

1000 West Eighth Street
Coffeyville, KS 67337
(620) 252-6420

Student Handbook 2026-2027

Principal – Mrs. Julie Dunham

Assistant Principal – Mr. Ray Rutherford

Mission Statement

With a connection to the real world, Roosevelt Middle School will provide a climate of strong academic and character skills.

Our Vision

We, the staff and families of Roosevelt Middle School, will provide a safe and nurturing environment in which all students will demonstrate academic success, responsible citizenship, an appreciation of diversity, maturity, and self-confidence.

USD 445 Mission Statement

"Building on a culturally diverse community, USD 445 will prepare all students for life-long learning by providing resources for a comprehensive quality education in a safe environment that promotes high academic achievement and responsible citizenship in a global society."

Notification Statement of Non-Discrimination

It is the policy of USD #445 not to discriminate on the basis of race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or handicap in its educational program, activities, or employment policies, as required by Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form should promptly be reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the administration. Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

TABLE OF CONTENTS

PAGE

StudentInformation / Honor Roll....2
Daily Schedule / Schedule Changes 2
Student Nutrition Center / Breakfast.... 3
Medication / Lockers.... 3
Make-Up Work / Fees....3
KSHSAA Eligibility / Physicals / Activity Policy….....4
School Activity Participation/Activity Transportation……...4
Emergency Information / FERPA 5
Child Custody/ Parent Code of Conduct / Fundraising....5
Visitors / Insurance 6
Out of District / Hallway Decorations.... 6

*****Below are the Policy and Consequences for General Rules and Procedures at RMS*****

Notification of Nondiscrimination ……..... 7
Policy for Severe Misconduct / Code of Conduct 7
Academic Dishonesty /Disruptive Behavior.... 8
Food/Drink …… 8
Hallway Expectations ……. 9
Laptop Misuse/Profanity…… 9
Refusal of Reasonable Request.... 9
Rude/Inappropriate Behavior….....10
Unnecessary School Items/Attendance Policy…..... 10/11
Cell Phones/Electronic Devices ……..11

Dress Code……11/12

Failure to Serve Detention….....12
Flagrant Misbehavior and Horseplay....12
Public Display of Affection…..... 12
Lunch Expectations/Repeatedly Breaking Rules/School Bus Regulations…….13/14
Tardiness/Bullying….....14/15
Defiance or Disrespect/Elopement/Smoking and Tobacco Products…….. 15/16
Theft/Sexual Harassment/Vandalism/Verbal Assault/Criminal Threat....16
Battery/Drugs,Narcotics,Alcohol/Fighting…….…..17
Weapons Violation/Detention Assignment/Tuesday Night School....18
Suspension/ Expulsion / Police Prosecution….....19

STUDENT INFORMATION

Access to student grades, attendance, assignments, and accounts are available online through Infinite Campus Parent Portal. Parents may request login information to Infinite Campus in the main office. Teacher email addresses may be found on the school's website: www.cvilleschools.com/RMS/

HONOR ROLL

Honor rolls are compiled at the end of each quarter. There are three levels of honor roll available to students at Roosevelt Middle School. Students must meet the specified G.P.A. requirements to be placed on the honor roll:

Grade Point Average	Grades	Level
4.00	A	A-Honor Roll
3.50 – 3.99	A, B, & C	Honor Roll
3.00 – 3.49	A, B, & C	Honorable Mention

SCHEDULE CHANGES

Every effort will be made to accommodate student requests for elective classes. However, that will not always be possible. Any changes to a student's schedule will be limited to the first week of each semester. Changes will be subject to administrator discretion.

DAILY SCHEDULE

8:05 - 8:55 1st Period
8:55 - 8:59 Passing Period
8:59 - 9:46 2nd Period
9:46 - 9:50 Passing Period
9:50 - 10:37 3rd Period
10:37 - 10:41 Passing Period
10:41 - 11:14 SCOPE
11:14 - 11:18 Passing Period
11:18 - 12:05 4th Period
12:05 - 12:09 Passing Period
12:09-1:32 5th Period
1:02-1:32 Lunch B
1:32 - 1:36 Passing Period
1:36 - 2:23 6th Period
2:23 - 2:27 Passing Period
2:27 - 3:15 7th Period

LATE START SCHEDULE (THURSDAY)

8:30 - 9:15 1st Period
9:15 - 9:19 Passing Period
9:19 - 10:03 2nd Period
10:03 - 10:07 Passing Period
10:07 - 10:51 3rd Period
10:51 - 10:55 Passing Period
10:55 - 11:25 SCOPE
11:25 - 11:29 Passing Period
11:29 - 12:13 4th Period
12:13 - 12:16 Passing Period
12:16 - 1:36 5th Period
12:17-12:47Lunch A
1:00-1:30 -Lunch B
1:42 - 2:26 6th Period
2:26 - 2:30 Passing Period
2:30 - 3:15 7th Period

STUDENT NUTRITION CENTER

Student behavior in the Food Service Center should be based on courtesy and cleanliness. Students will go through the cafeteria line and pay for their choice of food. Students are expected to dispose of their trash inside the cafeteria in an orderly fashion.

Free or reduced-price lunches/breakfasts are available upon application, provided the family income falls within certain income guidelines. These guidelines are available at enrollment to all families and are available in the middle school main office.

Students who reach the limit for lunch charges will be provided an equal but alternative lunch until satisfactory arrangements have been made regarding their account.

BREAKFAST

Breakfast is available beginning at 7:00-8:00 in the Food Service Center. Beginning at 7:45 there will be a Grab'n'Go cart available in the main building. Students can take advantage of free and reduced-price eligibility.

