

**ROYSTER
MIDDLE
SCHOOL**



STUDENT HANDBOOK

2018/2019

Don Epps
PRINCIPAL

Landon Diveley
ASSISTANT PRINCIPAL

400 West Main
Chanute, Kansas 66720

Telephone: (620) 432-2520
Fax: (620) 431-7841
www.usd413.org

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Discrimination Policy

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited.

Mr. Steve Parsons, 315 Chanute 35 Parkway, 620-432-2500 has been designated to coordinate compliance with nondiscrimination requirements contained in *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, and The Americans with Disabilities Act of 1990*. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

FERPA: *The general public does not have the right to inspect a student's personal record files.*

The custodian of records may make certain directory information available without parental/guardian or eligible student's consent if public notice of the categories of information designated as directory information given. After such public notice has been given, the parents/guardians have the right to object to the release of the information without their consent. Directory information includes the following information about the student: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student. For a list of potential entities receiving this information without prior parent/guardian knowledge see the district policy handbook.

Help keep your school safe!

Call the Kansas School Safety Hotline

1-877-626-8203

Report any information that might threaten the safety of our students or schools!

GENERAL INFORMATION

We have a common goal: for each student to be successful (high-achieving, respectful, responsible youth) to meet future life goals. When parents/guardians, counselors, teachers, and administrators work together with the student, we can support the student's achievement and success. The following procedures, policies, and guidelines are in effect for parents and/or guardians and students to have necessary information for school success.

Royster Middle School Vision Statement

Every student, every essential outcome, every day.

Royster Middle School Mission Statement

As an entity (community) of USD 413, the mission of Royster Middle School is **to develop high-achieving, respectful, and responsible youth in a safe educational environment.**

Be

R = Responsible

O = Organized

C = Courteous

K = Knowledgeable

E = Exemplary

T = Trustworthy

S = Students

Royster Philosophy and Goals

Royster Middle School provides a student-centered learning environment specifically designed to meet the academic, social, emotional, and physical needs of students in sixth, seventh, and eighth grades. It provides a gradual transition from elementary childhood dependency to high school adult independence, but is a unique experience apart from both.

Royster Middle School experiences will provide:

1. **Academic Learning** – a curriculum that provides for the successful achievement of all students and recognizes that students have different styles and varied rates of learning.
2. **Socialization** – experiences that develop positive problem-solving and decision-making skills in order for students to function as increasingly responsible members of groups and the community.
3. **Exploration** – opportunities for the individual to discover and explore

new ideas and to develop skills and interests within an environment that acknowledges individual learning styles.

4. **Guidance/Support** – support services that promote stability, growth toward self-realization, increasing independence, and responsible behavior.
5. **Identity** – opportunities for students to be recognized as individuals and promote positive self-esteem.
6. **Physical Development** – experiences and challenges designed to address the rapid change and varied physical needs of students.

Building and Office Hours

The office at RMS is open daily from 7:30 AM to 4:00 PM. School telephone numbers are 432-2520 or 432-2521.

RMS building hours are 7:30 AM to 3:30 PM daily, except for sports practices, games and school events. Classes are held from 8:00 AM to 3:00 PM.

7:30 AM – Building Opens

7:30 to 7:45 AM – Students wait in commons area

7:30 AM – Cafeteria opens for breakfast

7:45 AM – Classrooms open

7:55 AM – Morning Announcements

8:00 AM – Classes begin (all passing periods are 4 minutes)

3:00 PM – School is dismissed

3:15 PM – All students are to be off school grounds unless under supervision of a teacher or coach.

3:00 to 3:30 PM Monday – Thursday: Teachers are available in classrooms for student assistance (exceptions: coaching, activities, meetings).

Bell Schedule

Rocket Time.....	8:00-8:32
Period 1.....	8:36-9:22
Period 2.....	9:26-10:12
Period 3.....	10:16-11:02
Period 4.....	11:06-12:30
Period 5.....	12:34-1:20
Period 6.....	1:24-2:10
Period 7.....	2:14-3:00

Assembly Schedule

Rocket Time.....	8:00-8:32
Period 1.....	8:36-9:22
Period 2.....	9:26-10:12
Period 3.....	10:16-11:02
Period 4.....	11:06-12:30
Period 5.....	12:34-1:07
Period 6.....	1:11-1:44
Period 7.....	1:48-2:21
Assembly.....	2:25-3:00

Lunch Rotation

1 st Lunch.....	11:06-11:34
2 nd Lunch.....	11:34-12:02
3 rd Lunch.....	12:02-12:30

Royster Middle School Fees

Fees will be established by the board and will be payable annually
Optional Fee: Yearbook \$20.00

Damaged Books

Books are to be turned in at the end of the year in the same condition they were checked out. Normal wear on books will be taken into consideration. Students who do not turn in a book or turns in a damaged book will be assessed the cost of damages or the price of the book. The following guide will be used to assess fees:

Books lost up to 5 years old.....\$20.00

Books that require rebinding.....\$7.50

Torn Pages (charged per page)....\$1.00

Pages missing if less than 5 years old...
\$20.00

The condition of the book, when it is checked out, will be recorded at the beginning of the year. The book will be examined when it is checked in comparing it to how it was checked out.

Address Information

The Royster office needs the following information on hand at all times: parent/guardian name, address, home phone number, emergency contact name and number to call, father's employer and phone number and mother's employer and phone number.

Please notify the office if you have a change any of the above information. This will help us to keep our mailing list and emergency contact information up to date.

Health, Medical, and Other Health Information

The health of all USD 413 students is important to the entire school community. In order to keep the number of cases of communicable diseases to a minimum, parents and/or guardians are asked to observe the following:

- Students having a temperature elevated above 100 degrees and/or vomiting need to stay home from school. The student may return to school after being free of fever and vomiting for 24 hours without fever reducing medication.
- There may be times when a doctor's note is required for a student to return to school after an illness at the discretion of the school nurse.
- It is imperative that the school has current telephone numbers and addresses in the event of an emergency or illness.

