

ROCHESTER SCHOOL
Faculty and Staff
Handbook
2016-2017

Vision: Rochester School: Where discovery leads to life-long learning.

Mission: Rochester School will provide students with the opportunity to discover, inquire, and develop the skills necessary to pursue lifelong learning in an ever changing, environmentally and globally-aware society.

Please read and review this handbook. It is intended to present procedures, rules, and regulations of the Rochester Elementary, Middle and High Schools. It also includes Vermont education laws and related policies adopted by the Rochester Board. Please note that revisions to any section of this handbook can be made at any time, at the discretion of the Rochester Elementary, Middle and High School administration.

Who to Ask....

Dani Stamm - Principal

Lisa Blair – Elementary Office, Payroll

Rikki Whalen – High School Office, Substitutes

Mike Lambert – Technology

Jeff Mills – Athletics

Dea Kimball - Counseling, Student Schedules

Kelly Stubbins – Web2School

Shelley Vanderwenda – Special Education

Jessi Potter – Maintenance, Facilities Usage, Keys

Brian Hill – Website Coordinator

Club Advisors...

Prom -

National Honor Society -

Student Council -

Student Attendance Procedures & Information *(also in Student/Parent Handbook)*

RESIDENCY

Under Vermont law, the school a student attends is determined by where parents/guardians reside. At least one parent/guardian must reside in the district in order for his/her student(s) to attend school in that district. Verification of residency is required. Misrepresentation of residency is a violation of state law.

PLEASE NOTE: Notification is required if residency changes during the school year. Any non-residents are required to pay tuition.

Students and parents who are, or may be experiencing, homelessness should refer to the section on Homelessness in this handbook for assistance and guidance.

State Statute § 4321 of the General Laws of Vermont requires a minimum of 175 days of regular school attendance by persons under the age of sixteen. Specific legislation notwithstanding, the administrations and faculty of Rochester School believe that regular school attendance is necessary in order to maximize student achievement and the overall learning experience. You may be required to supply the school with physician's certificates for all absences due to illness. Your parents will be notified of your excessive absenteeism, and they will be invited to work with the school to improve your attendance at school.

Attendance VT Public Law § 1121. Attendance by children of school age required.

A person having the control of a child between the ages of six and 16 years shall cause the child to attend a public school, an approved or recognized independent school, or a state approved home study program for the full number of days for which that school is held, unless the child

1. Is mentally or physically unable to so attend; or
2. Has completed the tenth grade; or
3. Is excused by the superintendent or a majority of the school directors as provided in this chapter; or
4. Is enrolled in and attending a postsecondary school, as defined in subdivision 176(b)(1) of this title, which is approved or accredited in Vermont or another state.

Absence/Tardy

It is our shared responsibility to be sure that every student is safe and accounted for on every school day. Students are considered tardy if they are not present in the classroom by 7:50 a.m. Students arriving after 7:50 a.m. are considered late and will be marked tardy. If your student arrives late or will be leaving early, they must bring a note from home and sign the in/out log provided at the office. A **SPECIFIC** written explanation of absence must be submitted to the school office within two (2) days of a student's return to school.

If your child is not in school and we cannot contact a parent/guardian, we may report the unverified absence to the appropriate authorities to ensure the student's safety and prevent truancy.

Extended Absences

Families of students in grades K – 12 should contact the Principal to request permission for an excused absence for family emergencies or trips.

1. You need to make arrangements for a planned absence well in advance. At least one week before your first day of absence, you need to get a *Leave of Absence** form from the office

secretary. This form is to be completed by you, your parents, and your teachers before it is submitted to the office. Every effort should be made to get assignments in advance of your planned absence, and to complete the required work while you are away from school.

2. When you return, you are responsible for checking with your teachers to be sure that you have completed all work missed during the time of your absence.

Absences Will Be Classified as Follows

Approved Absences: Absences as deemed appropriate and/or necessary. For example: absences caused by illness, death in the family, medical appointments, or religious observances that cannot otherwise be scheduled after school hours; however, these are still subject to approval.

Truancy (unapproved absences): Any absence that does not fit into the approved absence category outlined above shall be considered truancy. In addition, if parents/guardians choose to remove their child from school for a non-approved reason, that absence will be considered unapproved.

