Rockwood South Middle School

STUDENT/PARENT HANDBOOK 2026-2027



Home of the

FALCONS

Rockwood South Middle School
1628 Hawkins Road
Fenton, Missouri 63026-2629

Office: 636-891-6850
Office Fax: 636-891-8830
Nurse: 636-891-6858

ROCKWOOD SCHOOL DISTRICT

Rockwood South Middle School
1628 Hawkins Road
Fenton, MO 63026-2629

636.891.6850
636.891.8830 Fax
birkenmeierlaurie@rsdmo.org

Dr. Laurie Birkenmeier
Principal

August, 2026

Dear Students:

Welcome to Rockwood South Middle School! On behalf of our staff, I hope you had a safe and enjoyable summer. We look forward to getting to know you and the unique talents and strengths you will bring to our community.

It is our goal to ensure your successful return or start at RSMS. We are committed to supporting you, challenging you, and ensuring that you are safe each and every day. Please take some time to read the important information that follows; this handbook will serve as a resource to support you throughout our school year.

In addition to the valuable information in our handbook, we would like to provide you with the following advice to support your success this school year:

- Try, try, and try again! Middle School is about discovering your unique talents and interests. We learn through exploring new opportunities, using our passions, and even through making mistakes. This mindset is important within the RSMS community.
- Ask questions: asking questions is the best way to learn at a deeper level. It is also the best way to connect with others. So whether you are intrigued by a concept, confused, lost, or simply interested in getting to know someone better, don't hesitate to ask!
- Manage your time. Middle School is a time in your life when you will gain more responsibilities. Make sure you have what you need to be prepared each day.
- Make a Difference. It is important for you to work respectfully with your classmates and teachers to support your learning and to make an impact upon our community.
- Use your voice and get involved: Rockwood South Middle School has many clubs, activities, and events; we need your leadership!
- **Falcon Proud**. Take care of our school community and one another in a way that exemplifies the pride we have in being Falcons!

We are excited to learn with you. This will be the best year yet!

Sincerely,



Dr. Laurie Birkenmeier
Principal



Dr. Jameelah Spann
Assistant Principal



Mr. Adam Ball
Assistant Principal

GENERAL INFORMATION

Rockwood South Middle School
2026-2027
Mission & Vision

Discover
Connect
Make a difference.
We are Falcon Proud
#rsmsrocks

NONDISCRIMINATION STATEMENT

The Rockwood School District prohibits and will not tolerate discrimination against or harassment of any student, employee or applicant for employment, or in its programs and activities, because of race, color, national origin, religion, sex, age, genetic information, marital status, disability, handicapping conditions, or any other factor that is not a proper legal basis for an employment decision, and it provides equal access to the Boy Scouts and other designated youth groups. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board does business. Inquiries by students, parents, employees, or the public regarding Rockwood School District's nondiscrimination policies should be directed to the compliance coordinators listed below:

Dr. Kimberly Cohen, Compliance Coordinator for Title VI and VII of the Civil Rights Act of 1964 as amended, the Missouri Human Rights Act, the Age Discrimination in Employment Act, Title II of the Americans with Disabilities Act (for employees and members of the public), the Genetic Information Nondiscrimination Act and P.L. 92-318, Education Amendments of 1972, Title IX (race, color, national origin, religion, genetic information, marital status, sex, age, disability and handicapping conditions (for employees and members of the public) discrimination issues),

Rockwood Administrative Center
111 East North Street
Eureka, Missouri 63025-1229
636.733.2034

Dr. Paul Godwin, Compliance Coordinator for Title II of the Americans with Disabilities Act (for students), P.L. 93-112, Section 504 of the Rehabilitation Act of 1973 and P.L. 94-142, Education for all Disabled Children Act (disability and handicapping conditions (for students) discrimination issues),

Rockwood Administrative Center
111 East North Street
Eureka, Missouri 63025-1229
636.733.2107

Inquiries may also be directed to additional compliance coordinators for unlawful discrimination and harassment set forth in Rockwood Regulation 2130

For further information on notice of nondiscrimination, visit https://nrs.ed.gov/ for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Disability Services Public Notice

The Rockwood School District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability. This includes children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

As a Missouri district, Rockwood is required to conduct an annual census of all children with disabilities under their jurisdiction from birth to age twenty-one (21). Required information includes the child's name, birth date, age, disability, services, and parent/guardian's name and address. Anyone with knowledge of a child with a disability not already receiving public school services may contact Rockwood's Coordinator of Special Education, 504, and Homebound Services.

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

The Rockwood School District, in partnership with the Special School District (SSD) of St. Louis County, assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Individuals with Disabilities Education Improvement Act (IDEA-2004) educational disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Rockwood School District assures that it will provide FAPE to children attending its schools with disabilities under Section 504 of the Rehabilitation Act of 1973. For purposes of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. The Rockwood School District has developed a 504/Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual is available for public review.

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

The Rockwood School District and the Special School District (SSD) have each developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA), pursuant to their specific programs. The plan contain each agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). Each of the Local Compliance Plans are available for public review.

To review the stated documents, please contact the appropriate office:

- Rockwood Early Childhood Center at Clarkson Valley, 2730 Valley Road, Chesterfield, MO 63005, Monday through Friday between the hours of 8:00am and 4:30pm.
- Special School District's Office of the Superintendent of Schools during regular school hours on days school is in session.

This notice will be provided in native languages as appropriate.

Rockwood School District
District Personnel
2026 - 2027

Rockwood South Middle School
1628 Hawkins Road Fenton, Missouri 63026-2629
(636) 891-6850 Fax Office (636) 891-8830
Fax Nurse (636) 891-8831 https://rsouth.rsdmo.org/

Dr. Laurie Birkenmeier..... Principal

6th Grade
Mr. Adam Ball.....Assistant Principal
Mrs. Ashley Dietrich..... School Counselor

7th Grade – Last Names A-K
Dr. Jameelah Spann..... Assistant Principal
Mrs. Kelly Messerla.....School Counselor

7th Grade – Last Names L-Z
Mr. Adam Ball.....Assistant Principal
Mrs. Kelly Messerla.....School Counselor

8th Grade
Dr. Jameelah Spann..... Assistant Principal
Mrs. Ashlynn Sprague.....School Counselor

Rockwood School District
111 East North Street Eureka, Missouri 63025-1229
(636) 733-2000 Fax (636) 938-2251
https://www.rsdmo.org/

Dr. Curtis Cain.....Superintendent of Schools
Dr. Keri Skeeters.....Assistant Superintendent of Teaching and Learning
Dr. Kimberly Cohen..... Assistant Superintendent of Human Resources
Dr. Gary Jansen..... Assistant Superintendent of Supervision of Secondary Education
Dr. Paul Godwin..... Assistant Superintendent of Supervision of Elementary Education
Dr. Stephen Hankins.....Assistant Superintendent of Student Services
Cyndee Byous.....Chief Financial Officer
Mary Lapak..... Chief Communications Officer
Robert Deneau….....Chief Information Officer
Dr. Carmen Harris.....Director of Special Education
Dr. Brandi Genenbacher.....Director of Curriculum and Professional Learning
Dr. Christine Ries.....Director of Gifted and Talented Education
Eric Nieman.....Director of Facilities
Carmen Fischer.....Director of Child Nutrition
Danielle Reecht.....Director of Community Education
Michael Rapini….....Director of Purchasing
Dr. Scott Speer.....Director of Transportation
Dr. Colette Higgins.....Director of Educational Access
Matthew Berry.....Coordinator of Guidance and Counseling K-12

Rockwood School District
Board of Education
2026 – 2027

	Term Expires
Tamara Rhomberg, President 273 Avalon Hills Dr Fenton, MO 63026 (314)302-5599 board-of-education@rsdmo.org	2027
Kary Bachert, Vice-President 4205 Allenton Rd. Wildwood, MO 63069 (314)302-9065 board-of-education@rsdmo.org	2026
Sarah Boyer, Director 100 Caybeth Dr Ballwin, MO 63011 (210)382-1922 board-of-education@rsdmo.org	2028
Bob Cadigan, Director 2142 Wildwood Meadows Ct. Wildwood, MO 63005 (314)229-1900 board-of-education@rsdmo.org	2026
Phil Milligan, Director 5327 Lakepath Way Eureka, MO 63025 board-of-education@rsdmo.org	2027
Dr. Mara Vorachek-Warren, Director 19050 Foxrun Hollow Lane Wildwood, MO 63069 board-of-education@rsdmo.org	2028
Dr. Amy Wassman, Director 559 Orchard Lane Eureka, Missouri 63025 314-603-6281 board-of-education@rsdmo.org	2029