- If medication is brought to school, it needs to be in the original container, which is properly labeled for that student and with the correct dosage instruction. Parental/guardian consent and a doctor's note is required for prescription medication to be administered at school. To be clear, parental/guardian consent is required for all medications administered while the student is in school.
- Lice: Students found to have head lice will be required to stay home until they have been treated with an antiparasitic drug or shampoo. They will need to be checked by the school nurse before being allowed to return to class.
- Students enrolling in USD 413 Chanute Public Schools must comply with immunization laws and school board policy.
- If parents/guardians have questions regarding their students' health, contact the school nurse.

Illness During A School Day

When a student becomes ill he/she should notify the teacher and ask to go to the office. Once a student arrives in the office, his/her temperature is taken and a decision is made as to what to do. A parent/guardian will be contacted before a student is released from school.

The office will have the student contact the parent/guardian by phone and the secretary will talk with the parent/guardian.

Child Nutrition Program

School breakfast and lunch is available to all K-12 USD 413 enrolled students.

FAMILIES MAY SUBMIT A FREE OR REDUCED PRICED MEAL APPLICATION AT ANY TIME DURING THE YEAR.

IF YOU NEED ASSISTANCE OR HAVE QUESTIONS OR CONCERNS ABOUT CHANUTE PUBLIC SCHOOLS' CHILD NUTRITION PROGRAM, PLEASE CALL DIRECTOR, TERRI JO MARKHAM AT 432-2506.

Student Records

When a student moves and the receiving district request records, Royster discloses educational records, without consent, to officials of another school district in which a student seeks or intends to enroll. Student records from previous schools must be sent to Royster Middle School if transferring into the school.

Counseling Department

Royster's counseling department is available to assist students in making the school experience a valuable one. Student who need help with a problem either school related or personal, are encouraged to talk to the counselors about it.

Student Evaluation/Assessment

Royster Middle School teachers use evidence-based learning and the use of common assessments of essential standards that have been determined by each department's Professional Learning Community. Rubrics are established for each standard and shared with students before each unit.

SECD standards (Social Emotional Character Development)

1. Student will be responsible.
2. Student will be respectful.

Students will receive a new grade report each nine weeks. Students may also be evaluated through the use of portfolios, demonstrations, etc.

Retention and Promotion

Students may be promoted when they have demonstrated mastery of the board-approved essential standards. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

ACADEMIC EXPECTATIONS

Our mission is to develop **high-achieving, respectful, and responsible youth in a safe educational environment**. To do that, we expect students to follow all district, building, and classroom policies and procedures. We expect students to BE ROCKETS. All of the following are important to create a learning environment where all students can succeed.

Progress Reports and Grade Reports to Parents/Guardians

Reports to parents/guardians will be issued each nine week period and will be according to the following schedule:

Progress reports will be given out at parent/teacher conferences at the end of the first nine weeks. Progress reports not given out at conferences will be sent home. A final report will be sent home with the students at the end of the quarter.

Reports will be sent home with the students at the end of the first semester.

Progress reports will be given out at parent/teacher conferences at the end of the third nine weeks. Progress reports not given out at conferences will be sent home with the students.

Final print outs will be mailed at the end of the school year.

Progress Reports

Progress reports may be requested by parents/guardians at any time during the nine weeks by simply contacting the secretaries in the office. The call will activate the reports for three weeks. They may be renewed by calling the office. Parents/guardians may also view student's progress over the internet. Contact the school for instructions.

Rocket Time

Rocket Time is scheduled once daily. Rocket Time offers students a group of peers and adults with whom they can relate and feel comfortable. Activities will be scheduled each day. In addition, Rocket Time will be used to provide remediation and enrichment for students. Rocket Time is graded by using SECD standards.

Assignments

Assignments may be requested by calling the Royster office. Calls received before 12:00 can expect to pick up assignments after 3:00 in the office. Assignments are collected in the office for students that have been ill, etc. A call is all that is needed.

Locks and Lockers

Students will be assigned lockers according to their Rocket Time class. Students are not to share lockers unless authorization has been given in case of a shortage of lockers. Royster will not be responsible for items taken out of gym or hall lockers. Students have combination padlocks assigned to each locker. Each student is responsible for his/her locker and padlock. Students will be charged a \$3.00 fee for any lock that is lost or misplaced. Individual padlocks other than the schools may not be used. Lockers are the property of USD 413 and can be searched at any time.

Lockers are not to have stickers, etc. put on them. Students are not to put pictures (taped) inside their lockers that show people in dress that would not be allowed at school. This includes pictures of people in swim suits, men with no shirts, etc.

Tardy Policy

The prompt and timely presence of students in the classroom at the time classes begin is an important factor in the learning process of each individual student and the other students in the class. Student tardiness is a disrupting factor for the class and the teacher.

Students are to report to the office if they are tardy to school (after 8:00a.m.). The office will either excuse or not excuse the tardiness. If a student wants the tardy excused, they must have a note or call giving a reason that is acceptable. All tardiness occurring from class to class is handled by the teacher. Teachers record tardiness on the computer each class period. The following steps will be followed if a student has an unexcused tardy:

Step I – The first unexcused tardy will result in a 15 minute after school detention in the classroom where the tardy was recorded.

Step II - The second unexcused tardy will result in a 30 minute after school detention.

Step III – All additional unexcused tardies will result in a discipline referral to the office.

The above tardy policy starts over at the semester break.

