



Rochester Middle School

47 Brock Street
Rochester, NH 03867
(603) 332-4090

www.rochesterschools.com/rms/rms.html

Principal: Valerie McKenney

MISSION STATEMENT

The mission of Rochester Middle School community is to foster a desire for life-long learning, promote responsible decision-making, teach the skills necessary to meet the demands of a changing world, and develop caring, productive, and informed members of the global community. School, student, family, and community share this responsibility.

This agenda belongs to:

NAME _____

ADDRESS _____


CITY/TOWN _____ ZIP CODE _____

PHONE _____

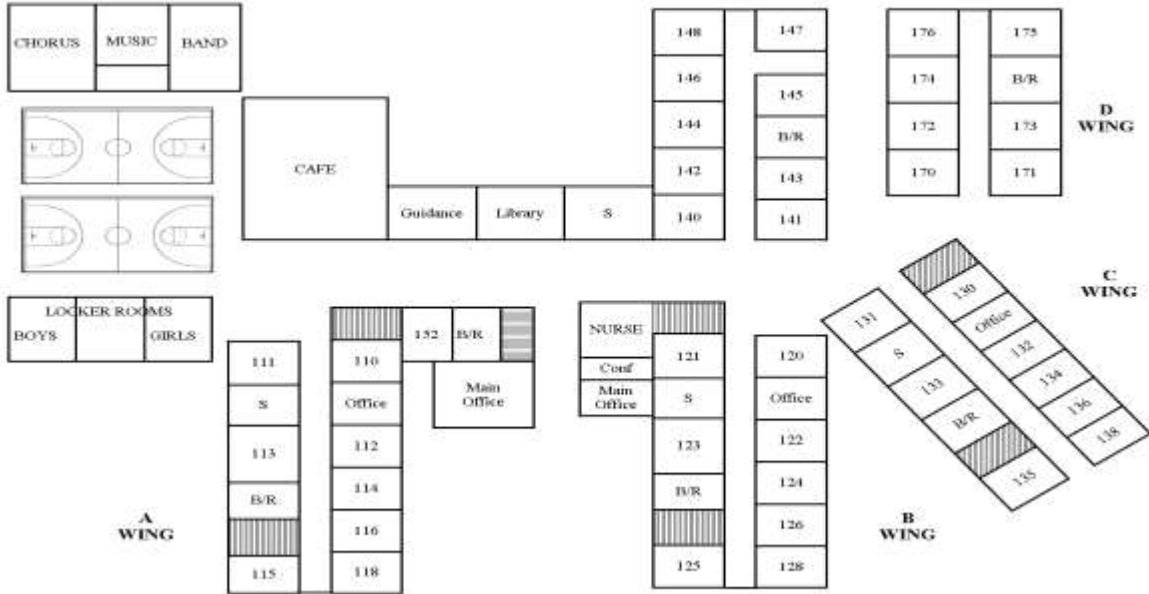
STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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Rochester Middle School First Floor



Rochester Middle School Second Floor



School grounds defined

Students are to remain on school property from the time they arrive at school until dismissal time. School grounds include the front field, sidewalks, and the parking lots around our building. McClelland School's playgrounds, parking lots, and buildings ARE part of the RMS school grounds.

CODE OF CONDUCT

1. Everyone at Rochester Middle School has the right to feel safe.
2. All students and staff will be respectful of each other.
3. Teachers have the right to teach.
4. Students have the right to learn. No student has the right to disrupt the education of another student.
5. Students are expected to follow the requests of the adults in the building.

TEAM EXPECTATIONS

STUDENT INFORMATION

TEAM/GRADE _____

Reading _____

Homework Hotline (ext.) _____

English _____

Team Voicemail (ext.) _____

Math _____

Special Education _____

Science _____

Guidance _____

Social Studies _____

Assistant Principal _____

Rochester, New Hampshire School Department
2009-2010 School Calendar

	Mo	Tu	We	Th	Fr
AUGUST	TW	TW	2	3	4
SEPTEMBER (20 Days)	7	8	9	10	11
	14	15	ER	17	18
	21	22	23	24	25
	28	29	30		

	Mo	Tu	We	Th	Fr
OCTOBER (21 Days)				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	ER	22	23
	26	27	28	29	30

	Mo	Tu	We	Th	Fr
NOVEMBER (16 Days)	2	TW	ER	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

	Mo	Tu	We	Th	Fr
DECEMBER (17 Days)		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