MEDICATION

If it becomes necessary for a student to take any form of medication at school, a medication form (available in the school health clinic) must be signed by the physician and parent. This form must be returned to the clinic with the medications. All medications will be kept and dispensed through the clinic. Medication is to be brought to the clinic in the original container appropriately labeled by the pharmacy or physician stating the name of the medication, the dosage, and times to be administered. This includes **ALL** non-prescription and over-the-counter drugs.

LOCKERS / HALL/P.E. LOCKER ROOM

Students will be allowed to go to their lockers before and after school or during passing periods.

Lockers are the property of the school and are assigned to the students by the office at the beginning of the school year. The school is not responsible for losses from lockers, and it is the student's responsibility for keeping his/her locker locked. If a student finds that someone else knows the combination to his/her locker, the student may request a combination change through the office. All students are responsible for the locker to which they are assigned. The cost to repair or to refinish any damage may be charged to the student using the locker.

The Physical Education locker rooms will be locked after the tardy bell for each class and reopened five minutes before the class period ends. Students should not expect to be able to go to the locker room area unless they have a physical education class during that period.

MAKE-UP WORK

The student has full responsibility for making up all work missed during an excused absence. Earning a passing grade after a repeated or prolonged absence is extremely difficult. During periods of extended illness or injury, special arrangements will be made to enable the student to continue course work at home.

A student shall be allowed two school days for each day of absence to complete make-up work, provided a student has no more than five consecutive days of absence. A student who accumulates more than five consecutive days of excused absences may be given an extended time period to complete make-up work. Administration, teachers, and the student shall develop a plan to meet the needs of the individual student.

In the case of an excused absence, assignments may be requested through the office. Please allow one day for this material to be gathered.

FEE FOR TEXTBOOK / LAPTOP USAGE

Books and Laptops are checked out to students at the beginning of each term and are to be returned at the end of the term. However, it is the Board of Education policy that any book or Laptop lost, mutilated, damaged, or destroyed in any manner shall be replaced by the student, to whom it was originally checked out, with that student paying the price for the repairs.

ELIGIBILITY

All students participating in any school sponsored activity at RMS must meet KSHSAA standards of passing 5 subjects for the previous quarter and have at least a 2.0 GPA the previous quarter *(see Activities Handbook)*.

PHYSICAL EXAMINATIONS

Cheerleaders and athletes must have a physical examination form for the current school year on file with the school Activities Director before participating.

ACTIVITY POLICY

All school activities are authorized and scheduled in the principal's office. No events are to be placed on the calendar without first clearing the date with the superintendent's calendar to avoid conflicts. The principal, activities coordinator, and the assigned teachers, sponsors, coaches, directors, or advisors are to be in full charge of the activity program. All activities shall be sponsored for the best interest and welfare of students, and proper time scheduling should be considered. Unless it is a scheduling emergency, there should be no activities scheduled on Sunday or Wednesday nights. These nights shall be reserved for family activities as much as possible.

SCHOOL ACTIVITY PARTICIPATION

All students participating in activities within the USD 445 school district must comply with the following rules as outlined by the Kansas State High School Activities Association.

1. They are bona fide, undergraduate students in good standing, with regular attendance.
2. Good Standing is determined by the administration of the school the student is attending.
3. Students who are not in "good standing" as determined by the administration may be excluded from attending or participating in any or all school-sponsored activities. A student in "good standing" must:
   - Follow all rules and procedures as set forth by the coach/sponsor
   - Be clear of any suspension from school (not currently suspended)
   - Be clear of any Truancy – 30 consecutive days of acceptable attendance
   - Have no more than 6 tardies in any given class, or 10 consecutive days without a tardy
   - Be clear of any detentions or other school disciplinary actions (detentions/ISS have all been served)
   - To be eligible for KSHSAA activities – must have passed 5 classes during the previous semester
   - Attend an appropriate number of practices, meetings, events, etc., as determined by the coach/sponsor
   - Students who have excessive absenteeism and have reached at least 10 absences in any one class will be deemed ineligible for the next semester. The only exceptions are hospitalization, contagious disease, prolonged illness under the care of a physician, school sponsored trips/activities, or absences excused with a doctor's note, funeral, court or administrator approval.
4. Good standing may be removed for:
   - Any single act deemed by the school administration to be severe enough to remove "good standing status" from a student, including:
   - Behaviors inside or outside of school that reflect poorly upon the school
   - Behaviors inside or outside of the school that reflect poorly upon the team
   - Unexcused absences, chronic tardiness, or infractions of the student discipline code

*****RMS Students attending home activities will be required to sit in the designated student section. Only RMS students will be permitted to sit in this area.**

ACTIVITY TRANSPORTATION

Students transported by the school for school activities shall go and return in the vehicle authorized by the principal. Students will be excused to ride home with parents only if the parent/guardian has signed out with the coach/sponsor.

EMERGENCY SCHOOL CLOSING

Because of weather conditions, it may become necessary to run buses late some mornings, cancel transportation and close school, or dismiss bus students early. When the decision is made not to run buses, ALL USD 445 SCHOOLS will be closed for the day. The decision to close school or run buses late will be made no later than 6:30 am on the day in question. KGGF (690 AM) and KQQF Radio (92.1 FM) will be notified immediately. In some cases, KOAM-TV, Channel 7 Pittsburg will be notified. Text alerts and automated dialer are available forms of communication as well. The USD 445 Facebook page will also have information posted.

INCLEMENT WEATHER

On mornings when the temperature is near freezing or below, students will be allowed to enter the Food Service Center at 7:20 am.

EMERGENCY DRILLS

Fire, tornado and intruder / lockdown drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the posted instructions for drills in each classroom.
2. WALK. NO TALKING. Move quickly and quietly to the designated area.
3. LISTEN to instructors for specific directions.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students, if they are at least 18, have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the student's records. Access to the records by a person other than the parents or the student is limited and generally requires prior consent from a parent or the student.