ROCKWOOD SCHOOL DISTRICT
SCHOOL CALENDAR
2026-2027

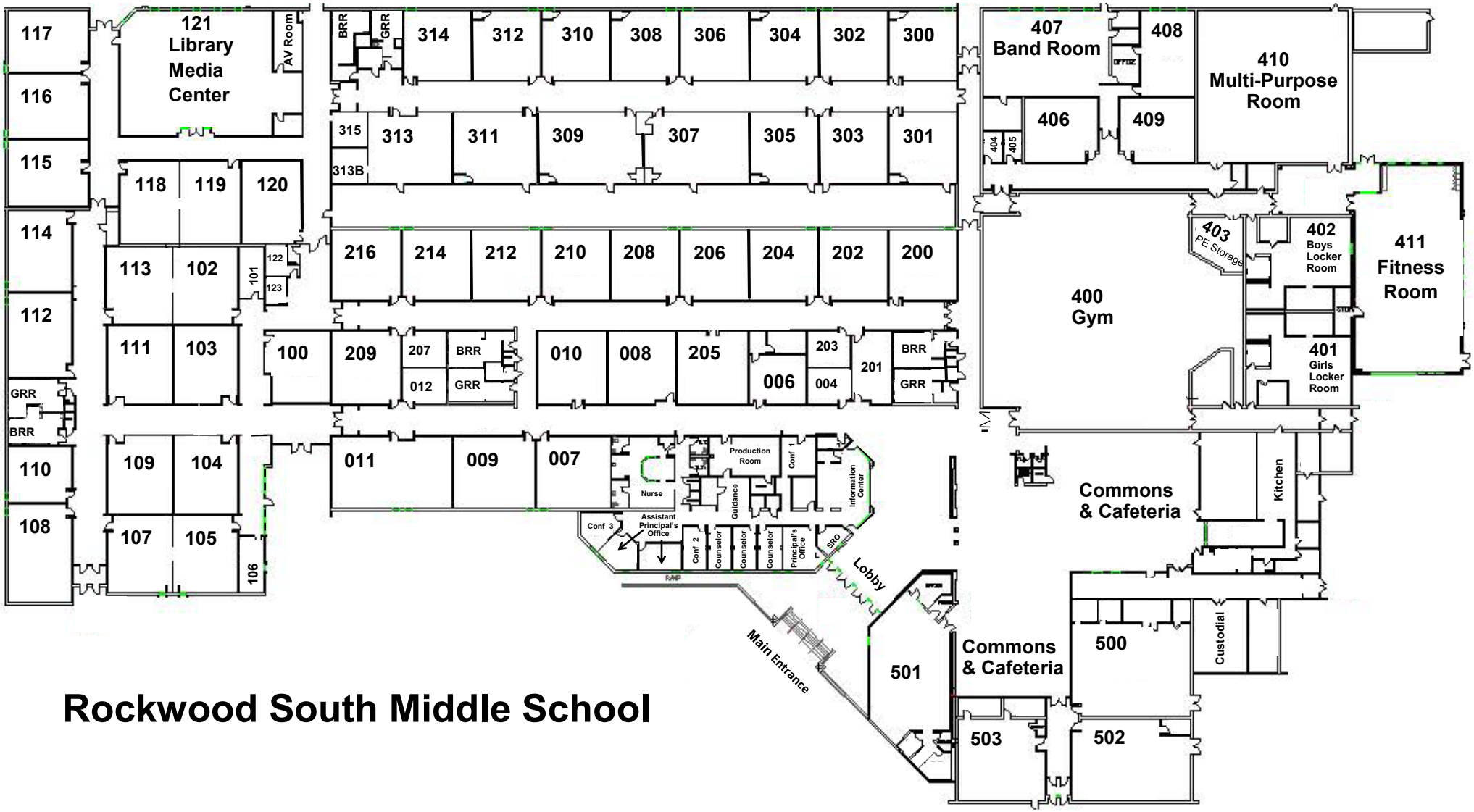
New Teacher Orientation.....Tuesday, August 11 through Friday, August 14
Regular Teacher Orientation (Teachers on Duty).....Tuesday, August 18 through Friday, August 21
First Day of School for Students.....Monday, August 24
No School - Labor Day.....Monday, September 7
No School - Professional Development Day (Teachers on Duty).....Monday, October 5
1st Quarter End.....Friday, October 23
No School - Conference Compensation Day.....Monday, November 2
No School - Professional Development Day (Teachers on Duty).....Tuesday, November 3
No School - Thanksgiving Holiday.....Wednesday, November 25 through Friday, November 27
Early Dismissal/Grade Recording Day/2nd Quarter Ends.....Tuesday, December 22
No School - Winter Break.....Wednesday, December 23 through Monday, January 4
No School – Teacher Work Day (Teachers on Duty).....Monday, January 4
School Resumes/Second Semester Begins.....Tuesday, January 5
No School - Professional Development Day (Teachers on Duty).....Friday, January 15
No School - Martin Luther King Jr.'s Birthday Holiday.....Monday, January 18
No School – Presidents' Day Holiday.....Monday, February 15
No School - Professional Development Day (Teachers on Duty)/3rd Quarter Ends.....Friday, March 12
No School - Spring Break.....Monday, March 15 through Friday, March 19
No School – Spring Holiday.....Friday, March 26
No School – Conference Compensation Day.....Friday, April 16
Last Day for Seniors.....Friday, May 7
Early Dismissal/Grade Recording Day/4th Quarter Ends.....Friday, May 28
No School – Memorial Day Holiday.....Monday, May 31
Records Day (Teachers on Duty).....Tuesday, June 1

Professional Development Day No School – Teachers on Duty	Early Dismissal/Grade Recording Day Teachers on Duty
October 5 November 3 January 15 March 12	December 22 May 28

INCLEMENT WEATHER MAKE-UP

Schools are required 1,044 hours of instructions

1-4 Inclement weather days	No change in the last day of school
5-9 Inclement weather days	Alternate Methods of Instruction (AMI) days. No change in the last day of school
10+ Inclement weather days	The District calendar will be adjusted



Rockwood South Middle School

ROCKWOOD SCHOOL DISTRICT

ACADEMIC INFORMATION

ACADEMIC INFORMATION

GRADING AND REPORTING

Grading and Reporting in a standards-based system is a process of accurately reporting the academic and nonacademic performance of students. Parents will be alerted ahead of time by multiple means as to when progress reports and report cards will be available for review. Student performance will be reported in two separate ways.

1. Academic Grades – An accurate evaluation of what a student knows and is able to do as defined in Rockwood curriculum documents.
2. Academic Mindsets and Behaviors – Factors that describe the actions and behaviors that support academic achievement as defined in Rockwood Procedures for Grading and Reporting.

ACADEMIC GRADES

A five letter academic grading scale, "A", "B", "C", "D", and "F" shall be used in grades 6-12. In order to determine academic grades, the following elements will be utilized: Academic Standards and Summative Assessments.

FINAL COURSE GRADE

For grade levels reporting an overall course/subject grade, the grade will be determined by applying any weights as required by district curriculum and averaging the scores assigned to all standards (measurement topics). A five letter academic grading scale, "A", "B", "C", "D", and "F" shall be used to report final course grades. High school and middle school semester grades will be based on cumulative performance over both quarters. Certain courses may require an end of course exam to be included in the final course grade.

ASSESSMENT RETAKES

As stated in Regulation 6450, "[w]hen a student scores below proficient on standards essential to continued academic progress, interventions designed to support student mastery of the standard(s) will be implemented. Reassessment will be provided after a student has engaged in a reteaching/relearning process." Students will be required to actively engage in a relearning process *prior* to any reassessment being offered. Any student desiring a retake for an assessment must reach out to their classroom teacher and ask when/how the reteaching process can occur.

INFINITE CAMPUS

Infinite Campus is Rockwood's web-based student information system. The system includes a web Portal that provides parents and 6-12 students with system access to information such as assignments, grades, and attendance. We believe that the system is a valuable tool and encourage both students and parents to use it to their advantage.

Information available to parents/guardians via the Portal includes:

- Certain demographic information
- A family calendar that displays attendance events and assignments due for all students in the household
- An individual student calendar for each student in the household
- A schedule of classes for each student in the household
- Assignments and grades for each student (grades 6-12)
- Attendance by term/quarter and period for the year
- Health immunization record
- Reports (PDF format)

Information stored on the system is encrypted and uses a high-level of internet security to safeguard system data, similar to systems used by banks and other institutions that do business online. Infinite Campus access requires a Username and Password, and strong password syntax is enforced.

To access Infinite Campus:

- Parents/guardians who have received their Activation Key or who already have a Campus account can access the system by logging in at: https://rockwoodmo.infinitecampus.org/campus/portal/parents/rockwood.jsp
- It is recommended that you "bookmark" the Campus Portal website for future use

Parents will need an Activation Key to establish an Infinite Campus account for system access. The first step in the process is to enroll your child through either the Online Enrollment Application or complete a paper enrollment application at your student's school office. Once your enrollment has been processed, you will be provided with an Infinite Campus Portal Activation Key. You will need to enter your key on the Infinite Campus Portal Activation page.