	Mo	Tu	We	Th	Fr
JANUARY (18 Days)					1
	4	5	6	7	8
	11	12	ER	14	15
	18	19	20	21	22
	25	26	TW	28	29

	Mo	Tu	We	Th	Fr
FEBRUARY (15 Days)	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26

	Mo	Tu	We	Th	Fr
MARCH (22 Days)	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	TW
	22	23	24	25	26
	29	30	ER		

	Mo	Tu	We	Th	Fr
APRIL (17 Days)				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

	Mo	Tu	We	Th	Fr
MAY (20 Days)	3	4	5	6	7
	10	11	ER	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

	Mo	Tu	We	Th	Fr
JUNE (14 Days)		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	SD	SD	SD	SD	SD
	SD	SD	SD	SD	SD

September through January 92 Days
TW = Teachers' Workshop

SD= Makeup Day for Snow

February through June 88 Days
ER = Early Release Day

- | | | | |
|----------------|----------------------|----------------|----------------------------|
| September 1 | Teacher Workshop | January 18 | Martin Luther King Day |
| September 7 | Labor Day | January 27 | Teachers' Workshop*** |
| October 12 | Columbus Day | February 22-26 | Winter Vacation |
| November 3 | TW/Parent Conference | February 22 | Presidents' Day (Observed) |
| November 11 | Veterans' Day | March 19 | Teachers' Workshop |
| November 25-27 | Thanksgiving Recess | April 19-23 | Spring Vacation |
| | | May 31 | Memorial Day |

*** Teacher Workshop day scheduled for 91st day of school. May be adjusted due to snow days.

Early Release Days: September 16, October 21, November 4, January 13, March 31, May 12

Total: 195 days
180 Instructional days, 5 Teacher workshop/conference days, 10 Makeup days for snow cancellation.

Rochester Middle School
PBIS Behavior Matrix (Approved 3/23/09)
2009-2010

It is expected that every member of our school community will:

Follow the requests of adults

Keep hands, feet and belongings to self

Use inside voices

Follow procedures, routines and rules

Use school appropriate language

Be kind to others

	Safety	Responsibility	Respect
Arrival	<ul style="list-style-type: none"> •Walk immediately to assigned area •Sit with your grade levels •Follow traffic /safety laws 	<ul style="list-style-type: none"> •Report to assigned area •Be on time •Remember your belongings 	<ul style="list-style-type: none"> •Walk in marked, paved or cleared areas •Report directly to café/gym
Hall	<ul style="list-style-type: none"> •Close your locker gently •Walk to the right in the hallways and stairwells •Take one stair at a time 	<ul style="list-style-type: none"> •Obtain the appropriate pass •Be where you are supposed to be •Keep walking to your destination •Keep locker locked •Use shortest route to destination •Keep hallway clean 	<ul style="list-style-type: none"> •Walk to the right in the hallways and stairwells •Close locker quietly •Be considerate of bulletin boards and displays
Classroom/ Learning Areas	<ul style="list-style-type: none"> •Use classroom materials/furniture for intended use 	<ul style="list-style-type: none"> •Be prepared •Arrive on time •Be productive and focused •Ask for help when you need it •Clean up after yourself 	<ul style="list-style-type: none"> •Come prepared •Arrive on time
Cafeteria	<ul style="list-style-type: none"> •Wait patiently in line •Maintain personal space •Clean up spills and messes 	<ul style="list-style-type: none"> •Pick up after yourself and return tray •Enter and exit as directed •Know ID number and have money ready •Recycle •Stay seated in assigned area 	<ul style="list-style-type: none"> •Respond to others politely (i.e. Please, thank you, excuse me) •Use appropriate table manners •Be patient and wait your turn •Make room for everyone at the table •Clean up your space on, around and under the table