CHILD CUSTODY

The school division recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view educational records and attend school functions or school meetings regarding the student. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school division will assume no responsibility for enforcing visitation or custody orders and deserves the right to prohibit parents or legal guardians from entering School Board property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

PARENT CODE OF CONDUCT

RMS requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect at all times. Achieving the ideal environment is a shared responsibility of staff and family members who enter RMS. No parent is permitted to curse or use inappropriate language on school property at any time, in the presence of children or not. At no time shall inappropriate language be directed towards staff or children. Threats of any kind will not be tolerated and will be reported to the appropriate authorities and prosecuted to the fullest extent of the law. Persons who violate the code of conduct could be served with a notice that bans them from the property and/or activities.

FUND-RAISING POLICY

All organizations wishing to conduct money making projects must have such projects approved by their sponsor and principal or the person designated by the principal to approve such projects. No raffles of any type may be conducted. A raffle is defined as any game of chance where **every participant** is required to purchase a ticket.

VISITORS AND GUESTS

All visitors must report to the office to get a "Visitor's ID" before going to any other area. Visitors should plan their visits so that the school program will not be interrupted. It is always best to arrange for an appointment if possible. School-age visitors will not be permitted in our school.

INSURANCE

Roosevelt Middle School does not provide insurance to students participating in or traveling to any inter-school. As a member school of KSHSAA, a catastrophic only insurance policy is provided for students. Should a parent desire additional coverage, school insurance may be purchased for a small fee. Any student desiring this additional insurance may obtain information from the main office.

OUT-OF-DISTRICT STUDENTS

A tuition fee may be charged for out-of-district students who are not enrolled at Roosevelt Middle School prior to September 20th. This fee would be set by the Board of Education.

HALLWAY DECORATION/POSTERS/INFORMATION

All hallway information must receive prior administrative approval before being allowed within Roosevelt Middle School. Material must be presented to the main office and receive a written approval before being posted.

COMMUNICATION

Coffeyville Public Schools uses ParentSquare as our primary platform for school communication. Families receive messages through email, app, voice, or text, helping everyone stay informed and involved.

An account is automatically created for each parent or guardian using the contact information in our student information system. **Activation links will be sent to the email address you used to complete Online Registration. These activation emails will be sent on August 3rd.** We encourage you to activate your account to download the free mobile app, set your language preferences, and choose how and when you'd like to receive messages

ROOSEVELT MIDDLE SCHOOL GENERAL RULES AND PROCEDURES

NOTIFICATION STATEMENT OF NONDISCRIMINATION

It is the policy of USD 445 to not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap in its educational program, activities, or employment policies, as required by Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form should promptly be reported to a teacher, the principal, or any other appropriate school official for investigation and corrective action by the administration.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

OBJECTIVE

Our school discipline policy has four primary objectives:

- Preserving the kind of environment needed for effective teaching.
- Dealing with disorderly conduct in a consistent manner that corrects a student's behavior while keeping the student in school as much as possible.
- Treating every discipline referral as a teaching moment. Our goal is to help our students grow and be successful in society. Consequences are designed to "teach" rather than "punish."
- Using out-of-school suspension or recommendations for expulsion as a last resort only when the educational environment of other students is significantly affected.

RMS POLICY FOR SEVERE MISCONDUCT

Students who are sent to the office for severe misconduct will follow the RMS Policy for Severe Misconduct which may result in any of the following: recovery room, detention, out-of-school suspension, long-term suspension, expulsion, involvement of local law enforcement authorities, and restitution. Failure to comply in In School Suspension, will result in OSS for that assigned day. That day will not count as a served day in In School Suspension.

CODE OF CONDUCT

Administration has the authority to use discretion and common sense in enforcing the Code of Student Conduct. Administration is authorized to apply a higher level (and lower level in some instances) of consequence for violations of the code. The RMS Code of Student Conduct extends to any RMS students attending USD 445 school activities at home or away. Depending on the nature and severity of the infraction, administration has several options that may be exercised. Students who are sent to the office for misconduct may result in any of the following: lunch detention, up to 1-hour detention, In School Suspension or Tuesday Night School, OSS, Long term suspension (less than 90 days), expulsion, involvement with law enforcement authorities, community service, and restitution. Failure to comply while in detention will result in the ISS being assigned for the following day. Failure to comply in ISS will result in OSS for that assigned day and will not count as a day served in ISS. If a student accumulates a total of 10 days OSS during the school year, a due process hearing will be held to determine any further disciplinary action and/or behavioral expectations. The principal / assistant principal will assume primary responsibility for the administration of these policies.

CODE OF CONDUCT AT USD 445 ACTIVITIES/ATHLETICS

All students participating (including as a spectator) must comply with KSHSAA and school handbook policies when at school activities. A student may not attend or participate in any USD 445 Activities/Athletics or attend these events while serving an out of-school suspension. Students attending RMS Athletic events are expected to sit in the student section or with a parent/guardian. Failure to comply with this request will result in being asked to leave or being banned from attending athletic events. Students deemed "Not in Good Standing" are also not allowed to participate or attend USD 445 activities or athletic events. For more specific information regarding activities and athletics at RMS, please refer to the USD 445 Activities Handbook.

LEVEL 1 INFRACTIONS

Level 1 infractions are those commonly handled by teachers with classroom interventions that may include, but are not limited to: proximity, redirection, stating of expected behavior, parent contact, work in separate location, student conference, and parent contract and/or conference. If those behaviors continue to be repeated, they are expected to be referred to the office. Level 1 infractions include:

ACADEMIC DISHONESTY / CHEATING / FORGERY

Academic dishonesty includes, but is not limited to, giving false information to a staff member or submitting another's work as one's own, making a false allegation regarding the conduct of another student, allowing someone to copy your work, or committing plagiarism. Forgery is signing another person's name to a document or form.

