Rocky Mountain Middle School

Rocky Mountain Middle School seeks to create a collaborative environment where the diverse backgrounds, talents, and ideas of students and staff generate learning experiences that promote social, ethical and intellectual growth for life.

“Home of the Grizzlies”

Justin Kelly, Principal
Katie Cummings, Asst. Principal
Wes Mangum, Counselor
Rob Willardson, Counselor
Camille Rhees, Counselor

800 West School House Way
Heber City, Utah 84032
(435) 654-9350

This handbook belongs to:

Student Name: ____________________________________________
Grade:_______ Phone:________________________
DEAR RMMS STUDENTS:

Welcome to Rocky Mountain Middle School for the 2016-17 school year! This is a unique and wonderful year as you prepare yourselves for the future. It is our desire that you will have an enjoyable and beneficial year. Our commitments are:

- All RMMS Grizzlies will be prepared to succeed in high school
- All RMMS Grizzlies are guaranteed access to high levels of learning

We hope that you are prepared to work toward excellence in academics, activities and citizenship. We have an outstanding staff who is concerned about your educational growth and success. Teachers are ready and willing to assist you in all ways – especially to help you reach your fullest potential.

It is my philosophy that each student can be successful at Rocky Mountain Middle School. Students, parents, teachers and school support staff must all work together for this to happen. As an RMMS student, your responsibility is to strive for the very best education possible. You can help yourself immensely by committing to come to your classes on time and being prepared to work and learn each day. The lessons, learning activities and materials that are available for you are designed to help you do this – please take full advantage of them!

Your success is also dependent on how well you respect yourself, your fellow classmates, your teachers and other adults, and the property and equipment with which you will be working. We hope you will always endeavor to be respectful, just as we intend to respect you!

If we each do our part, we can have an enjoyable and extremely productive year – one in which we can all be proud! If I can assist you in any way, please know that my office is always open to you.

Sincerely,

Justin Kelly
Principal (Head Grizzly)
Rocky Mountain Middle School
### RMMS BELL SCHEDULE 2016-2017

<table>
<thead>
<tr>
<th>Monday (Early Out)</th>
<th>Tuesday - Thursday</th>
<th>Wednesday - Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period</strong></td>
<td><strong>Time</strong></td>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td>Warning Bell</td>
<td>7:40</td>
<td></td>
</tr>
<tr>
<td>1st Period</td>
<td>7:45-8:24</td>
<td>39 min</td>
</tr>
<tr>
<td>pass</td>
<td>8:24-8:28</td>
<td>4 min</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:28-9:06</td>
<td>38 min</td>
</tr>
<tr>
<td>3rd Period</td>
<td>9:31-10:08</td>
<td>38 min</td>
</tr>
<tr>
<td>pass</td>
<td>10:08-10:12</td>
<td>4 min</td>
</tr>
<tr>
<td>pass</td>
<td>10:50-10:54</td>
<td>4 min</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch (1)</td>
<td>10:50-11:18</td>
<td>28 min</td>
</tr>
<tr>
<td>5th Period (L2)</td>
<td>11:18-11:56</td>
<td>38 min</td>
</tr>
<tr>
<td><strong>2nd Lunch</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5th period (L1))</td>
<td>10:54-11:32</td>
<td>38 min</td>
</tr>
<tr>
<td>Lunch (2)</td>
<td>11:32-12:00</td>
<td>28 min</td>
</tr>
<tr>
<td>**Lunch (2)</td>
<td>11:32-12:00</td>
<td>28 min</td>
</tr>
<tr>
<td>pass</td>
<td>11:56-12:00</td>
<td>4 min</td>
</tr>
<tr>
<td>6th</td>
<td>12:00-12:38</td>
<td>38 min</td>
</tr>
<tr>
<td>pass</td>
<td>12:38-12:42</td>
<td>4 min</td>
</tr>
<tr>
<td>7th</td>
<td>12:42-1:20</td>
<td>38 min</td>
</tr>
</tbody>
</table>

**Note:** Monday is an Early Out day and 1st Lunch is at 10:50-11:18, 2nd Lunch is at 12:00-12:38, and 7th Period is from 12:42-1:20.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL STARTS</td>
<td>August 23, 2016</td>
</tr>
<tr>
<td>LABOR DAY (No School)</td>
<td>September 5, 2016</td>
</tr>
<tr>
<td>FALL BREAK (No School)</td>
<td>October 20-21, 2016</td>
</tr>
<tr>
<td>END OF 1ST TERM</td>
<td>October 27, 2016</td>
</tr>
<tr>
<td>PROFESSIONAL DAY (No School)</td>
<td>October 28, 2016</td>
</tr>
<tr>
<td>WINTER BREAK</td>
<td>December 21, 2016 – January 3, 2017</td>
</tr>
<tr>
<td>MARTIN LUTHER KING DAY (No School)</td>
<td>January 16, 2017</td>
</tr>
<tr>
<td>END OF 2ND TERM</td>
<td>January 20, 2017</td>
</tr>
<tr>
<td>PROFESSIONAL DAY (No School)</td>
<td>January 23, 2017</td>
</tr>
<tr>
<td>WASHINGTON/LINCOLN DAY (No School)</td>
<td>February 20, 2017</td>
</tr>
<tr>
<td>END OF 3RD TERM</td>
<td>March 30, 2017</td>
</tr>
<tr>
<td>PROFESSIONAL DAY (No School)</td>
<td>March 31, 2017</td>
</tr>
<tr>
<td>APRIL SEP/SEOP Days (No School)</td>
<td>April 3-5, 2017</td>
</tr>
<tr>
<td>SPRING BREAK (No School)</td>
<td>April 6-7, 2017</td>
</tr>
<tr>
<td>MEMORIAL DAY</td>
<td>May 29, 2017</td>
</tr>
<tr>
<td>LAST DAY OF SCHOOL – END OF 4TH TERM</td>
<td>June 2, 2017</td>
</tr>
</tbody>
</table>
POLICIES