Attendance Policy

Any student who is absent from school should follow this procedure:

1. *Parent/guardian should contact the office by 10:00 a.m. on the day of absence.*

2. *Parent/guardian who cannot reach the school by phone should send a note with the student when he/she returns to school. The note should state the full name of the student, days absent, reason, and parent's/guardian's signature.*
3. *When possible, parents/guardians should notify the school before an absence.*
4. *Students returning to school without a call or note will be placed on an unexcused list. If a note or call has not been received within three days, the absence will be termed unexcused.*
5. *After a student has missed five days during a semester the parent/guardian will receive a letter of notification. **A student missing ten days will not be admitted to class unless he/she has a doctor's statement and/or a parent/guardian-principal conference.***
6. *Excused absences include but are not limited to:*
 - *Personal illness*
 - *Doctor or dentist appointment*
 - *Death or serious illness of a family member*
 - *Religious observance of your faith*
 - *Participation in a district-approved function or school-sponsored activity*
 - *An extreme emergency at home.*
 - *Other circumstances which have prior approval by the principal*

7. *Unexcused absences include but are not limited to:*

- *Shopping trips*
- *Baby-sitting*
- *Hair appointments*
- *Private lessons and non-school related activity absences will not be excused*

8. *A building administrator will determine whether any situation is excused or unexcused.*

Note: Students who have an unexcused absence will be expected to make up the time they are absent. An Extended School Day will be assigned for each class period missed without an excuse up to a maximum of 5 ESD's per day or as assigned by administration. For example, if a student has an unexcused absence for 3 class periods the assignment will be 3 days ESD. ESD's are dismissed at 4:00 p.m. Students are allowed one day for each excused day absent to make up missed assignments.

STUDENTS WHO HAVE AN EXTENDED ILLNESS WILL BE HANDLED WITH ON AN INDIVIDUAL BASIS.

Academic Honors

Awards will be given at the end of the school year for academic and character achievements. Each Professional Learning Community will determine the criteria for the awards, and the counseling department will contact teachers about the awards to acknowledge good character and perseverance.

Extended Academic Day (EAD)

We realize some students may need extra help in various subject areas from time to time, or they may fail to complete assignments on time. To handle these situations in a consistent manner, we have developed an academic assistance policy for our school.

POLICY

If a student is assigned to EAD (Extended Academic Day), they will attend from 3:00 until the assignment is finished or the teacher has dismissed them.

Level I – If a student needs extra help or has an incomplete assignment, the teacher will ask him/her to stay after school for assistance.

Level II – If a student chooses not to stay; he/she will be assigned to EAD the following day and escorted to the assignment during the last class period of the day.

Level III – If further instances occur, the teaching team will conference with the student to develop a plan of assistance.

Level IV – If the student chooses not to follow the plan of assistance, he/she will be referred to the office at the Team's discretion.

We realize it may cause inconvenience, but students must take responsibility for their actions. Therefore, excuses such as bus riding, paper routes, haircuts, athletics, etc. will not be acceptable. Any serious conflicts must be cleared through the office. We must know ahead of time if the student has to attend a funeral or doctor's appointment.

A student has five minutes to leave the building after the EAD assignment. Thank you for your support!

SCHOOL SAFETY

Our mission is to develop high-achieving, respectful, and responsible youth in a **safe educational environment**. We have developed guidelines, policies, and procedures to keep students safe. BE ROCKETS.

Computer Systems and Email Policy

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers and the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action, up to and including suspension from school.

Electronic Equipment

ELECTRONIC DEVICES - CELL PHONES, MP3S, PDAS, LAPTOPS, AND OTHERS

Students are allowed to bring digital electronic devices to school. There are specific rules that must be followed when bringing electronics to school:

- Telephones, pagers, Apple Watches and “texting” devices may only be used before the first classroom bell of the day, and after school. These devices are not to be used in the academic classrooms, library, labs, etc.
- All electronic devices must be turned off and/or disabled and placed in the student’s locker where it is to remain until the school day is out.
- Students may only use other devices (non-telephone devices) in class as approved by the classroom teacher. These include, but are not limited to MP3s, I-pods, laptops, PDAs, etc.

- Even when use is approved by the classroom teacher, sound is limited to headphones and volume not to exceed an individual student’s personal space.
- Chanute Public Schools will not be responsible for damages, loss, theft, etc. of student’s personal electronic devices.
- Students must request teacher and/or administrator permission to make video or audio recordings in classes.
- Students may not take still or moving pictures of other students or staff without their consent. Student use of cameras of any type is not permitted outside of the cafeteria and commons areas without specific permission by teacher/administration.
- Use of electronic devices with photo capability are strictly prohibited in restrooms, dressing rooms, and locker rooms at all times.
- Students using devices to send derogatory messages, photos, etc. will be subject to the harassment policy.
- If at any time a student is in violation of this policy, the device will be confiscated. The item will then be released only to the parent/guardian. Repeated violations of this policy will result in additional consequences.

Gang Activity

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student: shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or education objectives; shall not present a physical safety hazard to self, or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or shall not imply gang membership or affiliation by written communication, marks, drawings, painting, design or emblem upon any

school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

Weapons Policy

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon (see district policy JCDBB).

Security Cameras

Security cameras are used at RMS to promote student and faculty safety, deter vandalism, and to secure the middle school building. Digital cameras are located and installed to monitor various areas at RMS. Any student tampering with or destroying video equipment will be subject to the policies of the student handbook.

Backpack, Duffle Bag, and Carrier Policy

Due to problems dealing with safety the following policy for Backpacks, Duffel Bags, and other carriers is to be observed: Students are allowed to carry books etc. to school in Backpacks, Duffel Bags, and other carriers. When students arrive at school they are to put Backpacks, Duffel Bags, and other carriers in their lockers. These items are to remain in lockers throughout the day. Students may put the books etc. in Backpacks, Duffel Bags, etc.

after school to carry home. The policy will require some organization on students' parts of when to go to their lockers. Four minutes is allowed between classes. Students have plenty of time to go to their lockers and then get to class. Students should take two or three periods of materials with them then visit their locker for the next two or three classes. Each student should develop a plan of when to visit his or her locker.