Technical assistance with the Infinite Campus portal is available via email at portalhelp@rsdmo.org.

CURRICULUM

Information regarding all Rockwood School District course curricula can be found at https://www.rsdmo.org/curriculum.

ATTENDANCE

ATTENDANCE

The purpose of the attendance policy of the Rockwood School District (Board Policy 2310) is to encourage regular school attendance. The Board believes that regular and punctual attendance is an important factor in a student's success in school.

DAILY ABSENCES

Parents/guardians are responsible for notifying the school office of their child's absence. If no call is made, the absence is unexcused. For your convenience, absences may be phoned in before the start of the school day by calling 636-891-6865 (attendance hotline) or 636-891-6852 (attendance office). You may also email the attendance secretary, Caitlin Edwards, at edwardscaitlin@rsdmo.org to report an absence. When leaving a message or sending an email, please include the following:

- Student's name
- Reason for absence (including symptoms, if applicable)
- Your name and relationship to the student

ABSENCES ON THE DAY OF AN ACTIVITY

Students who are absent from school on the day of any school sponsored activity are not permitted to participate in that activity. The principal or assistant principal may, in rare circumstances, grant approval for participation if contacted directly by the parents and only if the absence has been properly reported to the attendance office.

ATTENDANCE NOTIFICATION PROCEDURES AND ACTIONS

Parents will be notified by an automated call when their child is absent from school. This automated call alerts parents and requests they call to confirm and/or excuse the absence. If chronic absenteeism becomes a concern, then either a school counselor or social worker may reach out to determine what additional support can be provided.

Pursuant to Board Policy 2340, if a staff member has reasonable cause to suspect that a student is absent due to educational neglect, they will be required to notify the Missouri Department of Social Services – Children's Division as outlined in Board Policy 2710.

EXCUSED AND UNEXCUSED ABSENCES

Causes of excused absences include:

- Student illness
- Doctor or dental appointments
- Certain days for religious observances
- A death in the family
- Court appearances
- Other circumstances as determined by guardians and the Student Services Team

Examples of reasons that do not qualify as excused absences include:

- Overslept
- Missed the bus
- Car trouble

- Skipping class
- Bus suspension
- Other circumstances as determined by the Student Services Team

Absences imposed due to an out of school suspension shall not count as an excused or unexcused absence.

EXCESSIVE ABSENCES (TRUANCY/EDUCATIONAL NEGLECT)

The Rockwood Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Attendance concerns at Rockwood South will be monitored by our school social worker, school counselors, and administrators. Should a student's attendance be deemed a cause for them not performing to their full potential, a variety of steps may be taken to remedy the situation. This could include contacting the parents to create a plan, speaking with the student to create an attendance plan, and working with the educational team to incentivize attendance at school. Should initial steps be unsuccessful, parents may be sent an official letter outlining the school's concern and insisting on improved attendance. Continued noncompliance with this requirement may result in referral to the Missouri Department of Social Services Children's Division for investigation of the truancy and possible educational neglect.

EXTENDED ABSENCES

The Rockwood School District recognizes that regular and punctual attendance is an important factor in a student's education. To that end, it is recommended that students not miss school for reasons such as a family vacation or sports tournament. In the event that a student does leave town for up to five days, they may be excused absences provided that:

1. The absence was discussed with the student's teachers and grade level administrator prior to the date
2. The student procures assignments in advance of the absence, if available from teachers
3. All assigned work is turned in upon returning to school or at the time the teachers request it
4. All tests, quizzes, etc. are made up at the discretion of the teacher
5. Absences have not reached 10 total days for the school year

HOMEWORK REQUEST DURING AN ABSENCE

Students who are absent are expected to make up missed work. They should utilize Infinite Campus and Canvas to find out what work needs to be made up and to access online materials when possible. Students absent for three or more days should have a parent notify the attendance office so teachers can make sure appropriate makeup work and instructional material is sent home. It is the student's and guardian's responsibility, upon returning to school, to contact their teachers and establish mutually agreeable times for daily work to be turned in and any missed quizzes or tests to be completed.

Teachers are automatically notified if a student has been suspended out of school and work is requested. Every attempt will be made to get work to the student via mail, fellow student, or parent pick up.

LEAVING CAMPUS

During the school day, students must secure permission from the office before missing a class or leaving the campus. Parents/guardians must contact the attendance office to request a pass be issued to their child in order to leave campus. Failure to comply may result in disciplinary action/referral to legal authorities. Parents/guardians will be

notified and a parental conference may be required prior to the student returning to school. Students who have been absent because of injuries or communicable diseases must communicate with the nurse before returning to classes. Students participating in off-campus, school sponsored events are not considered absent.

STUDENT SERVICES

STUDENT SERVICES

SCHOOL COUNSELORS & SOCIAL WORKER

School counselors are available to talk with students, parents and teachers regarding school/personal adjustment issues and educational planning. They also provide classroom lessons focusing on personal and career development.

STUDENT SERVICES APPOINTMENTS

The Student Services Office hours are Monday – Friday from 7:40 a.m. – 2:45 p.m.

Students wishing to see their school counselor during the school day, should fill out the Google form, requesting to be seen and your grade level counselor will call you out of class or send a pass for your appointment

Parents wishing to speak with a school counselor or social worker should contact the counselor secretary to schedule an appointment or a return phone call.

SCHOOL COUNSELOR ASSIGNMENTS

6th Grade.....Mrs. Ashley Dietrich
7th Grade.....Mrs. Kelly Messerla
8th Grade.....Mrs. Ashlynn Sprague
Social Worker.....Mrs. Amy Horn
Secretary/Registrar.....Mrs. Ellen Heskett

HOMEBOUND INSTRUCTION

For students to be considered for homebound instruction, the student must have health concerns that would require a school absence of at least ten school days or have a medical condition such that periodic lengthy absences are necessary due to treatment. To arrange homebound instruction, parents should contact the Homebound Coordinator at 636-733-2153 to arrange for a meeting regarding possible homebound instruction.

The amount and type of instruction or supportive service provided through the homebound program shall be determined in relation to each student's educational needs and his or her ability to receive such services. Homebound services are meant to be temporary and the student should return to school as soon as possible. If services are provided for the student and those services are not utilized, the district may terminate those services. Homebound education services will not be arranged for times outside of the academic calendar school year (i.e., no summer school services will be provided).

This policy does not apply to homebound instruction for students with disabilities, which is governed by District Policy and Regulation 6250.

Please contact your child's school counselor for additional information regarding homebound instruction.

REQUEST TO CHANGE SCHEDULE

Staffing needs for each course are based upon student selections. Therefore it will be very difficult if not impossible to change courses. All course changes require administrative approval. Please contact the grade level counselor to request a schedule change.

SPECIAL SCHOOL DISTRICT

Special School District (SSD) provides special education service to students in a variety of placements, which are governed by the federal Individuals with Disabilities Education Act (IDEA). Services are based entirely on a student's Individualized Education Program (IEP). If you have questions or need more information regarding eligibility or evaluation please contact the counseling office. If your child has an IEP and you have questions regarding their placement or services provided please contact their special education case manager directly.

TESTING

The testing program is a tool used to gain more information about the student's ability and achievement. This information is filed in the student's permanent record and is used in a confidential manner by teachers, counselors, and administrators.

TEST DATE (window)	TEST	GRADE
August – May	WIDA – ACCESS Placement Test (New to District)	6-8
August – September	STAR Enterprises (Reading & Math) Fall	6-8
October	RSD Climate and SEL Survey	6-8
December	STAR Enterprises (Reading & Math) Winter	6-8
September - May	MAP – Alternate Math DLM	6-8
September - May	MAP – Alternate Science DLM	6-8
January – March	NAEP	8
February – March	RSD Climate and SEL Survey	6-8
April	STAR Enterprises (Reading & Math) Spring	6-8
April – May	MAP Testing	6-8
December, April, and May	Fitness Testing	6-8
May	MAP End-of-Course Assessments	6-8

STUDENT ACTIVITIES

STUDENT ACTIVITIES

STUDENT LEADERSHIP ACTIVITIES

Rockwood South Middle School offers the opportunity for students to participate in organizations whose activities help meet the leisure, recreational, and social needs and interests of the students. In addition, the student organizations help develop leadership potential and provide a vital link in the social development of the active participants. In most cases, admission to membership is based on interest and willingness to attend meetings and be an active member (the exception being those which have certain scholarship requirements). Student activities are only for students within our own school and no student activities shall be restricted in any way to selected students except as prescribed by the staff and administration. After school activities are a privilege and participation may be revoked if a student violates school or district rules and regulations.

