

ROMULUS MIDDLE SCHOOL STUDENT GUIDELINES

This Student-Parent Handbook includes all major rules and regulations of Romulus Middle School as well as listing all of the rights and responsibilities of Romulus students. Each student has received a copy and is responsible for the contents. Failure to read this handbook is an unacceptable reason for not following the rules. Students unsure of any rule or regulation should discuss their questions with Mr. Parker, Assistant Principal.

	Restrooms/Locker Rooms	Main, Attendance, and Guidance Office	Cafeteria	Arrival/Departure	Hallways	Classrooms/Media Center/CAICs
Be Respectful and Resourceful	<ul style="list-style-type: none"> • Respect privacy of others • Clean up after yourself • Respect property (belongings) of others 	<ul style="list-style-type: none"> • Follow all adult directions the first time they are given • Wait quietly • Say please and thank-you 	<ul style="list-style-type: none"> • Follow all adult directions the first time they are given • Talk in a conversational tone • Use good manners • Raise your hand for assistance (utensils, straws, napkins, etc.) 	<ul style="list-style-type: none"> • Follow all adult directions the first time they are given • Remove all head coverings upon entering the building • Be dressed appropriately • Use appropriate language 	<ul style="list-style-type: none"> • Follow all adult directions the first time they are given • Use appropriate language • Talk in a conversational tone • Respect other classes in session • Stop and listen when a staff member talks to you 	<ul style="list-style-type: none"> • Follow all adult directions the first time they are given • Raise your hand and wait to be recognized • Use appropriate language and conversational tone • Use kind words and actions • Respect each other's belongings
Be Responsible	<ul style="list-style-type: none"> • Report graffiti, disturbance, or damage to staff member • Use during passing time • Take shortest path to and from nearest classroom • Get in and out quickly 	<ul style="list-style-type: none"> • Sign in and show your pass • Tell the truth 	<ul style="list-style-type: none"> • Have ID out and ready to use • Arrive on time • Clean up after yourself • Leave food and drink in the cafeteria • Wait at your table until dismissed 	<ul style="list-style-type: none"> • Stay in designated area until appropriate time • Arrive and leave ON TIME • Get on the bus in a timely manner 	<ul style="list-style-type: none"> • Have planner in possession • Report problems to staff • Get to class ON TIME • Go directly to your destination • Use locker assigned to you and keep it clean 	<ul style="list-style-type: none"> • Be ON TIME • Be prepared by bringing all supplies • Sit in assigned seat • Complete and turn in all assignments and homework ON TIME
Be Safe	<ul style="list-style-type: none"> • NBC • Keep water in sink and toilet • Always wash hands with soap and warm water and flush 	<ul style="list-style-type: none"> • NBC • Sit appropriately • Wait patiently 	<ul style="list-style-type: none"> • NBC • Ask staff to leave • Always walk • Remain seated, get up only with permission 	<ul style="list-style-type: none"> • NBC • Enter/exit in orderly manner 	<ul style="list-style-type: none"> • NBC • Stay to the right • Walk at a safe pace • Keep the flow of traffic moving • Report disturbances to staff 	<ul style="list-style-type: none"> • NBC • Stay in assigned seat unless permission is granted • Use books, classroom materials, and equipment appropriately • Leave backpacks/book bags in lockers

TARDY TALLY CARD

The Tardy Tally card is a tool used for behavior management. It will help teach the student what behavior is expected while simultaneously teaching the student that certain behavior should be changed. The Tardy Tally Card is used to empower students to take control toward personal responsibility. Students will be responsible for carrying their own card. It will allow them to reflect on the incident(s), what happened, what they can change, and to look at patterns in their behavior.

Since the purpose of the program is to teach individual student responsibility, the card will be carried at all times by the student. They will carry it in their pocket or on their lanyard. If a staff member finds that a student is tardy to class, lunch, or any other school day event they will use the card as part of a teachable moment. The teacher will record the tardy on the student's card and may offer suggestions as how the student can be on time.

The Tardy Tally will hold up to ten corrections. There is a progressive behavior modification plan in place as follows:

- Tardies one through four the signature on the card serves as a written warning with corrective feedback
- When a student reaches the fifth tardy they will receive a letter informing their parents/guardians that they have a negative pattern of tardiness and that they are entering the detention/suspension levels of the behavior plan. The student will sign and date the letter and also sign a record sheet that they received the letter. The assigning staff member will keep the record sheet. It is the student's responsibility to make sure the letter gets home to the parents.
- When the student reaches the sixth tardy the student will call home and inform their parents/guardians in the presence of an office staff member. A script of what to say will be provided to the student.
- When the student reaches the seventh tardy they will be referred to an Administrator who will conference with the student about the importance of being responsible and punctual to class.
- When the student reaches the eighth tardy they will be referred to a school administrator who will assign a detention.
- When the student reaches the ninth tardy they will be referred to a school administrator who will assign a one day suspension.
- When the student reaches the tenth tardy they will be referred to a school administrator who will assign a suspension and issue a truancy letter.

If a student's card is misplaced, mutilated, or otherwise unavailable the student will be referred to the office to receive a new card. The student will be required to sign for replacement card which will automatically have the equivalent of five tardies pre-recorded on it. A detention will also be assigned by an administrator.

At the end of the quarter there will be a reward activity for those students who are in possession of their original tardy card and have taken personal responsibility, thus having minimal tardies recorded.

Student Name:					Tardy Tally
	Date	Hour	T.I.	Action	
1				Corrective Feedback	
2				Corrective Feedback	
3				Corrective Feedback	
4				Corrective Feedback	
5				Corrective Feedback and letter	
6				Student calls home from office	
7				Student conferences with administrator	
8				Detention assigned by administrator	
9				Suspension assigned by administrator	
10				Suspension assigned by administrator and truancy letter	

Consequences of Tardy Infractions

1-4 th	Corrective feedback
5 th	Corrective feedback and Letter sent home-student signs
6 th	Corrective feedback and Phone Call home from office
7 th	Student conferences with administrator
8 th	Referral to administrator for detention
9 th	Referral to administrator for a one day suspension
10 th	Referral to office for suspension and Truancy Letter
<p>If this tardy card is lost or misplaced a student will be referred to the office where they will sign for a replacement card. A new card will have the equivalent of FIVE TARDIES pre-recorded on it and a DETENTION WILL BE ASSIGNED by the administrator.</p>	

Focus Card

The Focus Card is a tool used for behavior management. It will help teach the student what behavior is expected while simultaneously teaching the student that certain behavior should be changed. The Focus Card is used to empower students to take control toward personal responsibility for their behavior. Students will be responsible for carrying their own card. This allows them to reflect on the incident(s), what happened, what they can change, and to look at patterns in their behavior.