CITIZENSHIP POLICY

• Students will receive a citizenship grade of H, S, N, or U at the end of each quarter from each class.
  • H (Honor)
  • S (Satisfactory)
  • N (Needs Improvement)
  • U (Unsatisfactory)

• The citizenship grade is determined by the student’s performance in four areas: Behavior (personal conduct), Tardiness, Attendance and Preparedness for Class
• Criteria for earning citizenship is explained in each teacher’s class disclosure document.

TARDIES

Being on time to class is very important. Most often the first five minutes of class are the most crucial for students. Also, late students distract other students and disturb the overall atmosphere of the classroom upon their arrival. Students will serve detentions for each additional tardy after the third. (fourth tardy = one detention, fifth tardy = two detentions, sixth tardy and beyond = 3 detentions and/or assigned to PASS.)

ATTENDANCE POLICY

It is the policy of the Wasatch School District to promote regular attendance. All students are expected to be in class on time every school day, in every class.

• Absences will cause students to lose significant instruction and learning.
  • Secondary students (6-12) may lose credit and should be expected to experience grade reduction if their attendance is less than 90% (approximately five days per nine-week period.)
  • If a student is absent for any reason, including school activities, he or she is expected to complete make-up work assigned by the teacher.
  • Tardies may result in a loss of credit, reduced grades, or denial of grade promotion.

PURPOSE:

Utah Compulsory Attendance laws require a parent or guardian to insure the on-time attendance of their children on a regular, uninterrupted basis. The Wasatch County Board of Education supports this attendance policy in order to:

• Increase daily student attendance
• Encourage students to be academically current in classes
• Develop student’s responsibility
• Increase parental involvement in student attendance
• Increase likelihood of student academic success
• Maintain a safe and orderly learning environment
• Prepare students for attendance expectations in their future careers
DEFINITIONS:
- **Absence** means a student’s non-attendance for one school day or part of one school day.
- **Excused absence** means a student is absent from school for a reason identified by the school district as legitimate, valid and reasonable such as:
  - Illness
  - Medical appointments
  - Family emergencies as interpreted by administrator or designee
  - Death of family member or close friend
  - Other circumstances, such as family activities or travel, that in the judgment of the principal constitutes a justifiable absence from school and for which arrangements have been made with the principal in writing in advance of the activity.
- **Truant** is any school-aged minor who is absent from school without a legitimate or valid excuse (i.e. excused absence).
- **Habitual truant** means a school-aged minor who has received more than two truancy citations within one school year from the school in which the minor is or should be enrolled and/or eight absences without a legitimate or valid excuse or who, in defiance of the efforts on part of the school authorities to resolve a student’s attendance problem as required under Section 54A-11-103, refuses to regularly attend school or any scheduled period of the day.
- **Truancy Citation** is a ticket issued in the truant’s name under section 53A-11-105(1). A truancy citation is issued by the school designated individual and provides for the authority to administer penalties, require strict attendance by the student and monitoring by the school, or levy a fine that may be payable to the school or school district.

ATTENDANCE PRINCIPLES AND GUIDELINES:

Administrative/School Responsibilities
- School administrators should encourage parents or guardian to comply with Utah attendance laws to ensure regular student attendance and punctuality.
- Make reasonable attempts to notify a parent or guardian of student absences
- Make reasonable accommodations for individuals as per Section 504 of the American with Disability Act (ADA) or the Individuals with Disabilities Education Act (IDEA)
- Establish clear procedures to implement this policy
- Inform parents, teachers, and students of the attendance policy. Annual notification of the District and school attendance policies shall be provided to the parent/guardian(s) of all students at the time of registration.
- Following six excused absences in a twelve-week period, the administrator or the individual designated by the school shall contact the parent(s) and arrange for a meeting to discuss the student’s attendance.
- In the event of truancy, the school will proceed from parent notification to a parent conference, to explore alternatives based on the truancy policy.