Truancy Process for Absences – Both Excused/Unexcused

The Principal reserves the right to contact DCF when students' absences negatively impact the student's education.

Make-up Work

Students are responsible for all work during their absence. It is the teacher's discretion to decide how and when that work should be made up. However, all work is allowed to be made up.

Teachers should establish expectations for make-up work during the first few days of the course.

Early Dismissal Procedures

If you need an early dismissal from school, abide by the following procedures:

1. Bring in a note from your parents requesting an early dismissal. The note should specify the reason for the early dismissal and the time you need to be released. The note should be given to the office as soon as you arrive at school in the morning.
2. You will be given a pass to report to the office at the appropriate time for dismissal. Wait for the office to call to release you. Only after you have properly signed out via the office, are you excused to leave school. Once you have signed out, you must leave school grounds.
3. If you return to school the same day, you must report directly to the office to get signed in.
4. Please **DO NOT** send notes or telephone for your child to walk or drive off campus for lunch, snacks, or any other purpose other than prearranged appointments (such as doctor, dentist, etc.).

Delayed Opening, Closing & Activity Cancellation

In the event that school or other activities must be delayed or closed due to inclement weather or other emergency situations you will receive telephone notification by the **Alert Now** messaging system. This information may be broadcast on the following radio/television stations as well:

WJJR (FM): Rutland(98.1)

WDEV (AM) (FM): Waterbury/Warren(550) (96.1)

WCAX: Channel 3

Z97 (FM): Rutland(97.1)

FROGGY (FM): Barre(100.9)

WPTZ: Channel 5

VPR

If school is delayed for two (2) hours, bus pick up will be two (2) hours later than usual.

Work Hours

The school day for all faculty members begins at 7:30 a.m. and concludes at 3:00 p.m. All faculty members are expected to attend any parent, team, or faculty meetings that they have as well as to be prepared for the next day.

Daytime full-time support staff hours are assigned based on responsibilities but are generally in the neighborhood of 7:30 a.m. - 3:30 p.m. Evening and part-time support staff are as assigned. Please make sure to sign in and out if you need to leave the building during school hours. This is for safety reasons only in the case of an emergency.

SUBSTITUTE COORDINATION/PROCEDURE:

Teachers: Your sub binders are due back to Rikki 3:00 on September 15th. This binder is important and needed in your absences. Substitutes will not be assigned without it. ALL TEACHERS K THROUGH 12 ARE REQUIRED TO PROVIDE 3 DAYS OF EMERGENCY SUBSTITUTE PLANS INCOMPLETE BINDERS WILL BE RETURNED TO YOU

As you know, substitutes are few and far between. We do have a few new substitutes this year, but if you know of anyone looking for work or to earn extra money, who would be an asset to the schools, please urge them to see me for the necessary applications.

We hope to put together a Substitute Orientation early in the year. Our goal is to give the substitutes a better understanding of the expectations and policies of the school. Teacher and administrative input is requested and helpful.

Volunteers: Many of you have had "speakers" and or volunteers in your class rooms which is really great for you and the students. As you know employees and/or substitutes are required to be fingerprinted because they are working with students. Volunteers are not required to be fingerprinted, however, there is a form to be completed (it only takes a minute) so their information is on file, and they are also **not** to be left in any classroom or with any student without a teacher or staff member present at all times. **This should include parent helpers.**

Leave forms are your responsibility, for any advance plans. If you call in sick, the form will be completed by Rikki or I so that the sub assigned can be attached.

When calling for sub please call the school line directly at 802-767-4632, choose (Option 2) and leave a message in the General Mailbox to advise as to your need for a substitute. This is the only mailbox that is checked from home, so please be sure to leave it in the right mailbox or we will not receive the message until arriving at school, which may then be too late to arrange for coverage. Messages will be checked from home throughout the evening as well as first thing in the morning. Calls must be received prior to 9:00 p.m. in the evening and before 6:00 a.m. in the morning, in order for calls to happen timely.

In-house coverage is difficult as teachers have planning periods, but need that time to either set up for the next class and/or plan their lessons. I will work very hard, with every effort centered on a solution when needed. Your help with scheduling appointments after school or obtaining a substitute for either a ½ day or a full day is obviously the lesser of the two evils.

