

Rockford Middle School Center for Environmental Studies



2020-2021

Supplemental information to the RAS
Staff Handbook
(RMS-CES specific)

Introduction

Welcome to the 2020-2021 school year!

Thank you for being a part of our Rockford Middle School – Center for Environmental Studies team! I look forward to working with each of you as we strive to provide our students with extraordinary learning experiences!

RMS-CES is beginning our tenth year as a Science, Technology, Engineering, and Mathematics magnet school. As a magnet school, we integrate STEM principles into all subject areas, whenever appropriate. We also adhere to research-supported best practices for adolescent learners, including making cross-curricular connections, providing hands-on learning experiences, connecting learning to the world, and perhaps most importantly, creating relationships and connections that make our students feel a part of their school.

Our mission at Rockford Middle School – Center for Environmental Studies reads as follows:

At RMS-CES, students are empowered to become innovators through engaging, authentic, and developmentally appropriate opportunities, access to a strong academic foundation, and a commitment to lifelong learning.

This information is intended to supplement the Rockford Area Schools' District Handbook. The district handbook can be found on the district website at www.rockford.k12.il.us and is intended to provide you with information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you with RMS-CES specific information, procedures, guidelines for consequences, and general information.

At RMS-CES, we are a team. When we work together, we are able to do great things for our students! One of our greatest resources is each other. I look forward to working with each of you to create excellent opportunities for our students!

Sincerely,

✉ Bobbi A. Anderson-Hume, Ph.D.
Principal

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2020-2021 DAILY STUDENT SCHEDULE

Teacher hours: 7:20 a.m. to 3:20 p.m.

Student building hours: 7:30 a.m. to 2:45 p.m.

GRADE 5			GRADE 6		
PERIOD	START	END	PERIOD	START	END
Period 1	7:50	8:42	Period 1	7:50	8:42
Period 2	8:46	9:38	Period 2	8:46	9:38
Period 3	9:42	10:34	Period 3	9:42	10:34
Boost	10:38	11:10	Lunch/Recess	10:35	11:09
Lunch/Recess	11:11	11:45	Boost	11:13	11:47
Advisory	11:49	12:01	Advisory	11:51	12:01
Period 4	12:01	12:53	Period 4	12:01	12:53
Period 5	12:57	1:49	Period 5	12:57	1:49
Period 6	1:53	2:45	Period 6	1:53	2:45

GRADE 7			GRADE 8		
PERIOD	START	END	PERIOD	START	END
Period 1	7:50	8:42	Period 1	7:50	8:42
Period 2	8:46	9:38	Period 2	8:46	9:38
Period 3	9:42	10:34	Period 3	9:42	10:34
Period 4	10:38	11:30	Period 4	10:38	11:30
Advisory	11:30	11:44	Advisory	11:30	11:42
Lunch/Recess	11:45	12:19	Boost	11:46	12:20
Boost	12:23	12:53	Lunch/Recess	12:21	12:55
Period 5	12:57	1:49	Period 5	12:57	1:49
Period 6	1:53	2:45	Period 6	1:53	2:45

Employee Directory

To leave a message for a staff member, please dial (763) 477-5831. When prompted, dial the 4-digit extension number (2 + room number). Begin recording your message after the tone. Please note the custodial (x2040) and food service staff (x2050) have one general voicemail for each department.

SCHOOL BOARD	
Amy Edwards	Chair
Kevin Campbell	Vice Chair
Eric Gordee	Treasurer
Beth Praska	Clerk
Brady Anderson	Director
Jessica Johnson	Director
-Rhonda Dean	Superintendent

Office	EXT	EMAIL
Anderson-Hume, Bobbi – Principal	2002	humb@rockford.k12.mn.us
Wirth, Molly – Counselor	2600	wirthm@rockford.k12.mn.us
Support Staff		
Principal’s Secretary	2000	
Robertson, Stacey – Attendance, Student Records	2004	robertsons@rockford.k12.mn.us