Consequences for Academic Dishonesty / Cheating:

1st Offense: Zero on assignment/activity, Parent Contact by Teacher, 1 Hour Detention

2nd Offense: Zero on assignment/activity, Parent Contact by Teacher, Two 1 Hour Detention

3rd Offense: Zero on assignment/activity, Parent Contact by Admin, 1-3 days ISS, Removal from Activities

4th and Beyond: Administrator Discretion

DISRUPTIVE BEHAVIOR

Student behavior that deprives the instructor of the right to teach or deprives another student of the right to learn. Any disruption that interferes or disturbs the learning environment.

Consequences for Disruptive Behavior:

1st Offense: 1 Hour Detention, Conference with Student

2nd Offense: 1 Hour Detention, Conference with Student and Teacher

3rd Offense: Two, 1 Hour Detentions Assigned, Conference with Student and Teacher

4th and Beyond: Administrator Discretion

FOOD AND DRINK

Students shall not take drinks or food items into the hallways or classrooms at RMS during normal class time. Items purchased from the food service center must remain in the food service center. Water is allowed in classrooms in a bottle or container with a spill proof lid.

Consequences for Food and Drink Violation:

1st Offense: 1 Hour Detention

2nd Offense: 1 Hour Detention

3rd Offense: Two, 1 Hour Detentions Assigned

4th and Beyond: Administrator Discretion

HALLWAY EXPECTATIONS

While in the halls, students are expected to talk quietly. There should be no profane language, gestures, or public displays of affection. Excessive amounts of public displays of affection may result in disciplinary consequences. Students are not to impede the flow of traffic in the hallways or the stairwells. This includes but is not limited to: running in the hallways, running up or down the stairs, jumping up or down the stairs or sliding down banisters. Students will be allowed to go to their lockers after being dismissed from lunch, during passing periods, and before and after school. Students will have four (4) minutes to pass from one class to the next. When in the hallways during assigned class periods, students must have a hall pass.

Consequences for Violation of Hallway Expectations:

1st Offense: 1 Hour Detention

2nd Offense: 1 Hour Detention

3rd Offense: Two, 1 Hour Detentions

4th and Beyond: Administrator Discretion

LAPTOP MISUSE

The focus of the laptop program at Roosevelt Middle School is to provide an educational tool that will meet the diverse learning needs of our 21st century learners. Student use of the laptop in school falls under the guidelines of the school's Acceptable Use Policy for technology as well as the RMS Laptop Policy, procedures, and information form signed by both student and parent/guardian. All applications, activity and documents stored on the laptop are the property of USD #445 and subject to regular review and monitoring. Laptops will be contained in each classroom.

Consequences for Laptop Misuse

1st Offense: 1 Hour Detention

2nd Offense: 1 Hour Detention

3rd Offense: Two, 1 Hour Detentions

4th and Beyond: Administrator Discretion

PROFANITY/INAPPROPRIATE LANGUAGE

Inappropriate language/gestures expressed verbally or visually.

Consequences For Profanity/Inappropriate Language Violation:

1st Offense: 1 Hour Detention

2nd Offense: 1 Hour Detention

3rd Offense: Two, 1 Hour Detentions

4th and Beyond: Administrator Discretion

**Excessive profanity or inappropriate language / gestures may be referred to Law Enforcement for Disorderly Conduct.

REFUSAL OF REASONABLE REQUEST

Students who refuse reasonable requests from staff members can cause a disruption to the learning environment. Teachers oversee the classroom, and any reasonable request is expected to be followed.

Consequences for a Refusal of a Reasonable Request:

1st Offense: 1 Hour Detention, Conference with Student

2nd Offense: 1 Hour Detention, Conference with Student and Teacher

3rd Offense: Two, 1 Hour Detentions, Conference with Student and Teacher

4th and Beyond: Administrator Discretion

****Refusal to leave the classroom when directed to will result in an automatic assigned ISS.**

RUDE AND/OR INAPPROPRIATE BEHAVIOR

Exhibiting a lack of respect, regard, and rude behavior toward another student. Rude behavior could include telling someone to "shut-up," telling an inappropriate joke or making fun of another student. If these actions repeatedly occur, it could be classified as bullying. Rude or inappropriate behavior that is discriminatory in nature could result in more severe consequences.

Consequences for Rude and/or Inappropriate Behavior:

1st Offense: 1 Hour Detention

2nd Offense: 1 Hour Detention

3rd Offense: Two, 1 Hour Detentions

4th and Beyond: Administrator Discretion

UNNECESSARY SCHOOL ITEMS

Any item deemed unnecessary or a distraction to the learning environment will be confiscated by administration. These items could include, but are not limited to laser pointers, toys (figurines), gaming devices or any item that could hinder the learning process for that student or others.

Consequences for Unnecessary items

1st Offense: 1 Hour Detention

2nd Offense: 1 Hour Detention

3rd Offense: Two, 1 Hour Detentions

4th and Beyond: Administrator Discretion

LEVEL 2 INFRACTIONS:

Level 2 Infractions are infractions that are also minor in nature but will immediately be referred to the office.

ATTENDANCE POLICY

The Roosevelt Middle School attendance policy applies to all students enrolled in school. The attendance policy is intended to encourage students to be regular in their attendance. It is the responsibility of parents to see that their students attend school. The school program cannot reach pupils who are not present. Thus, compulsory school attendance is necessary, and the school district requires regular attendance in compliance with the state laws (Kansas Statute No. 72-1111).

Truancy policy states that students who have been absent for all or a significant part of 3 days in a row, 5 days in a semester, or 7 days in a year *unexcused* will be turned into the County Attorney for prosecution and DCF notification. The building administrator has ultimate determination if an absence is considered excused or unexcused. Any student who misses at least 7 class periods (in one class) will be required to have a doctor's note to excuse any further absences in any classes the rest of that semester. Further absences must accompany a doctor's note or administrator approval, or they will be recorded as unexcused. Excessive tardiness to first period can result in unexcused absences being applied (4 tardies = 1 unexcused absence). Excessive Absenteeism to first period can also result in a full day unexcused absence being applied (4 1st Period unexcused absences = 1 Full Day unexcused absence).