Please note once reviewed and signed off on the binder will be returned to you to be kept in your classes with instructions on where to find/access.

Teachers should always have an up to date sub binder for all of their classes. This binder should include the following items:

- A. 3 days of emergency lesson plans
- B. A copy of your teacher schedule
- C. Class rosters
- D. Detailed Directions for your sub
- C. Copy of all emergency procedures (lockdown, Fire Drill, etc.)
- D. Copy of our “Who to contact” list in case of an emergency

Teachers and staff are to be in attendance in their classes at all times. Teachers are not to leave students in the classroom unattended. If class coverage is needed, check with your next door teacher or call the appropriate office. Do not leave a voice message.

Proper paperwork should be completed with Rikki Whalen for any known future absences.

Meetings

Faculty meetings are important. Please make every attempt to attend all meetings. Please reserve Thursdays for meeting days.

Web2School

Gradebooks are to be updated by 7:00 a.m. each Monday with either a grade or a comment.

Marking Periods – High School

**Marking Period end dates:
submitted on:**

Grades are due and must be

Marking Period 1 ends on 10/28/2016	Tuesday	11/01/2016
Marking Period 2 ends on 01/13/2017	Wednesday	01/18/2017
Marking Period 3 ends on 03/31/2017	Tuesday	04/04/2017
Marking Period 4 ends on 06/14/2017	Wednesday	06/14/2017

Marking Periods – Elementary School

**Marking Period end dates:
submitted on:**

Grades are due and must be

Marking Period 1 ends on 11/22/2016	Tuesday	11/27/2016
Marking Period 2 ends on 03/03/2017	Tuesday	03/07/2017
Marking Period 3 ends on 06/14/2017	Wednesday	06/14/2017

Above dates are subject to change based on snow/emergency days. Students may add/drop a class until 09/07/2016.

Supervision and Evaluation

All teachers and support will be evaluated three times during the 2016-2017 school year. Refer to the observation matrix below:

Evaluation	Date
Pre-Conference	September 6, 2016 – September 23, 2016
Formative Evaluation #1	October 3, 2016 – October 28, 2016
Formative Evaluation #2	February 1, 2017 – February 28, 2017
Summative Evaluation	May 1, 2017 – May 31, 2017

Accident Reports

Any student accident, injury or illness must be reported to the nurse's office immediately by the teacher or adult in charge at that time. The oral report of a student injury must be followed with a written statement on the regular Accident Report Form available on the Google Drive folder labeled Staff Forms. Accident forms must be completed in an accurate and timely manner.

School Publications

Rochester School currently has only one school publication. If you wish to start others, for example a blog, vlog, wiki or newspaper, see administration prior to doing so. Content in all student publications will be reviewed by administration.

H.117 Child Abuse and Neglect

This act requires any educator, including all Rochester staff members, who has reasonable cause to suspect that a child has been abused or neglected to report to the Commissioner of the Department of Children and Families or his/her designee. The entire policy can be found in the policy manual online. This act carries forward protection against liability for libel or slander. It is the procedure at Rochester that all cases of suspected abuse will be reported immediately to an administrator.

Classroom

Teachers are responsible for maintaining the appearance of all classrooms in which they teach. Classrooms should be kept clean and neatly arranged. If repairs or improvements are necessary,

the teacher's request should be submitted to Jessi Potter via maintenance request forms found on the Google Drive folder labeled Staff Forms.

Transportation

Teachers and activity advisors are not to send students from the building on errands during the school day or during a school sponsored activity unless pre-arranged with an administrator. This is a potential liability that must concern us. Faculty and Staff are also prohibited from transporting students in personal vehicles unless you are the parent/guardian of the student.

Detention of Students

Teachers can assign detentions at any time for failure to comply with the school-wide behavior plan. Should an offense warrant more than a detention, please contact administration? Offenses that warrant detention should be handled by the classroom teacher.

Transportation must be arranged by a parent/guardian.

Student Discipline

Discipline will be consistent and support a safe atmosphere with respect for all. To create a positive learning environment, everyone is responsible for his/her own behavior and for the consequences. The Rochester School follows the Three-level System Guidelines of the Vermont Department of Education.

