

# Red Oak Middle School Parent & Student Handbook 2022-2023

154 Louise Ritter Blvd Red Oak, Texas 75154 972-617-0066

#### **Red Oak ISD Vision Statement**

Our Vision in Red Oak ISD is to Realize Our Individual Students' Dreams (ROISD)

# **Mission Statement**

Our Mission is to incorporate and instill the 4 Talons of the Hawk for each and every one of our students.

Those 4 Talons are:

**Exhibits Academic Readiness** 

- 1% better every day
- Love & Accountability

Seeks Opportunities and Challenges of Learning

• GRIT - Growth, Resilience, Integrity, Tenacity

Demonstrates Fair, Respectful & Well Rounded Characteristics

REACH - Respect, Encourage, Appreciate,
 Communicate, Honor

Leaves a Legacy through Service

We before Me

#### **Core Beliefs**

#### We believe that:

- each student is equally important.
- every student has value.
- students are responsible for their decisions and actions.
- each student deserves to be loved and respected.
- all students can learn.
- all students have the right to a safe school environment.
- parental and community involvement strengthens the school environment.



# **CAMPUS ADMINISTRATION**

Principal: Rob Waller

## **Assistant Principals:**

Assistant Principal of Instruction: Theresa Pollok Dean of Specialized Learning: Jo Lewis-Gay

Assistant Principal (Testing/Attendance Coordinator): Dr. LaShonda Reid

6th Grade A-E

Assistant Principal: Lanoria Washington

• 6th Grade F-Z

Assistant Principal: Maurice Horton

7th & 8th Grade A-Ga
Assistant Principal: Brian Nelson
7th & 8th Grade Ge-N
Assistant Principal: Cristin Chaffin

• 7th & 8th Grade O-Z

#### **Counselors:**

6th Grade: Calinda Wells 7th Grade: Paula Barnes 8th Grade: Bronson Lewis Support: Alzada Benton

Nurse: Main Campus: Susan Hasan; West Campus: Sarah Morris

# Office Personnel:

Principal's Secretary: Audrey Enloe

Assistant Principal's Secretary: Heather Hughes

Counselor's Secretary: Jerry Miles

Main Campus Reception: Genesha Horton

West Campus Reception/Secretary: Elvia Popoca

**Attendance:** Audrey Emerton

Campus Registrar/PEIMS: Nicole Sebring

**Learning Commons:** Katie Eaton

# **ROMS STAFF DIRECTORY**

ENGLISH DEPARTMENT	MATH DEPARTMENT	SCIENCE DEPARTMENT	SOCIAL STUDIES DEPARTMENT
Tiffany Faggins (6th) Cicily Samuels (6th) Milly Cotilla (6th) Shannon Edwards (6th) Tamara Franklin (7th) Chris Floyd (7th) Tim Lantrip (7th) Lauren Lyle (7th/8th) Dana Nabors (8th) Elaine Rowe (8th) Chris Bell (8th) Trezley Tucker (7th/8th)	Adrienne Almaguer (6th) Verba Pape (6th) Jasmine Sherell (6th) Emily Choate (6th) Sara Young (7th) Bessie Smith (7th) Jonathan Colerangle (7th) Cynthia Defreese (8th) Jazmin Sierra (8th) Anna Grunewald (8th) Cameron Richards-Lee (8th)	Hana Chandler (6th) Jeramiah Terry (6th) Erika Bentson (6th) Joanna Baxter (7th) Hector Ching (7th) Maria Schildan (7th) Frances Brewer (7th/8th) Hannah Schwieger (8th) Johnna Johnson (8th) Cynthia Maye (8th)	Amber Brown (6th) Misty Prachyl (6th) Brandon Adamcik (6th) Ruthie Burke (7th) Ben West (7th) Garrett Rose (7th/8th) Angie Pulver (8th) Heidi Yuhanna (8th) Zachary Collier (8th)
SPED DEPARTMENT	FINE ARTS DEPARTMENT	PE/HEALTH DEPARTMENT	CTE DEPARTMENT
Marla Nichols (Content Mastery) Trezley Tucker (ELAR) Shannon Edwards (ELAR) Jovani Allen (Inclusion)	Jennifer High (Art) Gabriella Fostel (Art) Paul Moten (Art) Amanda Woodard (Art) Megan Czerwieski (Band) Christopher Eaton (Band) Victoria Mays (Band) Jena Bowling (Choir) Tamara Williams (Theater) Madison Craver (Theater)	Kenneth Lee (Health) Sarah Sledge (Health) Bryan Bell (Outdoor Ed) Menique Austin (PE) Kenneth Bufford (PE) Ben Pulver (PE) Kennedi Coleman (PE) Jacob Pierson (PE)	Tabitha Wesley (Leadership) Jensen Jackson (Leadership) J.W. Tabor (Robotics) Daniel Diaz (Tech Apps) Lyndsey Dickerson (AV Tech/Yearbook) Jane Smalley (CAP/Photography) Alvin Shaw (Career Readiness) Chris Davis (Career Readiness) Patricia Diaz (Career Readiness/Human Development)
INTERVENTION			FOREIGN LANGUAGES DEPARTMENT
Natalie Borchers (ELAR) Laretha Davis (ELAR) Kendal Newton (Math) Rhea Walker (Math)			Mitzvah Villeda (Spanish) Marvella Frias (Spanish)