Since the purpose of the program is to teach individual student responsibility, the card will be carried at all times by the student. To aid the student in this endeavor, RMS will provide every student with a lanyard to secure their Focus Card. If a staff member observes a “minor”/ Tier I infraction by a student they will use the card as part of a teachable moment. The staff member will assume that the student does not know the rule or proper procedure and will teach the expectation to the student. The teacher will record the infraction on the student’s card.

The Focus Card will hold up to ten corrections. There is a progressive behavior modification plan in place as follows:

- Minor infractions one through four the signature on the card serves as a written warning with corrective feedback.
- When a student reaches the fifth behavior correction they will receive a letter informing their parents/guardians that they have a negative pattern of behavior. The student will sign and date the letter and also signs a record sheet that they received the letter. The assigning staff member will keep the record sheet. It is the student’s responsibility to make sure the letter gets home to the parents.
- When the student reaches the sixth behavior correction, the student will call home and inform their parents/guardians in the presence of an office staff member of this occurrence. A script of what to say will be provided to the student.
- When the student reaches the eighth behavior correction, they will be referred to an Administrator or member of Romulus Middle School’s Leadership Team, who will conference with the student about the importance of being Responsible, Resourceful, Respectful and Safe at all times. This also provides an opportunity to discuss with the students ways to improve and change behaviors to help them onto a positive track before they receive an ODR.
- When a student receives a tenth correction and the card is full, they will be referred to a school administrator who will assign the appropriate intervention (minimum detention) and record it in the student’s personal file. This also provides another opportunity to discuss with the students ways to improve and change behaviors to help them onto a positive track.
- If a second Focus Card is filled it will result in an administrator referral.
- If a third Focus Card is filled it will result in an administrator referral and student is placed on progressive discipline.
- **More than three infractions in the same class period during the same day results in a major infraction and an Office Disciplinary Referral will be written.**

If a student’s Focus Card is misplaced, damaged, or otherwise unavailable, the student will be referred to the office to receive a new Focus Card. The student will have to sign for a new Focus Card which will automatically have a total of five infractions recorded on it. The office will keep track of replacement card, to avoid this becoming a reoccurring event. If this does become a reoccurring event the student will be referred to the school administrator for appropriate action.

There is a tiered reward system at the end of each semester for students who are in possession of their original Focus Card and have taken personal responsibility, thus have fewer than five incidents recorded.

ACADEMIC HONESTY

An important part of each student’s social growth is the realization that honesty to oneself and to others is an essential feature of a well-adjusted person. If students choose to cheat, they will be referred to the administration for disciplinary action as follows:

- First offense: “O” on assignment student cheated and parent contacted.
- Second offense: Parent conference, “O” on assignment, and probationary status.

- Third and subsequent offenses will result in a parent conference and loss of credit in class for the current ten- week grading period.
- The disciplinary process above for cheating includes all subjects.
- Any student involved in plagiarism, stealing and/or using the ideas or writings of another as one's own, will receive an administrative consequence.

ADOLESCENT HEALTH CENTER

The Romulus Adolescent Health Center is located at the Senior High School and is operated by the Romulus Adolescent Health Center Council under the auspices of the Board of Education. It is available to young people between the ages of 10 and 21 who reside in the Romulus School District.

The Center offers comprehensive health services, both medical and counseling, for a minimal fee. No one will be denied services if unable to pay. Medicaid and Blue Cross/Blue Shield are accepted. The Center is open year-round during school hours and after school. Appointments are usually necessary, although some walk-ins are accepted. The health care team is trained in adolescent health issues.

Parental consent to use the Center's services is **required** for all young people under the age of 18. Call the Center to get a consent form and brochure. **(734-532-1114)**

Services provided include:

- General physical exams
- Health screenings and follow-up, such as vision and hearing, blood pressure, diabetes
- Immunizations
- Medicaid screening, exams (EDSDT)
- Drug and alcohol education and counseling
- Screening, treatment for sexually transmitted diseases
- Pregnancy testing and referral for prenatal care
- Emergency care and crisis intervention (parental consent not required for crisis intervention)
- HIV/AIDS Education
- Weight Management Course (Shape Down)
- Smoking Cessation Education

The Center does NOT dispense or prescribe birth control pills or devices. No abortion counseling referrals or services are provided.

AFTER SCHOOL ACTIVITIES

- Students staying after school must remain under adult supervision at all times. Parents must sign permission form, available in Guidance Office, before students are allowed to stay for After-School tutoring.
- Students in the hall after 2:45 p.m. must have signed hall passes.
- Students must bring their coats and books to the after-school activity.
- Students are to be dismissed at 4:00/5:00 p.m. Students are to go directly to the busses.
- Students not involved in after-school activities must be out of the building by 2:45 p.m. If awaiting private transportation, they must wait in the main lobby.
- Students awaiting private transportation or attending Boys and Girls Club, **are not the responsibility of the Middle School Staff.**

ANSWERS TO COMMON PROBLEMS – How to get help.

Where to get help and support:

Locker problem - (with a pass from your teacher). Go to the Attendance Office.

Grading problem - Talk with the teacher. If you then feel a mistake has been made, make an appointment with your counselor, At-Risk Advisor, Assistant Principal or Principal.

Conflict with student, teacher or staff member - Try talking directly with the person. If that fails, make a referral to P.P.I. or see Assistant Principal or a Counselor.