Teacher Responsibilities
- Set a proper example of promptness and regular attendance
- Encourage student attendance through teaching methods which motivate student involvement and participation in the learning process.
- Support and administer the district and school attendance policy, including informing students of that policy.
- Expect students to attend school every day and arrive promptly and will initiate measures to correct attendance problems.
- Teachers will be required to give students who are absent with a valid excuse an opportunity to make up class work missed. Teachers must take care to be precise in assigning the work to be made up, as well as setting any time deadlines. (Make up work for an unexcused absences is at the teacher’s discretion.)
- Individual teachers will develop grading and credit guidelines that reward class participation and academic achievement.
Parent Responsibilities

- Utah law requires parents to ensure the attendance of their children in school; parents have the responsibility to ensure the student attends school regularly and is on time.
- Notify the school prior to or within 24 hours of the absence, with the understanding that notification does not necessarily mean the absence will be excused.
- Respect the classroom and the teacher by requesting make-up work in a timely manner, giving teachers adequate notice and time to provide that work.
- If the student receives a truancy citation, the parents are responsible for making fine payments.

Student Responsibilities

- Students have the responsibility to attend school regularly and be on time.
- Students who have an excused absence will be responsible to make up class work that can be made up within the specified time limits.
- When a student is tardy for class, it is his or her responsibility to immediately contact the teacher so that the absence will not be assessed.
- When a student must leave school during the day for any reason, he or she must contact the office before doing so.

TRUANCY

Procedures toward the designation of Habitual Truant Status

- Prior to or no later than school registration, the parent(s) of all students in grades K-12 shall be provided written notice from the school or district informing parents of Compulsory Education attendance laws and encouraging parental cooperation.
- Following two (2) unexcused absences in a six week period, the school designee shall counsel the parent(s)/student as to the importance of school attendance and the legal implications of truancy. Documentation of the date, time, and method of communication shall be kept. It is expected that at least one (1) truancy citation shall be issued to the student during this period of time.
- The school shall continue to monitor school attendance following the first truancy citation. If appropriate, the student’s curriculum or schedule may be adjusted.
- Following four (4) additional unexcused absences in a subsequent six week period, the school designee shall contact the parent(s) and arrange for a meeting at the school or elsewhere to discuss the student’s attendance problem. Documentation of the date, time, and location of the meeting shall be kept. A second truancy citation may be issued during this period of time.
- Following the seventh (7) unexcused absence within a total twelve (12) week period, a certified letter shall be sent requesting again the support of the parent/guardian(s) in resolving the attendance problems and outlining Utah State Law 53A-11-103. A copy of the letter and mailing certificate must be kept by the school. Another truancy citation may be issued during this time.
- If there is an eighth unexcused absence within a total 14-week period, and a second truancy citation has not been issued, one shall be issued at that time.
- Following the second truancy citation, prior to the referral to court, in a final attempt to prevent habitual truancy, the school or district shall schedule a pre-court hearing meeting. At that meeting, school personnel shall present final alternatives to court referral.
- Following the ninth (9) unexcused absence, another truancy citation shall be issued and the parent/student shall be notified that the student is a habitual truant. Referral to the appropriate County or District Attorney or Juvenile Court consistent with Section 53A-11-104(6) shall be made by the individual designated by the school/district.
- A court referral shall include a recommended disposition containing the following:
  - Documentation of attendance and academic achievement
  - Documentation of school efforts to improve attendance
  - Copies of truancy citations, including all mailing certificates; and
  - Student background as requested by the prosecuting agency
This policy sets attendance standards for all students in Wasatch County School District and all staff members are expected to adhere to this policy. A school should develop specific procedures to enact this policy, but may not exceed, nor alter the requirements herein. The appeals procedure for this policy is the same as the appeals procedure for matters involving the Safe Schools Policy of the District.

LEAVING SCHOOL
Once students get on the bus or arrive at school they cannot leave campus unless a legal guardian properly checks them out at the office window.

BEHAVIOR AND DISCIPLINE
According to state law, the teacher or school administrator shall have similar rights as a parent to control or discipline a student during the time students are in school, in transit to or from school, and at any school-sponsored function. A student’s misbehavior and misconduct will be dealt with in a manner that assures the student’s due process. Alternatives available to the principal/parents or his designate shall be as follows:

**Detention:** Detention means that a student is required to stay during lunch and/or do community service in a monitored situation to make up for lost class time, as a result of his or her actions. Detention may be assigned for a variety of reasons, but it will be used primarily as a deterrent to tardiness. When detention is assigned, it will be completed during the student’s lunch period under the supervision of the administration.

**PASS:** Students committing serious violations or repeated violations may be placed in the PASS program 1 to 15 days as a Positive Alternative to School Suspension. If a student does not utilize his time in PASS appropriately, they may be suspended.

**Suspension/PASS after suspensions:** Students who continue to commit serious or repeated violations may be suspended from school for a period of time as outlined below in the districts safe school policy.

SAFE SCHOOL POLICY

The school board has adopted a safe school policy to ensure safety and discipline in our schools and also to ensure fairness and consistency in student discipline. The following excerpt from the policy will help give you an idea of actions that are considered serious violations and the consequences for those actions.