ANNOUNCEMENT/ANNOUNCEMENT LEADERS

Daily announcements are communicated to students during first hour classes and during lunch period. In addition, announcements can be found running continuously on video screens in the lobby as well as on the school website. Please pay close attention to these announcements, as activity cancellations and changes will be announced then. Any student interested in being an announcement leader should contact Mr. Ball for more information.

INTRAMURALS

An intramural program is a key component of the Rockwood School District Middle School program. Our intramural program will provide encouragement and opportunities for all students to participate in a wide range of activities that are based upon the interests and physical needs of middle school students. These activities will focus on the development of social and physical skills in an atmosphere that stresses teamwork and learning the basic requirements of the game. A successful intramural program has the support of the entire school community.

STUDENT SOCIAL ACTIVITIES

All school parties and social functions must be held within the District unless permission is obtained from the Superintendent/designee in advance. Students absent the day of a social event are not eligible to attend any after school activities or events. In extremely rare circumstances, permission may be granted by administration to attend despite an excused absence. If the absence was not properly reported and excused, no exceptions will be granted.

Student parties/social events are not to be conducted during the regular school day.

1. All student social events shall be limited to students enrolled at Rockwood South Middle School.
2. Students are not permitted to leave school events and then return.
3. No one may enter the school event later than 30 minutes after the starting time unless cleared by an administrator in advance.
4. School rules apply even though the activity takes place outside of the regular school day.
5. Students experiencing disciplinary problems at a school activity will not be allowed to attend other school activities without administrator approval.
6. Students who are suspended in-school or out of school on the day of a school activity may not attend.
7. Any student caught defacing school property or decorations will be asked to leave the event and may not be permitted to attend further social events.
8. Parents/guardians must provide transportation to and from school activities.

SCHOOL DANCES

Dances are offered for students to socialize outside the normal school day and to build lasting relationships with their peers. All school rules and regulations must be followed during the dance, even though it takes place outside of the typical school day.

School dances may not be scheduled on a night before an instructional day. The dances shall be limited to students currently enrolled at Rockwood South Middle School. No student who is suspended in-school or out of school on the day of a school dance will be permitted to attend the dance. If a student had previously purchased a ticket for the dance and then disciplinary issues caused them to not be able to attend the student WILL NOT RECEIVE ANY REFUND of the cost of the ticket. Students who are not in attendance on the day of the dance are not eligible to attend the dance.

Parents/guardians must provide transportation to and from the school dance. No limos will be allowed to transport students to or from school dances.

LATE PICK-UP POLICY

Students should be picked up promptly from after school clubs/activities. When students are not picked up at the agreed upon time, it causes difficulty for everyone involved: the student who worries about where their parent is, the parent who is anxious about being late, and the staff member who is delayed from their own affairs.

We ask parents to arrive by 4:25 pm and allow plenty of parking space in front of the building (curbside) for activity buses to park. Any student who did not sign up for an activity will not be permitted to ride an activity bus.

Student Discipline Policies and Regulations apply to all school sponsored activities and modes of transportation. We appreciate your understanding and adherence to these policies.

STUDENT ACTIVITIES

Student activities shall not be restricted in any way to selected students except as prescribed by the faculty and administration. Student activities are only for students currently enrolled at Rockwood South Middle School.

Available activities will be communicated to students. To participate, students must sign up for an afterschool activity by 4:00 pm on Monday for that week on their school counselor's Canvas page. This procedure must be repeated each week the student wishes to participate.

NATIONAL JUNIOR HONOR SOCIETY

The Rockwood South Middle School chapter of the National Junior Honor Society participates in a variety of services and fundraising projects throughout the school year to benefit the school and community. Membership in the National Junior Honor Society is based on excellence in five areas: Scholarship, Leadership, Service, Character, and Citizenship. The induction ceremony is traditionally held one evening in the fall.

A decision by the Faculty Council will determine selection of new members. The council will consider the following:

1. Scholarship Achievement: All members of NJHS must have a cumulative GPA of at least 3.5 and must have attended Rockwood South for one full semester prior to being considered for membership. This means

that students would be notified of their eligibility at the beginning of their 7th grade and/or 8th grade year based upon their GPA at the end of the previous year.

2. Leadership, Service, Character, and Citizenship
    a. Positive leadership, character, and citizenship ratings from those members of the school faculty who have knowledge of the student.
    b. Three teacher recommendation forms
    c. School service and community activity that will be demonstrated to the Faculty Council through the Student Information Form/application completed by each eligible and interested student.

The following guidelines are used to determine a rating in these categories:

Leadership

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- Demonstrates leadership in the classroom, at work, and in school community activities
- Is thoroughly dependable in any responsibility accepted

Service

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in activities such as Girl Scouts, Boy Scouts, church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Is willing to represent the class or school in inter-class and inter-scholastic competitions
- Does committee and staff work uncomplainingly
- Shows courtesy by assisting visitors, teachers, and students

Character

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influence or environment

Citizenship

- Understands the importance of civic involvement
- Has a high regard for freedom, justice, and respect for the American form of government
- Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs

Rockwood South Middle School
After School Program
Permission Slip

My child, _____, has my permission to participate in clubs and/or intramural activities at Rockwood South Middle School for the 2026-2027 school year. I am aware that some activities involve physical activity and may have a higher risk of injury. If an injury should occur, my child is adequately covered by an accident policy for physical injuries.

Date: _____

Student Name: _____

Grade: (circle one) 6 7 8

Students should be picked up promptly from after school clubs/activities. When students are not picked up at the agreed upon time, it causes difficulty for everyone involved: the student who worries about where their parent is, the parent who is anxious about being late, and the staff member who is delayed from their own affairs. By signing below, I agree to arrive at Rockwood South by 4:25 pm or arrange appropriate transportation for my child.

Parent/Guardian Signature: _____

Emergency Phone Numbers:

Name/Relationship/Phone Number 1: _____

_____

Name/Relationship/Phone Number 2: _____

_____

Name/Relationship/Phone Number 3: _____

_____

Additional comments? _____

_____

SCHOOL PROCEDURES

SCHOOL PROCEDURES

ACTIVITY BUSES

Rockwood will provide 1 after school activity bus for students residing in the RSMS attendance area, Tuesday and Wednesday.
VICC bus company will provide 1 after school activity bus for non-resident students, Tuesday and Wednesday.

All students staying after school, for any reason, must sign up on the After School Activity Sign-Up on their chrome books by 4:00 p.m. on each Monday. Students should indicate the activity they are staying for and whether they will walk/bike home, ride the activity bus or be picked up by an adult.

Students are to be under the direct supervision of a teacher/sponsor who will dismiss them by 4:25 p.m.

BUS PASSES

Due to a shortage of available bus drivers, Rockwood's transportation department is not allowing guest riders on any routes. Please ensure that you are riding your assigned bus or that you have an alternate plan for getting home.

CAFETERIA

During lunch, parents are discouraged from bringing in outside food (such as meals or birthday treats) that is intended for a specific group of students. Outside food can inadvertently exclude or cause a disruption.

BREAKFAST

2025 - 2026 BREAKFAST PRICES

Secondary student Breakfast	$2.10
Reduced-pay students (for those who qualify)	$ .30

*Breakfast starts at 7:15 and ends at 7:36. Please observe the following procedures for breakfast:

- Walk to the cafeteria and select your breakfast option
- Go through the check-out line appropriately
- Have a seat at an available table in the cafeteria
- Eat your breakfast
- Clean up all trash and dispose of it in the provided garbage cans
- Go to your homeroom when finished

LUNCH

2025 - 2026 Lunch Meal Prices

Secondary students	$3.80
Reduced pay students	$ .40

CAFETERIA PROCEDURES

The cafeteria provides a Grade "A" hot lunch for those students wanting a balanced meal. Students may also purchase food a la Carte. Students may bring their lunch and purchase drinks. All students must eat in the cafeteria during their scheduled lunch period unless specific arrangements are made with a staff member ahead of time.

The Rockwood School District participates in the National School Lunch and School Breakfast Programs. This allows families the opportunity to apply for Free and Reduced Price Meal Benefits. Applications are available from the Child Nutrition Services Office or the School Office. Income information is treated very confidentially.

Please observe the following procedures for lunch:

- When entering the cafeteria, immediately sit at a table until you're directed to get in line by a supervisor.
- Have your money and/or PIN ready for the cashier.
- All students must eat in the cafeteria. Food is not to be taken out of the cafeteria.
- When finished eating, return your tray, tableware and trash to the designated area.
- Respect our cafeteria and other students by keeping tables and floors clean and orderly.
- If you need to leave the cafeteria for any reason, speak to a supervising staff member first.
- You will be dismissed by a lunchroom supervisor only after the table and floor areas are clean.

For students not following lunch and cafeteria rules, the consequences may include: Student conference, assigning the student to an alternate table, detention, parental conference, in-school or out-of-school suspension.