- Minor/Tier One: (inappropriate verbal interactions, inattention to classroom work, inappropriate internet use, inappropriate verbal interactions, inattention to classroom work, etc.). The teacher and supervising adult will address this behavior and assign consequences.
- Major/Tier Two (disrespectful or bad language, physical altercation, repeated warning, sharing passwords, etc.) is supported by the staff and may include an alternative classroom placement. Consequences are assigned by the school administration and the parent is contacted by the Principal.
- Major/Tier Three Behavior (drugs and alcohol possession or use, vandalism, serious damage to property, and serious physical altercations) has consequences addressed by the school administration.

Infractions Resulting in Suspension: The administration has the right to suspend a student immediately and have him/her picked up by parent(s)/legal guardian(s) and removed from the school premises if the well-being of that student or others is deemed to be in jeopardy. The administration will exercise discretion in determining any student behavior that results in suspension. The student's parents and school counselor will be notified with a phone call and will follow up in writing of the suspension. Also, at the discretion of the administration, parents must meet with the administration, counselor, student, and any other directly involved school personnel, prior to the student's return to a normal school day.

Expulsion

After many levels of intervention and support, the school staff may question if the student's needs are best met at Rochester School. The school is also occasionally faced with an infraction which is so serious that it cannot be dealt with effectively using detention or suspension. As a last resort, the school considers expulsion.

Vermont State law is very clear on when expulsion may be considered. "A pupil may be expelled when a pupil's misconduct makes the continued presence of the pupil harmful to the welfare of the school. The Principal may immediately remove a pupil from the school who poses a

continuing danger to person or property or a pupil who represents an ongoing threat to the academic process of the school." Students under expulsion procedures will be notified in writing by the Administration as to the cause and reasons for the proposed expulsion. The parents/guardians will be given written notice of the time for a hearing before the School Board. At this hearing, the pupil and parents/guardians may be represented by counsel provided that they notify the school administration of their intention to do so at least 3 days before the hearing. The hearing shall be in executive session unless requested to be in open session by the parents or guardians. Following the hearing, the School Board will give their decision in writing to the student and parents or guardians within 5 days of the hearing."

Dismissing Students from Class

A teacher must always issue a pass whenever it is necessary for a student to leave his/her room. Teachers should sign all passes and mark the departure time **in ink**. Teachers should state the purpose on the pass. When students receive passes, the teacher should record their destination for his/her own information, particularly during fire drills. Study hall teachers/monitors should record destinations. The receiving teacher should always sign and mark the departure time **in ink**. Always check the pass. If there is a question regarding the pass, please notify the appropriate individual. Be sure to collect all returned passes and destroy them. Leave instructions for your pass system in your sub folder.

If you need to see a student during another teacher's class, please write them a pass. This results in less disruption of learning.

Dress

Teachers and our support personnel are professionals and should dress accordingly.

Final/Mid-Term Exams

Finals and Mid-terms can still be given; however, the schedule will not be altered to accommodate these assessments.

Please collect all textbooks and all materials that are school property.

Showing Videos to Students

If a teacher is planning to show a video rated R/PG-13 (grades 7/8) or another video that you think might be controversial, you need to do the following:

- Be sensitive to your student audience's various backgrounds.
- Consider how the video aligns to your instruction.
- Send a letter home to parents/guardians **BEFORE** the video show date in order to collect responses from each student. Describe the video and its rating and why you are using it to support your instruction.
- The letter must have an opt-out clause for parents/guardians that the parents/guardians must sign and date. It is not a "carte-blanche" opt-out. In other words, you will need to send a letter and opt-out clause for **EACH** individual video.
- Invite the parent/guardian to preview the video ahead of time.

- If there is a signed opt-out, you must provide a REASONABLE ALTERNATIVE way for the student to earn points, credit, etc. A student cannot lose credit if the parent has signed an opt-out, and must be given the alternative way to earn it. Students with an opt-out should be sent to the library with alternative work.
- If you want feedback on your video choice, the administrators are available always for feedback.

Remember that videos do not need to be viewed in their entirety to make the supporting educational point. It must have a sound academic purpose to support your curriculum.