Staff		
AgriScience Gregory, McKenzie	gregorym@rockford.k12.mn.us	10
Art Gunderson, Sarah	gundersons@rockford.k12.mn.us	307
EL Welborn, Stacy Bird, Krista	welborns@rockford.k12.mn.us birdk@rockford.k12.mn.us	125 125
EXCEL Biorn, Holly	biornh@rockford.k12.mn.us	122
Language Arts/Reading Hendrickson, Jan - 8 th Gr Udalla, Janee - 7 th Gr Korzendorfer, Cassandra - 6 th Gr Mateyka, Kristine - 5 th Gr	hendricksonj@rockford.k12.mn.us udallaj@rockford.k12.mn.us korzendorferc@rockford.k12.mn.us mateyak@rockford.k12.mn.us	118/119 1145/115 6 110/111 9

Math Mickelson, Marv – 8 th Gr, Algebra 1 Reeck, Tucker – 7 th Gr Petroski, Steve – 6 th Gr Sharp, Rachel – 5 th Gr	mickelsonm@rockford.k12.mn.us reeckt@rockford.k12.mn.us petroskis@rockford.k12.mn.us sharpr@rockford.k12.mn.us	120 114 104 103
Music Larson Meghan - 5 th /6 th Gr Choir/Music Ferdig, Jerald - 7 th and 8 th Gr Band Augsburger, Miriam -7 th and 8 th Gr Choir Bauer, Britta - 5 th and 6 th Gr Band	larsonm@rockford.k12.mn.us ferdigj@rockford.k12.mn.us augsburgerm@rockford.k12.mn.us bauerb@rockford.k12.mn.us	310 311 310 311
Nystrom (school-based mental therapy) Cameron Munson	carmeronmonson@nystromcounseling.com	108
Physical Education/Health Lingo, Julie Peterson, Colleen – DAPE Roelofs, Joel – Health	lingoj@rockford.k12.mn.us petersonc@rockford.k12.mn.us roelofsj@rockford.k12.mn.us	Gym REAMS 107
Science Weddel, Shawn – 8 th Gr Sarsland, Corina – 7 th Gr Werth, Elisabeth – 6 th Gr Oliverius, Hannah – 5 th Gr	weddels@rockford.k12.mn.us sarslandc@rockford.k12.mn.us werthe@rockford.k12.mn.us oliveriush@rockford.k12.mn.us	124 101 106 13
Social Studies Hill, Kevin – 8 th Gr Kaufman, Abbey – 7 th Gr Wilts, Bonnie - 6 th Gr Reeck, Kelly - 5 th Gr	hillk@rockford.k12.mn.us kaufmana@rockford.k12.mn.us wiltsb@rockford.k12.mn.us reeckk@rockford.k12.mn.us	123 115 111 11
Speech Anthony, Judith	anthonyj@rockford.k12.mn.us	125
Special Education Anthony, Judith - SLP Belanger, Amy – DCD/LD Bowen, Kirstin – LD Fredericksen, Lanaya Sanner, Tracy – EBD/ASD	anthonyj@rockford.k12.mn.us belangera@rockford.k12.mn.us bowenk@rockford.k12.mn.us fredericksenl@rockford.k12.mn.us sannert@rockford.k12.mn.us	125 125 125 121 304
STEM Literacy Madson, Jamie Russell, Beth	madsonj@rockford.k12.mn.us russellb@rockford.k12.mn.us	301/302 303
Writing Beattie, Amber	beattia@rockford.k12.mn.us	110
SUPPORT STAFF		
Custodial Jorgensen, John Kasheimer, Pat	jorgensenj@rockford.k12.mn.us kasheimerp@rockford.k12.mn.us	

Media Center Kaitlyn Jack - Specialist Anderson, Connie - Para	jackk@rockford.k12.mn.us andersonc@rockford.k12.mn.us	
Health Services Morgan, Becca - District Nurse Viquez, Colette - Building Nurse	morganb@rockford.k12.mn.us viquezc@rockford.k12.mn.us	Health Office
Paraprofessional Support Coons, Shari Curtis, Tanya Eberspacher, LouAnn Lee, Pang Pflipsen, Sarah Russell, Sue Sumner, Jennifer	coonss@rockford.k12.mn.us curtisc@rockford.k12.mn.us eberspacherl@rockford.k12.mn.us leep@rockford.k12.mn.us pflipsens@rockford.k12.mn.us russells@rockford.k12.mn.us sumnerj@rockford.k12.mn.us	
Stop and Think Seiler, Stephanie	seilers@rockford.k12.mn.us	105