Any student who misses at least 7 class periods (in one class) will be required to have a doctor's note to excuse any further absences in any classes the rest of that semester. Failure to provide a doctor's note will result in consequences for absenteeism. Exceptions to this are as follows: • School-sponsored trips, events, and activities will not be counted as days absent. • Illness of a student which requires hospitalization or home confinement will not be charged against the student's 7 days, providing the illness and subsequent hospitalization or home confinement **are verified by a physician in writing no later than 24 hours following the return to school.** • Absence for a funeral or death of immediate family, grandparents, aunts, or uncles will not count against the 7 days. • Absences that are verified by a parent note or phone call do not exempt the absences from the attendance policy. • Any student leaving the building and property for emergencies, doctor appointments, or business reasons **must sign out in the office**, giving time of departure and destination with approval of the office. Upon returning, the student must sign in. Failure to check out or check in through the office will result in detention make-up based on administration discretion. • If a student arrives at school after 8:20 a.m., they are considered "late to school and it is recorded as an absence." If the student is over the tardy limit, the student may receive consequences for tardiness if they show up after 8:10 a.m.

*Excessive absenteeism could be grounds for school Principal placing a student "not in good standing" making them ineligible for extra curricular activities.

Parents must notify the office within 24 hours of their child's absence. Notification of the absence after the 24-hour period will not excuse the student's absence unless special arrangements have been made with the principal or assistant principal. Any student who arrives for a scheduled class more than 10 minutes late will be considered absent from that class. Students who have been placed on the doctor's note required list are then assigned consequences for absenteeism when recording unexcused absences.

Consequences for Absenteeism:

1st Offense: 1 Hour Detention

2nd Offense: Two, 1 Hour Detentions

3rd Offense: 1 to 3 Days Recovery Room or Tuesday Night School

4th and Beyond: Administrator Discretion

CELL PHONES AND ELECTRONIC DEVICES

Student cell phones and electronic devices at RMS are discouraged, but if brought to school, must remain "unused," switched to "off," and placed in their lockers. Cell phones may be used outside, before or after school, but anytime the students are in the building, they must be put away in the locker or turned into the office and turned off. The school is not responsible for lost, stolen, or misplaced cell phones or other electronic devices. Any electronic device, not provided by the school (such as Smart Watches, iPads, laptops or headphones not issued by the school) that allows a student to communicate with others or connect to the internet is not allowed.. Any exceptions are to be specifically approved by the principals. Phones are available in the office for student use.

Consequences for Cell Phone and Electronic Devices:

1st Offense: 1 Hour Detention - Parents will need to pick up the device

2nd Offense: Two, 1 Hour Detentions - Parents will need to pick up the device

3rd Offense: 1 to 3 Days Recovery Room or Tuesday Night School -Parents will need to pick up the device

4th and Beyond: Administrator Discretion -Parents will need to pick up the device

****Failure to allow confiscation of a phone or electronic device will result in Out of School Suspension.**

DRESS CODE

Adopted by the Board of Education to focus schooling on student learning and growth. It allows for individual choice of style, while adhering to "time & place appropriateness" for the educational environment.

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes while on the RMS campus. Appropriate clothing must be worn as designed.
- Shirts and dresses must have fabric on the sides that is not seen through (under the arms).
- Clothing must cover undergarments (bras and underwear).
- Undergarments(underwear, boxers, bras) cannot be worn as outer apparel.
- Fabric covering breasts, genitals and buttocks must not be seen through.
- Any shoes, sandals, crocs or slides that easily fall off the foot will not be allowed if they frequently fall off while walking, due to safety concerns.
- Hats, caps and other headwear may be worn in the building. Sunglasses and gloves should be removed when entering the building, unless exemptions are provided with approval of administration. A student may be asked to remove headwear if it is interfering or disrupting a classroom. Hoods need to be removed upon entering the building.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, FACs activities, and other activities where unique hazards exist.
- The bottom of a shirt must touch the top of the pants while standing straight up.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Cheerleader and Dance Team uniforms on game days along with "Spirit" day or week may be worn to help celebrate school pride, with approval of administration.
- Good personal hygiene should be practiced.

- **Backpacks and coats must be stored in student/PE/gym lockers during the day. This includes purses, crossbody bags and belt bags.**

Anything administration deems a distraction or safety issue to the learning environment can be prohibited. All articles of clothing or accessories which depict or reference alcoholic beverages, drugs, nudity, pornography, death, violence, obscene or profane slogans, double-meaning standards, hate speech, emblems or writing that may be expected to cause a disruption or interference with normal school operations are not allowed. No set of guidelines can account for every possibility. The cooperation of parents and students is requested.

Consequences for Dress Code:

Those not changing clothes will wear school-provided attire (dress code tee shirt or sweatshirt and sweatpants).

1st Offense: Conference with the Student with change of clothes required.

2nd Offense: Parent Contact, Lunch Detention, Change of Clothes Required

3rd Offense: 1 Hour Detention, Change of Clothes Required

4th and Beyond: Administrator Discretion

FAILURE TO SERVE AN ASSIGNED DETENTION

Teacher assigned detentions may be assigned for a variety of reasons. Failure to attend will result in an office referral and a 1 Hour Detention being assigned. Failure to serve a 1 Hour Detention will result in 1 to 3 Days ISS.

FLAGRANT MISBEHAVIOR / HORSE PLAY

Flagrant misbehavior or horseplay is any apparent act, behavior, or item that could have a negative impact on the learning environment of the classroom or jeopardize the health, safety, or physical well-being of any student or school employee. This includes but is not limited to, pushing, shoving, or touching of another person.