#### 2022-2023 ROMS Bell Schedule



# REGULAR SCHEDULE

1<sup>st</sup> Period 7:55 – 8:45<sub>(50 mins)</sub>

2<sup>nd</sup> Period 8:50 – 9:50 (60 mins + announcements)

3<sup>rd</sup> Period 9:55 – 10:45<sub>(50 mins)</sub>

4<sup>th</sup> Period 10:50 – 12:50<sub>(120 mins)</sub>

A Lunch: 10:50-11:20	Hawk 101: 11:25-11:55	Class: 11:55-12:50	
Hawk 101: 10:50-11:20	B Lunch: 11:20-11:50	Class: 11:55-12:50	
Class: 10:50-11:50		C Lunch: 11:50-12:20	Hawk 101: 12:25-12:50
Class: 10:50-11:50		Hawk 101: 11:50-12:20	Lunch: 12:20-12:50

5<sup>th</sup> Period 12:55 – 1:45<sub>(50 mins)</sub>

6<sup>th</sup> Period 1:50 – 2:40<sub>(50 mins)</sub>

7<sup>th</sup> Period 2:45 – 3:40<sub>(55 mins)</sub>

#### **ACADEMIC DISHONESTY**

Cheating by copying the work of another student on homework and/or exams is a serious offense and a violation of the Student Code of Conduct. Teachers will make every effort to monitor exams closely.

Please refer to the individual teacher syllabus to reference their specific cheating policy in their class.

#### **ARRIVAL**

First period begins at 7:55 AM and the last bell dismisses at 3:40 PM. Campus doors open at 7:15 AM. Breakfast is served from 7:15-7:50 AM.

Students eating breakfast will sit on Level 1 of the Main Campus Cafeteria. If a 7th or 8th Grade student does not have a tutoring pass, they are expected to wait in the Main Campus Cafeteria until the bell rings at 7:50 to be dismissed to 1st Period.

6th Grade students who are eating breakfast will eat in the West Campus Cafeteria. If you are not eating breakfast and do not have a tutoring pass, you will wait in the Dance Gym until the bell rings at 7:50 to be dismissed to 1st Period.

#### **ATHLETICS**

Students who participate in ROISD/ROMS sports to develop athletic skills are required to meet academic, behavioral, and attendance eligibility requirements. A student who has a failing grade in a course at the grade checkpoint will be deemed "academically ineligible" to participate. This means that the student will be suspended from game participation during the ineligibility period.

All athletic concerns should first be addressed with the coach and/or campus athletic coordinator.

Boys Athletics: Alvin ShawGirls Athletics: Menique Austin

#### **ATTENDANCE**

ROMS will follow district/state policy (District Policy FEA Local) for monitoring student attendance. If students become out of compliance with attendance due to excessive unexcused absences or if they exceed the number of absences under compulsory attendance law, the ROMS attendance committee will contact the parent/guardian to discuss interventions to improve attendance.