Stolen property - Notify your teacher immediately. If the theft did not take place in class, come immediately to the Assistant Principal's office. Prevent theft by leaving valuables at home. If you bring a valuable item to school you must protect it from theft. Romulus Middle School insurance **does not** cover personal property.

Personal or family problem - See your Counselor.

Lost book/property - Check with the Main Office or the Attendance Office, or the round table in the back of the cafeteria, where the lost and found is located.

Class changes – Only under extreme cases.

Illness/Injury - Notify your teacher immediately and report to the Guidance Office. You may be sent to the office to deliver an injury report and/or to call home. Completed emergency cards **must** be on file in the school. Students cannot sign out without emergency card being on file and appropriate permission being obtained by the office staff. Students may only be released to those listed on his/her emergency card. Any adult signing out a student must show their photo ID.

Phone calls - Emergency calls for students are only accepted from those individuals listed on their emergency card. Any student calling home ill must use an office phone, not a personal pay phone or teacher's phone. **Phone calls are limited to a 2 minute duration**, and can be made from an office phone (not a personal cell phone) during non-instructional time with staff permission.

When to get help and support: Before or after school, in between class time or with teacher or staff approval.

ATHLETIC SCHOLASTIC ELIGIBILITY

Student athletes participating in athletic competition shall meet the following criteria if below a grade point average of 2.0 from the previous ten-week marking period.

- Possess a minimum 1.5 G.P.A. to be eligible to participate at the beginning of a ten (10) week grading period. (This is the GPA based on the previous ten-week marking period, not Semester or Career)
- Attend scheduled tutoring as determined by the building principal for the ten (10) week period. Minimum of 4 hours per week. The tutor will take attendance. Failure to attend tutoring will result in dismissal from the sport.
- Raise the G.P.A. to 2.0 for the following five (5) weeks of the marking period.
- Failure to raise G.P.A. to 2.0 for the following five (5) weeks results in:
 - Continues to attend practice
 - Cannot participate in games
 - Continues to attend tutoring
- Following five (5) weeks of the above, if a student increased G.P.A. to 2.0 he/she may participate in game.
- Summer school grades influence eligibility for fall sports.

ATTENDANCE & TARDINESS

Maximum educational achievement is fostered for most students through regular school attendance so that students may then achieve their educational goals. Maintaining satisfactory attendance patterns and arriving at school on time is the basic responsibility of all students and their parents. The primary functions of the school are preventative and remedial in nature. The schools have legal obligations to the State and moral obligations to the students and their parents that must be fulfilled. Chronic attendance problems usually reflect symptoms and not causes; therefore, diligence in reporting and pursuing all such problems should be regarded as in the best interest of the students.

Each student at Romulus Middle School is expected to attend each class each day. A student who is unable to attend class is responsible for the work of the class. Parents are expected to have students at school, on time, ready to learn. Students who are contagious or too ill to participate in normal class activities should be kept home.

The attendance policy consists of four components: Parent Responsibilities, Student Responsibilities, Teacher Responsibilities and School Responsibilities.

Parental Responsibilities:

- Notify the Attendance Office when your child is absent from school at 734-532-1749 before noon on the day of absence.
- A pre-arranged absence **must** be arranged at least three (3) days before the absence, so that teachers have time to give and receive make-up work. Forms are available through the Attendance Office
- Parents are encouraged to contact the Attendance Office at any time to follow up on their child's attendance.
- Late sign-in or early sign-outs will affect any perfect attendance awards your child may hope to attain and may hurt your child's academic success.

Student Responsibilities:

- Maintain good school attendance and to report to class on time.
- Keep Tardy Tally Card visible during school hours.
- It is the student's responsibility to obtain work from his/her teachers after having parents call in for their absences.
- **Make-up work must be completed within a reasonable time; thus, the student will be granted as much time to make-up work as the number of days he/she has been absent.** Calling in does not excuse the day, but permits students to obtain that work which can be made up. Doctor, dentist notes, or legal documents are the only allowable excuse to miss school as directed by State Law. Excessive absences will be reported to the Juvenile Officer as required by law.
- Students who have attendance problems will be involved in a continuous notification process and system of support and counseling in an effort to prevent loss of school credit.

Teacher Responsibilities:

- Teacher will implement the Tardy consequence sequence.
- Teacher is to notify Attendance Office after 5 days absence.
- Teachers must record student's tardiness and absences on an hourly basis.
- Teacher must review attendance sheet each hour and report any discrepancies to the Attendance Office immediately.
- Teacher is to maintain accurate and dependable records.

- Teacher is to verify those records at the end of each month.
- Teacher is to provide any available homework when Attendance Office relays parent request for homework after 3-day absence.

School Responsibilities:

- After five days absence Attendance Office Secretary will notify parents.
- Attendance Secretary will generate a list every 10 weeks of students with 10 or more absences to be given to counselors.
- Attendance Office secretary will notify parents of student’s attendance status with appropriate letter. After ten absences, the excessive absences will be reported to the Juvenile Office by the Attendance secretary as required by law.
- Attendance Secretary will notify teachers of parental request for student homework when student has been absent 3 or more days.
- Attendance Secretary will maintain accurate records for tardy and absent students.
- Attendance Secretary will provide accurate information for Perfect Attendance Awards.

BEVERAGE CONTAINERS

Beverages in proper containers must be consumed in the cafeteria only. No glass containers are allowed.

BREAKFAST PROGRAM

Students who participate in the school breakfast program must go directly to the cafeteria upon entering the building before school. After completing breakfast, students are to go to their locker, if need be, then directly to class. Breakfast will not be served after 7:50 a.m. Students will not take breakfast food or beverages to the classroom. Students are expected to follow the same rules as listed on the PBS matrix for cafeteria behavior.