Field Trips

All field trips must receive principal's permission and could also require prior board notification, eg. trips out of the country. Permission must be obtained from Ms. Stamm before engaging students for the field trip and before soliciting money or scheduling fundraisers for it. The calendar must be checked and the field trip booked with Rikkie Whalen before this as well. **A list of students going on field trips must be provided to all teachers and offices one week in advance.** The list of students who actually go must be given to Lisa Blair or Rikki Whalen just before you leave.

FIRE SAFETY/EVACUATION PROCEDURES

To ensure safety and allow directions to be heard, **students and school personnel will use quiet talking only when necessary.** Each teacher will familiarize his/her students with the route for his/her classroom and the procedures to be followed. Each room will have posted near the door the emergency exit route. When the signal is heard, EVERYONE will proceed in an orderly fashion through the appropriate exits to the outside. Teachers must check rooms as they leave and accompany students out of the building. All doors and windows should be closed. Teachers will take their classes at least one hundred (100) feet from the building, assemble them, and take attendance. Teachers are to stay with student groups and maintain quiet and discipline with both their own and other groups. Reenter the building only after the signal has been given that the emergency or drill is over. Evacuation Log sheets will be collected prior to anyone reentering the building. They will be collected by designated staff and/or administration. In order to be certain that all faculty/staff and students leave the building, the faculty and staff located next to bathrooms are asked to check the bathrooms.

Ordering Supplies or Equipment

All purchase orders are to be submitted to Lisa Blair and approved by Ms. Stamm. All purchase orders will be evaluated and approved based on availability of funds. Failure to follow this procedure will result in items being returned as well as disciplinary action.

General supplies for the classroom are to be taken out of department budgets. Lisa will no longer purchase classroom supplies for teachers out of the administration budget.

Tuition Reimbursement

All requests for tuition reimbursement must be submitted first to the Lisa Blair, and then to the principal prior to course registration. Tuition reimbursement is per the Master Contract.

Student Records

Student records are located in the elementary and high school office. Teachers are requested to review student files according to access procedures. It is a professional responsibility to be familiar with and implement your students' accommodations. Special Educators and the 504 coordinator make every effort to hand these out to teachers but if you don't get them, please be sure to ask.

Student Medication Policy

All medication, both prescription and nonprescription, will be administered only with written permission of both the prescribing physician and/or parents by the school nurse. Teachers are not to give any medication to students, including: Tylenol, aspirin, Advil, cough syrup, etc. In case of illness or accident, contact the nurse's office immediately.

Parent communication

One of our Foundational Beliefs is that teachers communicate with parents before, during and after challenges and successes. In order to make sure we are living up to our stated beliefs, teachers must notify parents/guardians in a timely manner by sending home a progress report when a student is failing, or is in danger of failing. Teachers must also to make personal contact with a parent/guardian of those students who present ongoing behavioral problems. Teachers must also be in the habit of calling home or sending home a progress report when students are back on track or doing particularly well in their class.

Salespeople, solicitors or agents

If you are having a salesperson, solicitor or agent come into the building, please make sure they follow the sign in procedure for all visitors.

School Property

Prior approval from Ms. Stamm must be given for using school property privately.

Security

In an effort to maintain a safe and secure building, especially during school hours, all outside doors shall be locked during the regular school day. Please, do not leave any doors ajar or blocked open if going out to parking lot, etc.

Important: Secure the building and all equipment when you leave at the end of the school day.

- Check to make sure windows are closed and locked
- Shut off all lights and lock your classroom door.
- Do not leave money, purses or other personal valuables in your classroom.
- If you are in the building at night or on the weekend, you should ask any unauthorized person in the building to leave. Report this incident to administration.
- Equipment should be arranged in such a fashion that its absence would immediately be noticed.

Tobacco use

The use of tobacco on school grounds is in violation of state law and is prohibited. This includes all school related activities during and after regular school hours as well as any school-sponsored activity or trip. This is a "Tobacco Free Work Place".

Telephone MessagesSchool Business Calls

Teachers are highly encouraged to call parents or guardians of their students for both positive and corrective purposes. Student phone numbers are available in Web2School.

Private calls

All personal calls should be made or returned after school hours or during the teacher's prep period, except in the case of emergency.