Consequences for Flagrant Misbehavior or Horseplay

1st Offense: 1 Hour Detention

2nd Offense: Two, 1 Hour Detentions

3rd Offense: 1 to 3 Days ISS or Tuesday Night School

4th Offense: Administrator Discretion

PUBLIC DISPLAY OF AFFECTION

Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to them. This behavior creates a poor image of the school and student body. School is not the place to engage in affectionate gestures other than a brief hug. Any sitting on one another's lap, holding hands, long embraces, caressing, or kissing is unacceptable. In all cases staff will confront the couple and direct them to the office.

Consequences for Public Display of Affection

1st Offense: 1 Hour Detention

2nd Offense: Two, 1 Hour Detentions

3rd Offense: 1 to 3 Days ISS or Tuesday Night School

4th Offense: Administrator Discretion

LUNCHROOM EXPECTATIONS

While in the Food Service Center, students are expected to talk quietly. There should be no profane language, gestures, or public displays of affection. All students should always respect all lunchroom workers. Any disrespect will fall under the disrespect category and could result in suspension. Students are to travel through the lunch line in a neat and orderly fashion. Once the student has received their food, they are expected to sit and remain sitting until it is time to dump their tray. Students are not to change seats, throw any objects or food, or take food from other students. Any unnecessary noise will be a violation. This includes hitting or banging on the tables, yelling, or stomping of feet. All students must go to the Food Service Center during the lunch hour unless signed out by a parent/guardian.

Consequences for Lunchroom Violation

1st Offense: 1 Hour Detention

2nd Offense: 1 Hour Detention

3rd Offense: 2-1 Hour Detention

4th and Beyond: Administrator Discretion

REPEATEDLY BREAKING RULES

Behaviors that do not fit into the general categories but are inappropriate and affect the safe and orderly learning environment.

Consequences for Repeatedly Breaking Rules:

1st Offense: Administrator Discretion

SCHOOL BUS RULES AND REGULATIONS

While riding school buses, all students will be subject to school district rules and regulations as well as bus company regulations. Board policy and individual school bus rules and regulations supersede the following bus rules and regulations:

1. The driver is in full charge of the bus and the passengers.
2. Students should be at the assigned stop 5 (five) minutes before the scheduled arrival of the bus.
3. While at the bus stop or pick-up points, students must
    - Conduct themselves in an orderly manner
    - Respect nearby private property and rights of others
    - Avoid littering
4. Students shall take their seats promptly after boarding the bus. Should the driver assign seats, students must comply.
5. Pupils will remain in their seats while the bus is in motion.
6. Students must not extend hands, arms, or heads out of bus windows.
7. Technology devices may not be used without headphones.
8. While on the bus, students must not:
    - Smoke or have open flames
    - Throw objects within or outside of the vehicle
    - Disturb the driver
    - Litter the bus
    - Transport items which may endanger the health or safety of other passengers
    - Tamper with the bus or bus equipment
9. No weapons, knives, pepper spray, mace, or guns (real or fake) are allowed on the bus.
10. Fighting on the bus will result in an immediate suspension of bus privileges for all students involved, up to an entire school year.
11. Students must report to the driver any damage to seats or bus equipment
12. Students who exit from a bus must never walk behind the bus. If students must cross the street, they must cross in front of the bus and at least 15 feet from the front of the bus upon a signal from the driver.

13. Any student who enters or exits the bus through the rear emergency door in a non-emergency situation will receive an immediate five day suspension of bus riding privileges.
14. The bus will not transport animals of any kind.
15. Infraction of these bus rules and regulations will have consequences at school as well as on the bus.
16. The following guidelines will be used in dealing with students who violate the bus regulations.

Consequences for School Bus Rules and Regulations:

1st Offense: Warning, Parent Contacted
2nd Offense: Warning, Parent Contacted
3rd Offense: 5-Day Suspension from Bus Riding
4th and Beyond: Administrator Discretion

TARDINESS

Students are to be in class on time. The student is responsible for being prepared to undertake the academic activity when each class is scheduled to begin.

● Students who arrive in the building after 8:10 AM must report to the attendance counter. Students having unexcused tardiness will be assigned detentions according to the Tardy Policy. Failure to attend detentions for excessive tardiness may result in additional detentions or more severe consequences.

● Chronic Tardiness could be grounds for the school Principal placing a student "not in good standing" making them ineligible for extra-curricular activities.

● Students will receive two (2) warnings per class before the following tardy consequences take place:

Consequences for Tardy Violations:

3rd Tardy: 1 Hour Detention

4th Tardy: 1 HourDetention

5th & 6th Tardy: 1 Hour Detention

7th & 8th Tardy: Two 1 Hour Detentions

9th Tardy: 1-3 Days Recovery Room or Tuesday Night School

10th and beyond: Addressed using the administration's discretion

****4 Tardies will equate to 1 unexcused absence.**

LEVEL 3 INFRACTIONS

Level 3 infractions are more serious in nature. They will be handled directly by the office and can result in a possible suspension. More severe Level 3 infractions could be classified as Level 4.

BULLYING BEHAVIORS

USD#445 Board of Education prohibits bullying in any form on school property, in a school vehicle, or at any school-sponsored event.

Bullying is defined as: Any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational environment for a student or staff that a reasonable person, under the circumstances, knows or should know will have the effect of:

● Harming a student or staff member, whether physically or mentally.
● Damaging a student or staff member's property.
● Placing a student or staff member in reasonable fear of damage to the student or staff member's property; or
● Any form of intimidation or harassment prohibited by the Board of Education of USD#445 adopted policies concerning bullying.

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, which cause, or have the potential to cause, a significant disruption to the learning environment.