PBIS Behavior Matrix 2009-2010, side 2

	Safety	Responsibility	Respect
Bathrooms	<ul style="list-style-type: none"> •Sign out and bring a pass •Maintain privacy; your own and others' •Report bathroom problems and concerns 	<ul style="list-style-type: none"> •Use good sanitary practices •Go, flush, wash, leave •Report problems and concerns •Maintain privacy; your own and others' •Keep bathroom clean and graffiti-free •Use classroom procedure to get permission 	<ul style="list-style-type: none"> •Go, flush, wash, leave •Keep bathroom clean and graffiti-free •Maintain privacy; your own and others' •Report problems and concerns
Meetings and Assemblies	<ul style="list-style-type: none"> •Move appropriately in and out of assembly space •Stay with your group/team 	<ul style="list-style-type: none"> •Stay with your group/team •Use bleacher stairs •Give full attention to speaker/presenter •Speak appropriately when asked to participate 	<ul style="list-style-type: none"> •Listen attentively to speaker and/or presentation •Use appropriate applause •Keep feet quiet •Enter and exit quickly, quietly and orderly
Out of Building	<ul style="list-style-type: none"> •Remain silent during a fire drill and evacuation •Stay with your group •Follow bus rules and procedures •Follow site-specific rules •Follow traffic/safety laws 	<ul style="list-style-type: none"> •Dress appropriately •Stay with group/team •Remember school rules apply •Follow site-specific rules •Clean up after yourself •Remember your belongings •Respond appropriately to your surroundings 	<ul style="list-style-type: none"> •Represent school and yourself positively •Follow expectations of area
Departure	<ul style="list-style-type: none"> •Leave at correct bell •Leave dismissal area and go to closest exit •Report to pre-approved activities at 3rd bell •All students must leave by 2:30 PM •Walk on paved areas •Follow traffic/safety laws 	<ul style="list-style-type: none"> •Leave at the correct bell •Leave dismissal area and go to closest exit •Remember your belongings 	<ul style="list-style-type: none"> •Walk in marked, paved or clear areas •Report directly to nearest exit/destination •Leave at correct bell
After-school Activities	<ul style="list-style-type: none"> •Students may stay at RMS for participation in approved after-school activities. •Students must be supervised by an adult until 3:15 PM. •Students waiting for a parent must wait in the front foyer or by the flag pole. 	<ul style="list-style-type: none"> •Sign up for late bus •Students must be supervised by an adult until 3:15 PM.. •Athletes wait in café until practice/game begins. •Students and teachers need to assure students' travel arrangements. •All arrangements must be made with supervising adult prior to 12:00 PM. 	<ul style="list-style-type: none"> •Walk in marked, paved or clear areas •Report directly to nearest exit/destination

Approved 3/23/09

SCHOOL HOURS

Academic Hours: 7:15-2:25

Arrival Procedure:

- Students may enter the building at 7:05AM
- Students may go to team at 7:15AM or when they are dismissed from designated areas.

Dismissal Procedure:

- FIRST BELL: At 2:15PM riders and 1st set of buses leave.
- SECOND BELL: At 2:20PM walkers leave.
- THIRD BELL: At 2:25PM 2nd set of buses leave.

After School Policy

All students need to leave RMS daily by 2:30 PM. Students may stay at RMS for any of the following reasons:

- Participation on a sports team.
- Serving a teacher or Administrative detention.
- Homework Club/Tutoring/After school activity.
- After school work with a specific teacher.

Students staying after school beyond 2:25 PM need to be supervised by an adult.

Students who are waiting for a parent need to wait by the front foyer.

The late bus arrives on Monday, Tuesday and Thursday at 3:45 PM. The late bus stops at the following locations: Bootleggers, Chamberlain Street School, East Rochester 5 Corners, Gonic Post Office, Frisbie Memorial Hospital, Lone Oak Ice Cream, and Spaulding High School.

GRADES

- Grades close on the last day of each term. See calendar for the dates.
- Progress Reports are issued to all students mid-way through each marking period. See the calendar for the dates.

Grading Scale

A= 93-100%
B=85-92%
C=77-84%
D=70-76%
F= below 70%

Honor Roll

- High Honors = A's in all subjects.
- Honors= A's and B's in all subjects.

DRESS CODE

Students should be dressed in a manner that supports learning and does not distract from the educational process.

- Inappropriate messages (alcohol, tobacco, illegal drugs, gang-related, sexual in nature) are not allowed on clothing.
- Middle area of body must be covered.
- No underwear showing.
- Skirts/shorts (outermost layer) must be no more than 5 inches above the knee.
- No revealing shirts.
- Chains may not be seen.
- No pajamas.
- Book bags/backpacks will be stored in lockers during the school day.
- Small purses are allowed.
- Draw-string bags are permitted for gym clothes.
- Heads will not be covered by hoods or hats.
- Winter coats/jackets must be kept in lockers during the school day.
- Tops must have a minimum of a 2-inch shoulder strap.
- No tattered clothing or holes 5 inches above the knee.
- Clothing and/or accessories that could pose a safety issue are not allowed.
- No sunglasses.

Parents will be contacted if the administration determines that their child's clothing is inappropriate and alternate clothing is not available.