Link to the online district parent/academic calendar: [2020-2021 School Year Calendar](#)

INFORMATION

Arrival and Dismissal Hours

Classes begin at 7:50 a.m and conclude at 2:45 p.m. The teacher duty day at RMS-CES is 7:20 a.m. until 3:20 p.m. Teachers should be prepared to begin professional duties at 7:20 a.m.

Staff who wish to access the building during non-school hours may do so, provided they have a fob and four-digit security access code. All staff should use Door 1 when entering and exiting the building during non-school hours to ensure that the building remains secure. The panel to arm and disarm the security panel is located inside Door 1, near room 10. Staff will also need to sign the clipboard hanging below the security panel to indicate the times they were in the building.

The RMS-CES office is open from 7:00 a.m. until 3:00 p.m.

Parent Teacher Conferences

Parent and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for school year, please check out the academic calendar in Part 1 of the handbook or contact the building office.

PROCEDURES

Classroom/Equipment

Any maintenance or technology classroom/equipment needs should be entered into FMX; which is the district's routing system for maintenance and technology requests. Additional electronic equipment is available for check-out through the Media Center. Classroom purchases must be approved by the building principal. Any new equipment and/or classroom materials (textbooks, etc.) should be brought to the Media Center to be given barcodes. Please encourage students to cover books and care for school equipment.

Conference Rooms/Computer Labs

Conference rooms (Office Conf Room and Conf Room 109) and computer labs (STEM lab and 102 Lab) need to be scheduled using the FMX; system which is the district's facilities and technology scheduling system.

Cumulative Records

Refer to District Policy 515

Student cumulative records are kept in the office for all students. Any staff member who views the file must sign the student's file folder and the cumulative record sign-out sheet.

A staff member may view a student's cumulative record if they have legitimate educational interest, which includes queries directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data.

Daily Attendance

Refer to District Policy 503R

Attendance (tardies and absences) must be recorded at the beginning of each hour in Infinite Campus. Students who arrive late to school must check into the office first to be issued a pass to class.

Email

Email will be used to communicate important information. Staff are expected to check email at the beginning and end of each day at minimum.

Field Experiences

Refer to District Policy 610

Field experiences and other school-sponsored trips are considered extensions of the school learning environment. All rules and regulations must be followed and enforced. Permission slips are utilized to notify parents prior to a field experience. Please complete a Transportation Request available in the office and on the school website to ensure that all school departments impacted by field experiences, such as transportation, health office and food service are notified. This form should be completed within two weeks of the experience. All forms should be turned into the Office for approval.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records, and lunch account information through the Parent Portal. Student grades must be updated weekly to ensure that parents have timely access to information. Any sudden change in student performance, especially if it results in a failing grade mandates an attempted contact to parents/guardians.

iTeam

In Tier I of the RtI framework, all students receive high-quality, scientifically-based core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; who will determine if Tier II instruction (e.g. supplemental instruction, strategies, and/or programs) would be appropriate. The iTeam referral form can be found on the district website and should be turned in to the school counselor.

Learning Targets

At RMS-CES, we are committed to providing students with clear, daily learning targets, assessing students regularly to determine whether or not they are meeting the targets, and providing students with meaningful feedback to help them achieve the learning targets. Learning targets should be posted daily in all classrooms as "I can" statements using student-friendly language. RMS-CES also posts Learning Targets and/or other classroom information each day on our webpage for parent/student access.

Mailboxes

Staff mailboxes should be checked daily.

Media Services

The Media Center is open from 7:30 a.m. to 3:00 p.m. Students are welcome in the Media Center during the school day and before 7:50 a.m. or after 2:45 p.m. when a supervisor is present.