Bicycles, Cycles, Skateboards, Shoes with Wheels, Rollerblades, Mini-Scooters, and Car Regulations

Each owner should walk his/her bicycle or cycle to the parking area as soon as he/she reaches the school grounds. All bicycles and cycles are to be parked on the school grounds at the northeast corner of the school building. Bicycles are not to be ridden on the sidewalks due to pedestrians being present. **Only students with bicycles are to be in the bicycle area. RMS is not responsible for bicycles brought to school.**

We prefer students attending middle school not drive cars to school (those that reach 14 years of age) because of the limited parking space.

For safety precautions, students are not to ride skateboards, mini-scooters, shoes with wheels, or roller blades on school grounds or in the school building. Rollerblades are to be taken off before entering the building and put on outside after school is out and. Students are to leave the grounds immediately after putting on rollerblades. This is for the safety of all students not wearing rollerblades plus the one wearing them.

Emergency Drills

Emergency drills such as fire drills, tornado drills, evacuation drills, etc., will be conducted as per state and district guidelines. Staff and students will be informed of emergency drill procedures at the beginning of the school year.

Drug Dog Search

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees. (Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent or "designated representative.")

When the administration of RMS determines a time to conduct a general building sweep with dogs the following general guidelines apply:

1. Only Police Chief, Principal, Assistant Principal, and Superintendent will be notified.
2. Students will never be exposed to or sniffed by search dogs.
3. Any time a student search is required as a result of the sweep, a witness will always be present, and if possible, the parent/guardian will be present.
4. Parents/guardians and police will be notified upon discovery of evidence. Students will be disciplined consistently any time there is discovery of hard evidence. Parents/guardians will be notified of circumstantial evidence found, i.e., jacket smell, locker smell, etc.

Emergency Safety Interventions (ESI)

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. Seclusion and physical restraint shall be used only when student conduct necessitates an emergency safety intervention as defined in K.A.R. 91-42-1 *et seq.* Within two school days after the use of emergency safety interventions on a student, parents/guardians of the student will receive written notification thereof.

Procedures for the use of emergency safety interventions, including an explanation of our local dispute resolution process, may be found in Board Policy GAAF and are available on the school website at www.usd413.org. Staff training shall be provided as appropriate to educate our staff on proper use of seclusion and restraint in circumstances where such use is warranted. Unless otherwise specified in Board Policy GAAF, staff members are prohibited from using face-down physical restraint, face-up physical restraint, physical restraint which obstructs the student's airway, physical restraint impacting a student's primary mode of communication, chemical restraint, or mechanical restraint. Documentation and reporting of the use of emergency safety interventions shall be completed in accordance with law.

BEHAVIOR EXPECTATIONS

Inappropriate behavior negatively affects the learning environment. We want Royster's learning environment to be positive so students can achieve at high levels. To ensure a safe educational environment, students are expected to follow behavior and discipline guidelines, procedures and policies. Our mission is to develop high-achieving, respectful, and responsible youth in a safe educational environment. BE ROCKETS!

Royster Middle School Discipline Policy

Royster Middle School administrators and staff have adopted the Responsibility-Centered Discipline policy. RCD is based on the relationship between the student and staff members, and accountability on the part of the student.

Students will always be given the opportunity to correct their behavior with the teacher before being referred to the office. There are three levels of reactions, and when the student refuses to cooperate and becomes a Level Three, the referral is automatic. Serious offenses or behaviors that endanger others may result in an immediate office referral.

The following components will in no way encompass all that may happen in the course of a school year. This is merely a guide that is flexible to accommodate the majority of the issues that arise at RMS. A student may be given the opportunity to reduce their consequence by correcting their behaviors and working through the process with one of the administrators.

The following is a list of possible options for consequences:

- Meeting with the teacher for a specific amount of time
- Phone call to parent/guardian
- Conference with an administrator
- Recovery Room (from a few minutes to several days)
- May also include after-school time until 4:05 pm.
- Extended School Day (3:00-4:00)
- Meeting with a Counselor
- Community/School Service
- Restricted Lunch
- Out of School Suspension
- Referral to the SIT team

If a student is sent to the Recovery Room because a behavior needs to be corrected, he/she will not be allowed to complete class assignments while there. However, class assignments can be taken home and completed as homework. The willingness of the student to make things right with the staff member will be a factor in determining the length of time he/she is in the Recovery Room.

SUSPENSIONS AND EXPULSIONS

- All USD 413 Board of Education policies and Kansas Statutes apply.
- When a student interferes with the learning environment of the school, the student may be disciplined by being placed on out-of-school suspension for up to 10 days.
- Schoolwork missed during suspension must be made up while the student is suspended. The parent/guardian should make arrangements to get this work from the school the day following any out-of-school suspension. This is a student/parent/guardian responsibility.
- Students interfering continually or habitually with the learning environment will be subject to a hearing for a long-term suspension or expulsion. This will be the result of but not limited to: 1) Continued refusal to comply with school policies and/or 2) 10 days of accumulated out of school suspension time and/or 3) severe

infractions involving but not limited to the following: alcohol (possession of, on breath of, under the influence of), assault, bodily harm to self or others, bomb threat, possession of drugs and/or drug paraphernalia, exposure/exhibition, false fire alarms, fighting/violence, lighting fires, internet offences, threats to students or staff, violence to staff, weapons, etc. All out-of-school suspensions require a parent/guardian conference with an administrator before returning to school.

School Wide Expectations

The following is a list of school wide expectations for all students, for all areas of the school, and for all activities.

1. Follow directions the first time given.
2. Keep hands, feet, and objects to yourself at all times.
3. Use honest, positive and appropriate language.
4. Be punctual, prepared and productive.
5. Display a respectful attitude.

To support students in meeting these expectations, the following methods of encouragement will be used.