ELECTRONIC EQUIPMENT

You may not use the following electronic devices from 7:00 AM – 2:25 PM

- MP3/4 players/iPods/Media player devices...
- Cell phones/beepers
- Video gaming devices
- Other web browsing devices
- Personal cameras/video recorders

During school hours electronic devices must remain off and out of sight. If you choose to use any of these devices during the school day, they may be confiscated.

All confiscated electronic equipment will be handed in to the main office. A parent or Guardian will be responsible for picking up the confiscated equipment between the hours of 7:30AM and 2:45PM.

THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.

ATTENDANCE

- In the event of absence or tardiness, parents or guardians should contact the school at 332-4090 ext 399.
- Any student who is absent from school is NOT allowed to attend any school related function that day.

Make up work

- Parents may request make up work by contacting the grade level guidance counselor.
- It is the responsibility of the student to request make up work by contacting his/her teachers.
- As a general rule, students are permitted one day to make up work for each day absent.

Dismissal

- Students can only be dismissed by a parent or legal guardian unless written permission from the parent is received by the office.
- Any student who leaves school grounds prior to dismissal without permission will be subject to disciplinary action.
- Students who have written permission for dismissal signed by their parents or guardians and placed on file with the school administration to leave school for the remainder of the day.

ABSENCE POLICY

The Rochester Middle School recognizes two types of absences: Excused Absence, and Truancy.

Excused Absences

An excused absence is because of illness, death in the family, participation in school activities, or other approved reason that has been verified by a school administrator with a written note from a physician or other qualified health professional.

Truancy

A student who skips or leaves a class without permission after reporting to school is truant.

Any student who is late arriving or absent from school without the knowledge and permission of his/her parents or school authorities is truant. Absences, even with the approval of the parents, which are excessive and/or which interfere with the student's educational program will be interpreted as truancy and follow-up legal procedures will be instituted. See RSA 193; 1, 2, 7, and 16.

A student may make up excessive absences based on attending after school tutoring. The plan for making up excessive absences and missed work will be developed with the parent and student and approved by the Principal. If the required work is not completed in 10 school days, the grade becomes an administrative failure.

DISCIPLINE

The objective of school discipline is to change student behavior, maintain a safe, orderly, and positive school environment. Academic success is promoted through the use of Positive Behavior Intervention and Supports (PBIS).

In the event, that administrative disciplinary action is required, the following range of consequences may be used to supplement the PBIS program:

DETENTIONS

After-school

- Teachers or administrators may assign up to a one-hour after-school detention.
- Twenty-four hours notice is provided to allow parents to arrange transportation.

Saturday

- Saturday Detentions begin promptly at 7:55 AM. Late arrivals will not be admitted.
- Any violation of the rules of Saturday detention or failure to attend will result in further consequences including suspension.

SUSPENSIONS

Learning Center/In-School Suspension (ISS)

- In-School Suspension can be assigned in place of an outside-of-school suspension.
- Students will receive academic credit for work completed during ISS.
- Any student assigned to ISS is not eligible to participate in any after school activities on the day or evening of the suspension.

Outside-School-Suspension (10 days or less)

A student whose behavior is severe, chronic, or threatens the safety of students or staff will be suspended from school. Grounds of short term suspension include:

- Use or possession of tobacco or lighters on school property
- Inappropriate physical contact
- Fighting
- Harassment
- Habitual misconduct
- Vandalism
- Inappropriate language
- Theft

Conditions of short term suspension include:

- Any student assigned to an OSS is not eligible to participate in any after school activities on the day or evening of the suspension. If the suspension covers a weekend the student may not participate in any school activities on Saturday or Sunday.
- A student assigned an OSS may not be on any school property from the time the OSS begins until the morning they are eligible to return to school.
- If the school is closed due to snow or an emergency during a suspension, the snow does not count as a day of suspension.
- During the time of suspension students are not allowed on school grounds.

Outside-School-Suspension (10 day or longer)

Suspensions longer than 10 days are reviewed by the disciplinary committee of the school board. A result of the hearing may include probation or expulsion.

Grounds for long term suspension include:

- Violation of weapons policy (possession of knives, firecrackers, brass knuckles, etc.)
- Under the influence or possession of alcohol
- Under the influence, illegal possession, sale, or use of a controlled drug or paraphernalia
- Possession of firearm
- Causing false alarms/ bomb threats
- Physically assaulting a staff member
- Gross misconduct

Prohibitions (Items Not Allowed in School)

Possession of any of the below items will be referred to: the Administration, School Board, and/or Rochester Police Department.