Teachers should check their voice mail frequently for messages. Secretaries will not be responsible for personal messages. All faculty and staff calls will be forwarded to their voice mail, except in an emergency situation, assuming the secretaries have been told it is an emergency situation. In general, it is expected that teachers will return phone calls within 24 hours.

Textbook Inventory

Each teacher is responsible for maintaining up to date inventories of all textbooks issued to his/her students. Each textbook should be numbered and assigned to one student. Teachers will assess lost or damaged books throughout the year. One copy of each inventory sheet must be kept on file.

Visitors

Parents and others are welcomed and invited to visit our school. Parents and visitors who wish to observe a specific activity or class are asked to notify the teacher whose class they intend to visit and the administration 24 hours in advance. Anyone entering the building must report to the Main Office. All visitors must sign the visitor's log and receive a visitor's pass before going to an individual classroom or appointment. Visitors must sign out before leaving the building. Teachers are encouraged to ask for identification of anyone they do not recognize. Contact the office immediately if you suspect a person of wrongdoing.

Students who wish to bring a guest to visit the school must get approval at least one (1) day in advance from an administrator. The visitor must sign in and receive a visitor pass. Guests must follow their host's schedule. The host will be held responsible for informing the guest of our school rules.

Guest Speakers

Use of guest speakers is encouraged to enrich classroom instructional practices. Advise the administration before a guest speaker is arranged.

Recording and Reporting of Absences and Tardiness

Section 4321 of the General Laws of Vermont requires school attendance. We are required by the State of Vermont to maintain careful attendance records. It is a fundamental expectation that

all students be in school, be on time, and follow their assigned schedule. Regular school attendance is necessary in order that each student gain the fullest from his/her educational program at school. It is essential to learning and earning course credit. It also sets an appropriate expectation for other pursuits such as holding a job. While some work missed due to absence may be made up, it is impossible to duplicate all the experiences and lessons learned in a formal classroom setting. Regular attendance is the personal responsibility of the student, and the legal responsibility of the parents/guardians. The educational staff will ensure as much as possible that each class contains valuable experiences and activities designed to achieve the objectives of the course and to assist each student in making up such work within a reasonable time.

Late to School/Co-Curricular Policy

Rochester School wishes to maintain a reputation for excellence that is reflected in the behavior of the students who represent the school during all extracurricular activities. The school wishes to encourage a sense of pride and responsibility in all participants. People see and judge the school by the students who represent it, wherever they may be. The following rules govern all extracurricular activities. Parents and students should be familiar with them. No student should expect to participate in an extracurricular activity unless he/she is willing to follow these rules. All rules must be followed in order to maintain eligibility.

1. If a student is late to school, it will be the extracurricular activity advisor's or coach's discretion on whether or not that student participates that day in a performance, game, or practice/rehearsal. If a student is absent from school, that student cannot participate in after-school performances, rehearsals, practices, and/or athletic events.

2. A student who uses, consumes, possesses, buys, sells, or gives away any illegal drug, alcoholic beverage, tobacco, or misuses or involves other students in the misuse of regulated substances such as prescription drugs, or non-regulated substances such as over-the-counter medications shall be ineligible to participate in any co-curricular activity for a minimum of three weeks. This penalty can be increased at the discretion of the school administration and/or School Board. If less than three weeks remains in an activity in which the student is currently participating the penalty shall be carried over to whenever the next scheduled activity begins, including into the next school year if the violation occurs with less than three weeks remaining in school. For the second and subsequent violations of this rule students will be ineligible to participate in all co-curricular activities for a minimum of one full calendar year from the time of the infraction. That penalty can be increased at the discretion of the school administration and/or School Board.

Clubs and Organizations

An effective co-curricular program cannot be established by administrative edict. Rather, it has to arise from a genuine interest (on the part of the teachers) in students and their welfare. Administration supports those teachers who wish to assist and maintain a club or organization of students. The establishment and conduct of all co-curricular clubs and organizations shall be undertaken only with the approval of the administration.

Dances

We limit students' guests to middle and high school-aged people only (no out-of-high-school aged guests), with the exception of Prom.

1. At least two weeks before the dance, a student representing the group wishing to sponsor a dance will consult with the Principal to obtain a tentative date.