1. Individual Rewards
 - Verbal Praise
 - Privileges
 - Coupons/Tokens/Passes
 - Raffles
 - Positive Parent/Guardian Contact
 - Rocket Recognition Notes
 - Healthy Treats
2. Class Wide Rewards
 - Verbal Praise
 - Privileges
 - Celebrations
 - Free Time
 - Healthy Treats
 - Field Trips
 - Coupons/Tokens/Passes

3. School Wide Rewards

- Verbal Praise
- Release Time
- Celebrations
- Assemblies
- Trips

The following consequences will be used at the classroom level when students fail to meet the school wide expectations.

1. Verbal Warning
2. Conference with Student and/or Minor Consequence
3. 30 Minute Detention with Teacher and Parent/Guardian Contact
4. Administrative Referral
 - Student Apology and assigned consequences
5. Parent or Guardian/ Teacher/ Administrator/Student meeting following second referral

****Severe Misbehavior:** Immediate removal and referral to the administration will occur if a behavior prevents the classroom from functioning as normal. Examples would include but are not limited to: physical aggression, verbal aggression, overt defiance, weapons, and illegal substances.

Bullying

The board of education prohibits bullying, hazing/initiations, and harassment in any form on or while utilizing school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

Bullying is when a person or group tries to hurt or control another person. Bullying is aggressive behavior which may include hitting, shoving, pushing, name calling, shunning, gossiping, or making someone do something they don't want to do. This includes behaviors that are communicated

to students electronically via cell phone technology and online/internet i.e. blogging, e-mail, social networking such as Facebook/My Space etc. Students participating in these types of behaviors will be subject to the harassment policy in the district handbook.

Student Dress Code

Neatness and decency are emphasized as guidelines for the dress code. A building administrator shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

- No clothing that is vulgar or obscene will be allowed, including clothing with violent or vulgar language or pictures.
- No clothing, which promotes or advertises alcohol, tobacco, or drugs.
- No clothing with messages or images, which have obvious sexually suggestive connotations.
- No shirts or tops, which allow midriff skin to show.
- No muscle shirts, half-shirts, net shirts, and spaghetti strap shirts.
- No short- shorts, underwear that is visible or underwear worn as outerwear or clothing that is excessively tight (leggings, etc. – Leggings or a similar garment may be considered appropriate if covered with a longer shirt, dress, or other approved garment). The following will be used as a guide in determining if shorts or skirts are too short: If a student's arms, when allowed to hang at a relaxed position at his/her side, are longer than the short/skirt, then the short/skirt will be considered too short.
- Coats will be left in lockers and not worn to any class. Students are

not to wear house slippers to school.

- Jeans/shorts/pants with holes/tears that are present between the waist and the fingertips of a student, when their arms are hanging at a relaxed position by their side, will not be allowed. Any holes/tears/slits below the fingertips will be considered acceptable.
- No hats, caps, or head coverings are to be worn inside any district building by students unless special permission is granted by administration.
- The administration reserves the right to apply the dress code at its discretion.

Students whose clothing violates the guidelines shall be required to change into more appropriate clothing, or be sent home to change. Students who refuse to comply with these guidelines will receive appropriate disciplinary action as outlined by the school's discipline policy.

School issued IDs

1. Students are to wear their IDs at all times during school hours.
2. It is to be worn facing the front and above the waist.
3. The IDs are not to be cut up, marked on, or decorated. Students may not cover up or destroy their photo.
4. Stolen, lost or damaged IDs must be replaced. Replacement cost for the student is \$2.00 for the ID, \$1.00 for the lanyard, and .50 for the protective cover.
5. Students who do not come to school with an ID are to get a temporary one before 1st period. The temporary is to be worn all day.
6. Students may not call home to retrieve a forgotten ID.
7. Limit of 5 temporary IDs per quarter. More than 5 = ESD.

Assembly Conduct

School assemblies will be held at designated times during the school year. Assembly behavior is just as important as classroom behavior. Consideration and respect for other people are two of the most important aspects of human behavior. When a person or group is performing during an assembly program we owe them the courtesy, whether they are adults or students, of treating them with respect. Whether or not we enjoy what they are doing, whistling and booing, stomping on the bleachers, etc. is not permitted.

Hall Pass Policy

Hall Pass Cards will be used by teachers for aides, students running errands, or for other reasons that a teacher uses to send a student out of the room. The Hall Pass Card will show the room, time, and the name of the student.

Students are to take the most direct route when using their hall pass. Students are not to be out of their class more than 5 minutes.

The only exceptions to this will be if students become ill, emergency restroom situations, office or staff request, or sending students to the office for disciplinary reasons. **A student that misuses the privilege of using a hall pass or fails to have a hall pass with them, will have the teachers notified that hall pass privileges have been removed for a certain period of time.**

If a student has a health problem their parents/guardian should call the Middle School Office or the Asst. Principal and arrangements will be made to accommodate the situation.

Public Display of Affection

Holding hands, embracing, kissing, or other acts of affection are not permitted in the school or on school grounds. Parents/guardians will be notified if students persist in being too intimate at school. Failure to comply with this rule will result in disciplinary action.

Lunch Time

Royster Middle School has a closed lunch period for all students. A closed lunch period means that all students are to eat on campus during their 27 minute lunch period. Students may choose one of two buffet lines, or bring a sack lunch to our cafeteria.

Lunchroom discipline has been included in the Royster Middle School discipline policy. There will be a supervisor in the lunchroom at all times.

Students who need to leave during the lunch period are to have a parent/guardian pick them up in the office. Students will not be allowed to leave the grounds except when accompanied by a parent/guardian or when permission is given for someone else to pick them up. Students going out for lunch with a parent/guardian will be expected to be on time back to class.

Note Writing

Students will have no expectation of privacy with any materials they bring or produce at school, related or unrelated to the educational process. Example: Note Writing OR Written Messages.