Regular and punctual attendance is the greatest single factor in school success; therefore, a student's first concern should be to attend class regularly. Being absent unnecessarily from school impairs a student's opportunity to succeed in studies and also indirectly encourages the development of poor attitudes toward schoolwork and other

obligations. That being said, we do understand that there are extenuating circumstances that cause a family to choose for their student to be absent. Some of those are unplanned such as a death in the family. Others are planned, such as a trip or a vacation. We strongly discourage students from being absent for the purpose of vacations. A significant part of the learning process occurs in direct instruction from the teacher and the interaction between students and teachers within the classroom; worksheets and other assignments cannot take the place of these essential interactions in the classroom. If your child is absent, please contact the Front Office.

#### **BULLYING/HARASSMENT/HAZING**

ROMS takes reports of bullying/harassment/hazing very seriously. Please contact a campus administrator or counselor if you have a concern or suspect bullying. All ROMS students have access to the <u>STOPit app</u>.

- STOPit! is an online reporting tool designed to deter and mitigate bullying and
  cyber abuse, consisting of an app and a back-end incident management system
  for school administrators. This app will empower students to stand up for
  themselves and for one another. Students will have the power to help put an end
  to harmful and inappropriate behavior they see online through social media and
  other means.
- You can find more information and district policy regarding bullying and harassment <u>here</u>.

### **CAFETERIA PROCEDURES (BREAKFAST/LUNCH)**

Breakfast will be served from 7:15-7:50 AM. Students who are eating breakfast will remain in the cafeteria (Main Campus and West Campus) to eat.

At lunch, lunchroom monitors will dismiss tables individually and students at each table who are properly wearing their ID and seated will be served first.

# **Lunchtime Expectations**

- Walk to the cafeteria using a quiet appropriate voice.
- Treat everyone including lunch supervisors, servers, and your peers with respect.
- Students must have a Hall Pass to leave the lunch area. Passes may be obtained by any staff member.
- Students are to clean up after themselves when they are finished eating.
- Students will remain seated while eating in the cafeteria.
- Students are to comply with all directions given by lunch duty supervisors.
- Students are not to sit on the tops of the tables or railings.
- Students are to stay within the designated boundaries of the lunch areas

#### **CANVAS**

Canvas is the district resource to access teachers' lesson plans, assignments, class calendars, grades, etc. Please access the Canvas parent portal link on the ROISD website to login and see your student's information.

Please note that the grades in Canvas might not mirror Skyward grades. Please always refer to Skyward as it is the official gradebook.

#### **CELL PHONES**

At ROMS, cell phones for classroom use is at the discretion of the teacher and must be used for educational purposes. Cell phones and other electronic devices must remain out-of-sight and silenced from 7:30 AM-3:40 PM, unless otherwise directed by the teacher. They may not be used in the hallways, along with earbuds/AirPods/headphones. ROISD/ROMS prohibits the use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time. If students are observed using their device without permission the device may be confiscated. To retrieve a confiscated personal telecommunications device, a student, parent or guardian must appear in person, and a fine of \$15 per incident must be paid in full. Any student who abuses this privilege will be subject to disciplinary consequences.

#### COMMUNICATION

Staff at ROMS understand the importance of good communication, and encourage parents to contact teachers, counselors, or administrators by phone at (972) 617-0066 anytime you have a question, concern, or praise. Parents are also welcome to contact teachers or administrators directly through email or on the phone during their conference period. Parents are encouraged to conference with teachers and coaches directly if needed. If you would like a conference with counselors and or an administrator, please make a request in advance by phone or email. We will also use our automated calling and email system, Skyward and Remind for updates and reminders. Additionally, important information may be provided to your child through newsflyers and letters. Please check the ROISD website on a regular basis for the most up-to-date information.

#### **CREDIT RECOVERY**

Students who did not pass a core content course with at least a 70 during a grading period will be required to enroll in a Credit Recovery course.

While students are earning their course credit back on the Edgenuity platform, it is also a requirement that students attend tutoring weekly. They must attend tutoring (and must sign-in for documentation purposes) with the teacher-of-record whose course they are currently completing online credit for.

#### **CURRICULUM**

<u>Texas Essential Knowledge and Skills (TEKS)</u> outline what schools are expected to teach and what students are expected to learn. Academic standards also include indicators that are statements of the specific cognitive processes and the content knowledge and skills that students must demonstrate to meet the grade-level standards.