Cafeteria
<ul style="list-style-type: none"> • Follow all adult directions the first time they are given • Talk in a conversational tone • Use good manners • Raise your hand for assistance (utensils, straws, napkins, etc.)
<ul style="list-style-type: none"> • Have ID out and ready to use • Arrive on time • Clean up after yourself • Leave food and drink in the cafeteria • Wait at your table until dismissed
<ul style="list-style-type: none"> • NBC • Ask staff to leave • Always walk • Remain seated, get up only with permission

BUS TRANSPORTATION

It is the intention of this policy to provide adequate safety and safeguards in the transportation of Romulus Community School's students to and from their respective school. It is deemed necessary and imperative that these measures be affirmed as well as enforced in order to best afford safety in transporting these students. It is important that the school, the community, the students and the parents recognize that riding a bus is a privilege and that order and discipline ensures the safe arrival and departure of students to and from school. The cooperative effort of the bus drivers and students is imperative in minimizing infractions of bus regulations and their resultant hazards. Revoking a student's privilege of bus transportation may occur when there is an abuse of this privilege. Any student's bus privileges that have been revoked are suspended from all Romulus Community Schools transportation services.

Rules and Responsibilities for all students transported on school busses

1. Students are to be seated at all times while the school bus is in motion.
2. Students will observe classroom conduct while waiting for and riding the school bus.
3. No part of the body shall be allowed to protrude from the school bus window.
4. Students are not to engage in horseplay or roughhousing on the school bus.
5. No loud talking, shouting, fighting, or throwing of any objects will be allowed on the school bus.
6. Any damages to the school bus shall be paid by the rider who inflicted the damages.
7. No eating or drinking is permitted on the school bus.
8. No profane or obnoxious language or gestures may be used on the school bus.
9. Students are to be at their scheduled bus stop five minutes before pickup time. The bus will not wait for students who are late.
10. Students should not move toward the school bus until it has come to a complete stop.
11. Students must keep quiet, particularly at railroad crossings, so that the driver can hear if a train is approaching.
12. Students who must cross the street after leaving the school bus should walk at least 10 steps in front of the bus before crossing, the Stop! Look! And Listen!
13. In accordance with state law, smoking on school busses is prohibited.
14. Students should be courteous and obedient to the driver.

Responsibilities of Parents whose child ride school busses

1. Parents will ascertain and insure that their children arrive at the bus stop on time in the morning.
2. Parents will provide necessary protection for their children as they go to and from the bus stop.

3. Parents accept joint responsibility with the school authorities for proper conduct of their children.
4. Parents will make a reasonable effort to understand and cooperate with those responsible for pupil transportation.

Level I - Violation of Safety Rules

- 1 Students are to be seated at all times while the bus is in motion.
2. No part of the body shall be allowed to protrude from the school bus window.
3. Students are not to engage in horseplay or roughhousing on the school bus.
4. Throwing of any objects will not be allowed on the school bus. Any object hitting the driver, whether intentional or not, will be treated as a Level 2 infraction.
5. No eating or drinking is permitted on the school bus.
6. Students should not move toward the school bus until it has come to a complete stop.
7. Students must keep quiet, particularly at railroad crossings, so that the driver can hear if a train is approaching,
8. Students who must cross the street after leaving the school bus, should walk at least 10 steps in front of the bus before crossing, then STOP! LOOK!, and LISTEN!
9. Students should be respectful and follow the directions of the Bus Driver.

First Offense	Warning
Second Offense	1 Day Suspension from the bus only
Third Offense	3 Day Suspension from the bus only
Fourth Offense	4-6 Day Suspension from the bus only
Fifth Offense	10 Day Suspension from the bus only
Sixth Offense	20 Days or Rest of Semester, whichever is greater, from the bus only
Seventh Offense	Rest of Year or 25 Days, whichever is greater**

LEVEL 2 - Any conduct on bus that is against the School Code of Conduct that would result in an out-of-School Suspension.

- Assaultive behavior –physical and /or verbal, can be an object considered by the driver to be dangerous in matter or manner thrown.
- Profanity – Level 2 grades 4-12, Level 1 for K-3 and parent contact.
- Fighting
- Smoking
- Substance abuse
- Destruction or defacing of school bus (Possible extension to Police Report)*

First Offense	Minimum length of time concurrent with School Suspension.
Second Offense	Bus Suspension minimum of 3 days, concurrent with Out-of-School Suspension.
Third Offense	4-6 Day Bus Suspension and concurrent with Out-of-School Suspension.
Fourth Offense	10-Day Bus Suspension and concurrent with Out-of-School Suspension.
Fifth Offense	20 Days or Rest of Semester, whichever is greater.
Sixth Offense	Rest of the year or 25 Days, whichever is greater.**

- *Will include reimbursement for labor and/or replacement parts, will be off the bus until the fine has been paid.
- **Bus Suspensions will carry over into the next school year if not fulfilled in current school year.
- All consequences must be compliant with IDEA.

Students that ride the bus and wish to get off at a different stop, or ride another bus, must get a form from the Main Office that the parent/guardian fills out and returns to the Main Office for approval by the Transportation Department. Failure to follow this procedure will result in denial of the request. These types of requests will be approved in emergency cases only. These requests should be made at least 24 hours in advance when at all possible.

Bus stops that are set up for one child/family, will be eliminated if there is no student at the stop for three consecutive days. The stop will not be reinstated until the Transportation Office receives a call from the parent/guardian requesting that the stop be resumed.

Day Care Provider Forms – If it is necessary for a student to go to a Day Care Provider, this form can be obtained from the school Main Office. It must be filled out and returned by the parent/guardian five days prior to the start of the effective date. All information on this form must be completed before approval will be granted by the Transportation Department. The Day Care Provider must be located within the school boundaries.

After school activity buses: Students are to have appropriate bus passes. Bus passes will change color every school year. Students will be dropped off at nearest corner. Students are to inform the driver where they live.