A. **Actions not tolerated.** These actions will result in an automatic and immediate 10 day suspension from school for secondary students (grade 6-12). After appropriate investigation and confirmation of the act, a one calendar year (12 months) suspension form school may result.

1. **Weapons.** Possession (regardless of intent), using, selling or attempting To possess, use or sell any firearm, knife, explosive device, noxious of flammable material, firework, chemical weapon, martial arts weapon, or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as weapon or for some other use (Utah Code 76-1-601, 76-10-505.5, US Code Title 18, sec 921).

2. **Serious Assault.** Including both aggravated and sexual.

3. **Confirmed sale, distribution or possession of drugs or other controlled substances** (Utah Code S58-37-2). Students participating in these types of conduct shall be immediately referred to the appropriate law enforcement agency and have parents and/or guardians notified.
B. Prohibited actions. The following conduct is defined as “dangerous or disruptive and will result in an automatic 3 to 10 day suspension for secondary students (grades 6-12 and may result in longer suspension, depending on severity.)

1. Possession of an imitation controlled substance as defined in UCA S58-37b-3 or drug paraphernalia as defined in UCA S 58-37a-3
2. Possession of an alcoholic beverage or a tobacco product
3. Acting or being under the influence of a drug or controlled substance, or of an alcoholic beverage
4. Cause or attempted to cause damage to school property or private property
5. Cause, attempted to cause or threaten to cause physical injury to another person (Assault)
6. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in their performance of their duties
7. Harassment, to include sexual harassment, or hazing
8. Committed an obscene act or engaged in habitual profanity or vulgarity
9. Larceny, burglary, or knowingly received stolen property or private property
10. Abetting
DRESS CODE
Experience has demonstrated that the learning atmosphere is improved when students adhere to proper dress and grooming standards. Students are expected to wear clothing that is modest, neat, clean, and in good repair. Students must refrain from grooming and clothing trends that tend to cause a material or substantial disruption of the education process in the school.

Violations of the dress code, include but are not limited to:

- Any clothing or accessory that displays offensive and/or vulgar words, pictures, or designs; conveys a sexually suggestive remark, a pro-alcohol, pro-tobacco, or pro-drug related message; or advocates hate or violence towards others.
- Tank tops (including spaghetti straps), strapless, or halter tops;
- Clothing that exposes the mid-section, reveals any cleavage, or any part of the body between the armpits and waist;
- Clothing that reveals any underwear/undergarment;
- Skirts, dresses or shorts that do not extend beyond mid-thigh when seated (3 inches below fingertips when standing);
- Bare feet;
- Hoods covering the head;
- Sunglasses;
- Gang related clothing, colors or accessories (as determined by school administration in consultation with law enforcement); This includes sagging pants or bandanas.
- Jewelry or other accessories that could be used as weapons; (i.e. long chains hanging from the belt)
- Any clothing or accessory (facial or body jewelry) that is disruptive to the educational process.
- Hairstyles distracting in appearance or needing constant attention. This includes dyeing with colors that are distracting and cause undue attention.
- Any personal appearance in either clothing style or personal grooming is prohibited if it appears as an obvious attempt to challenge the intent and scope of the policy or the authority of the school in its reasonable interpretation and enforcement.

Students who report to school in violation of the dress code will be sent to the office where they will be required to correct the violation. This may include calling parents to bring appropriate clothes to school. Students will not be allowed back to class until violation is corrected. Students may be sent to PASS until parents or guardians arrive with proper clothing or until violation is corrected.

CELL PHONES AND ELECTRONICS
It is our expectation that students will not use cell phones or electronic devices during class time anywhere in the building, with the following exceptions: Students may be permitted to have an electronic device in their possession at all times during a regular school day, including during assessments, based on a written 504 plan, an IEP, or legitimate circumstances as determined by the school. School administrators and teachers may give permission for students to possess electronic devices for causes that enhance and support the instructional and educational process. Students will be allowed to use their cell phones before school, after school and during lunch.
Rocky Mountain Middle School

Cell Phone and Electronic Device Procedures

It is our expectation at Rocky Mountain Middle School that students will not use cell phones and/or electronics during class time anywhere in the building. Students will be allowed to use their cell phones and/or electronics before school and after school. If a student is found using their cell phone and/or electronic device other than before or after school, the following actions will be taken:

<table>
<thead>
<tr>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
<th>3rd OFFENSE</th>
<th>4th OFFENSE OR MORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Device will be confiscated by teacher or school official and turned into office. <strong>Parents can pick up between 2:30-3:30 in the office.</strong></td>
<td>Student and parents will be required to meet with administrator and student will lose cell phone/electronic privileges for 30 days and may spend 3 days in school Suspension</td>
<td>Student and parents will be required to meet with administrator and student will lose cell phone/electronic privileges for 60 days and may spend 6 days in school Suspension</td>
<td>Student and parents will be required to meet with administrator and student will lose cell phone/electronic privileges for rest of year and possibly suspended for 3 days or more.</td>
</tr>
</tbody>
</table>

LARGE COATS AND LARGE BACKPACKS
Large coats and backpacks are not allowed in the classrooms and can be kept in their locker. *The school reserves the right to confiscate any item that it sees as being dangerous or possibly disruptive to the learning environment of the school.*

HALL PASSES
Students released from class should have a hall pass. Those without hall passes are subject to a detention. When students have a hall pass they are to keep their time out of class to a minimum. Students must go directly to where their need is and return to class quickly. Students should not wander through the halls or loiter.