#### **DELIVERIES**

Any deliveries made to students at school must remain in the office until the end of the day. Students are not allowed to have commercially prepared food delivered to school at any time during the school day.

Parents/guardians are welcome to join their child for lunch; however, they must first sign in at the office and receive a visitor's badge. Parents/guardians may not provide commercially prepared food obtained outside of the school cafeteria to any child other than their own during breakfast and/or lunch meal service.

#### **DETENTION**

Students may be assigned a lunch detention or after school detention for infractions of the Student Code of Conduct. A detention may be assigned by the teacher or the administrator and parent contact will be made. Teachers are also encouraged to notify parents by phone and or email. A lunch detention consists of students eating their lunch in a separate area/lunch room during their 30 minute lunch.

After school detentions will be served on Mondays, Tuesdays, and Thursdays after school from 4:00-5:00 under direct adult supervision. Failure to serve their assigned detention will result in a referral and next consequence (depending on previous referrals up to that point). In order to reschedule a detention, a parent/guardian must contact their child's assigned administrator.

#### **DISCIPLINE**

Teachers and their students develop classroom expectation lists and are expected to abide by them. Continued infractions will result in a referral to the Assistant Principal. Acts which result in violence that pose a direct threat to the safety of others in the school, destruction of property, and/or the possession, use, or transfer of dangerous weapons are in violation of School Board policy and state law.

The ROISD Student Code of Conduct can be found here.

#### **DISMISSAL**

7th Period bell rings at 3:40 PM. For both student safety and building security, all students should be off campus by 4:00 PM, unless staying for tutorials or a planned practice that is supervised by school personnel.

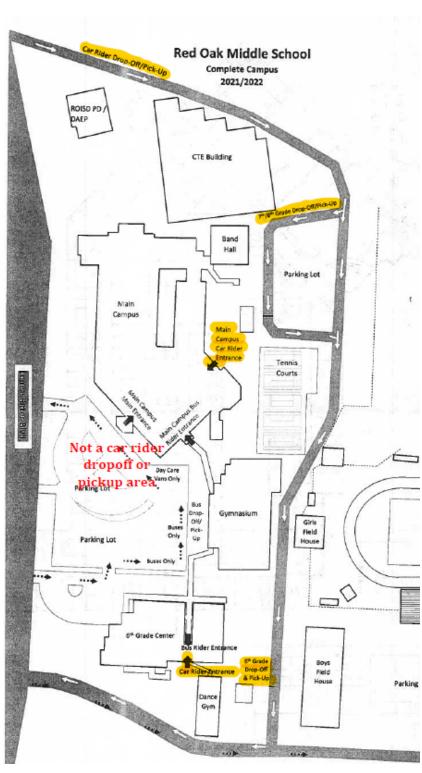
Students may not wait on campus following dismissal in order to attend an evening school event. If students persistently remain on campus without reason past 4:00 PM, they can be issued a Criminal Trespass which is a ticketable offense.

#### **DRESS CODE POLICY**

All students, upon entering the building, will abide by the established ROISD Standardized Dress Code (<u>CHANGES FOR 22-23 SCHOOI YEAR</u>). IDs must be worn at school at all times. Students will immediately be given a referral if in violation of the dress code.

# **DROP OFF/PICKUP PROCEDURES**

Student car pickup and drop off is at the back of the main campus. Please follow the signage for the one-way procedures.



Bus pickup and drop off is in front of the gym area. Students must follow campus bus rider procedures; failure to observe these rules could result in the loss of bus riding privileges and/or other disciplinary action.

Students who would like to ride bicycles to school are welcome to do so. Skateboards, skates, or ripstiks are not allowed on school grounds during school hours or any events. Bicycles are to be parked and locked in the designated areas. The school cannot provide security against theft or vandalism.

#### **EVENTS**

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. We love for our school community to attend ROISD/ROMS events (Fine Arts, Athletics, Academics, etc.) When a student attends these events (either as a participant or spectator), please make sure that they are picked up within 30 minutes of the end of the event/game.

Failure to do this will lead to them no longer being allowed to attend the events/games.