Outdoor Learning

Outdoor learning is a vital part of our curricula at RMS-CES. To insure the safety of students and staff, please follow these expectations when taking students outside:

1. Check-out a walkie-talkie from the office to bring with you and note where your class will be outside
2. Exit and enter through doors 1 (near District Office), 4 (near RMS-CES Office), 13 (near room 122), or 17 (near room 107); which have fob entries. Please do not ring the District Office to be admitted.
3. Never prop open or unlock exterior doors
4. If you need to exit out a door without a fob entry, there is an exterior door key available for checkout in the RMS-CES office

Parent Communications

Communication between families and teachers is vital. Teachers are required to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child's grade decreases dramatically or is below passing.

Teacher websites and profiles are another extremely valuable communication tool. Each class page must, at the minimum, include:

1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates, and other pertinent information)
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events; share resources; and provide other pertinent course information.

Additional opportunities to communicate about what is happening in the classroom include, but are not limited to, weekly bulletins, monthly newsletters, the Rocket Report, emails, and phone calls.

Professional Duty

Refer to District Policy 406

All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers. Jeans should be reserved for Fridays, field trips, messy classroom work, or special occasions when Rockford spiritwear is encouraged.

Retention

Refer to District Policy 513

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Staff Announcements

Staff Announcements are the means with which we can communicate valuable information with staff in a timely manner. These should be viewed each morning for important updates/announcements.

Student Announcements

Students Announcements are the means with which we can communicate valuable information with students in a timely manner. Teachers must share "Student Announcements" each day during "Advisory."

Student Progress

Teachers should discuss possible interventions for students who are not making adequate progress and to make appropriate interventions. These interventions may include a student meeting, family conference, iTeam referrals, or academic support (such as "Rock On", or teacher support before and/or after school). Parents must be contacted before a failing grade is assigned for a course quarter grade.

Student Release from School

Refer to District Policy 503

Students who need to leave the building during school hours must be checked-out by a parent or guardian in the school office. Notes sent by parents should be submitted directly to the office.

Student Testing

Assessments used to evaluate student achievement and progress include:

- FAST Reading and Math Testing
- MCA Reading and Math (grades 5-8)
- MCA Science (grades 5 & 8)
- ACCESS for ELL (grades 5-8)

A report of all state assessment tests is provided to parents at fall conferences to provide information about their child's abilities and progress. The assessment results are reviewed by staff to develop plans to improve students' learning, review curricular alignment to state standards, and identify areas of academic need.

Student Use of Personal Technology

Students are expected to use technology appropriately and in accordance with the district's Internet Use Agreement. Teachers have the responsibility to communicate expectations for technology use in their classrooms. Specifically, students will keep all personal electronics silent and out of sight during the school day (7:45 AM-2:45 PM), this includes passing time. The exception is lunch and recess time; students in good standing are allowed to use personal electronics during this time. If a teacher needs additional support in enforcing their expectations, the Stop and Think Room is an available resource.

Student Withdrawals

Students who withdraw must complete a check-out form prior to leaving the school. The check-out form will be provided to the student in the office. Teachers must record the student's current grade and initial to indicate that all class materials have been returned in acceptable condition.

Supervision

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways between classes.

GUIDELINES for STUDENT CONSEQUENCES

Refer to District Policy 506

When a student violates district policy, disciplinary action will be taken. Consequences for breaking the discipline policy will be determined by the principal or principal designee and will be in accord with district policies. Consequences for violating the discipline policy include, but are not limited to, the following: student conference with teacher, principal, counselor and/or other school district personnel, and verbal warning; parent contact; parent conference; removal from class; lunch detention; in-school suspension; suspension from extracurricular activities; detention or restriction of privileges; loss of school privileges; in-school monitoring or revised class schedule; referral to in-school support services; referral to community resources or outside agency services; financial restitution; referral to police, other law enforcement agencies, or other appropriate authorities; a request for a petition to be filed in district court for juvenile delinquency adjudication; out-of-school suspension under the Pupil Fair Dismissal Act; preparation of an admission or readmission plan; expulsion under the Pupil Fair Dismissal Act; exclusion under the Pupil Fair Dismissal Act; wRight Choice; and/or other disciplinary action as deemed appropriate by the school district.