No note writing or passing of notes will be allowed during the school day. **Confiscated notes may be sent home to parents/guardians.**

ATHLETICS / ACTIVITIES



ACTIVITIES AND ATHLETICS PHILOSOPHY. (ADOPTED MAY 18, 1983, reviewed by the Board of Education in June 2005)

Students benefit by participating in activities and athletics. The educational benefits are numerous including such attributes of self-discipline, organizing one's life, learning responsibility, developing a cooperative attitude, starting and completing a task, etc.

Activities and athletic opportunities and emphasis shall build to their optimum in the high school. Activities and athletics in Royster Middle School shall be exploratory opportunities. Maximum participation shall be the primary goal at Royster. We believe that participation in activities is important to the success of our students. Many life skills can be learned through this participation, especially through the daily process of practice, interaction with teammates, the development of positive relationships with coaches, the daily practice and improvement of skills, and being a part, either directly or indirectly, of a game situation. Skill development, team play, and winning shall be focused in that order at Royster.

High school activities and athletics will continue emphasizing participation, skill development, team play, but will focus more on successful results as participants mature and students discover their primary interests and abilities.

To this end, Royster Middle School activities and athletics shall be

administered to best complement the goals and possible successes of the high school activities and athletics.

The superintendent of schools shall be responsible to carry out this philosophy. He has authority to coordinate efforts in these areas and may designate persons to administer this philosophy.

Athletic/Activities/Drug-Free Policies

While students are actively participating in athletics or student activities in USD 413, they are subject to the following policies:

Student in Good Standing Policy

All participants in activities in USD 413 must be "in good standing". This shall be determined by several factors within the school and outside the school. "Good Standing" will be determined by administration based on:

Factors include (but are not limited to):

- a) Discipline and behavior guidelines as stated in the district and student handbooks and sponsors' guidelines.
- b) Attendance guidelines as stated in the student handbook and sponsors' guidelines.
- c) Academic eligibility as determined by USD 413 and the KSHSAA.
- d) Students who serve consequences of violations may regain "good standing" status.) Student conduct constituting the commission of a misdemeanor at school, on school property, or at a school sponsored activity or event and conduct constituting the commission of a felony regardless of where or when it happens may result in the student not being found to be in "good standing".

f) Students engaging in any activity or behavior that may, in the judgment and discretion of the coach, administration, or superintendent, constitute a violation of the philosophy, values and objectives of the USD 413 athletic/activities program.

Chemical Substances/Felony Crimes/Misdemeanor Crimes

USD 413 prohibits the manufacturing, distribution, use or possession of alcohol, illicit drugs or steroids at school, on or in school district property, or at any school sponsored activity, program, or event. Use or possession pertains any time during the school year at any location on or off school grounds. USD 413 also has the right to limit participation of students involved in felony or misdemeanor crimes. This policy pertains to students participating in all “non-graded” school sponsored activities. The following procedure shall be followed for policy violations:

For the purposes of this policy, the specified terms shall be defined as follows: “Illicit drugs” means any substance which an individual may not legally sell, possess, use, distribute, or purchase under either Federal or Kansas Law. For the purposes of this policy, “illicit drugs” includes, but is not limited to, all scheduled drugs as defined by Kansas Law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

“Week” for the purposes of this policy is defined as stated in the Kansas State High School Activities Association (“KSHSAA”) transfer rule. The school the student attends must be in session 3 or more days to be considered a “week”. Vacation days/weeks do not count towards time suspended unless school is in session 3 or more days the same week. Suspensions imposed during times when school is not in

session at least three days during the week shall continue until the next proceeding full week pursuant to the KSHSAA transfer rule has transpired to be counted as a week of suspension.

A. Arrest, Diversion or Conviction for a Felony:

Student shall not participate in USD 413 athletic activities until such time as any felony criminal charges are dismissed, or the any sentence or probation has been completed.

B. Non Felony offenses and/or Students NOT in Good Standing

First Offense

Once it is determined that a violation has occurred, the student shall be suspended as follows:

- a. For ALL Athletics and Activities the student shall be suspended for 1 week from the day the student is notified of the violation; AND
- b. The student will not practice or participate in any activity during the suspension; AND
- c. A suspension from a minimum of one athletic competition date (any sport) in which he or she is scheduled to participate (event to be determined by school administration) (limited to one calendar year from the date of notification of suspension*); AND
- d. A suspension from a minimum of one non-athletic school sponsored activity in which he or she is scheduled to participate (event to be determined by school administration) (limited to one year from the date of notification of suspension*); AND

- e. Any/all consequences as established by school related club charters, constitutions, and rules not covered in “a” and “b” of this policy; AND
- f. Any student violation of the policy will result in suspension from the next dance; AND
- g. If a violation of this policy takes place on or in school property or at a school sponsored activity, program, or event, additional consequences may apply as provided in USD 413 Board of Education Policy.

- e. Any/all consequences as established by school related club charters, constitutions, and rules not covered in “a” and “b” of this policy; AND
- f. Any student violation of the policy will result in suspension from the next dance; AND
- g. If a violation of this policy takes place on or in school property or at a school sponsored activity, program, or event, additional consequences may apply as provided in USD 413 Board of Education Policy.

Second Offense

If it is determined that a second violation has occurred, the student shall be suspended as follows:

- a. For ALL Athletics and Activities the student shall be suspended for **8 weeks**; AND
- b. The student will not practice or participate in any activity during the suspension; AND
- c. A suspension from a minimum of one athletic competition date (any sport) in which he or she is scheduled to participate (event to be determined by school administration) (limited to one calendar year from the date of notification of suspension*); AND
- d. A suspension from a minimum of one non-athletic school sponsored activity in which he or she is scheduled to participate (event to be determined by school administration) (limited to one year from the date of notification of suspension*); AND

Third Offense

If it is determined that a third violation has occurred, the student shall not participate in **ANY** USD 413 athletics or activities for one calendar year. The student may only attend school. This is inclusive of all sports, activities, clubs, dances, etc.