#### **GRADING PROCEDURES**

Please refer to the ROISD Grading Manual. Students will receive their report card following the close of each six weeks grading period. Semester report cards are mailed. In addition to the report card, students will receive a progress report during the 3rd week each marking period via email. At any time, parents can access their student's Skyward gradebook to check their academic progress.

High School Credit Classes: ROMS currently offers several high school credit classes. Students may not receive credit due to a grade below a 70 (per semester) and not being in compliance with the compulsory attendance law.

The following courses are high school credit and will factor into your student's overall graduating GPA— Spanish 1, Spanish 2, Algebra I, Principles of AV Technology, and Art I.

#### **HALL PASSES**

All students leaving classes during the period must have a hall pass. Pass abusers could lose their pass privileges. Students should not be leaving class during instructional time for any nonemergency visits to the counselor office, assistant principals office, or to another teacher's classroom. If your student has a documented medical condition that might require more frequent breaks out of the classroom, please contact the campus nurse or administrator/counselor to get this arranged.

No student is allowed to leave class the first or last 10 minutes of class unless called by the front office or an emergency.

If a student needs to leave class, they will need to receive an electronic e-pass from their teacher to do so. The electronic hall pass is a new system at ROMS for the 2022-2023 school year. E-Hall Pass will be used to monitor hallway movement and manage behaviors in the hallways and bathrooms. Active E-Hall Passes will be limited to 15 students at one time during class instruction time. Students will be assigned 3 passes each week. After requesting an e-hall pass from the teacher, the student must leave devices in the classroom.

#### **HOMEWORK**

Homework is considered an important part of the grading process, should be taken seriously, and always completed. Student's should check their teacher's Canvas pages everyday for homework information. Homework is not a grading requirement and is at teacher discretion.

#### **IDs**

Students are required to wear IDs for safety purposes, check out library materials, scan for tardies, ride the bus, and purchase cafeteria food. Students are expected to wear the identification card at all times during the school day and it be visible at all times. Students cannot deface or alter their school ID or they will purchase a new one for a fee. Lanyards must be school appropriate.

If a student loses their ID, they must pay \$2 for a replacement. If a student loses their ID again, they must pay \$3 for another replacement. After that, every replacement is \$5. Once a student owes \$15, they will be placed in ISS until the \$15 is replaced.

#### **ISS (In-School Suspension)**

ISS is a short term removal from the classroom environment. ISS encourages students to change their behavior, assists students in understanding the results of negative choices, teaches self discipline, and provides students an opportunity to get caught up on school work. While in ISS, students will be required to complete a character based assignment, plus any and all assignments sent by their teachers. Students are required to bring all books and school supplies to ISS. While in ISS, students may not participate in or attend any after school or extracurricular activities. Students who do not comply with ISS rules and procedures could be sent home and may be required to make up additional ISS time.

#### **LEARNING COMMONS**

The Learning Commons will be open from 7:30 AM-4:00 PM each day. Students need a pass to enter the Learning Commons, unless they are attending with their teacher and class.

# **LOST AND FOUND**

Students should not bring valuable items to school. Lost items that are turned in are placed in the lost and found area in the cafeteria. Items not claimed by the end of every semester are donated to charity. Please be sure and label all items with your first and last name, especially jackets and other articles of clothing. Students may check the lost-and-found table about lost items before and after school as well as during passing periods.

#### MAKE-UP WORK POLICY

All make-up work will follow the ROISD grading guidelines outlined in the Student Handbook.

# **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

Membership in the NJHS is an honor bestowed on students who have demonstrated outstanding scholarship, character, leadership, service, and citizenship. Students who have been selected by a faculty council are expected to continue to maintain these high standards. More information will be sent home throughout the school year.

#### **NURSE'S OFFICE**

We have the services of a school nurse. The nurse will help develop the school health program, serve as a resource person, and render first aid as needed. All medications must be administered by the school nurse and be accompanied by a doctor's order.

#### **OSS (Out of School Suspension)**

OSS is student removal from the campus for up to three consecutive days at home in an unsupervised educational setting. Schoolwork must be accepted from students assigned to OSS, and students will turn in their assignments upon their return to school. The number of days of a student's suspension will be determined by the principal or other appropriate administrator.

#### PARENT CONFERENCES

Parents shall be provided the opportunity to have a conference with teachers and as requested by the teacher or parent for other reasons. Conferences may take place before school, after school, or during the teacher's conference period.