CELL PHONES – See “Electronic Devices”

CLASSROOM AND MEDIA CENTER RULES

Classrooms/Media Center/CAICs
<ul style="list-style-type: none"> • Follow all adult directions the first time they are given • Raise your hand and wait to be recognized • Use appropriate language and conversational tone

<ul style="list-style-type: none"> • Use kind words and actions • Respect each other's belongings
<ul style="list-style-type: none"> • Be ON TIME • Be prepared by bringing all supplies • Sit in assigned seat • Complete and turn in all assignments and homework ON TIME
<ul style="list-style-type: none"> • NBC • Stay in assigned seat unless permission is granted • Use books, classroom materials, and equipment appropriately • Leave backpacks/book bags in lockers

DISRUPTION OF SCHOOL

Romulus Middle School has instituted a zero tolerance for disruption of school including, but not inclusive to fighting, profanity, drugs, weapons, assault, force, noise, coercion, threat, defiance, intimidation, fear, passive resistance, etc. Students involved in a fight will not only be suspended from school, but will also be subject to police/court intervention.

Romulus Middle School Problem Behavior Definitions

PROBLEM BEHAVIOR	MAJOR Definition (office managed)	Intervention	MINOR Definition (classroom managed)	Intervention
Alcohol/Drugs/ Smoking	A student shall not manufacture, sell, possess, use, deliver, transfer or attempt to sell, deliver, or transfer any drugs. The term drugs includes, but is not limited to, alcoholic beverages, intoxicants, narcotics, controlled substances.	Class A-B intervention		
Bullying/Threat/ Harassment	A communication (e.g. words, actions) directed at another person that, in the judgement of staff and/or administration is hostile and/or threatens to do harm to another person or property, or causes substantial emotional distress in such person.	Class B-D intervention	Making fun of another, put downs, name calling, inappropriate jokes even in a playful manner, not reoccurring.	Record infraction on the Focus Card Teach/Re-Teach expectation
Discriminatory Harassment	A student shall not engage in unwelcome sexual advances, requests for sexual favor or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, handicap or disability.	Class C-D intervention		
Dress Code Violation			Student's appearance does not fit the dress and grooming policy guidelines outlined in the Romulus Middle School Code of Conduct and Student Guidelines.	Record infraction on the Focus Card Teach/Re-teach expectation Inappropriate clothing replaced/exchanged/ confiscated. Parent may be required to pick up confiscated items. Students refusing to correct the violation may receive a Class B-D intervention
Defiance/ Non-compliance	Blatant or repeated refusal to comply with a reasonable request, or continued disrespect, which creates an obvious disruption.	Class D intervention	Refusal to follow directions, talking back, rude to adult.	Record infraction on the Focus Card Teach/Re-teach expectation

Disruption/Sustained Classroom Disruption	Purposeful and persistent behavior causing an extended interruption in class or activity.	Class D intervention	A low intensity behavior causing an interruption that disrupts or interferes with the educational process. Disruption includes sustained loud talk, yelling, screaming, noise with materials, blurting out, sustained out of seat behavior.	Record infraction on the Focus Card Teach/Re-teach expectation
Forgery/Academic dishonesty	A student shall not engage in cheating, which includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage of any form of academic work. A student shall not engage in plagiarism. Use of someone's name/identity without permission.	Class C-D intervention		
No Body Contact/ Public Display of Affection/ Indecent Behavior	Engaging in prolonged personal physical contact, sexually explicit, or sexually related activities.	Class B-D intervention	Hugging, hand-holding, or other inappropriate personal physical contact.	Record infraction on the Focus Card Teach/Re-teach expectation
Physical Aggression/ Assault	Intentionally causing or attempting to cause physical harm to another through force or violence (e.g., hitting, pushing, grabbing forcefully, kicking, scratching, hair-pulling, tripping, striking with an object, etc.)	Class A-D intervention	Play-fighting, roughhousing, horseplay, posturing that results in non physical or minor contact.	Record infraction on the Focus Card Teach/Re-teach expectation
Profanity	Verbal message and/or gestures, including swearing, name calling, or use of words in an inappropriate way directed at an individual or group.	Class D intervention	Inappropriate verbal or non-verbal language not directed toward an individual or group.	Record infraction on the Focus Card Teach/Re-teach expectation
Property Damage/ Vandalism	Student deliberately impairs the usefulness of property. Damage cannot be reversed or repaired with a reasonable amount of effort/ and or requires funds over \$10.	Class D intervention	Student deliberately impairs property, yet damage can be repaired to pre-infraction state with little or no effort or funds under \$10.	Record infraction on the Focus Card Teach/Re-teach expectation Student may be required to repair damage/pay for correction
Running in Hallway			Failure to follow adult redirection for safe behavior in the hallway.	Record infraction on the Focus Card Teach/Re-teach expectation
Skiping/Tardy/ Truant	A student that is tardy more than 10 minutes or deliberately fails to attend class. An absence for an entire school day or a major portion of the school day.	Class D intervention	Student is late to class or the start of the school day 1-5 minutes 5-10 minutes	Record infraction on the Focus Card 1 signature 2 signatures
Technology Abuse	Any violation, in whole or in part, of the RCS Electronic Network Access/User Agreement	Class C-D intervention	Visible possession of electronic devices (including yet not exclusive to: cell phones, I pods, CD players, handheld game devices, cameras, video-cameras) during the instructional day	Record infraction on the Focus Card Electronic device will be confiscated and returned only to the parent. Any student who fails to surrender the item will receive Class B-D intervention.
Theft	Student is in possession of or responsible for removing someone else's property.	Class C-D intervention		

Weapons/Dangerous Instruments	A student shall not possess, handle, or transmit a gun, knife, baton, firecrackers, or other object that can be considered a weapon, explosive, or is capable of inflicting bodily injury. This includes "look-a-like" weapons.	Class A intervention		
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Class A Interventions: administrative referral, minimum 10 day suspension, police liaison notification, appropriate building/central office/Board of Education hearings, expulsion from school

Class B Interventions: administrative referral(consequences will be determined by administration based upon seriousness of violation), minimum 5 day suspension up to 10 day suspension, notification to police liaison, parent/student/administration reinstatement conference, appropriate building/central office/Board of Education hearings, expulsion from school

Class C Interventions: administrative referral(consequences will be determined by administration based upon seriousness of violation), minimum 3 day suspension up to 10 day suspension, notification to police liaison, parent/student/administration reinstatement conference

Class D Interventions: administrative referral(consequences will be determined by administration based upon seriousness of violation), detention(period or entire day), suspension(in house/out of school)for 1 to 5 days, notification to police liaison, parent /student/administration reinstatement conference

*See Tardy policy, Focus Card procedure

DRESS AND GROOMING

Every student shall personally maintain a reasonable standard of wearing apparel which is appropriate to his/her role as a student and which contributes to developing a good climate for study. Dress or grooming that is distracting to or disruptive of the educational process is prohibited.