Bullying is the act of intentionally harming others as defined by the approved policy.

Consequences for Bullying:

1st Offense: Depending on the Severity, 1-3 Days ISS, or Tuesday Night School and/or OSS, Possible No Contact Order

2nd Offense: Administrator Discretion

**Law Enforcement may be contacted at Administrator's Discretion.

**Violation of a No Contact order will result in suspension.

It is the responsibility of all students and staff members to report acts of bullying to a member of the school staff or administration. All such reports will be taken seriously by the administration. The school, staff members, and administration will support students and co-workers making reports against any potential retaliation for making such a report.

Students and staff making prompt, accurate, and thorough reports, either verbally or in writing, will have those reports recorded by the administrative staff. A determination of the facts will take place immediately, or as soon as practical, to verify the validity and the seriousness of the report.

Filing a report in good faith will not reflect on the individual's status, nor will it affect his or her grades or employment status by the district if the complainant is an adult staff member. The district shall keep the complainant confidential for both the accused and the accuser, until such times as the misconduct is confirmed, and sanctions are imposed.

DEFIANCE/DISRESPECT TOWARD STAFF MEMBER

Inappropriate behavior directed towards administrators, teachers, staff members, or guests. This includes, but is not limited to, an exhibition of rude, uncooperative, argumentative attitude towards staff members or refusing to go to the office when directed to do so.

Consequences for Disrespect/Defiance:

1st Offense: Depending on the Severity, Detention, or 1-3 Days ISS

2nd Offense: 1-3 Days ISS or Tuesday Night School

3rd and Beyond: Administrator Discretion

**Any actions that include intimidation or profanity directed toward staff will result in automatic OSS.

ELOPEMENT

Leaving the classroom and/or building without permission from an adult. This also includes hiding out in the bathroom or areas of the school and not reporting to class/office when requested.

Consequences for Elopement:

1st Offense: Two, 1 Hour Detentions (Leaving the Building will result in 1-3 Days ISS or Tuesday Night School)

2nd Offense: 1-3 ISS

3rd and Beyond: Administrator Discretion

SMOKING/TOBACCO PRODUCTS (POSSESSION OR USE)

The student may be issued a ticket from local law enforcement if in possession of any tobacco product. This includes smoking or the use of any tobacco products (including Vapes or E-Cigarettes) while:

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

Students in possession of materials used for smoking of any kind will have the following consequences issued.

Consequences for Smoking/Tobacco Products:

1st Offense: Tuesday Night School; referral to Law Enforcement

2nd Offense: 1-3 Days ISS; referral to Law Enforcement

3rd Offense: 1-3 days OSS, referral to Law Enforcement

4th and Beyond: Administrator Discretion

THEFT/POSSESSION OF STOLEN ITEMS

Local law enforcement will be involved in any situation where students are suspected of possessing stolen items.

Consequences for Theft/Possession of Stolen Items:

1st Offense: 1 to 3 Days ISS or Tuesday Night School, Replacement of Item(s), possible referral to Law Enforcement
2nd Offense: 1 to 3 Days ISS or Tuesday Night School, Replacement of Item(s), possible referral to Law Enforcement
3rd and Beyond: Administrator Discretion

HARASSMENT

Unsolicited and unwelcome behavior by any individual that interferes with work, study, or everyday life and creates an intimidating, hostile, or offensive environment.

Consequences for Harassment:

1st Offense: Depending upon severity: 1 to 3 Days ISS or Tuesday Night School, OSS, Counseling, No Contact Order

2nd Offense: Administrator Discretion

VANDALISM / DESTRUCTION OF PROPERTY

Any student who intentionally destroys or damages property or who defaces by cutting, painting, writing, or illustrating on any fence, furniture, building or other school or personal property shall immediately compensate for such damage.

Consequences for Vandalism/Destruction of Property:

1st Offense: 1 to 3 Days ISS or Tuesday Night School, Restitution, possible referral to Law Enforcement

2nd Offense: Administrator Discretion

VERBAL ASSAULT / CRIMINAL THREAT

Verbal assault/criminal threat is any overt act, behavior, or item that could adversely affect the learning environment of the classroom or jeopardize the health, safety, or physical well-being of any student or school employee. Physical intimidation or threats made on social networks or electronic devices that disrupt the school day could result in school discipline.

Consequences for Verbal Assault/Criminal Threat:

1st Offense: Depending on Severity, 1-3 Days ISS or Tuesday Night School OSS, Possible Referral to Threat Assessment Team

2nd Offense: Administrator Discretion

****Any threat made by word or deed toward a staff member will result in 5 days OSS and a Due-Process Hearing.****

LEVEL 4 INFRACTIONS

Level 4 infractions are violations that are considered the most serious violations and will require an immediate suspension and possible due process hearing.

BATTERY

Battery is defined as a single act of willful and unlawful use of force or violence upon someone else. Such as, but not limited to throwing a punch, slap, kick, elbow, or forearm with the intent to harm.

Consequences for Battery:

1st Offense: 1-3 Day OSS, 1-3 ISS, No Contact Order, Police Contact

2nd Offense: 3-5 Days OSS, 1-3 Days ISS, No Contact Order, Police Contact-Possible Due Process Hearing

3rd Offense: 5 Days OSS, Due Process Hearing

****AN ACT OF PHYSICAL BATTERY OR PHYSICAL INTIMIDATION TOWARDS A STAFF MEMBER WILL RESULT IN FIVE (5) DAYS OSS AND DUE PROCESS.**

DRUGS, NARCOTICS, AND ALCOHOL PRODUCTS

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, simulated drug, amphetamine, barbiturate, marijuana, alcoholic beverage, inhalant or intoxicant of any kind.

Suspicion of being under the influence will be grounds for all consequences.