PROCEDURES FOR HANDLING OF MONEY AND STUDENT MEAL ACCOUNTS

Rockwood Child Nutrition utilizes the family-friendly system called MySchoolBucks. MySchoolBucks offers parents a secure system for school meals, along with other important features and benefits:

- 24/7 access to accounts and balances
- Secure online payments through credit/debit cards and checking accounts
- Scheduled recurring payments
- Automatic deposits when your child's account balance runs low
- One meal account per family will allow for easy management of funds
- Itemized purchase history up to 90 days can be viewed in online account
- Automatic notification sent to email when balances are low
- Maximum amount parents can deposit per student is $300

Parents will need to log-in and create an account on "myschoolBucks.com". Your student's ID number will be displayed on their schedule.

MySchoolBucks will charge a payment fee when Rockwood parents use their credit card (VISA, MasterCard or Discover) or check card on MySchoolBucks. The fee for debit/credit payments is $3.25 per deposit, for one or more students, and multiple schools. The cafeteria can accept cash or checks with no fee. Please note that no change will be given at the register for any reason, all cash will be put into the student's lunch account.

For more information about MySchoolBucks or about food offerings, please visit the Rockwood Child Nutrition Website at https://www.rsdmo.org/departments/child-nutrition.

COMMUNICATION

The best way to stay connected with what is going on at RSMS is through our school website. The new updated format allows easy access to all the information you may need including daily announcements, activity calendars, and links to teacher email, lunch accounts, and Infinite Campus. The Rockwood School District website is another great source of information.

Rockwood is prepared when/if an emergency occurs in our school community. Our Communications team will keep parents informed in a crisis situation via **ParentSquare,** our automatic notification system-using voice, email and/or text alerts. In addition, emergency messages are posted on websites, local media outlets, and via the district's Facebook page and X account. Our focus is a coordinated communications system, both internally and externally, regarding safety issues and crisis management.

Parents will receive two types of information:

1) Emergency Messages: The Rockwood School District will make every attempt to contact parents via phone (household, cell and work) in case of a crisis situation at the district or school. The safety of our students is our priority, and we will keep parents informed through regular updates via phone, email and text using our automatic notification system.

2) Outreach Messages: Schools keep parents connected to news and information using ParentSquare. Parents receive this information via email, text message, or app notification based on the preferences they have selected within ParentSquare. All email and mobile phone numbers are based on the information in Infinite Campus, so please ensure that your contact information is accurate and up to date.

STUDENT DISCIPLINE

To ensure a safe and comfortable learning environment for all students, it is expected that students attending Rockwood South or any after school activity/event will abide by the school district's Student Discipline and Consequences handbook. Should any student be found to be out of compliance with the handbook, appropriate disciplinary action may be taken; including conferring with the student, use of restorative practices (as allowed and appropriate), contacting parents, detention, suspension, or suspension with a recommendation for a disciplinary hearing with the superintendent's representative. Should a student be referred to the office for noncompliance with the handbook, that student will be afforded the opportunity to write a statement regarding what occurred and to include the names of any students/staff with whom the administration should speak for further information. Failure or refusal to complete said statement may result in the student's report not being taken into account while making disciplinary decisions. If a student requires assistance making a written statement, reasonable and appropriate accommodations will be made. Likewise, should a student wish to report a violation of the student or staff handbook by any member of the RSMS community, they will be asked to make a written statement regarding the incident prior to any investigation taking place. Should a student receive disciplinary consequences from the administrative staff, the number one priority contact in Infinite Campus will be contacted regarding the disciplinary action. In the case of co-parenting, should a family prefer multiple guardians be contacted, they may make a request in writing to the grade-level principal or school registrar so it can be noted in the student's file. Any questions regarding disciplinary procedures at RSMS should be directed to the appropriate grade-level principal.

STUDENT ACTIVITY CALENDAR

A monthly activity calendar is posted on the Rockwood South Middle School website. www.rsdmo.org/rsouth - Click "Calendar" on the "Parents" dropdown menu.

DAILY ANNOUNCEMENTS

The "Daily Bulletin" is read by students every Monday through Friday in the classroom from 7:40 to 7:43 a.m. These announcements may also be seen on the monitor in the front lobby.

Bulletin boards on campus will be used for bulletins and other announcements of general interest to students.

Material displayed in hallways must be approved by an administrator.

INFINITE CAMPUS

Infinite Campus is Rockwood's web-based student information system providing access to information such as assignments, grades and attendance. You can find the parent portal for Infinite Campus at: https://rockwoodmo.infinitecampus.org/campus/portal/parents/rockwood.jsp

PARENTSQUARE

ParentSquare is Rockwood's parent communication tool. You will receive email, text, or push notifications regarding news and updates from the school and district. In addition, ParentSquare allows for direct messaging with any teacher and/or staff member that works with your student. Email addresses and mobile phone numbers are based on the information in Infinite Campus, so please ensure those are accurate and up to date. The free ParentSquare app can be downloaded in the Apple App Store or on the Google Play Store. ParentSquare can also be accessed at www.parentsquare.com.

To learn more about ParentSquare's features and how to get started, please visit:
https://www.rsdmo.org/parentsquare

PSO COMMUNICATION

Our parent-teacher organization keeps parents in the loop through the PSO page on our school website, https://rsouth.rsdmo.org/get-involved/parent-staff-organization, or by simply going to the Rockwood South website and clicking on Parent-Staff Organization on the main landing page.

FIELD TRIPS/EXCURSIONS

Field trips are offered to provide educational opportunities not available in the classroom. Students participating in field trips are expected to represent RSMS in a responsible manner. All rules in effect at school also apply to students while participating in a school-sponsored activity. Students participating in field trips are responsible for turning in assignments on their regular due dates. Permission to attend a field trip may be denied for educational reasons expressed by the teacher or due to behavioral concerns, at the discretion of Rockwood South administration.

FUNDRAISING AT SCHOOL

Only fund-raising items approved by the administration may be sold in school or on the school bus. These items are not to be sold during class without prior approval from the teacher or an administrator. Any other items will be confiscated, guardians contacted, and items will be returned only to guardians in person.

HALLWAY (A.M.) PROCEDURES

Students will remain on the bus until 7:15 am and will enter the building through the main entrance only. Doors open at 7:15 am All students will proceed to their 1st hour class unless they are eating breakfast then they will proceed to the cafeteria. Restrooms are available off the Main Lobby for use by students as they enter the building.

Students are required to have a hall pass if they need to be in the hallway during class time or once they have arrived at their 1st hour class.

HEALTH SERVICES - SCHOOL NURSE – SCHOOL NURSE FAX NUMBER (636) 891-8831

The school nurse is in the office daily from 7:30am to 2:45pm.

The nurse is here to maintain a health record of each student, administer health screenings and dispense first aid throughout the school year. The nurse administers prescribed medicine and does not make diagnoses. When illness or injury occurs, except in extreme emergencies, students must obtain a pass from their teacher to admit them to the nurse's office. If the nurse determines that the student should be dismissed from school because of illness or injury, a parent or guardian must be present at home or have made other arrangements before a student will be dismissed. If no one can be reached, the student will be cared for at school until the regular dismissal time. Under no circumstances can a student leave school without the permission of one of the administrators.
In accordance with State Law, no student may attend school while afflicted with a contagious or infectious disease **(BP2860).** Students who have been absent because of injuries or communicable diseases must see the nurse before returning to class. There are several guidelines that parents/guardians should follow to assist in maintaining a healthy school environment.

- A child with a temperature of 100 degrees or higher should not be sent to school until the temperature has been under 100 degrees for 24 hours without the use of medication to reduce fever.
- A child diagnosed with strep infection must be treated with antibiotics for a full 24 hours before returning to school.
- It is highly recommended that a child with a rash of unknown origin should be checked by a doctor before attending school to assure that the rash is not contagious.
- Students experiencing vomiting or diarrhea should not be sent to school.

We would like to ensure that this school year gets off to a good start for all students and are requesting your cooperation in adhering to the following:

1. Complete Annual Student Health Information form online.
2. If your child has special health care needs, please notify the nurse.
3. Take note of the following Rockwood School District medication procedure

All medications must be picked up by a parent/guardian by 2:45 p.m. on the last day of school. Any medication left at school after 2:45 p.m. on the last day of school will be disposed of. Under no circumstances can medication be sent home with students.

HEALTH EXAMINATIONS

A student health examination is required of all students regardless of grade level upon initial entry into the district. A student health examination will also be required of all students entering the sixth grade. The administration may waive the examination requirement upon written objection by a parent/guardian. Students are given one month from the start of school or initial date of entry to comply with this requirement. If a parent/guardian can produce written confirmation that their child has had a health examination within the past year, it will fulfill the requirement. The "past year" will be determined from the date the child starts school.