The school administration and staff will uphold and enforce the following student-designed regulations:

No bare midriffs, transparent clothing, v-neck shirts which reveal cleavage or undergarments, short shorts, pajamas/ lounge pants, short mini-skirts (skirts and shorts must be below fingertip length when arms are held down at the sides with shoulders relaxed), tank tops (no sleeveless shirts), hats and other varied headwear, sagging pants and no T-shirts in poor taste are to be worn in the building.

In compliance with health department regulations, students are required to wear shoes. Flip flops are not appropriate shoes for school.

Clothing deemed by administration to be too provocative or too revealing will not be allowed.

Sunglasses are not to be worn in the building.

Outside dress (winter coats, varied headwear, gloves, or lined jackets) is not to be worn in the building. Hair picks, combs, hairpins, sunglasses, etc. must be kept put away. Persistence in improper grooming and/or attire will be considered misconduct and subject to disciplinary action.

ELECTRONIC DEVICES, CELL PHONES, RADIOS, STILL AND VIDEO CAMERAS

Cellular phones are not allowed until after the end of the school day, which may be 2:45 p.m. on a regular school day or 4:00 p.m. if the student is assigned an after-school detention, tutoring, media center, band practice, etc. Cell phones must never be visible, used, answered, allowed to ring, or in any way disrupt an instructional/educational setting or activity regardless of when or where the activity is being held. Cell phones which are visible, used, answered, ring or in any way disrupt an instructional/educational setting or activity, will be confiscated by the adult in charge and returned only to the student's parents/guardians at the end of the school day. **Consequences: Failure to comply with the adult's request will result in suspension from school for a minimum of one day.**

I-pods, C.D. players, video hand held devices, lasers, pagers, radios, cameras or any varied electronic devices and toys are not permitted in school. Too frequently, these items are disruptive to the learning process and are very vulnerable to theft. Confiscated items will be returned only to parent or guardian. **Romulus Community Schools and/or its employees are not responsible for lost, damaged, or electronic devices.**

EMERGENCY CONTACT FORMS – STUDENT INFORMATION SHEET

Every parent is required to return to school a "Student Information Sheet" for each child attending Romulus Middle School. This form must list the current home phone number, work phone number(s) if applicable, cell phones or pagers and three emergency phone numbers of friends, neighbors or relatives who can be reached in case of an emergency, or if we need to reach an adult during the school day regarding our student. Failure to return the required information sheet or information sheets that are returned without complete information may result in student being excluded from school until the paperwork is complete. **It is important to note any health concerns, custodial/ guardianship notices, etc. on this form.**

Students can only be signed out and released to persons listed on emergency form. Proper identification is requested when students are signed out of school.

FINES AND RESTITUTION OF SCHOOL PROPERTY

If a student loses, causes or actually damages, breaks, steals, or defaces school property, including books, uniforms, lab equipment, electronic devices, private property of staff members or other school employees, restitution in full is expected as completion of the discipline for that action.

Fine letters will be mailed home in place of progress reports and report cards will be held until all fines are settled. No partial payments can be accepted; all fines must be settled completely. Students will not be allowed to attend orientation/registration unless debts to the school district are settled.

FIRE ALARM

The Middle School has an organized program to provide safety and assistance in case of a school or community emergency. Specific directions for vacating the building and for passing to safety areas are posted in each room and in other appropriate areas. General procedures in case of fire or fire drills are:

- At the sound of the buzzer, pupils should leave the building with their teacher via the nearest posted exit.
- Never assume the buzzer is a false alarm. State fire regulations require that a building must be evacuated whenever an alarm is rung.
- Students must not stop for books, clothing, or other items.
- Students must walk, not run. There should be no pushing, shoving, or talking. No laxity of discipline will be permitted.
- The first students outside the building should not stop until the entire group is at least one hundred feet from the building.
- When the all clear is sounded, students should return to their classrooms.

To intentionally cause a false fire alarm/bomb threat, will result in suspension to expulsion.

GENERAL INFORMATION

ALL VISITORS MUST REPORT TO THE MAIN OFFICE UPON ENTERING THE BUILDING. Parents are always welcome to visit. However, an appointment to confer with a teacher during a consultation period can be arranged by telephoning and leaving a message with Guidance Office secretary for the teacher to return the call.

Students are not allowed to bring visitors to school. Former students are encouraged to meet with teachers after the regular school day. Unplanned interruptions interfere with the teacher's responsibilities and the continuity of instruction. Unauthorized persons will be asked to leave the school and school grounds. Failure to comply with this policy will result in immediate police **notification and a charge of trespassing will be made.**

GUIDANCE COUNSELING SERVICE

The Counseling Office is easily accessible to students, parents, teachers and administrators. Students may see their counselor by completing an appointment request form found in the office. Students are encouraged to see their counselors to discuss personal problems, educational plans, career information and guidance, testing services and other school related concerns. The objectives of the Guidance Department are:

1. To perform a counseling and consultative function with students, parents, and other school and community personnel.
2. To assist each student in understanding himself/herself in relation to the social and psychological world in which he/she lives.
3. To assist each student in developing decision-making skills.
4. To assist in areas of personal and school-related concerns; such as academic difficulties, physical deficiencies, and decisions regarding study educational and vocational choices.
5. To provide assistance in helping parents understand the developmental progress of their child, his/her needs and environmental opportunities.
6. To assist in developing a Four-Year Plan
7. To develop the 8th Grade Transition form which leads to Exit Interviews with parents.