LOCKERS
Each student has the opportunity to use a locker. Valuable items or excessive money should not be kept in lockers. Lockers are property of the school and will be periodically checked by school officials for cleanliness and proper use. **Students are responsible for everything that is in the locker checked out to them. Students do not give your combination to anyone and do not share lockers. Lockers remain the possession of the school, and are therefore subject to search at any time for any reason.**

VISITORS
Student visitors are not allowed at Rocky Mountain Middle School. Limited exceptions may be permitted by the school administrator.

MEDICATION
Students who require medication, including vitamins or anything that looks like medication, during the day must have their parents bring the medication to the office in a prescription container specifically labeled for that medication with a doctor’s instructions. The office staff will then assist in distributing the medication to the student. Under no circumstances should students have medication of any kind with them at school or in their locker. We strongly encourage parents to work with their student’s doctor in establishing medication schedules that exclude school hours. **All students need to have a signed release form by parents and medical doctors, etc.**
LIBRARY/MEDIA CENTER
It is our goal in the Rocky Mountain Middle School Media Center to be a resource to students and staff in their curricular and personal needs. We strive to encourage a healthy attitude toward inquiry and to maintain an inviting, informal approach in dealing with students and teachers. It is our mission to individualize the instructional process and to give academic support to the whole student, keeping in mind that much learning will happen outside the classroom. Students will become comfortable and independent users of various forms of information sources. Our programs will ensure that students value the services a library can offer to enrich their lives. We feel it is important to emphasize that the collection of resources belongs to all our students and teachers, not the library personnel.

COMPUTER DEVICES
Each student is provided a computer to use during the school year. Students are responsible for their own computer and must pay for damages incurred on the device when in the students’ possession. The computer is considered in the student’s possession when it is checked out at the beginning of the year, until it is checked back in at the end of the school year. It is important to take care of the computer as students will use it to access and complete assignments. Devices need to be brought to school each day fully charged. A case is provided to help take care of the computer. Please, leave the case attached to the device. It is up to the students to make sure the computer is properly taken care of. Possible fees include:
- Battery Replacement- $55
- Broken Screen- $64
- Case (if lost)- $42
- Charger Port Repair- $10
- Charger/power supply (if lost)- $14
- Hinge (if damaged)- $30
- Keyboard/USB (if damaged)- $55
- Full Device- $576

COUNSELING
Counseling and guidance services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study helps, help with home, school or social concerns, or any other questions the student feels that he/she needs to discuss with the counselor. Students who are under school disciplinary action may be required to meet with a counselor. Students desiring counseling should sign up for an appointment, and will be called to the counseling office as soon as a counselor is available.

SCHOOL LUNCH
Breakfast and lunch is provided each day in the cafeteria. Cost for school lunch will be $2.00 and breakfast is $1.50, which must be paid for in advance. Students or parents may pay for lunches in the cafeteria each morning or during lunch. Free and reduced lunch is available to those who qualify. Applications are available in the office. Adult lunch prices are $3.00 and $2.00 for breakfast. Prices are subject to change.

BIKE RACK
Students who ride bikes are required to park their bike in the provided bike rack on the northeast corner of campus. Students are encouraged to lock their bike to the bike rack with their own lock.

HOMEWORK
Students should turn in assignments in a timely manner. Teachers give due dates so students know when work needs to be turned in and can manage their time efficiently. Late work will be docked percentage points. Completing homework helps prepare students for the assessments on the essential standards. Assessments and tests may be retaken up to 4 times with students following the teachers’ requirements for preparing to retest.
REPORT CARDS and the SIS SYSTEM
Report cards are issued at the end of each quarter, which is approximately every nine weeks. Reports include an academic grade and a citizenship grade for each class. The teacher of each class determines these grades but follow standards set forth by the school district. Students are also issued a mid-term report at the middle of each nine-week quarter, which notifies parents of deficiencies in the student’s academic performance, citizenship, or work habits. Parents or students are welcome to contact teachers in person or on the Internet via the SIS system through the District website. The student’s username and password are available at registration and can be obtained at any other time during the year from the school secretary.

FERPA (Family Educational Right to Privacy Act)
Rocky Mountain Middle School is committed to the right to privacy for all students. Student’s names, pictures, and other student information items will be printed from time to time in different publications, ie, newspapers, yearbooks, etc. If parents/guardians desire that their student’s names or pictures are not to be released for publication, they will need to notify school administration in writing. The school at times may publish directories. Directory information may include student’s name, address, phone number, birth date, class schedule, honors and awards, clubs and teams to which the student belongs, and pictures of the student participating in school advents. The Supreme Court has ruled that students may correct other student work as it is educative in nature.