2. At least one week prior to the date, a list of at least two adult chaperones will be submitted to the Principal for approval. The chaperone list must include the name(s) of two of the teachers sponsoring the group. Only after this list is approved, can the dance be publicized. Chaperones will be on duty throughout the entire dance. A law enforcement officer or school administrator is to be present at all school dances, but does not count as a chaperone.
3. Students must sign in at the dance when they arrive. The school is **NOT** responsible for calling the parents/guardians when the students leave. No student who leaves may be re-admitted to the dance.
4. Unless otherwise announced, a student may bring one (1) guest who attends another school to a school activity. In order to bring a guest, he/she must **pre-register** him or her at least two days before the activity, and accept the responsibility of ensuring that he or she follows established rules.
5. Students who come to a dance under the influence of drugs or alcohol will be detained until their parents pick them up and will be subject to disciplinary and legal action. Any student who brings alcohol and/or drugs into a dance will be subject to disciplinary and legal action.
6. Students **must be in school the entire day** of the evening that the dance is scheduled in order to attend. Certain exceptions may be granted with the prior approval of the Principal.
7. No middle-school students shall be in attendance at the Junior Prom.

Faculty Advisors

An advisor shall be present at all committee and group meetings scheduled by clubs and organizations. He/she should weigh carefully all plans and actions proposed by the group. Advisors are also expected to attend and supervise any evening activities and to be responsible for the smooth and effective operation of their assigned club or organization. The school master activity calendar can be accessed through the school's website. Check this calendar before scheduling any event. If there is no conflict, request administrative approval for the event. If your event is approved, you must send a calendar invite to rochesterschoolevents@gmail.com.

Fundraising Activities

Fundraising cannot take place without the consent and participation of the coach/advisor of the club/organization. Community members are encouraged to help with fundraising. However, the money raised is only for the activity purpose. All groups are to make an effort to avoid fundraising at the same time as other groups. Consult the master activity calendar in Gmail. Class dues, food sales, dances, car washes and other fundraising activity monies are to be counted by the advisor. Then a student activity receipt form is to be completed and turned into the main office for deposit. Money should never be kept overnight anywhere but in room 106 with Lynne Patrick!

Administrative approval is required in advance.

Scheduling Events and Activities

If a club or organization wishes to sponsor a school event or a fundraising activity, it must complete an activity use form, available in the Staff Forms folder on the Google Drive. The signature of an administrator is a prerequisite before proceeding with any plans. After the advisor has signed the form, he/she must submit the original to administration for approval. Permission will be granted whenever advisable and possible. If the event/activity is approved, it will then be listed on the master calendar. Advisors should check to see that all regulations have been followed by the group in preparation for and throughout the event or activity.

School Board Policies

The policies of Rochester School are reviewed and adopted periodically by the Board of Directors. The School Board Policies provide parents, students, teachers and citizens with a means to develop an understanding of the school system.

The School Board feels that it is the duty of the School Board to provide the best possible education for each student with approved resources. The School Board also feels that it is the right of the students to attend Rochester as long as they conform to the rules and regulations of the Student and Parent Handbook and applicable School Board Policies.

ROCHESTER SCHOOL COLLECTION AND ACCOUNTING OF MONEY

Memorandum of Understanding Regarding Finances at Rochester

Memorandum of Understanding: Each faculty and staff member at Rochester School is responsible for reading and adhering to the Financial Policy and procedures. The Rochester School administration developed procedures with regards to finances at Rochester School. Each faculty and staff member will be required to sign this MOU stating they understand the policy, procedures and expectations with regards to school finance.

Collections:

*Teachers and staff members will be issued a receipt book. All faculty and staff must meet with Ms. Stamm, sign the financial MOU and sign the receipt book log prior to receiving any receipt book.

*Each faculty and staff member is responsible for the receipt book they have been issued.

*Money will be collected from students, counted and receipted daily.

* Receipts must include the date, the payer (who the money is from), amount, purpose of the receipt, list the method of payment (cash, check or money order), and employee's signature. The original is given to the individual submitting money, and the carbon remains attached to the receipt book. Receipts must be used in sequential order.