A – K Mrs. Shackelford, Ext. 1714

L – Z Mrs. Braley, Ext. 17135

Academic Services

Mrs. Williams, Ext. 1713

Academic Support Services

HALLWAY BEHAVIOR

Hallways
<ul style="list-style-type: none">• Follow all adult directions the first time they are given• Use appropriate language• Talk in a conversational tone• Respect other classes in session• Stop and listen when a staff member talks to you
<ul style="list-style-type: none">• Have planner in possession• Report problems to staff• Get to class ON TIME• Go directly to your destination

- | |
|--|
| <ul style="list-style-type: none"> • Use locker assigned to you and keep it clean • NBC • Stay to the right • Walk at a safe pace • Keep the flow of traffic moving • Report disturbances to staff |
|--|

HOMEWORK PHILOSOPHY

Assignments are an important part of a middle school education. Assignments provide enrichment, practice and reinforcement in skill development and motivate students for further learning. Assignments make all students active participants in the learning process, preparing them for the level of independent work expected of Middle School students. You may call your child's teacher after hours to receive homework assignments using the voice mail system. Call 734-532-1700 and press the appropriate teacher's extension for homework/class information.

IN-HOUSE SUSPENSION (Student Planning Room - SPR)

This is a temporary suspension from the regular school program. Students in the Student Planning Room will work on a behavior plan and if when completed may work on class work. Their absence from their regular classes will be excused. Students who are disruptive in detention will be subject to additional disciplinary action. Failure to report to the Student Planning on assigned days on time may result in an immediate suspension.

Lunch Detention

- Those students who are assigned a lunch detention will go directly to the SPR when it is their lunch time.
- They will spend 15 minutes in detention and then be released to go to the lunchroom to have their lunch. There will be no eating in the SPR or classrooms for any lunch detentions.
- Failure to report to lunch detention will result in an additional detention being added to the previous time.

After School Detention Rules

- The Detention Program is held in the Detention Room Monday through Thursday of each week. Students are to report by 2:45 p.m., and remain until excused by the staff person in charge at 4:00 p.m. Attendance for detention is mandatory and takes precedence over all other student commitments. An administrator may excuse a student for a particular day; however, the time missed will be made up on another day.
- Failure to report to detention will result in:
 - Re-assignment of the originally assigned day to the next scheduled after school detention period. Attendance is the student's responsibility. No additional notices will be issued.
- It is the student's responsibility to advise their parents of their assignment to detention.
- Student behavior in the Detention Room
 - The staff person in charge will close the door immediately at the beginning of the detention period. Once the door is closed, no student will be allowed entry.
 - Students must be in their seats and completely quiet when the staff person in charge begins to take attendance immediately following the closing of the door.
 - Students must bring their school work to do during the time of detention. Failure to bring school work will result in dismissal of the student from the Detention Room and further disciplinary action.
 - There will no talking, unnecessary noise, unnecessary movement, gestures, sleeping, dozing, or doing work not related to school during the detention period.
- The reading or posting of the above rules in the Detention Room will constitute the only warning to be given during that detention period. Students not following the rules will be insubordinate resulting in the doubling of the originally assigned detention days or an out of school suspension.

Suspensions

Every child attends this school for the purpose of academic, emotional and social growth. When your child forgets what his/her purpose is for being here, and they disrupt the learning and development process for others, that student will be suspended from school. Upon return to school from a suspension, a parent or guardian must accompany the child for a conference with the administrator and/or counselor.

If a child is returning from a suspension that was caused by the child missing a detention, suspension off the bus or a tardy suspension, it is not necessary for the parent to attend a conference in order for the child to return to school. The child will simply pick up a blue slip (Return from Suspension Slip) from the Attendance Office.

Student Planning Room Rules

Students must follow these rules while in the Student Planning Room:

- Students are to sit appropriately at the study carrel - face wall; chair flat to the floor, head up, no talking.
- Students are required to be prepared and do academic work until completed. Progress will be monitored.
- Students are to raise their hands and receive staff acknowledgement to ask questions.
- Students are not to leave study carrel without permission.
- Students are not to deface school property in any manner, including writing, carving or breaking equipment.
- There will be no bathroom passes issued for students who are in the Student Planning Room on a time out basis or for one class period. Anyone scheduled for all day Student Planning Room will be allowed two (2) bathroom passes for the day.

- If it is necessary to reschedule a detention, a parent or guardian must reschedule the detention with an administrator at least 24 hours prior to the original detention. Detention may be rescheduled only once.

Consequences:

- **Failure to follow Student Planning Room rules/procedures will result in Out of School (OSS).** Suspended students are required to return with their parent or guardian. While suspended they will be required to write a Home Plan to be handed in upon their return to school.
- Failure to report to the Student Planning Room with a referral will result in a one -day OSS, plus the consequence for the original offense.
- Destroying a referral will result in an O.S.S.
- Students with all-day Student Planning Room will be allowed to go to the cafeteria to pick up their lunch and return to the detention room to eat.

INSURANCE

Soon after the beginning of each year, students are provided information regarding a student insurance policy. The insurance policy is selected by the Board of Education, and claims are processed directly with the company. Claim forms may be obtained from the Main Office. The annual premium is nominal, and the policy includes optional dental coverage at an additional cost. This insurance program is entirely voluntary and is supplemental to the family insurance program.

Additionally, each student participating in athletics will have the opportunity to sign up for an Athletic Insurance Program which will be handled by the athletic department.

LEAVING EARLY/LATE ARRIVAL

Any student wanting to leave school early must have a valid reason and an updated emergency card on file in the Attendance Office. Parents/guardians will be contacted and they must come to the Middle School Attendance Office to release the student. Students must follow this sign-out procedure when leaving the property during the school day. **Parents coming to school to release their child must produce proper identification. Anyone picking up a child must be listed on the emergency card.** Anyone arriving after 7:50 a.m. must report directly to the Attendance Office. In order for an absence to be excused a parent may do one of two things: They may send a note with the child explaining why the child is absent or they may bring the child directly to the Attendance Office. Excessive tardies, whether excused or not, may result in a conference with the Administrative staff. Failure to comply with these procedures may result in an unexcused absence and appropriate disciplinary action.