LAW ENFORCEMENT
Parents, guardians and students should be aware that school officials by law, may act in “loco parentis”. This doctrine gives school officials the parental right to discipline students in matters relating to school rules and proper education concerns. School officials may also search any student upon reasonable suspicion (admissibility, in criminal case, of evidence obtained by search conducted by school official or teacher, 49 A. L. R. 3D pg. 978, 992 - Supp. 1995).

The Wasatch County School Board, Sheriff’s Office, Heber City Police and Rocky Mountain Middle School are committed to maintaining and encouraging a safe learning environment for all students. For this reason, the School District and Sheriff’s office have placed a full time deputy in the school district. The Sheriff’s Office and Heber City Police want to work closely with parents, teachers, administrators, and students. When necessary, Rocky Mountain Middle School will call Dispatch for assistance.

When certain crimes are reported, administrators are required by law to report those crimes to the appropriate and proper authorities. Parents should be aware that a law enforcement officer has the right and is required to conduct interviews to gather information about complaints of crimes committed. The interviews with victims and witnesses are, as much as possible, conducted with a school administrator present and does not require the parent or guardian to be present during the interview. When the student is the focus of and investigation involving serious crime, the student is under 16 years of age, and is minor in nature, or if the interview reveals that the situation is no more than a misunderstanding, a simple warning, counseling, detention, or a PASS assignment may be all that is necessary. In any case, it is the school administrator that makes the decision for detention or suspension. The more serious complaints are discussed with the law officer, and if necessary, the law officer writes a referral to the juvenile court.
Each Rocky Mountain Middle School student and faculty member is required to read, sign, and return an AUP (Acceptable Use Policy) form to the school in order to use any computers on campus. The AUP policies will be strictly adhered to.

All students will be issued a device after completing:

- Student Acceptable Use Policy Passport (online)
- Parent Acceptable Use Policy Passport (online)

- Students are responsible for the device they are issued. If there is damage or a problem with the device they should report it immediately.
- Acceptable Use: When using the device and internet, student should conduct themselves in a responsible, ethical, moral and polite manner. All Internet or computer equipment use shall be consistent with the purposes, goals, and policies of the School District.
- Training: Students will be receiving ongoing training on digital citizenship and use of the device. Training will include, but not be limited to, chat rooms, social networking sites, cyberbullying awareness and response. Each account holder is expected to abide by the generally-accepted rules of user etiquette.
- Unacceptable Use: The following uses of the network, Internet, and computer equipment are prohibited:
  1. Any violation of applicable school or district policy or public law by such use;
  2. Any activity that is immoral or contrary to the high moral standards which must be maintained in an educational setting;
  3. Any attempt to bypass state, district, or school
  4. Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others;
  5. Any commercial use, product advertisement, display of private information, or promotion of political candidates or issues including lobbying for student body office;
  6. Any violation of copyright, trade secret, or trademark laws;
  7. Any attempt to damage, disrupt, or interfere with the use of any computer electronic information resource;
  8. Any attempt to access information beyond the user’s authorized access to any electronic information resource;
  9. Any destruction, defacement, theft, or altering of school district equipment;
  10. Any storing or accessing of illegal, inappropriate, or obscene material on district-owned electronic equipment; and
  11. Excessive non-school related computer use during school hours.
<table>
<thead>
<tr>
<th>Be Safe</th>
<th>Classroom (General)</th>
<th>Cafeteria</th>
<th>Hallway</th>
<th>Bathroom</th>
<th>School Grounds</th>
<th>Assembly</th>
<th>Emergency Drills</th>
<th>Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit in chairs/desks properly.</td>
<td>Walk.</td>
<td>Keep hands/feet/etc. to yourself.</td>
<td>First come, first served.</td>
<td>Use inside voices.</td>
<td>Use bathroom only for intended purpose.</td>
<td>Keep hands, feet, and objects to self at all times.</td>
<td>Keep hands, feet, and objects to self at all times.</td>
<td>Follow all teacher/staff directions.</td>
</tr>
<tr>
<td>Keep hands/feet/etc. to yourself.</td>
<td>Use inside voices.</td>
<td>Stay to right when possible.</td>
<td>Keep moving.</td>
<td>Wear shoes.</td>
<td>Follow teacher/staff directions.</td>
<td>Sit in your seat quietly.</td>
<td>Use bathroom only for intended purpose.</td>
<td>Keep hands, feet, and objects to self at all times.</td>
</tr>
<tr>
<td>Follow teacher’s expectations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Keep hands, feet, and objects to self at all times.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Be Kind and Respectful to self, others, and property</th>
<th>Classroom (General)</th>
<th>Cafeteria</th>
<th>Hallway</th>
<th>Bathroom</th>
<th>School Grounds</th>
<th>Assembly</th>
<th>Emergency Drills</th>
<th>Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay attention to teacher and others.</td>
<td>Enter line at rear.</td>
<td>Hands, feet, and body to self at all times.</td>
<td>Use trash cans.</td>
<td>Use equipment correctly.</td>
<td>Applaud appropriately.</td>
<td>Be patient and orderly.</td>
<td>Speak in quiet voices.</td>
<td>Speak in quiet voices.</td>
</tr>
<tr>
<td>Wait your turn to talk.</td>
<td>Clean up properly.</td>
<td>Smile.</td>
<td>Wash hands.</td>
<td>Invite others to join your group.</td>
<td>Listen attentively and silently.</td>
<td>Help students who may need direction.</td>
<td>Appropriately include others in your conversations.</td>
<td>Appropriately include others in your conversations.</td>
</tr>
<tr>
<td>Raise your hand.</td>
<td>Keep food on tray or in mouth.</td>
<td>Help others when possible.</td>
<td>Flush.</td>
<td>Positively encourage others.</td>
<td>Exit in a quiet, orderly fashion.</td>
<td>Help students who may need direction.</td>
<td>Speak in quiet voices, even when outdoors.</td>
<td>Pick up trash, even if its not yours.</td>
</tr>
<tr>
<td>Help others when you can.</td>
<td>Raise hand to be dismissed.</td>
<td>Respect others’ privacy.</td>
<td>Leave area clean.</td>
<td>Follow teacher/staff directions.</td>
<td>Sit in the seat you are directed to by staff/teachers.</td>
<td>Speak in quiet voices, even when outdoors.</td>
<td>Speak kindly to others.</td>
<td>Speak kindly to others.</td>
</tr>
<tr>
<td>Use your good manners.</td>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Be Responsible and Prepared</th>
<th>Classroom (General)</th>
<th>Cafeteria</th>
<th>Hallway</th>
<th>Bathroom</th>
<th>School Grounds</th>
<th>Assembly</th>
<th>Emergency Drills</th>
<th>Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bring supplies to class.</td>
<td>Have your ID.</td>
<td>Respect wall hangings.</td>
<td>Plan enough time to use the restroom.</td>
<td>Return equipment to the proper place.</td>
<td>Leave books and other objects in classrooms or lockers.</td>
<td>Know your curb number.</td>
<td>Know your bus number.</td>
<td>Know your bus number.</td>
</tr>
<tr>
<td>Use your Planner.</td>
<td>Take only what you need.</td>
<td>Clean up your mess.</td>
<td></td>
<td>Pick up trash, even if its not yours.</td>
<td>Lips tight, ears open.</td>
<td>Arrive to the bus a little early.</td>
<td>Arrive to the bus a little early.</td>
<td>Arrive to the bus a little early.</td>
</tr>
</tbody>
</table>
Grounds for Suspension and Expulsion
RMMS Disciplinary Procedures