- **Lighters or matches**

- **Firearms or any type of weapon or primed ammunition**
- **Knives or any type of cutting device**
- **Tobacco or alcohol**
- **PDA (Public Displays of Affection)**
- **Prescription or over-the-counter medication**
- **Drugs**
- **Laser pointers**

Harassment/Bullying

- Harassment will not be tolerated at Rochester Middle School.
- You have a right to feel safe and comfortable in your school.
- If you need to report harassment, "Blue Forms" specific for harassment/bullying are available in the Guidance office.
- Completed forms should be returned to the Guidance office.
- You may call the Harassment/Bullying hotline at 335-7373 .
- All reported incidents will be addressed by school officials.

Our district defines bullying as "insults, taunts, or challenges, whether verbal or physical in nature, that are likely to intimidate or provoke a violent or disorderly response." (Policy JFCK) Under this policy parents of involved students will be notified when an incident occurs.

LOCKERS

Lockers are assigned in the first weeks of school. The following guidelines apply:

- Lockers are the property of the school district and may be searched for prohibited items.
- Under no circumstances is the School District responsible for lost or stolen items.

TEXTBOOKS AND SCHOOL PROPERTY

Students are responsible for all books and supplies provided for them and for their use of the school building and other property. While normal wear and tear is to be expected, parents shall be required to make restitution for any excessive damage. Students are encouraged to inspect all books issued to them and to report any prior damages immediately to their teacher. Textbooks are the responsibility of each student. Report cards, field trips and yearbooks will be withheld if textbooks are not returned or for any other financial obligations owed to the school.

LUNCH

All students are expected to follow the following lunchrooms rules:

- Wait patiently in lines, no cutting lines
- Stay in your assigned area
- Use good manners
- No physical contact
- Throw away your trash
- Follow the requests of all adults

Students who do not follow the rules are will receive an administrative consequence.

RESOURCES

Library Media Center (LMC)

- The LMC is open to students from 7:00 AM to 3:00 PM when school is in session.
- All students need a pass from a signed and dated pass from teacher in order to be admitted into the LMC.

School Resource Officer (SRO)

- The main function of the SRO is to provide students with another adult they can turn to when they have problems.

Health Resources

- The nurse keeps a permanent medical emergency card for every child on file in the health office.
- Keep the nurse updated with any new telephone numbers during the course of the school year.
- Students must give all medications directly to the school nurse upon arriving at school. Students may not carry any prescription or over-the-counter medications (including Tylenol, aspirin, etc.) on their person or in their backpacks during the school day.
- State law and school board policies clearly dictate that no internal medications shall be dispensed or administered to any child by school personnel except by the school nurse, or under her supervision.
- Parents must provide the school nurse with a written order by a physician for administering the medication and a parental release. Medication must be brought to school in its original container and contain only enough pills for one school week.

Guidance Services

- Students wishing to see a counselor MUST make an appointment.
- Students should never leave class without a pass from the teacher and this holds true for guidance visits.

ATHLETIC ELIGIBILITY

- Athletic activities must be balanced against academic and behavioral standards.
- To be eligible to participate in athletics, a student must have earned passing grades in six of their seven classes during the previous marking period and must maintain six passing grades to remain eligible.
- Students are not eligible to participate in athletic activities on days when they are absent or suspended.
- In cases of habitual misconduct, a conference will be held with the coach/advisor to determine future participation.

STUDENT COUNCIL DANCE REQUIREMENTS

- Positive student behavior is a requirement.
- Students who have not had any discipline referrals to Administration during the quarter that the dance is taking place, are welcome to attend dances.
- Students must also clear all debts and obligations including overdue library books, in order to be eligible for a ticket.
- Refunds will not be given on purchased tickets.

MARKETING/SALES

Students and staff are not allowed to sell items of any kind on school property without the expressed permission of the building principal.

TRANSPORTATION POLICY & BUS RULES

Bus discipline is handled by the Assistant Superintendent of Schools. The policy can be accessed through the parent resources link at www.rochesterschools.com.

The Rochester School Department is an Equal Opportunity Employer – Equal Educational Opportunities. Contact for inquiries should be directed towards:

Title IX – Shelly Gingras 332-0757
Section 504 – Sharon Pray 332-3678
English as a Second Language –
Sandra Straus 332-4090
Homeless Education – Marty Brennan 332-3678