#### PARENT/STUDENT MESSAGES

We realize that there are times when a parent needs to get information to a student regarding a change in transportation, lunch needs, etc. If you need to send a message to your student during the school day, please communicate the information to the front office staff, and we will be sure the student receives the message in a timely manner. We strongly discourage parent requests to pull a student from class during the school day for a simple delivery or phone message, as this is a disruption to the learning environment for the student and their classmates.

#### **SCHEDULE CHANGE**

Schedule change requests will need to be submitted to the counselors during the first week of classes for the fall and spring semester. Schedule change forms are available in the counselor's office and require a parent and teacher signature. Submitting for a schedule change does not guarantee that it will be approved. Throughout the year, ROMS Administration and Counselors may change your student's schedule as needed.

#### **SIGN OUT PROCEDURES**

A parent/guardian must show a valid I.D. If the person signing the student out is not the parent/guardian, they must be listed on the emergency contact list in Skyward and also show valid I.D.

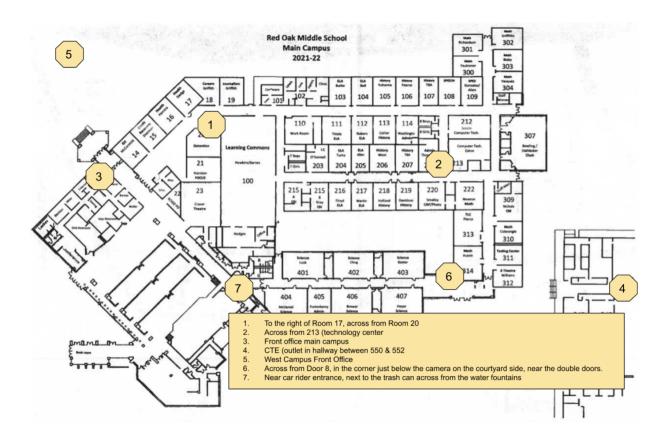
#### **SUBSTITUTE TEACHERS**

Students are expected to give complete cooperation to a substitute teacher. Lack of student cooperation or respect towards a substitute teacher; or misbehavior when a substitute teacher is in charge will be considered a serious offense and will result in disciplinary action.

#### **TARDIES**

Knowing that mistakes happen and some things are inevitable, students will receive three accumulated warning tardies (regardless of class) prior to a detention being issued. This will start over every grading period.

In the event a student arrives late to school and is not in 1st Period on time (after 7:55 AM) the student must receive their tardy through the front office. Starting in the 2022-2023 school year, ROMS will have a new tardy tracking system. If a student is late to class (2nd-7th Periods), they are expected to obtain a tardy slip from the designated tardy kiosk (see maps below for the kiosk locations on the Main Campus, CTE Building, and West Campus)





Parents and administration have access to the student's tardy information and the consequences outlined below will be enforced.

- Tardies: 1-3: Consequence Free; Expectation Reminder Letter
- Tardy 4: Tardy Referral (3 points), 30-minute Lunch Detention, Consequence Letter
- Tardy 5: Tardy Referral (3 points): Two 30-minute Lunch Detention, Consequence Letter
- Tardy 6: Tardy Referral (3 points): 1-hour After School Detention, Consequence Letter
- Tardy 7: Tardy Referral (3 points): 2-hour Saturday School, Consequence Letter
- Tardy 8: Tardy Referral (3 points): 4-hour Saturday School, Consequence Letter
- Tardy 9: Tardy Referral (3 points): 1 Day of ISS, Consequence Letter
- Tardy 10: Tardy Referral (3 points): Attendance Committee will convene to discuss how we can support students to arrive to class on time, Consequence Letter

Every Tardy Referral is worth 3 points. If a student receives a total of 30 points during the year, a committee will discuss if the student needs to attend DAEP for persistent misbehavior.

Failure to serve the consequences in the time frame outlined in the Consequence Letter will lead to a Failure-to-Serve/Insubordination referral which will be 5 points and an additional consequence.

#### **TECHNOLOGY**

ROMS will adhere to the ROISD Internet Safety Policy & Acceptable Use of Technology Resources in the ROISD Student Handbook. Misuse of technology will result in disciplinary action at administrator discretion.