If a Student has:
**CAUSED, ATTEMPTED TO CAUSE, OR THREATENED TO CAUSE PHYSICAL INJURY TO ANOTHER PERSON**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
<th>Additional Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fighting</td>
<td>3 day suspension</td>
<td>6 day suspension</td>
<td>6 day suspension</td>
</tr>
<tr>
<td></td>
<td>and/or PASS</td>
<td>and/or PASS</td>
<td>and/or PASS</td>
</tr>
<tr>
<td>Abusive, threatening, willfully defiant, or</td>
<td>3 day suspension</td>
<td>6 day suspension</td>
<td>10 day suspension</td>
</tr>
<tr>
<td>gang related behavior</td>
<td>and/or PASS</td>
<td>and/or PASS</td>
<td>and/or PASS</td>
</tr>
<tr>
<td>Assault and/or battery</td>
<td>10 day suspension</td>
<td>and/or transfer to</td>
<td>and/or recommendation for</td>
</tr>
<tr>
<td></td>
<td>and/or transfer to</td>
<td>alternative placement and/or</td>
<td>expulsion. Mandatory referral to law enforcement and/or fire Marshall</td>
</tr>
<tr>
<td></td>
<td>alternative placement</td>
<td>and/or recommendation for expulsion.</td>
<td></td>
</tr>
</tbody>
</table>

If a Student has:
**POSSESSED, SOLD, OR OTHERWISE FURNISHED ANY FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT UNLESS, IN THE CASE OF POSSESSION OF ANY OBJECT OF THIS TYPE, THE PUPIL HAD OBTAINED WRITTEN PERMISSION TO POSSESS THE ITEM FROM A CERTIFICATED SCHOOL EMPLOYEE, WHICH IS CONCURRED IN BY THE PRINCIPAL OR THE DESIGNEE OF THE PRINCIPAL**

|                                              | 10 day suspension | and/or transfer to alternative placement and/or recommendation for expulsion. Mandatory referral to law enforcement and/or fire Marshall |

If a Student has:
**UNLAWFULLY POSSESSED, USED, SOLD, OR OTHERWISE FURNISHED, OR BEEN UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, OR AN INTOXICANT OF ANY KIND.**

