per day. If items are damaged when returned, students are responsible to pay for those damages. When replacement is necessary, the student must pay the actual cost of replacement.

**Internet Access:** An Acceptable Use Policy must be signed by the student and his/her parents before the student can use the Internet. (See page 22) Internet use by the student is for classroom assignments only.

**Printing in the Media Center:** Students are able to print information needed for classroom assignments. A copier is available for student use in the media center at a charge of ten (10) cents per page.

## **Internet Guidelines**

Students may use Internet access with their instructor's written permission only. A maximum of two students may use the Internet connection at the same time. Students must use Netscape to access the World Wide Web to conduct Key-word searches and browse associated documents. Use of other applications, including phone applications, e-mail, web development, and chat rooms is not permitted. With the assistance of the library staff, students may print documents. Students may print a maximum of 4 pages per day on their specific academic topics. Additional pages will cost \$.10 per page. Any inappropriate use of the computer or Internet will result in a loss of privileges or other appropriate punishment.

# Rose Hill Middle School

104 N. Rose Hill Road  
(316) 776-3320



Kay Walker  
Principal

Brant Miller  
Assistant Principal

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## Acceptable Use Policy for Internet Access

**Rose Hill Schools are please to offer limited Internet access to our students. In order for students to take advantage of the vast resources of the Internet, Parents and students must first sign a contract. All users must share the responsibility for seeing that our computer facilities are used in an effective, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with these rules.**

- I will use appropriate behavior.
- I will be courteous to others on the network and on the Internet.
- I will use the equipment with care.
- I will use only software, which my teacher has assigned to me.
- I will connect only to sites, which have been allowed by the teacher.
- I understand that the computer systems have been set up for me and may not be changed in any way.
- I will use only 'school-appropriate' language, pictures, and other data on the computers on the network.
- I will follow the copyright laws, which protect programs, data, books, and pictures.
- I will report problems to a teacher.
- I will leave all materials, equipment, and parts in the lab or computer area so that the systems will be in good working order for the next year.
- I will remember to keep all food and drinks out of the lab and computer area.
- I will keep the lab or computer area clean and orderly by recycling unwanted paper, picking up personal items, etc.
- I will have a teacher's permission for using the Internet, Computer, or Lab.

I understand and accept my responsibilities detailed above as a user of the Internet and technology in the Rose Hill Middle School, USD #394, and I am aware that if I choose not to follow the guidelines, I may lose my Internet, technology privileges, and/or receive other appropriate punishment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read and understand the guideline regarding appropriate use of technology and the Internet by students. I also understand that there is objectionable material available on the Internet and by following the guidelines above, my child should not be exposed to this material. I agree to support and uphold the guidelines.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Six-Trait Writing Checklist

- **Ideas and Content**
  - It all makes sense.
  - I know this topic well.
  - I have included interesting details not everyone would think of.
- **Organization**
  - Starts out with a bang!
  - Everything ties together.
  - It builds to the good parts.
  - You can follow it easily.
  - At the end it feels finished and makes you think.
- **Voice**
  - This really sounds like me.
  - My reader can tell that I care about this topic.
  - This is what I think.
  - I want you to read this and feel something.
  - Are my ideas really terrific?
- **Word Choice**
  - This is the best way to say this.
  - I can picture it!
  - My words are new ways to say everyday things.
  - Listen to the power in my verbs.
  - Some of the words linger in my mind.
  - It is easy to read out loud.
- **Sentence Fluency**
  - My sentences begin in different ways.
  - Some sentences are short and some are long.
  - It just sounds good as I read it.
  - My sentences have power and punch.
- **Conventions**
  - I don't have many mistakes in my paper.
  - I have used capitals correctly.
  - Periods, commas, exclamation marks, and quotation marks are in the right places.
  - Almost every word is spelled correctly.
  - I remembered to indent each paragraph.
  - It would not take long to get this ready to publish.