* Do not alter or write over carbon copies of receipts. Receipts containing errors that were "marked out" or corrected should not be issued. If an error is made on the receipt/carbon copy, void the receipt and write another one. The voided original must be attached to the carbon for internal control purposes. Never take the carbon copy out of the receipt book. Always give the original receipt to the receipted person. Do not give your receipt book to another individual to use. The receipt book is issued to an individual not a club or organization.

* In using the money envelope and receipt record assigned to you, use the proper date, the receipt numbers, record accurately the amount enclosed in the "Total Amount" column, and check to see the total agrees with total of receipts in your book.

* All checks must have the students name, your club/activity account number, telephone numbers (including the area code) and a physical home address on all checks. (No P.O. Box address)

Deposit

1. All money collected must be receipted and deposited with Mrs. Whalen or Ms. Stamm. Rochester policy requires that all funds received by a school employee must be delivered promptly, the same day or next business day. All money must be delivered to Mrs. Whalen or Ms. Stamm's office in the envelope provided and by the person to whom the receipt book is issued. Never leave your envelope in Ms. Blair's mailbox to be receipted nor can you give your receipt book to someone else to turn in.

* All money will be given to Mrs. Whalen or Ms. Stamm no later than close of business same day funds are received.

* Deposits must include an Internal Deposit Slip. This form is for clubs and groups when collecting money.

* All currency should be stacked neatly – all facing the same way and clipped together. Coins should be wrapped if there is enough for a roll. Failure to organize your deposit will result in you receiving your deposit back to rectify the problem.

* After verifying that you balance, an attached receipt corresponding to the deposit slip will be placed in your mailbox.

Accounts Payables

* All school purchases need to have a purchase order number. When placing an order, you will need to complete a purchase order form and attach the quote. Purchase Order forms are available in the "Teacher Forms" folder in the Google drive. Once you complete the you will give it to Ms. Blair for a school assigned PO number. Ms. Stamm will then review each form for approval. Each order will be reviewed and approval is not always guaranteed. ***Please be reminded we are here to assist in any way, however any incomplete paperwork will be returned to you.

*Please attach original receipts or invoices to a Check Request form for payment. Forms are available on the Google Drive. A check will only be processed if a receipt or invoice is attached and prior approval was given. (NO EXCEPTIONS)

* Neither Principal nor Treasurer, or school staff may obligate an account for more than the amount of current cash less all liabilities and other obligations of the fund. Therefore, none of the accounts should carry a negative balance. Anyone over expending available cash in a fund, subjects himself or herself to personal liability for the amount of the expenditure.

* All items must have prior approval before purchasing. Please be reminded we have numerous options for purchasing school items. If you choose to purchase an item using your personal money you will not be reimbursed if that purchase was made without prior approval by Ms. Stamm.

* All requests should be in by noon on Friday's in order to be processed for the following week. If you miss the Friday deadline your paperwork will not be processed until the following week.

* Checks, after being issued by the SU, will be placed in the mailbox of the person who made the request.

(Monthly reports will be given to active accounts for review)

Requisitions

* Requisition Requests must have Ms. Stamm's signature before your order will be placed.

* All requests must be ordered by using a purchase order from.

- * When orders come in, we will notify you that the delivery arrived and is ready for pick up.
- * Please return your packing slip and invoice to Mrs. Blair after you receive the order.

Social Media

It is strongly encouraged and recommended that if you have a Facebook account that you not have any current students as friends! This would also be true of Tumblr, Snapchat, Instagram, and Twitter accounts if they are personal. If you want to continue professional communication with your students on social media, use your WRVSU email and make a second account.

Alcohol and Drugs

It is the policy of this school district that no student, group or organization shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school sponsored activity away from or within the school. "Drug" means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by state or federal regulation or statute.

The only exception to the above is the use of medication with proper medical authorization and supervision of the school nurse.

It is also the policy of the Rochester School District to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study student will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug while in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while under the influence of illegal drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer or work study student is under the influence of illegal drugs or alcohol while in the workplace, the person will be immediately removed from the performance of his or her duties. Other consequences, including, but not limited to, suspension or termination, are possible.

Definitions

Drug means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.

Workplace means the site for the performance of work for the school district, including any school building or any school premises and any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities. It also includes off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