Physical examination forms are available in the office and on the Rockwood School District website. Completed forms are to be sent to the school nurse the first week of school. If the student has an appointment, the parent must send a letter to the school stating the date of the appointment.

PROCEDURE FOR ADMINISTERING MEDICATION IN THE SCHOOL

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short term illness/injury or disabling conditions during the school day to enable them to remain in school and participate in their education. The Board of Education hereby grants students the authority to possess and self-administer medicine prescribed or ordered by a physician for the treatment of asthma or anaphylaxis. Further, the Board of Education authorizes school nurses to determine and maintain an adequate supply of epinephrine and albuterol at school, which may be administered at the discretion of the school nurse, or other school employee trained by and supervised by the nurse, in emergency situations. The superintendent, in collaboration with the District nursing staff, will establish administrative regulations for storing and administering medications in compliance with this policy and pursuant to state and federal law.

Prescription Medicine

The student's physician shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the name of the physician. The diagnosis/indication for use of the medicine shall be provided. When possible, the physician should state adverse effects and applicable emergency instructions. A parent/guardian shall provide a written request that Rockwood School District comply with the physician's request to give medication or complete the "Request for Medication to Be given at School" form.

The use of controlled pain medication by students during the school day is highly discouraged as this may cause a barrier to learning. Controlled pain medications will generally not be accepted or administered by the school nurse. The administration of controlled pain medication may be allowed if it is part of a student's necessary treatment, subject to the approval of the district's nursing supervisor.

In lieu of the physician's written request, the District will accept a prescription label properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of the administration, route of administration, and the name of physician. Along with the labeled medication, a parent/guardian shall provide a written request that Rockwood School District comply with the physician's request to give medication.

When a parent/guardian does not provide a written request for the administration of medicine, the registered professional nurse or his/her designee will attempt to contact the parent and obtain the written request.

If it is not possible to contact the parent/guardian, the child's physician shall be contacted. If that is not possible, Rockwood's consulting physician shall be contacted for directions. The District will not administer the initial dose of any medication. The day's first dose of medication should be given at home.

In the absence of the parent/guardian's written request, correct prescription label, manufacturer's label or the physician's request, the parent/guardian may personally administer medication to his/her child at school. Usual precautions regarding proper identification of the parent/guardian shall be exercised. The driver's license will be used as a means of identification.

Over-the-Counter Medication

The student's physician* shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the name of the physician. The diagnosis/indication for the use of the medicine shall be provided. When possible, the physician should state adverse effects and applicable emergency instructions.

Over-the-counter medications must be brought to school in their original container and kept in the health room in the possession of the nurse.

The prohibition against the possession and use of over-the-counter medication on school property and at school-sponsored activities on or away from school property shall not apply to products containing sunscreen and sun blocking agents, including lotions, creams, lip balm and other similar products, so long as such product (1) contains no other substances prohibited under this or any other Board policy and (2) is in the original, clearly labeled manufacturer's container.

The student will assume the responsibility for requesting the medication each day at the proper time.
The parent/guardian will provide a written request that Rockwood School District comply with the physician's request to give medication.

*Physician – person who can legally prescribe in the state of Missouri.

Emergency Medication

For students who may be in need of emergency medication, written standing orders from the District's consulting physician will be obtained annually for the administration of such medication, i.e., epinephrine, albuterol.

The school nurse shall determine and maintain an adequate supply of pre-filled auto syringes of epinephrine with fifteen hundredths milligram or three-tenths milligram delivery at the school. Prefilled epinephrine auto syringes will be obtained for the district from a prescription written by a licensed physician, a physician's assistant, or nurse practitioner. Epinephrine will be administered by a school nurse or other school employee trained by and supervised by the nurse on any student the school nurse or trained employee believes is having a life threatening anaphylactic reaction based on the training.

Self-Administration of Medication

Any student with a chronic health condition, including asthma or any potentially life-threatening respiratory illness may carry with them for self-administration any medicine prescribed or ordered by a physician for the treatment of asthma or anaphylaxis, including without limitation metered dose inhalers containing "rescue" medication and Epi-Pens.

Parent/Guardian Administration

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian

may come to school to administer medicine to his/her child. The parent should report to the office to have the child summoned to meet the parent in the office.

APPENDIX A - Self Administration of Metered-Dosed "Rescue" Medication Inhaler

- The parent/guardian shall provide written authorization for the child's self-administration of this medication with a written history of the child's experience with the chronic health condition. He/she shall provide a treatment plan approved and signed by the student's physician for managing asthma or anaphylaxis episodes or other chronic health conditions, and for the medication used by the student.
- The parent/guardian shall provide written certification from the child's physician, or the physician shall provide written certification that the child has a chronic health condition, including asthma, anaphylaxis, or another potentially life-threatening respiratory illness. This certification shall further state that the child has been instructed in and is capable of the proper method of self-administration of the specific medication, that he/she has been informed of the dangers of improper use and the danger of permitting other persons to use the prescribed medication.
- The District shall inform the parent/guardian of the child in writing that the District, its employees or agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the child.
- The parent/guardian shall sign a statement acknowledging the District shall incur no liability as a result of injury arising from the self-administration of this medication by the child. The parent/guardian shall indemnify and hold harmless the District and its employees or agents against any claims arising out of the self-administration of medication by the child.
- The student has demonstrated to his or her physician and the school nurse, the ability to administer such medication as prescribed.
- This authorization is effective for the school year for which it is granted and must be renewed annually, renewal contingent upon completion of the above four steps with each request for renewal.
- The District may require children to maintain current duplicate metered-dose "rescue" inhalers with the school nurse.
- The child shall report to the school nurse within a timely manner when he/she has had occasion to use his/her "rescue" medication.
- The registered professional nurse shall communicate to parent/guardian and/or physician the effect of the medication on the student, and apprise them of frequency of need. Concerns regarding proper use of the medication can be discussed with parent/guardian and the physician.
- When administration pursuant to the physician's order is perceived to be ineffective or when it is believed that the safety of the child is at risk, the physician shall be contacted immediately. If said physician is unavailable, Rockwood's consulting physician shall be contacted for direction.

LIBRARY

The school library media center supports teachers and students with learning and instruction by providing a collection of materials in a variety of formats that enrich the curriculum. In addition to informational and instructional resources it offers a wide range of reading materials for student interests and enjoyment. Students are encouraged to use the library during the school day to check out books and to do research. Students may borrow up to three books for three weeks with renewal privileges. For more information visit the library website at www.rsdmo.org/rsouth; First, click on the "Learn" tab and then select "Library".

Lost or damaged materials must be paid for.

Library hours are 7:30 a.m. – 2:30 p.m.

LOCKERS

Students are responsible for the security of their books and personal belongings. Students will be assigned a hall locker for their use during the school year, if they wish. No sharing of lockers will be allowed. This locker is provided for the security and convenience of the student. Do not give your lock combination or key to anyone else.

Locks for hallway lockers must be provided by the student. We suggest a good combination lock or key lock. An extra locker key may be kept on file with the teacher who assigned your locker**.** 6th and 7th grade will be assigned

lockers by their 1st block A-Day teachers. 8th grade will be assigned lockers by their 3rd hour A-Day teachers. It is the responsibility of the student to see that the lock is in place and locked at all times. The school accepts no liability for the safekeeping of your lock or the contents of your locker. Locks are to be removed from all lockers and must be completely cleaned out at the end of the school year. Any problems with your locker should be reported to the office as soon as possible.

Lockers should be kept clean and are subject to inspection. Do not put stickers, paste or glue items to locker doors or walls. Any item placed on the locker must be magnetic. A locker inspection will be made during the final days of school. A locker in violation of this policy will be assessed a fine to cover the cost of cleaning up the locker. A fine will be assessed for lockers that are damaged or broken by misuse; the person or persons misusing the locker will pay the fine.

Students may go to their locker before school, before/after lunch & on the way to Academic Lab/Advisory…not during class time…plan ahead.

Students must stay in their assigned lockers unless it is determined by a custodian that the locker is broken. There will be no switching lockers during the school year. No students will share lockers, they are for individual use only.

LOST AND FOUND

Rockwood South maintains a centralized Lost & Found in our cafeteria. Jackets, water bottles, and other personal items that are found in the building will be placed there for the owner to find. Students are encouraged to bring more valuable lost items (e.g., cell phones, air pods, jewelry, etc.) to the office for safe keeping. If you have lost a more expensive item, please check with the front office.

The school is not financially responsible for replacing students' belongings or school property that has been entrusted to students. Parents are encouraged to make sure valuable items (musical instruments, etc.) are covered under homeowners' policies. Periodically, the PSO will send out communication about Lost & Found items being donated if they are not claimed. Please check your emails and messages regularly so that you are aware of these dates and can have students check the Lost & Found accordingly.

NAME AND ADDRESS CHANGES

Any change in address, phone number, or guardianship must be immediately reported to the school registrar in the Guidance Office. Call the school guidance office at 636-891-6853.