<table>
<thead>
<tr>
<th>Selling, furnishing or in for sale any controlled substance</th>
<th>10 day suspension and/or transfer to alternative placement and/or recommendation for expulsion. Mandatory referral to law enforcement and/or fire Marshall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession and/or under the influence of any controlled substance, alcoholic beverage, dangerous substance, or intoxicant</td>
<td>5 day suspension and/or PASS Referral to law enforcement</td>
</tr>
</tbody>
</table>

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If a Student has:
**UNLAWFULLY OFFERED, ARRANGED OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE, AN ALCOHOLIC BEVERAGE, OR AN INTOXICANT OF ANY KIND, AND THEN EITHER SOLD, DELIVERED, OR OTHERWISE FURNISHED TO A PERSON ANOTHER LIQUID, SUBSTANCE, OR MATERIAL AND REPRESENTED THE LIQUID, SUBSTANCE, OR MATERIAL AS A CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, OR INTOXICANT, AND/OR POSSESSION OF AN IMITATION CONTROLLED SUBSTANCE AS DEFINED IN UCA 58-37a-3**

| 3-10 day suspension and/or transfer to alternative placement and/or recommendation for expulsion. Mandatory referral to law enforcement |

If a Student has:
**COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION**

| 3-10 day suspension and/or PASS, or transfer to alternative placement and/or recommendation for expulsion. Recommended referral to law enforcement |

If a Student has:
**CAUSE OR ATTEMPTED TO CAUSE DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY**

| 1-3 day suspension and/or PASS, may be required to make restitution, and may be reported to law enforcement |

If a Student has:
**STOLE OR ATTEMPTED TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY**

| 3 day suspension and/or PASS. Restitution required. May be referred to law enforcement | 6 day suspension and/or PASS. Restitution required. May be referred to law enforcement | 10 day suspension and/or PASS. Restitution required. May be referred to law enforcement |

If a Student has:
**POSSESSED OR USED TOBACCO, OR ANY PRODUCTS CONTAINING TOBACCO OR NICOTINE PRODUCTS, INCLUDING, BUT NOT LIMITED TO CIGARETTES, CIGARS, MINIATURE CIGARS, CLOVE CIGARETTES, SMOKELESS TOBACCO, SNUFF, CHEW PACKETS, BETEL AND/OR POSSESSION OF AN IMITATION CONTROLLED SUBSTANCE AS DEFINED IN UCA 58-37B--3**

| 3-10 day suspension and/or PASS. Referral to law enforcement | 10-15 day suspension and/or PASS. Referral to law enforcement | 15-45 day suspension and/or PASS. Referral to law enforcement |
If a Student has:
**COMMITTED AN OBSCENE ACT OR ENGAGED IN PROFANITY OR VULGARITY.**

<table>
<thead>
<tr>
<th>Obscene acts, gestures, profanity, public displays of affection or unsanitary acts</th>
<th>3 day suspension and/or PASS</th>
<th>3-6 day suspension and/or PASS</th>
<th>6-10 day suspension and/or PASS</th>
</tr>
</thead>
</table>

If a Student has:
**HAD UNLAWFUL POSSESSION OF, OR UNLAWFULLY OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY DRUG PARAPHERNALIA**

<table>
<thead>
<tr>
<th>3 day suspension and/or PASS. Referral to law enforcement.</th>
<th>6 day suspension and/or PASS. Referral to law enforcement.</th>
<th>3 day suspension and/or PASS. Referral to law enforcement.</th>
</tr>
</thead>
</table>

If a Student has:
**DISRUPTED SCHOOL ACTIVITIES OR OTHERWISE WILLFULLY DEFIED THE VALID AUTHORITY OF SUPERVISORS, TEACHERS, ADMINISTRATORS, SCHOOL OFFICIALS, OR OTHER SCHOOL PERSONNEL ENGAGED IN THE PERFORMANCE OF THEIR DUTIES.**

<table>
<thead>
<tr>
<th>False fire alarm, closed campus violation, willful disobedience, falsification or forging</th>
<th>3 day suspension and/or PASS</th>
<th>3-5 day suspension and/or PASS</th>
<th>5-6 day suspension and/or PASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skipping class, gambling, verbal/physical altercation, disrupting school activities</td>
<td>3 day suspension and/or PASS</td>
<td>3-5 day suspension and/or PASS</td>
<td>5-6 day suspension and/or PASS</td>
</tr>
</tbody>
</table>

If a Student has:
**KNOWINGLY RECEIVED STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY**

<table>
<thead>
<tr>
<th>2 day suspension and/or PASS. Referral to law enforcement</th>
<th>3 day suspension and/or PASS. Referral to law enforcement</th>
<th>3-5 day suspension and/or PASS. Referral to law enforcement</th>
</tr>
</thead>
</table>

If a Student has:
**HARASSMENT, HAZING, SEXUAL HARASSMENT**

<table>
<thead>
<tr>
<th>3 day suspension and/or PASS. Referral to law enforcement</th>
<th>3-6 day suspension and/or PASS. Referral to law enforcement</th>
<th>6-10 day suspension and/or PASS. Referral to law enforcement</th>
</tr>
</thead>
</table>