Coaches Rules and Expectations for Athletes

Coaches shall provide “rules and expectations” handouts to parents/guardians and players that apply to their specific sport. “Rules and Expectations” handouts are to be signed and returned to the coach before a student may participate. Students failing to abide by the “rules and expectations” are subject to them. Violations can lead to dismissal from the activity. “Rules and Expectations” will include but are not limited to the following:

- 1) Use of chemical substances including alcohol, tobacco, steroids, and drugs.
- 2) Citizenship on and off the field.
- 3) Attendance and Discipline Codes at School.
- 4) Practice Attendance and Participation.

Athletic Participation Requirement

All athletes must pass all subjects in order to participate. Athletes must be present for all classes during the day of the activity. The only excuses granted will be for an appointment. (This should be cleared through the athletic director.)

Student Transportation to Activities

- 1) Students participating in USD 413 activities must travel with sponsors on school arranged transportation unless prior arrangements have been made with an administrator.
- 2) The overseeing administrator must have written documentation of prior arrangements signed by the parent/guardian.
- 3) If the student is riding home with a parent/guardian after the event, a parent/guardian must personally sign that student out of the bus trip with the coach before leaving. A student may only ride home with a parent/guardian. A notarized note from the parent/guardian must be signed and given to the athletic director to warrant dismissal to a person other than the parent/guardian in exceptional cases.

Academics First

Academics are your first priority. Get your schoolwork done during school time if possible. If you are late coming to practice because of an (EAD) Extended Academic Day assignment, please bring a note from that teacher. If you have an EAD assigned for game day, you will be responsible for making necessary arrangements with that teacher. It is your responsibility to see that arrangements have been made for completion of the EAD. You can do that by either going in a day early for your EAD, or by making arrangements to come in at a

later date. Whatever arrangement you and the teacher come up with will be sufficient. Remember to act responsibly and take care of it in a responsible way.

Absence Policy

Students participating in Athletics are expected to be at every practice. The coach is responsible for letting the participants know when practice begins and ends and also where practice will be held. If you cannot attend a practice, you need to notify one of the coaches prior to your absence. Failure to do this will result in an unexcused absence. Absences will affect playing time; therefore, try to schedule doctor/dentist appointments etc., around practice time. Illnesses will not be counted as unexcused absences. Please, try to get the message that you are sick to one of the coaches. That can be done through the office when your parent/guardian calls in for you.

An unexcused absence is any absence where the coaches have not been notified as to why the athlete was gone; either before or immediately after the absence. Notes signed by a parent/guardian should be brought explaining the absence. It will be the coach's discretion as to whether an absence is excused once it has been reviewed.

Athletes and participants in an activity must be present for all classes during the day of the activity. The only excuses granted will be for an appointment. (This should be cleared through the athletic director.)

1st Unexcused Absence (Example: In-School Suspension, haircut, went shopping, etc.) - Suspension for one game and practice time will be made up at the discretion of the coaches.

2nd Unexcused Absence – Dismissal from team.

Discipline Infractions

Royster Middle School expects our athletes to show proper social etiquette at all times. Unless otherwise provided in this handbook, following consequences will occur if a student has an In School or Out of School Suspension:

1st Suspension – Suspension for one game and practice time will be made up at the discretion of the coaches. The student will not be allowed to play or practice during the day(s) of the suspension.

2nd Suspension – Dismissal from the team.

The following consequences will occur if a student has an Extended School Day Assignment:

1st ESD Assignment – One will be allowed as long as you notify the coaches of your ESD in an honest and responsible manner. Practice time will be made up at the discretion of the coaches.

2nd ESD Assignment – Suspension for one game and practice time will be made up at the discretion of the coaches.

3rd ESD Assignment – Dismissal from the team.

If a student owes a teacher time after school for classroom discipline reasons, the time must be made up with the teacher before the student is allowed to practice or participate in a game. It is the student's responsibility to see that this time is made up and his/her coach is informed. Practice time missed will be made up at the discretion of the coaches.

Eligibility Requirements

Students must meet the minimum requirement set forth by the KSHSAA in order to be eligible to participate in

athletics/activities. In addition to these requirements, Royster Athletes must meet the following requirements.

Weekly/Per Season Eligibility

Eligibility checks will be run on Mondays by the Activities Director, or the first day of school for each week. Students who receive a rating of 1 or 2 in any class, on any SECD Skill will be ineligible for a one week period. The ineligible period for any participant will start on Monday and continue for one week.

Ineligible defined as: a student-athlete may practice but will not be allowed to travel or participate in any competition for the ineligible period. This includes inter-squad scrimmages and all levels of completion as well as attending/participating in school-sponsored events. Class based activities will have an alternate assignment to master outcomes. Per season, each student will be only allowed to miss 40% of competitions due to being ineligible. If a student reaches this point, they will then be released from the team to focus on their academics and behavior. Student-athlete participations will also have their Academic Rubric scores monitored but the SECD Rubric will be the determining factor for activities eligibility.

Any student that is assigned to Extended School Day by administration will not be eligible for practice/games/performances on the day(s) in which they are assigned to ESD.

Tobacco Use and/or Possession

Smoking by students and/or the possession or use of any other tobacco product or electronic cigarette is prohibited in any attendance center, at school-

sponsored events or on or in school property. Administrators may report students who are in violation of this policy to the appropriate law enforcement agency. In addition, violating students may receive disciplinary action up to and including suspension from school.

Athletic Event Expectations for RMS Students

When attending an RMS athletic event, all RMS students are expected to sit in the designated student section or with his/her parents/guardians. The students section will be supervised by RMS staff.

Students are expected to stay in the stands and support the team when the clock is running. Trips to the snack bar, restroom, etc., should happen between games, quarters, and at halftime.

Students are expected to stay at the event until they are ready to leave. Once a student leaves an activity they may not return unless accompanied by a parent/guardian or they have been given special permission from a supervisor.