PERSONAL TECHNOLOGY DEVICES

Rockwood South recognizes the importance of developing 21st century skills in the classroom. For this reason, all needed technology is provided by the district. As such, students will not be permitted to use their own technology devices (e.g., cell phone, airpods, etc.) during the school day. Exceptions can be made by staff members when the use of such technology is vital to the completion of an educational activity. Any student found to be using such devices will be instructed to take their device to the front office, where it will be securely held until after dismissal, at which time the student may retrieve their device. Depending on the circumstances of the violation, additional disciplinary action may be taken (e.g., detention, in-school suspension, out-of-school suspension, etc.).

Students needing to contact a parent or guardian during the school day **MUST** obtain permission from a supervising staff member **PRIOR** to doing so. Failure to obtain permission will result in the student being told to bring their device to the front office for the remainder of the school day.

PHYSICAL EDUCATION - MEDICAL EXCUSE

Students may be excused from one class period of physical education due to illness or injury with a parental note. If additional time is needed, a doctor's excuse must be presented to the nurse and physical education teacher. If a student is excused from physical education by a doctor's statement, another statement, in the form of a release, is required to enable the student to participate. An alternate assignment, usually involving reading and taking a brief test will be given to students with a medical excuse.

DISTRICT GUIDELINES FOR OUTDOOR PE ACTIVITY

- District wide 40-95 degrees Fahrenheit – outside normal time
- District wide stay inside when it's above 95 degrees Fahrenheit
- PE classes will not be held outside when temperatures reach 40 degrees Fahrenheit or below.

With cold weather, of course, improperly clothed children should not be allowed out. With warm weather, running should be limited and water/shade available.

These guidelines are not the same as MSHSAA for after-school outdoor activities, they are the recommendations of the RSD consulting physician with input from district administrators.

STUDENT PICTURES

Student pictures will be taken for the school files and the yearbook. All students are required to have pictures taken but are not required to buy them. Pictures may be purchased if desired. Student pictures are taken during orientation before school starts. Students who were unable to get their picture taken during the orientation event will have their pictures taken during Picture Make-Up Day.

TEXTBOOKS AND SCHOOL PROPERTY

Students are expected to take reasonable care of school property. Textbooks and Chromebooks will be issued at the beginning of the school year. A record of the number, condition of the material, and the name of the student to whom it is issued will be kept by the teacher and school. Any damage to the books and/or Chromebooks should be brought to the attention of a teacher.

Students are encouraged not to borrow or lend their materials to other students. Students should make certain that their lockers are locked at all times. This will cut down on theft or loss of materials.

Students shall pay for books, Chromebooks, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed in accordance with the price of the material or other article lost or damaged. Fines must be paid promptly or students may lose after school privileges.

AUTOMOBILE TRANSPORTATION/PARENT PICK UP

Parent pick-up will commence once all of the school buses are dismissed from the property. Parents will form two lines in the bus lane and students will be loaded one row at a time. Drivers must obey the directions of staff members at all times. No cars will be allowed to leave until the lines have been cleared of all students and the staff has confirmed that the way is clear. This is in an effort to ensure all students are able to enter their vehicles safely and move the entire line of vehicles as quickly as possible.

BUS TRANSPORTATION

As a result of the continued driver shortage which most school districts in our region and state are experiencing, Rockwood will again be implementing the following changes for the 2026-2027 school year:

- Students who live within approximately one mile of most of our schools will no longer be eligible for transportation
- A significant number of routes will be combined to create more efficient routes that our staffing can reasonably support;
- Having fewer routes and more students on our buses means that we will have less flexibility to accommodate changes. As such, we will no longer be allowing guest riders or accepting requests to drop off at a location other than your home address or alternate address.

Due to capacity limitations on each bus, any student who carries a sports bag, book bag, oversize instrument, luggage, etc. onto the bus may choose to place the oversize item either directly under the seat below him/her, or on his/her lap. Nothing may be placed in the bus aisle or in the back window.

Note: If your child does not ride the bus for 10 consecutive school days, his/her stop <u>may</u> be dropped from the

routing. You must contact the bus company to have the stop reinstated.

For any questions concerning transportation, please contact the following bus transportation services:

- Rockwood Transportation - (636) 733-8500
- Voluntary Interdistrict Choice Corporation (VICC) - (314) 721-8657

WALKING/BICYCLES

Students may walk or ride a bike home with parent permission. If a parent wishes for their child to walk home/ride a bicycle home from school, they must speak with their child about safety and their own expectations for when/how the student gets home. Walkers/bike riders will be asked to vacate the premises once their classroom has been dismissed at the end of the day. Exceptions may be made for siblings waiting to walk home with their sibling who has not been dismissed yet.

For all students' safety, E-Bike Riders must dismount upon arrival on campus and walk their bikes up and down the sidewalk to and from the crosswalk/intersection at Hawkins.

VISITORS

Parents and patrons of the district are encouraged to visit District schools. However, ALL VISITORS during the regular school day must check in at the building office prior to proceeding elsewhere in the building. Adult visitors will be required to show valid photo ID. If a visitor does not have a photo ID or will not show it, they will not be allowed into the school for any reason. Parents or patron visits to the classroom must be approved in advance by the teacher and/or principal. **When on campus, it is expected and therefore required that an adult visitor act in a manner that upholds our school's culture and district values.** We appreciate your help!

The Board and administration will not tolerate any person or persons whose presence disturb classes or school activities or hinder the instructional process. If such persons will not leave the school premises upon request, the building principal/designee may refer charges to the proper legal authorities.

Visitation by preschool children and/or children in the classroom from other schools are discouraged. All children who are visiting the schools must report to the principal's office and receive approval prior to attending classes.

The Board discourages using the school as a site for non-custodial parent/child visitation. The principal may deny the non-custodial parent the opportunity to deliver packages, gifts, messages, etc. to the child and/or to see the child during the school day without the approval of the custodial parent/guardian.

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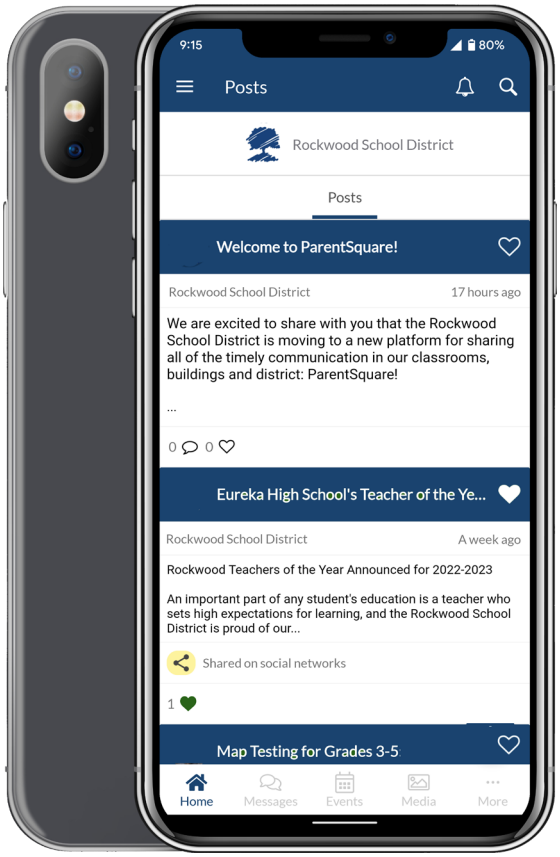
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HARASSMENT INFORMATION

Book	Policies
Section	2100 - Students General
Title	Harassment
Code	Policy 2130
Status	Active
Cross References	Regulation 4810 - Sexual Harassment Policy 4810 - Sexual Harassment Regulation 2610 - Student Code of Conduct Policy 2610 - Student Code of Conduct Regulation 1320 - Title IX Definitions and Grievance Procedures Policy 1320 - Nondiscrimination on the Basis of Sex Regulation 2130 - Harassment
Adopted	August 3, 2000
Last Revised	December 22, 2020
Last Reviewed	August 5, 2024
Prior Revised Dates	4/11/19, 10/31/16

It is the policy of the district to maintain a learning environment that is free from harassment because of an individual's race, color, religion, sex, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, or gender identity. The district prohibits any and all forms of unlawful harassment and discrimination because of race, color, religion, sex, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, or gender identity.

It shall be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, religion, sex, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, or gender identity as defined by this Policy.

It shall also be a violation of district policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment or harassment because of a student's race, color, religion, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, or gender identity, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the district.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, religion, sex, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, or gender identity; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

See Regulation 1320, Rockwood School District Title IX Grievance Procedures, for specific information for sexual discrimination or sexual harassment formal complaints.