LOCKERS AND LOCKS

Hallway locker assignments are made in the Attendance Office. Hallway lockers are provided for each student. Student-owned locks are not permitted. Unauthorized padlocks will be cut off immediately. Lock combinations should be kept in strictest confidence. **Do not permit others to share your locker.** Damaged or defaced lockers will subject the responsible person (s) to fines and penalties. The locker must be kept neat and clean, both inside and out. A backpack or book bag must be 10" or less to fit in the lockers. No wheeled suitcase-type book bags are allowed as they do not fit in the lockers. If a locker or combination does not work properly, the student should fill out a Locker Repair Form in the Attendance Office. Any student who attempts to jam the lock to prevent the use of the combination to get into the locker may be subject to a referral. The locker is the property of the school district, and school authorities may enter the locker from time to time to inspect the contents therein without notice or approval from the student. Illegal drugs, alcohol, weapons and stolen property found in a locker will be seized by school personnel and used as evidence in a suspension or expulsion hearing. These items will be turned over to the Romulus Police.

Gym Locks will be provided with a deposit of \$6.00, which is returned at the end of the semester when the lock is returned.

LUNCH PROGRAM APPLICATION FORMS

Lunch program application forms are available in the Attendance Office and at student orientation. These forms must be returned to the Attendance Office as soon as possible so the information can be processed to determine lunch status.

Parents will be notified by mail of lunch status. **A new form must be filled out each year.**

LUNCH PROGRAM RULES

- A thirty-minute hot lunch program is scheduled for all students. However, students may prefer to bring their own lunches from home and purchase a beverage and ala carte items from the cafeteria. Food and beverages are not to be removed from the cafeteria. While in the cafeteria, the following rules are to be followed.
- Enter the sales or serving lines from the end.
- When finished eating, lunch aides will take trays. Students are to remain seated until dismissed by lunch staff.

Cafeteria
<ul style="list-style-type: none"> • Follow all adult directions the first time they are given • Talk in a conversational tone • Use good manners • Raise your hand for assistance (utensils, straws, napkins, etc.)
<ul style="list-style-type: none"> • Have ID out and ready to use • Arrive on time • Clean up after yourself • Leave food and drink in the cafeteria • Wait at your table until dismissed
<ul style="list-style-type: none"> • NBC • Ask staff to leave • Always walk • Remain seated, get up only with permission

PARENT/STUDENT/TEACHER CONFERENCES

Parent Conferences are scheduled first and second semesters. Parents and students are expected to attend the conferences to discuss the student's progress with the teachers. Parents are encouraged to contact teachers periodically to become aware of any behavioral problems, academic problems, and/or concerns. An appointment to confer with a teacher during a consultation period can be arranged by telephoning the school secretary and leaving a message for the teacher to call. Report cards are issued every ten (10) weeks. Progress reports are issued at the halfway point between report card markings.

PEER PROBLEMS - CONFLICT RESOLUTION

Students are expected to resolve peer conflicts in a positive manner. Resources available include teachers, counselors, administrators, Positive Peer Intervention and school social worker.

RESTITUTION OF SCHOOL PROPERTY

If a student loses, causes or actually damages, breaks, steals, or defaces school property, including books, uniforms, lab equipment, electronic devices, private property of staff members or other school employees, restitution in full is expected as completion of the discipline for that action.

Fine letters will be mailed home in place of progress reports and report cards until all fines are settled. No partial payments can be accepted; all fines must be settled completely. Students will not be allowed to attend orientation/registration unless debts to the school district are settled.

SAFETY

Accident and Injuries

Any injury to a student that occurs on school property, no matter how trivial, must be reported immediately to the classroom teacher or building administrator. Injury report forms are available in the Guidance Office. Injury forms must be completed by supervising teacher and sent along with student to the Guidance Office. The school has a legal responsibility to maintain accurate files.

If an injury makes it necessary for the student to leave the building before the end of his/her scheduled school day, the student will be expected to report to the **Attendance Office** so the parents may be notified.

Eye safety

Every student participating in a course mentioned in this section shall wear industrial quality eye protection devices as directed by the instructor or when exposure to danger exists while participating in such course. The eye protection must comply with the requirements of the American National Standard #287.1 Safety Code for head, eye and respiratory protection. The eye protection must have side shields for peripheral protection and students who wear corrective lenses must wear protective goggles that cover the glasses.

Students who violate the safety glass policy will be dealt with very firmly and consistently in the following manner. The instructor will refer the student to the Assistant Principal for insubordination and/or violation of the eye protection policy. The student will be deemed insubordinate by refusing to wear eye protection, or by removing the eye protection during the time in which the Safety Eye Protection Policy requires it. Disciplinary action will be handled according to the following sequence:

1. First Offense: Letter sent to parent by instructor.
2. Second Offense: Refer to administration.

SELLING: GROUP OR INDIVIDUAL

Only sales or products related to Romulus Middle School activities or clubs will be permitted in school. All sales must have prior approval of the principal or assistant principal. Students are prohibited from selling items in the classroom due to classroom disruption, as well as the danger of the loss of monies. Students who participate in club sales are responsible for the safekeeping and accurate reporting of money to the club sponsor.

TORNADO WATCH/WARNING

When weather conditions indicate that a tornado might be in the area, the school is alerted by a special Civil Defense system. There are two general classifications for these alerts. One is a **Tornado Watch**. This means the weather is such that a tornado may develop. At this point, teachers are notified that a tornado watch is in effect, but classes will not be interrupted. When a tornado has been sighted in the area or a **Tornado Warning** goes into effect, rather than a tornado watch, a PA announcement will be made to the entire school and there will be a signal of alternating high and low tones. Each classroom has special instructions for shelter areas. If a tornado seems to be threatening the school, students will be asked to sit with their back to the wall away from any glassed-in areas. In an extreme emergency, when there is insufficient time for students to go to the shelter area, students will be asked to seek shelter under tables, desks, or other protective areas away from outside windows. The all-clear signal is 2 long rings or a vocal prompt from the office.

Nondiscrimination Statement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Romulus Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. For information, contact the Human Resources Office, 36540 Grant Road, Romulus, Michigan 48120 or 734-532-1600.