Students are expected to:

- Bring school-issued Chromebook charged and ready to use every day.
- Do not write on, put stickers on, or deface the laptop in anyway.
- Do not use laptops around food, drinks, and other potentially damaging substances.
- Carry laptop and chargers carefully back and forth to school and during the day.
- Only allowed to use the laptop when teacher has given permission.
- If a laptop is broken or not working, please let a teacher know, so they can direct you to the campus technology specialists.

#### **TEXTBOOKS**

Most textbooks are digital and can be accessed through ClassLink. If your teacher has a physical textbook that you use during the school day, you could be held responsible for any damage caused.

#### **TUTORIALS**

Tutorials are provided for students Monday through Thursday from 7:30-7:50 AM and/or

4:05-4:45 PM. Students must have an electronic hall pass for tutorials; this can be obtained from the student's teacher. A teacher's tutorial schedule can be found on their Canvas page.

#### **VISITORS**

At ROMS, student safety is always one of our top priorities. All visitors are required to check in at the office and to conduct themselves according to the rules for students. An administrator may request identification from any person on school property and may ask any person not having legitimate business to leave campus. All visitors will sign in and be issued a visitor badge, which should be clearly displayed

#### **GENERAL RULES & REGULATIONS**

(In addition to rules stated throughout this handbook)

### **ARRIVING, LEAVING, STAYING**

- Students may not be dropped off prior to 7:15 AM.
- Students are to arrive prepared to learn with all required materials and on time.
- Once students arrive on school property, they may not leave the building, or premises without prior approval from the school administrators or the administrators' designee.
- Students who stay after school must be under direct supervision of a teacher or adult sponsor.
- After dismissal time, students are not permitted to stay on school property unless they are participating in a school sponsored event or sport.

# **BULLYING, FIGHTING, THREATS**

- Fighting of any type (including play fighting/horseplay) is strictly prohibited at school, on the bus, at bus stops, or during any school-related activity.
- Bullying/Cyberbullying is a violation of the district's policy regarding such. Incidents should be reported to the assistant principal.
- Threats even when made in jest are unacceptable and may result in disciplinary action. If at any time you hear a student threaten the life of another student or staff member, it is your responsibility as a member of the school community to report what you have heard to a responsible adult in the building.
- Students should tell parents or an adult at school if there is a possibility that a fight may occur and/or if one has occurred.

#### **DON'T BRING**

- Skateboards, roller skates/blades, speakers are not permitted on school property.
- Matches and/or lighters are not permitted on school property.
- Aerosol cans of any type are not permitted on school property.

#### **DON'T DO IT!**

- Open displays of affection (e.g. kissing, etc.) are considered inappropriate and are not permitted.
- Forgery of parent/legal guardian signatures on any forms (permission forms, bus pass requests, etc.) is strictly prohibited. The use of profanity is not permitted.
- The sale of personal items/property is not permitted.
- Taking of anyone else's property (including food/beverages in the cafeteria) without permission is not permitted.

- Never bring cell phones, cameras, electronic devices, into restrooms, locker rooms or changing areas.
- Use of laser pointers, radios, cameras (including those within other electronic devices), audio devices, cell phones, and/or any electronic device is not permitted during school hours, except for educational use with prior teacher/administrator approval. Any such device, which is carried or used by students during the school day (including at school sponsored events such as field trips, and on buses or other vehicles provided by/on the behalf of the school district), may be confiscated and brought to the Student Office and held for parents to pick up, along with a pickup fee.

#### **RESPECT & RESPONSIBILITY**

- At all times, students are to demonstrate responsibility and behave respectfully (words and actions) for/towards themselves, each other, and the entire school staff.
- The faculty and staff are strongly committed to the safety of everyone at ROMS.
  However, we ALL bear a responsibility and commitment to keep our community
  safe. Therefore, it is expected that, should a student become aware of any
  situation or event that is inappropriate for any reason, he/she has a responsibility
  to tell a teacher, administrator, counselor, or other responsible adult.
- Students are to keep their hands and feet to themselves; at no time is physical contact acceptable (friendly or unfriendly).
- Students are not permitted to let anyone into the building, even someone familiar to them. Building entrance protocols must be followed at all times.