Federal, State or Local Law

The violation of any state or local law or the violation of any federal law is unacceptable behavior.

Removal from Class

Teachers are responsible to attempt to modify disruptive student behavior through means such as conferring with the student, using positive reinforcement, implementing consequences, and/or contacting parents/guardians. When such measures are not effective, a teacher may ask the student to go to the “Stop and Think Room” for minor behaviors. Students who are sent to the “Stop and Think Room” will work with an adult to identify the behavior that resulted in removal from class, take responsibility, and identify appropriate future behaviors. The goal is to correct the behavior and return the student to class so that he/she does not miss class time. An email will be sent home communicating that the student visited the Stop and Think room to correct a behavior, but will not include specifics about the incident. If a student refuses to participate in the “Stop and Think” process, the student will be referred to an administrator.

An administrator will be notified immediately if a student who exhibits a major behavior, such as possession of drugs or weapons and the administrator will remove the student from the classroom.

Lunch Detention

A lunch detention may only be assigned by an administrator.

In-School Suspension

In-School Suspension (ISS) may be assigned by an administrator for partial or full day(s). A student in ISS is expected to complete academic responsibilities, whenever possible.

Out-of-School Suspension

The existence of in-school suspension does not eliminate the possibility of out-of-school suspension as a disciplinary measure. Repeated or severe violations of school policy; drug dealing or trafficking; conduct which poses a threat to the safety of pupil, personnel, or school property; or non-compliance may all be reasons for suspension from regular school attendance.

Grounds and procedure for suspension will be determined by the principal and will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56 (<http://education.state.mn.us/mde/static/000099.pdf>). A provision of readmission for all suspended students is a conference with the parent/guardian and the principal.

It is the position of the school district that a fair and equitable discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student. It is Rockford School District policy to discourage the use of any force or corporal punishment; however, reasonable force may be used upon or toward the student without the student's consent in the exercise of lawful authority to restrain a student.

<i>Policy 413</i>	<i>Sexual, Racial And Religious Harassment And Violence</i>
<i>Policy 418</i>	<i>Drug-Free Workplace/Drug-Free School</i>
<i>Policy 419</i>	<i>Tobacco-Free School</i>
<i>Policy 501</i>	<i>School Weapons</i>
<i>Policy 502</i>	<i>Search of Student Lockers, Desks, Personal Possessions and Student's Person</i>
<i>Policy 503</i>	<i>Student Attendance</i>
<i>Policy 504</i>	<i>Student Dress And Appearance</i>
<i>Policy 507</i>	<i>Corporal Punishment</i>
<i>Policy 514</i>	<i>Bullying Prohibition</i>
<i>Policy 524</i>	<i>Internet Acceptable Use</i>
<i>Policy 526</i>	<i>Hazing</i>
<i>Policy 709R</i>	<i>Student Transportation Safety</i>

Refer to the additional district policies listed above.

GENERAL INFORMATION

Absences

All absences must be entered into Kelly Services (see RAS Staff Handbook for details) in a timely fashion.

Detailed lesson plans should be available to substitutes, including all necessary instructional materials or information for how to find those materials. Any necessary instructional materials and/or information should be communicated to a colleague - not the office - to print and copy for the substitute. A folder must be prepared and readily available in the classroom for substitutes that includes, but is not limited to:

- Emergency procedures and building map
- Daily schedule, including information about prep and lunch
- Seating charts
- Supervision responsibilities, if applicable
- Stop and Think - referral forms and explanation
- Relevant student information (medical needs, IEP accommodations, etc...)
- Names and contact information for staff members who can help if questions arise

Crisis Management

Refer to District Policy 806

Five (5) fire, one (1) tornado, and five (5) lock-down drills will be held at intervals throughout the year. It is important to regard these drills seriously and follow procedures as necessary in the case of an actual emergency. The exit routes are posted in every room and staff are expected to be familiar with them.