Sportsmanship

COMMON COURTESIES DURING EVENTS:

1. Concentrate on the game, know what is happening.
2. Conduct yourselves properly in the stands, stay in your seats except at half-time and between games.
3. Do not boo any player or official for any reason.
4. Other teams and their fans are our guests, treat them properly and courteously.
5. No unnecessary yelling, whistling, or cheering during a volleyball game when either team is serving or at a basketball game when free throws are being shot.

6. When your team wins, you should be friendly and cheerful to the other teams, but not brag.
7. If a student is angry or disappointed they should do something constructive rather than destroying property.
8. Sometimes it is necessary for the students to show the adults of the community, by example, the proper behavior at sports events.
9. Respect for the flag during the National Anthem and good sportsmanship are expected behaviors for remaining in attendance at the activity.

Royster Interscholastic Athletics

The number of games/meets for each event will be scheduled in accordance with KSHSAA guidelines and/or limitations from opposing schools.

1. The Royster Steering Committee recommends the following extracurricular program for middle school:
 - A. Sixth grade– No interscholastic sports.
 - B. Seventh and eighth grade – Interscholastic Sports

Football

Royster has a 7th and 8th grade football team. Practice is Monday through Friday after school. KSHSAA guidelines for practicing in extreme heat will be followed.

Volleyball

Royster has a 7th and 8th grade volleyball team. Athletes will be notified of practice times on a week by week basis.

Basketball

Royster has a 7th and 8th grade boys and girls basketball team. Practice schedules are Monday through Friday after school. Girls basketball practice will begin in November. Boys practice will begin in December.

Golf

Royster has a 7th and 8th grade golf team. The golf team will be made up of both boys and girls. Six of the team members will shoot to qualify to attend each meet. Players have to re-qualify after each meet.

Wrestling

The interscholastic wrestling program is open to any 7th or 8th grade student who meets requirements for interscholastic athletics. There are 18 different weight classes so a student competes against someone his/her own size.

Track

Royster offers track teams for 7th and 8th grade boys and girls. Practice will be held at the Chanute Community Sports Complex.

***Royster Middle School is not affiliated with any league.**

MISCELLANEOUS

Beverages at School

Water/Juice machines will be open daily. Only beverages in a transparent plastic bottle that have a lid will be allowed in school. Only water may be taken into class, at the teacher's discretion, or put in lockers, provided it is in a clear plastic bottle with a lid. Beverages that are brought into the school that do not meet this policy will be taken and only returned

after school is dismissed for the day. Energy drinks will not be allowed at school.

Flowers at School

Flowers for students can be delivered at school for birthdays. Deliveries, on such occasions as Valentine's Day, will only be accepted after 2:30. A location will be made available for florists and/or parents/guardians to place the flowers. It will be the responsibility of the person(s) making the delivery to distribute the items to students once school is out of session. The RMS office will notify students if they have a delivery to be picked up after school. RMS will not maintain responsibility for damaged, lost, or stolen items. Deliveries that do not meet school bus policy will not be allowed on the bus.

Telephone Usage

Students, who become ill or have some major problem arise, may ask permission in the office to use the student office phone. Students calling home to check out, for any reason, are to use the office phone and have the secretary talk to the parent/guardian. **Students may not leave the grounds unless a secretary or administrator has talked to the parent/guardian. Students are not to use the phone in the teachers' lounge.**

Lost and Found

Items that are turned into the office will be kept for the school year. Items will be put on display at various times throughout the year. Students are urged to bring items they find to the office immediately so an attempt can be made to return them to the owner. Students losing items should check the office and any classrooms where they may have left the item. All items not claimed will be kept for one week after school is out. All remaining unclaimed items will be given to good will or other non-profit agencies

Visitors at RMS

Guests arriving on Royster grounds must report directly to the administration office. The office will confer with these guests and take care of their concerns on the school grounds. Student guests, approved by the office, are allowed to visit one day only. Student guests will not be allowed the first month of school or the last month of school nor during testing time during the school year. Guests will be expected to follow school rules and may be asked to leave if they become a disruption. Student guests will not be allowed during the week preceding or following Thanksgiving, Winter Vacation, or Spring Break.

Snow Season

Students are not to throw snowballs on the school grounds or adjacent areas. Snowballs can be dangerous and can injure people. Accidents can happen if a snowball hits passing vehicles or hits someone not looking. Students will be disciplined if this rule is not followed.

Complaints About Policy

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Approved: *April 4, 2011*

The Royster Emblem

Up to the year 1946, Royster did not have an emblem for its athletic teams. In January 1946, voting was held to determine a name. The "Rocket" was chosen from a list which also included "Red

Streaks" and "Thunderbolts." In the fall of 1947, a contest was held to choose an emblem. Many students and a few teachers submitted drawings. The Rocket made by Edwin Young, a ninth grader at the time, was chosen the best.



Administration

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Mr. Steve Parsons – Superintendent
Dr. Kent Wire - Asst. Superintendent
Mr. David Seibel
Mr. Brad LaRue
Dr. Nathan Falk
Mr. Sean Bowman
Mr. Jeff Caldwell
Mr. Gary Wheeler
Mr. Ross Hendrickson

ROYSTER ADMINISTRATION

Mr. Don Epps - Principal
Mr. Landon Diveley - Asst. Principal

ROYSTER CLERICAL PERSONNEL

Ms. Becky Colding
Mrs. Katy Chard

ROYSTER FOOD SERVICE PERSONNEL

Mrs. Terri Markham– Director
Mrs. Jean Luther - Manager
Mrs. LeighAnn Haviland – Secretary

CUSTODIAL STAFF

Mrs. Melissa Shields
Mrs. Glenna Grizzle
Mrs. Barbara Mog
Mr. Ernie Wright

NURSE

Mrs. Kathy Martin, R.N.