Anti-Harassment Statement.pdf (89 KB)

Book	Regulations
Section	2100 - Students General
Title	Harassment
Code	Regulation 2130
Status	Active
Cross References	Policy 2130 - Harassment Regulation 4810 - Sexual Harassment Policy 4810 - Sexual Harassment Regulation 2610 - Student Code of Conduct Policy 2610 - Student Code of Conduct Regulation 1320 - Title IX Definitions and Grievance Procedures Policy 1320 - Nondiscrimination on the Basis of Sex
Adopted	August 3, 2000
Last Revised	August 15, 2024
Last Reviewed	August 3, 2024
Prior Revised Dates	1/8/2021, 4/23/19, 11/1/16, 6/16/15, 1/13/15, 8/28/12, 7/8/10, 5/2/01

Sexual Harassment

The Board of Education strongly believes that no person in the district shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. Sex-based discrimination and harassment includes that which is based on gender, sexual orientation, perceived sexual orientation, or gender identity.

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1.) A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the district causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or

2.) When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity or performance;

- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

Harassment Because of Gender

"Sexual" harassment, as used in Policy 2130 and this Regulation, may also include gender-based harassment. For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1.) The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or

2.) The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

3.) The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender; written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender;
- verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex stereotyping, including harassment based on exhibiting what is perceived as stereotypical characteristics for sex or failure to conform to stereotypical notions of masculinity or femininity.

Examples of such harassment may include, but are not limited to, the following:

- A student in a predominantly single-gender class who is subjected to sex-based remarks by a teacher or students who regard the comments as joking and part of the usual class environment.
- Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class.
- Purposefully limiting or denying students access to educational resources because of their gender.
- Teasing a student about the student's enrollment in a predominantly or historically single-gender class.
- Teasing a student because the student does not identify with or express themself with the gender assigned at birth.

Harassment Because of Race or Color

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1.) The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

2.) The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

3.) The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment Based Upon Religion

For purposes of this Regulation, religious harassment of a student consists of verbal or physical conduct relating to an individual's religion or the religion of the individual's parents, family members, or ancestors when:

1.) The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

2.) The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3.) The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of religion include:

- graffiti containing offensive language which is derogatory to others because of their religion;
- jokes, name-calling, or rumors based upon an individual's religion;
- slurs, negative stereotypes, and hostile acts which are based upon another's religion;
- written or graphic material containing religious comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by religion.

Harassment Based Upon National Origin or Ethnicity

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1.) The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

2.) The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3.) The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

Harassment Because of Disability

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1.) The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

2.) The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3.) The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

Harassment Because of Sexual Orientation, Perceived Sexual Orientation, or Gender Identity

For purposes of this Regulation, harassment of a student because of sexual orientation, perceived sexual orientation, or gender identity consists of verbal or physical conduct relating to an individual's sexual orientation, perceived sexual orientation, or gender identity when:

1.) The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or

2.) The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

3.) The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation, perceived sexual orientation or gender identity include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation, perceived sexual orientation, or gender identity;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation, perceived sexual orientation, or gender identity;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation, perceived sexual orientation, or gender identity;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation, perceived sexual orientation, or gender identity.

Reporting Procedures

In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, color, religion, sex, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, or gender identity at the building level. Any adult district personnel who receives a report of discrimination, sexual harassment, or harassment based on race, color, religion, sex, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, or gender identity shall inform the building principal immediately. At the district level, the District Compliance Officers are designated according to the incidents listed below.

Staff to Staff Incident	Assistant Superintendent of Human Resources
Staff to Student Incident	Assistant Superintendent of Human Resources
Student to Student Incident Pre-K	Assistant Superintendent Supervision of Elementary Education
Student to Student Incident Elementary	Assistant Superintendent Supervision of Elementary Education
Student to Student Incident Secondary	Assistant Superintendent Supervision of Secondary Education

1.) Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color, religion, sex, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, or gender identity by a student, teacher, administrator, or other school personnel of the district, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the district, is encouraged to immediately report the alleged acts to their building principal.

2.) If the student feels that such contact with the building principal would be inappropriate, if the situation is not satisfactorily resolved by the building principal, or if the student simply feels more comfortable speaking with someone other than the building principal, the student should contact the District Compliance Officer for the district designated by this Regulation. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the District Compliance Officer by the reporting party or the complainant. If any complaint involves the District Compliance Officer, the complaint shall be filed directly with the Superintendent.

3.) If neither the student's building principal nor the District Compliance Officer is of the same sex as the student, or the student for any other reason would prefer to report the student's concern to another administrator within the district, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

4.) Any teacher, administrator, or other school official who has or receives notice that student has or may have been the victim of sexual harassment or harassment based on race, color, religion, sex, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, or gender identity by a student, teacher, administrator, or other school personnel of the district, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the district, is required to immediately report the alleged acts to the building principal or the District Compliance Officer designated by this Regulation within twenty-four (24) hours or within a reasonable time thereafter.

5.) Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, religion, sex, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, or gender identity as set forth above, is encouraged to immediately report the alleged acts to their building principal or the District Compliance Officer designated by this Regulation.

6.) The district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the district office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. A complainant's refusal to sign a complaint does not relieve the district of the obligation to investigate the complaint. Nothing in this Regulation shall prevent any person from reporting harassment directly to the District Compliance Officer or to the Superintendent. A student who believes that he/she has been subjected to harassment prohibited by this regulation shall not be required to confront the alleged harasser prior to making the report. The district will respond to all students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

7.) Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the District Compliance Officer. If the report was given verbally, the principal shall personally reduce it to written form within twenty-four (24) hours and forward it to the District Compliance Officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

8.) The District Compliance Officer shall:

- receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, color, religion, sex, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, or gender identity;
- oversee the investigative process;
- be responsible for assessing the training needs of the district's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
- arrange for necessary training required for compliance with this Regulation; and
- insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

Investigation

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, religion, sex, national origin, ethnicity, disability, sexual orientation, perceived sexual orientation, or gender identity the District Compliance Officer shall immediately undertake or authorize an investigation. The investigating officer may be a building administrator, district administrator or third party designated by the district. The district will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

1.) The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the district shall consider:

- the nature of the behavior;
- how often the conduct occurred;
- whether there were past incidents or past continuing patterns of behavior;
- the relationship between the parties involved;
- the race, religion, national origin, ethnicity, sex, and age of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;

- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

2.) The investigation shall be completed typically within fourteen (14) days from receipt of the report. The investigator will put his/her findings in writing and will forward a copy to the District Compliance Officer within one (1) week after concluding the investigation, or within a reasonable extension of time thereafter, for good cause shown. If the District Compliance Officer is the investigator, the District Compliance Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The District's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

School District Response

1.) If the investigation substantiates the complaint, the district will take appropriate disciplinary action against the offender(s), commensurate to the severity of the harassment (up to and including termination of employment if the offender is an employee or suspension/expulsion if the offender is a student). Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and district policies for violations of a similar nature of similar degree of severity. If the offender is another student, disciplinary action will be taken in accordance with state law and School Board established policies.

If the offender is not an employee or student of the district, the district will take appropriate action within the scope of its authority to eliminate and redress the harassment.

2.) In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the district shall consider:

- what response is most likely to end any ongoing harassment;
- whether a particular response is likely to deter similar future conduct by the harasser or others;
- the amount and kind of harm suffered by the victim of the harassment;
- the identity of the party who engaged in the harassing conduct.
- whether the harassment was engaged in by school personnel, and if so, the district will also consider how it can best remediate the effects of the harassment.

3.) In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the District Compliance Officer shall report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

4.) Nothing in this reporting and investigation procedure shall relieve any employee of the district from his/her obligation, under Missouri law, to report suspected child abuse and/or neglect.

5.) If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the District Compliance Officer in a file separate and apart from any student or personnel file.

6.) Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained by the District Compliance Officer at the main administrative offices of the district.

7.) The results of the district's investigation of each complaint filed under these procedures will be reported in writing to the student's parent/guardian and the alleged harasser by the building principal or District Compliance Officer in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.

8.) If the district's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful discrimination or harassment in violation of this Regulation, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education-related actions. If the district's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education-related actions. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.

Retaliation

The district will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged sexual, racial, religious, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment

The District Compliance Officer or building principal shall follow up regularly with the complaining student to ensure the harassment has stopped and that no retaliation has occurred.

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, color, religion, disability, sex, national origin, ethnicity, sexual orientation, perceived sexual orientation, or gender identity will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

General Requirements

The district shall conspicuously post this Regulation against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the District Compliance Officer, the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

A copy of this Regulation shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the School Board in consultation with the District Compliance Officer determines is necessary or appropriate.

This Regulation shall be reviewed at least annually for compliance with state and federal law.

See Regulation 1320, Rockwood School District Title IX Grievance Procedures, for specific information for sexual discrimination or sexual harassment formal complaints.

Anti-Harassment Statement.pdf (89 KB)