Observance of the following rules will help to ensure safety in the event of an emergency:

Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond to medical emergencies. These staff members have specific roles to allow for a safer and more efficient response. Meetings and drills will be organized and implemented throughout the school year as needed.

Fire

Staff Responsibilities:

- Bring red clipboard with current class rosters
- Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)
- Keep students together in safe area
- Return to the building when an all-clear signal is given by the building principal/designee
- Observe individual evacuation plans for student w/special needs

Lock-down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- The building principal/designee will issue lock-down procedures by announcing a warning over the PA system
- All students, staff, and visitors will be directed to classrooms
- Lock and barricade classroom doors
- Stay away from windows and doorways
- Remain in classroom until an all-clear signal is given by building principal/designee

Distribution of Materials for Inside Groups

Principal or designee must approve all materials from inside groups prior to distributing within the school. This includes information posted in public spaces.

Distribution of Materials for Outside Groups

Principal or designee must approve all materials from outside groups prior to distributing within the school. This includes information posted in public spaces.

End-of-Year Procedures

Staff is expected to follow all end-of-year procedures as outlined by the district administration.

Food Service

Taher Foods operates the school hot lunch program.

Adult Lunch: \$3.75

Milk: \$.60

Payment for meals is prepaid using Infinite Campus. Each employee has a lunch account number.

Illness and Injury

Student Injury - When a student injury occurs, the teacher who witnessed the accident is responsible to prepare and sign the **Student Accident Report** (found in the office) detailing the incident. This report can be completed by the teacher and the health care attendant (or school nurse). This report is filed in the student's health file. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness – Illnesses during the day should be reported to the office.

Staff Injury - All staff members are covered under Minnesota Workers' Compensation Act. Work injuries must be reported to the principal within 24 hours of the injury.

Leaving School Premises

Staff must notify the office when it is necessary to leave the school building during school hours.

Lost and Found

A lost and found is located in the lunchroom for clothing and non-valuable items. Valuable items should be brought to the office (jewelry, calculators, iPods, cell phones). Items not claimed will be donated at regular intervals.

Money

The method of collecting money from students for class projects or field experiences is to use Infinite Campus, our online payment system.

If a need arises to collect money from students, one of two methods may be used:

- Work with the middle school office to set up a fee through Infinite Campus; which enables parents to pay online
- Work with Stacey Robertson in the middle school office to collect money

Teachers should not collect or store money in their classrooms for any reason.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers or in Rockford Area Schools' publications. Parents may request that their child's photographs and name not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Purchasing/Receiving

When placing and/or receiving orders, please follow the district procedures. Procedures are located on the district website.

Recycling

Refer to District Policy 805

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

Security

All staff are expected to wear their ID at all times. If a staff member encounters an adult who is not wearing a visitor's badge, the staff member should politely direct the visitor to the middle school office.

- **Lunchroom:** Students are not allowed to leave the building for lunch without being accompanied by the building principal or principal designee. Visitors during lunch must be pre-approved by the principal

or principal designee.

- **Student Passes:** If a student finds it necessary to leave their assigned classroom, the passport area of the student planner must be signed by a staff member.
- **Video Surveillance:** RMS-CES is equipped with video cameras in an effort to maintain the health, welfare and safety of students, staff and visitors as well as the protection of school property.
- **Visitors:** All visitors and volunteers must report to the office and receive approval and a visitor's badge. Students bringing visitors to school requires prior approval by administration. Administration reserves the right to deny or approve any visitors.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs, and circulations must be approved by administration 24 hours prior to the desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a non-emergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520

Surveys must be pre-approved by the superintendent.

PART VI - APPENDIX

Policy Cross Reference Table

<u>Topic</u>	<u>Policy Number(s)</u>
Accidents	806
Alternative Educational Opportunities	605
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Class Assignments	515
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Crisis Management	806
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Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
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Field Trips	610
Fundraising	511
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Graduation Requirements	613R
Harassment and Violence Prohibited	413
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