The use of a drug prescribed to the student by a medical physician from a registered pharmacist shall not be considered a violation of this rule. The use of this prescribed medication is for the student under the physician's care only. Such medication should be reported to the Main Office as described in the Medication section of the Student Handbook.

Consequences for Drugs, Narcotics, and Alcohol Products:

1st Offense: 3-5 Days OSS, 1 to 3 Days ISS, Due Process (if applicable), Police Contact

2nd Offense: 5 days OSS, Due Process Hearing, Police Contact

**Administration has the discretion to modify consequences in more extreme circumstances regarding these behaviors.

**Any student in possession of prescribed or over the counter medication, which has not been checked into the office, is subject to school discipline.

FIGHTING

Severe, immediate disciplinary action will be taken against individuals who participate in a fight or encourage (instigate) it in any way. Fighting is defined as any involvement in a physical confrontation with another student in which multiple cases of physical contact is made or attempted to be made, with the intent to do harm, regardless of who is the original aggressor. A student who has made any effort to encourage or instigate an altercation, through word or deed (including videotaping it) could also face suspension. *It will be at the discretion of the administration to determine the length of suspension, beginning with a three (3) day minimum, and to determine if additional consequences are necessary on an incident-by-incident basis.*

Consequences for Fighting:

1st Offense: 3 to 5 Days OSS, No Contact Order, Police Contact

2nd Offense: 5 days OSS, No Contact Order, Due Process Hearing (if applicable), Police Contact

WEAPONS VIOLATION, EXPLOSIVE DEVICES OR SIMULATIONS

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds, in student parking areas, or off school grounds at any school activity or event.

This policy shall include any item being used as a weapon or destructive device or any facsimile of a weapon. *Weapon* means any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 and ½ inches in length (K.S.A. 72-3433(g)(h).

Possession of a firearm/knife may result in either:

1. Short-term suspension (1-10 days OSS)
2. Long-term suspension (more than 10 days, due process hearing)
3. In the case of a firearm, in accordance with federal law, immediate expulsion from school for a period of one year (186 school days)
4. Possession of a weapon could result in a referral to Law Enforcement.

****Possession of a pocket knife with a blade of less than 2 and ½ inches in length will result in 1-3 Days ISS**

DETENTION ASSIGNMENTS / Extended School Day

The following regulations are to be followed when a student is assigned a detention.

1. Detention begins promptly five minutes after classes are dismissed for the day.
2. The students must bring homework or work will be provided.
3. The student's parents will be contacted by phone, email or through mail service.
4. Detention will be served on the next available day.
5. Failure to serve a detention will result in further disciplinary action.
6. Students may change the date of their assigned detention one time with administration permission.

TUESDAY NIGHT SCHOOL

Violation of Tuesday Night School rules or lack of cooperation will result in additional time assigned to Tuesday Night School or Out of School Suspension.

RULES

- Students will report to the assigned location at 3:15 and will be dismissed at 6:00 pm.
- Students are responsible for bringing work or work will be provided. Students are to remain seated, working, and sitting up. Students will be given one restroom break determined by the supervisor.
- Students will turn phones when they report to detention. The supervisor will determine computer usage.
- Parents will be notified by phone or email when students are assigned Tuesday Night School. Students will be available for pick-up at 6:00. The parent must contact the administration if there is a need for the student to miss their assigned detention. If the administration approves the absence the student will serve their detention the following week.
- Any student who does not comply with these guidelines or becomes disruptive will be dismissed from detention and will have ISS, additional TNS assigned, or OSS. Consequences for failure to serve TNS are:

1. 1st offense: one day ISS and serve assigned TNS
2. 2nd offense: two days ISS and serve assigned TNS
3. 3rd offense: 1 day OSS and serve assigned TNS
4. 4th offense: 3 days OSS and serve assigned TNS
5. 5th offense: 5 days OSS and a formal hearing with the recommendation for long-term suspension.

SUSPENSION, EXPULSION, PROGRESSIVE DISCIPLINE POLICY

While self-discipline, courtesy, and respect for others are expected of all students, certain procedures are necessary to assist some people in achieving these expected behavior patterns. The principal/assistant principal will assume primary responsibility for the administration of these policies.

Students attend school for the purpose of learning and will not be allowed to keep a teacher from teaching or a student from learning. Good discipline in school is extremely important to the educational process. It is a vital factor in determining the kind of education students will receive. A progressive discipline plan will be applied to each incident. The administration may use discretion in considering each individual incident.

When a student has accumulated a total of ten days of Out-of-School Suspension, that individual will appear before a hearing committee in order to determine their educational status.

POLICE PROSECUTION

Any RMS student who commits a crime during the normal school day or during any school-sponsored event or activity may be fully prosecuted by the local police department; in addition, the student may be subject to a suspension or expulsion from classes at RMS.

NO CONTACT ORDER

If two or more students cannot work out their differences and continue to disrupt the normal school day, they may be advised to sign a No Contact Order between all parties. If a NCO is violated it can result in consequences similar to bullying. Parents of all parties will be contacted when a NCO is put into place. Staff will also be contacted.

As a middle school student, I have read and have discussed or have had the opportunity to read and discuss the **Roosevelt Middle School General Rules and Procedures** with my parents or guardian. I understand the necessity and importance of following the disciplinary guidelines and procedures as described in the planner. I understand that violation of these rules may result in disciplinary action, which may include suspension and/or expulsion depending on the seriousness of the offense.

Student Signature:

Date:

As a parent or guardian of a middle school student, I have read or have had the opportunity to read, the **Roosevelt Middle School General Rules and Procedures**. I have discussed with my child the necessity and importance of following the disciplinary guidelines and procedures as described in this booklet. I understand that violation of these rules may result in disciplinary action, which may include suspension and/or expulsion depending on the seriousness of the offense.

Parent / Guardian Signature:

Date: