



# Ruth Murdoch Elementary School

An Andrews University School

## Bulletin & Handbook

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## **Philosophy and Purpose**

Ruth Murdoch Elementary School [RMES] is designed to provide children and youth a learning environment alive with Christian love and reflective of Seventh-day Adventist standards. It is our intent to create a quality academic environment with the greatest sensitivity to the holistic development of the individual; the physical, mental, social and spiritual.

## **Introduction**

It is our hope that the contents of this handbook will assist parents, students and teachers to understand and appreciate the framework that will inform the direction the school has chosen to take. We trust that the guidelines and procedures outlined in this book will help home and school to function in a harmonious manner.

Changing circumstances sometimes necessitates amending policies and/or procedures during the school year. Actions voted at any time by the RMES Governing Board, the University Board of Trustees, or duly authorized administrative officers and faculty shall have equal weight to, at times, supersede statements published in the handbook, appendix, or supplements. These changes will be communicated with students and parents in the form of verbal announcements.

## **Mission Statement**

Ruth Murdoch Elementary School is a school where parents, teachers, church, and community unite to bring children closer to God. Striving towards excellence, this diverse family of learners works with heads, hearts, and hands to nurture a Christ-like character. In preparation for heaven, we will show Christ's love through service.

Dear Student,

Welcome to an exciting experience in learning and fellowship with like-minded students at Ruth Murdoch Elementary School! RMES is so unique you will simply have to experience it to understand what it is all about!

There are several things you will notice immediately about our school. We are a virtual Global Village. Your schoolmates represent over 50 countries and cultures. Although not every student at our school speaks English as their first language, every student appreciates the joy of learning in a warm, caring and accepting environment as you do.

Ruth Murdoch Elementary School is a laboratory school operated under the guidance of the Department of Education of Andrews University. As a student at Ruth Murdoch Elementary School, you are considered a part of the Andrews University academic family. As a member of the Andrews family, you have access to some of the services open to students in the undergraduate and graduate schools! Your student ID card opens for you the services of the James White (University) Library and the use of the university swimming pool for a reduced fee. Because we are part of the Andrews University family, our procedures and policies also fall under the umbrella of the working policies of the University.

Ruth Murdoch Elementary School has brought together a carefully selected team of professional administrative and teaching staff. Only teachers with state and SDA denominational certification are considered for faculty positions. Contract teachers who are brought in to teach select subjects are also carefully chosen. The RMES selection process considers a candidate's love for children, love for the profession and love for God as important as their professional training and experience. Administrators, faculty and staff at RMES are deliberate about their desire to provide you with a quality academic program in a safe and nurturing environment. They are dedicated to the proposition that you deserve the best opportunity to be prepared for service to God here on earth and be prepared for citizenship in His Kingdom to come.

This Bulletin & Handbook has been prepared to make your experience here at RMES informed and productive. Some things are included for your parents' information, so feel free to share this with them. Although rules and policies don't always make for interesting reading, they are important as we work and play together at school. If you don't understand something, please feel free to ask your teachers for an explanation; they will be only too pleased to help.

We are delighted that you have chosen to be a part of our RMES family!

- Your Ruth Murdoch Faculty, Administration, and Staff

## **Dr. Ruth Murdoch**



In 1975, the Andrews University Laboratory School was renamed Ruth Murdoch Elementary School after Dr. Ruth Rittenhouse Murdoch, a highly-esteemed Seventh-day Adventist educator. During an era when buildings were renamed posthumously, Dr. Murdoch was given the unique honor of being in attendance at the renaming ceremony. It was highly appropriate that the name of Dr. Ruth Murdoch was chosen, for throughout her fifty-year teaching career, she was a tireless and outspoken advocate for academic excellence coupled with a strong focus on character development.

Ruth Rittenhouse was born in Bozeman, Montana in 1906. In 1937 she married W.G.C. Murdoch. During their life together, they served the church in England, Australia, and the United States. Dr. Murdoch was a devoted mother to her three boys and one girl, often using her experiences as a mother to illustrate the principles of character development in her teaching.

In 1928 she received a Bachelor's degree in Education from Emmanuel Missionary College (now Andrews University). She received a Master's degree in Education from the University of Southern California in 1937, and her Doctorate in Education from American University in 1960. Her specialty was in human growth and development and educational psychology.

Dr. Murdoch was nationally recognized as a stimulating speaker and a challenging and engaging teacher. Her fifty-year teaching career included positions at Adelphian Academy, Lodi Academy, Southern Missionary College, La Sierra College, Columbia Union College, and Andrews University. She was twice honored by the Andrews University Alumni Association as an Honored Alumna of the Year.

Dr. Ruth Murdoch passed away in 1996 but her legacy lives on in the lives of those students who attend the school that bears her name. And from here, students travel to the far corners of the world as ambassadors of those virtues she held dear.

## **Admission**

Admission to Ruth Murdoch Elementary School (also referred to as RMES throughout this document) is a privilege granted students irrespective of their race, color, gender (M/F), ethnicity, national origin or religion.

Inasmuch as Andrews University, our parent organization, is sponsored by the Seventh-day Adventist Church, the majority of our students are members of that denomination. However, no particular religious commitment is required for admission. Subject to available space, applicants who meet the academic and character requirements of Ruth Murdoch Elementary School, and who demonstrate a willingness to cooperate with the school's policies and to adjust congenitally to its religious, social and cultural atmosphere, may be accepted.

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender (M/F) in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

### **Admission Age**

**Kindergarten:** Ruth Murdoch Elementary School does not advocate formal schooling to begin before a child is physically, socially and emotionally ready for the experience. Our kindergarten program is available to families who wish that service.

Applicants need to be at least five years of age by September 1 of the year they enter school. On occasion the Admission

Committee might be willing to consider qualities such as, relative closeness of the child's birth date to September 1, obvious, observable size/maturity of the child, formal or informal testing done by the teacher, or other factors that might justify acceptance of a student.

Michigan law requires the presentation of a birth certificate or passport as verification of the correct date of birth.

**First Grade:** Applicants to first grade must be six years of age by September 1 of the year they enter school. Any student who successfully completed Kindergarten at Ruth Murdoch Elementary School is eligible for first grade on the recommendation of the kindergarten teacher. New applicants need to furnish the school with a birth certificate or a passport to verify proof of date of birth.

**All Other Grades:** All students entering a Michigan school for the first time must submit official evidence of a physical examination by a licensed physician or a duly authorized health care professional, and furnish the school with necessary immunization records and documentation to verify the student's date of birth.

Submission of request for all previous elementary school records is required by RMES.

### **Acceleration/Retention**

RMES considers acceleration or retention of a student on an individual basis according to the Lake Union Conference and Michigan Conference Education Policies and our own policies.

The decision to accelerate a student is made based on the recommendations of school faculty and administration, not on parent request alone. The final decision for grade placement will be made cooperatively by the school, the parents, and when appropriate, the Michigan Conference Office of Education.

Age, emotional and social maturity of a student demonstrated by behavior and interpersonal relationships, study and work habits, conduct and citizenship, standardized tests [MAP Growth], and class grades are factors that will determine acceleration. Students will not be accelerated with significant gaps in current grade level content/curriculum. The best interest of a student is served when a promotion to a higher level class does not cause that student to miss important content, or miss the opportunity to adequately develop essential skills, including social skills. It is the intent of the school to provide a more challenging and enriching academic program for students in the grade they are in, rather than focusing on moving students to a higher grade prematurely.

The school maintains the right to retain a student due to academic considerations. The potential social and emotional impact of such a move is also considered before a student is retained. The decision to retain a student is made in consultation with the student's teachers, parents and personnel of the Michigan Conference Office of Education.

RMES is constantly seeking ways to provide intervention for students who are challenged in basic skills, in order to prepare them for the next grade, and thus prevent the need

for retaining a student. Retention is a recommendation of last resort, and employed only when the school is convinced that such a move is in the student's best interest.

### **Asbestos**

The Asbestos Hazard Emergency Response Act (AHERA) requires that parents and employees be notified annually when a school building contains asbestos. Per AHERA regulations RMES was inspected and a management plan prepared in July of 1989. This inspection found RMES to have building materials that contain asbestos. These materials are being maintained in compliance with AHERA regulations. The management plan is available for review at the school office.

### **At-risk Behaviors**

Because of the deep concern and love we have for our students, we wish to do everything we can to protect them from potentially life-threatening behaviors prevalent in today's society. We do this in two ways. First, by educating our students about the perils of certain potentially harmful behaviors, and second, by making certain that our own campus is free from the negative influences of these behaviors. Many activities sanctioned and promoted by the popular culture do not represent a Christian lifestyle and pose hidden dangers for children and youth. Invariably, what students do out of school eventually tends to have an effect on what they do in school, and the influence they might exert on fellow students. Thus the school's role in guiding, intervening and disciplining students in regard to "at-risk" behaviors is not limited solely to school hours, school sponsored activities or school property.

Students who choose to engage in any of the “at- risk” behaviors listed below, at any time or place, will be inviting a posture of censure, disapproval and disciplinary action from the school. Engaging in these risky behaviors could lead to suspensions or even expulsion from school. “At- risk” behaviors include, but are not limited to:

- possessing, distributing or using tobacco in any form.
- possessing, distributing or drinking any alcoholic beverage.
- possessing, distributing or using any illegal substance.
- abusing any drug, inhalant, or other substance.
- engaging in any illegal activity for which the student could be formally charged by law enforcement authorities. Minor traffic violations are not included in this classification.
- engaging in intimate/sexual behavior
- involvement in printed or on-line pornography of any form

## **Attendance**

Ruth Murdoch Elementary School’s commitment to provide students with a quality education must be matched by the student’s and parent’s commitment to regular and punctual attendance.

The value of our program is greatly diminished for the student who is habitually late or absent from school.

Students who live too far to walk to school depend on their parents to get them to school on time. The responsibility of punctuality and attendance is one that is shared by parent and child. Michigan State Law requires the school to maintain accurate attendance records for both

excused and unexcused tardies and absences.

## **Excused Absences**

Absences for the following reasons are considered excused absences:

- personal illness
- death of a relative or family friend
- required medical, dental or optometric services that cannot be scheduled around school obligations
- a quarantine imposed by the health department
- extreme emergencies may be excused at the discretion of the principal or vice principal on a case-by-case basis

When a student returns to school after an excused absence, a written explanation of the reason for the absence must be provided for the teacher if the absence is to be excused.

## **Unexcused Absences**

Absences for reasons other than outlined above are considered unexcused. Written notification does not excuse an absence.

If the absence or tardy is due to a pre-planned activity, parents are requested to notify the teacher or the school office in writing prior to the absence. The notice needs to indicate dates the child will be absent from school.

When possible, assignments will be given prior to the departure date. It must be understood that some class activities, by their very nature, cannot be made up when a student is absent. Some of these missed activities may include valuable information that may be needed for a future test or

assignment, and some may yield credit and could negatively impact a student's grade.

When an unscheduled absence or delay keeps a student away from school, please call the school office by 8:00 A.M. on the day of the absence or tardy, and leave a message on the answering device. The message should include the child's name, teacher's name and the reason for the delay or absence. When your child returns to school, please send a written explanation noting the student's full name, date/s of absence or tardy and the reason for absence or tardy. The note must be duly signed by parent or legal guardian.

Students are responsible for making up missed work. Excessive absences (more than 10%) could jeopardize the student's learning and may result in failure for a marking period or the entire year.

- 3 absences – letter will be sent home
- 6 absences – student meet with principal
- 9 absences – student and parent meet with principal, and/or board representative

### **Tardies**

A tardy is considered as arriving to class after 8:15 A.M. Tardies are counted per quarter.

- 5 tardies – letter will be sent home
- 10 tardies – student meet with principal
- 15 tardies - student and parent meet with principal, and/or board representative

To ensure that students receive the best possible advantage at school, it is extremely important that they arrive at school on time and ready to learn.

Arriving late distracts other students and compromises the ongoing teaching/learning process in the class. Students who come late to school typically disrupt the worship activity in the room, a crucial part of the school day. Some teachers may require the student to remain quietly outside the room until worship is over.

### **Bibles**

Students need to bring their own Bible for Bible class.

Students in grades one (1) through four (4) use the New Century Version of the International Children's Bible since their Bible curriculum materials are based on this version. These versions are available through the school office, and may be purchased at cost.

Students in grades five (5) through eight (8) may choose any version they prefer. Please reference your school supply list and consult your teacher for recommendations.

### **Bicycles on Campus**

Students who ride bicycles to school are to walk the bicycle on school sidewalks and paved areas immediately around the building and the school driveways. Bicycles are to be placed in racks provided for them. Students are not to ride bicycles during the school day. Please be sure to always lock your bicycle.

### **Cell Phone Use**

Students may bring cellphones to school if parents feel that a cell phone at school is an absolute necessity. However, cell phones may not be brought into the classrooms during instructional time. They will need to



be locked in the student's locker in the case of junior high students, or in their book bags in the case of lower grade students. Cell phones may only be used after the school day, or in special circumstances, with the permission of a faculty or staff member. Cell phones must be turned off before classes begin and remain off for the rest of the school day. The school does not assume any responsibility for cell phones brought to school. Cell phone misuse will result in the cell phone being confiscated, and a parent will need to pick the phone up at the school office. Please reference Electronic Communications.

### **Chewing Gum and Food**

To keep our school clean and attractive we have a "no-chewing-gum" rule in effect in our building, on the playground, and at all scheduled school functions. Appropriate disciplinary actions may be taken with habitual offenders.

Eating must be limited to time and location designated for that purpose. Students may not snack during and between classes.

### **Children's Protective Services (CPS)**

Michigan Child Protection Law requires teachers and school administrators to report their suspicions of child abuse or neglect to Children's Protective Services (CPS) at the Department of Human Services (DHS). The school will cooperate with CPS during any investigation of a report of child abuse or neglect. This may include allowing access to the child without parental consent if access is necessary to complete an investigation or to prevent abuse or neglect.

### **Classroom Assignments**

Classroom assignments for students are done by the Admissions and/or Placement Committee. The committee is open to parents' input as they make their decisions.

When making classroom assignments, careful consideration is given to the individual needs of the child and the collective needs of the classroom. Room assignments are made on the basis of maintaining a diverse gender and ethnic mix in each classroom. Consideration is also given to individual learning styles and abilities.

Parents may request a reconsideration of the Placement Committee's decision by notifying the principal in writing. This letter must list reasons for the request. Parents' requests may be granted when they can be accommodated without jeopardizing the school's stated objectives of the constitution of a room.

### **Closed Campus**

Once students arrive at school, they may not leave the school grounds until school is formally dismissed. After school, students may leave the building in a manner that has been approved by parents or legal guardians.

Students may leave the school campus during school hours only when they are accompanied by school personnel, a parent, or legal guardian. Students must always remain in specifically designated, supervised areas where visual supervision is possible and where they can easily hear directions. Students who have written permission from a teacher, the office, or their parents or legal guardians to leave the school building during school hours need to sign the check-out sheet at the office before

they leave; should they return prior to dismissal time, they must sign back in on the same form.

In the interest of the safety of students, the school requires a written request, dated and signed by parent or legal guardian to indicate who, if other than a parent or legal guardian, will be picking up a child or children during school hours. Often situations such as medical appointments make this procedure necessary.

### **Conflict Resolution**

In Matthew 18: 15-17, Jesus proposed a process by which disagreements are to be resolved. This provides the basis for the following grievance procedure which has been adopted by our Governing Board.

**Step 1:** Consult with the teacher, school employee or board member directly involved. In most cases the problem can be resolved quickly and easily at this stage if the meeting is conducted in good faith and in a Christ-like spirit.

**Step 2:** If no satisfaction can be obtained at step 1, the matter needs to be discussed by the school employee, the concerned party and the principal.

**Step 3:** If step 2 does not provide adequate resolution, a meeting may be convened with the chairperson, principal, school employee and the concerned party.

**Step 4:** The court of final appeal will be the Governing Board. In order for a board hearing to be initiated, the concerned party will need to make a formal written request for consideration. The chairperson of the Governing Board may call for a special board meeting or place the request on the

agenda for the next scheduled board meeting, depending on the severity of the concern and/or the date the request for the hearing is received. The Governing Board assumes the final decision in grievance matters.

### **Copyright Laws/Plagiarism**

RMES is deliberate about helping students to understand and appreciate existing copyright laws. Students who engage in plagiarism in any form will be counseled by the teachers about the moral and legal implications of the practice. Students will not be given academic credit for any assignments, if there is reasonable evidence of plagiarism.

### **Damage to School Property**

Normal wear is expected on school-owned equipment and materials such as library books, school textbooks, P. E. equipment, desks and lockers. Students will be charged the replacement value or repair cost of books and equipment if carelessness, misuse and/or abuse is the cause for the damage or loss.

### **Dismissal Procedure**

Students in kindergarten through eighth grade awaiting rides after school are to wait in the gym, by classroom, until their ride comes. Students must listen for their traffic numbers to be called. Students who walk or ride bicycles home should leave campus right after dismissal.

There is to be no loitering about the campus or school building after the last school bell for the day. When classes or school-sponsored activities are over, students are expected to leave the campus and proceed to their homes.

Unless they are involved in a school-sponsored activity, all students in the building after 3:45 P.M. Monday through Thursday or after 12:30P.M. on Friday or scheduled half days, must register in the Extend-Ed room. Students will be charged for Extend-Ed from the time they sign in until they leave. Students who remain unsupervised in the building or immediate area are subject to a \$12 fine.

## **Dress Code**

The standard of dress at Ruth Murdoch Elementary School is designed to promote an effective learning environment. Students will learn and practice modesty by exercising the principles of **neatness**, **respect**, and **appropriateness**. These standards apply when students are engaged in all on or off-campus events. Clothes need to be clean, neat, in good repair and of a modest fit, considering the age and physical build of the student.

**Neatness** - a look that is clean with clothes that are proper fitting and in good repair. Parents can use this opportunity to teach students the life skills of hygiene and caring for one's belongings.

**Respect** - wearing attire and carrying oneself in a way that cultivates self-worth and counters materialism. Encourage dignity by honoring the diverse and distinctive ways the Creator designed each of us to be beautiful inside and out.

**Appropriateness** - can be defined as wearing clothes that fit the occasion. In a school setting, appropriate clothes are those that promote the educational process. Dress also bears in mind something that is practical and safe.

Students may wear the following:

- Individuals, groups, images, or wording that does not conflict with Biblical principles.

Students must wear the following:

- Appropriately worn and sized clothing that completely covers shoulders, abdomen, back, and undergarments at all times.
- Appropriate undergarments - which should not be seen.
- Clean clothes that are ironed or wrinkle-free.

Students may not wear the following:

- "Gothic," occult, negative, violent themes and images, or secular music bands that promote non-Christian principles.
- Letting on the rear end of clothing.
- Pajama tops or bottoms, house shoes or slippers.
- Tight, form-fitting articles of clothing such as bike shorts, yoga pants, jeggings, or leggings.
- Any article of clothes that have holes that are not permanently repaired.
- Oversized / baggy / sagging articles of clothing.
- Caps, hats, or other headwear in the building.
- Body art (any drawing / painting on the skin that is distracting) is not permitted.

Shirts:

- All shirts as part of the regular dress code may be worn un-tucked.
- No low-cut, sheer, sleeveless, tank-top, or bare mid-riff shirts.
- Low-cut v-neck shirts/sweaters must have a high-collar tank top or

dress code approved shirt underneath.

- All shirts must have sleeves.

Pants:

- All pants/shorts, etc. must be in good repair and neatly hemmed (no fraying).
- Patches/repairs must be permanent.
- No holes, sagging, oversized, or tight pants/shorts are permitted. Relaxed fit is encouraged.
- Short length should be just above the knee when standing and not above mid-thigh when sitting.

Dresses/Skirts:

- Dress and skirt lengths are to be no more than just above the knee when sitting. We ask that if your daughter cannot find a skirt/dress that is no more than just above the knee, to please wear slacks/pants.
- If dresses/skirts are not knee length, leggings must be worn under the skirt. (Please remember that dresses/skirts are not always appropriate for PE and recess activities).

Shoes:

- Shoes must be worn at all times while on campus.
- May wear closed-toe sandals that have a heel strap.
- All students must wear or bring athletic shoes and socks on their PE days.
- No crocs or open-toed shoes are permitted.

Accessories and Makeup:

- Hats, hoods, and sunglasses are not permitted indoors during regular school hours.
- No jewelry/wrist bands of any material. A simple hairband may be worn around the wrist.
- Makeup applied in a manner that is not a distraction is allowed for girls only. Neutral or natural colors are expected.
- Nail polish that is neutral/natural skin tone is permitted for girls.
- No earbuds are to be worn at any time.

Hair:

- Hair should be neatly cut.
- Hairstyles should be simple, not causing any distraction.
- Cuts/colors that give an unnatural appearance are prohibited. Styling products and hair accessories should be in line with the dress code.
- RMES reserves the right to require a student to get a haircut, change a style, or change a color, if, in the judgment of the administration, the student's choice has created a distraction.

SPECIAL EVENTS DRESS CODE GUIDELINES

The administration reserves the right to identify particular events and days wherein compliance with announced special event dress code guidelines will be required. These events and days include, but will not be limited to:

- Picture days / Re-takes
- Awards Assemblies

- Special Events / Chapels / Concerts / Graduation
- Special Field Trips
- School Spirit Days.

RMES does not attempt to place a moral judgment on certain types of apparel; however, in order to project our desired school image, the above outlined dress code will be enforced.

### **Electronic Communications**

This electronic communications policy has been developed through a cooperative effort of the faculty, administration, and school board. The purpose of this policy is to provide guidance for faculty, staff, and students as they make use of the varied means of electronic communications available to them.

- All electronic communications, including but not limited to electronic messages, documents, and images, sent at any time between RMES students and RMES faculty/staff will be used for educational and/or administrative purposes only.
- Electronic communications between RMES students and RMES faculty/staff are only to be used through RMES provided or approved means. Email transmissions shall not be considered private and may not be kept confidential from RMES students' parents/guardians. RMES faculty and staff will retain copies of all RMES student/teacher email for a minimum of 2 years.
- Communications between RMES students and RMES faculty/staff through personal social media sources is prohibited.

- Communications between RMES students and RMES faculty/staff through texting outside of the classroom setting is prohibited. Exceptions, with guidelines, will be announced for specific activities.
- The content of electronic messages, documents, and/or images must conform to RMES's ethical and educational standards. The use of profanity, vulgarity, ethnic or racial slurs, insults, put-downs, sexual innuendo, or other inflammatory language in any communication is prohibited. (Under Bullying)
- Electronic messages must accurately represent the identity of the sender.

### **Computer Acceptable Use Policy**

Use of the Internet provides great educational benefits to students. However, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet and World Wide Web is available as a privilege to students who accept the requirements of this policy and agree to act in a considerate and responsible manner, fulfilling both the spirit and letter of these statements. Students and parents/guardians must read and accept the following rules for acceptable computer usage behavior.

1. Students are responsible for following Christian standards of behavior on the Internet just as they are in the school building. General school rules for good behavior and communications apply.
2. Network storage areas may be treated like school desks/lockers. Network administrators may review

files and communications to maintain the system responsibly. Users should not expect that files will always be private.

3. The following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, or attacking others
  - Damaging computers, computer systems, or computer networks
  - Violating copyright laws
  - Trespassing in another's folders, work, or files
  - Intentionally wasting limited resources, include the use of "chain letters" and messages broadcasted to mailing lists or individuals
  - Employing the network for commercial purposes
4. Individual email accounts are allocated through Andrews University rather than Ruth Murdoch Elementary School. Each user is responsible for the management of material sent and processed through his/her account according to the University regulations.
5. The school reserves the right to limit computer access through supervision and certain software.
6. Violations may result in a loss of access as well as other disciplinary or legal action as deemed appropriate by the administration and faculty of Ruth Murdoch Elementary School.

Students of RMES are entitled to one copy of the Expo.

The Expo is a pictorial directory of the faculty, staff and students of Ruth Murdoch Elementary School. It is published in the fall.

### **Extend-Ed After-School Care**

Extend-Ed is an after school program for students who are enrolled at RMES. The program offers students a variety of activities including time and place to do their homework.

Extend-Ed will operate on most days that school is in session. The program is also open on certain half days.

Extend-Ed will not operate on half days just prior to the following scheduled vacations: Thanksgiving, Christmas and spring vacation. Extend-Ed is not available on the last day of school.

Please note that a hot lunch is not served on Fridays or on scheduled half days. Children need to bring their own sack lunch on those days.

The Extend-Ed program is subject to several, any and all changes that may be necessary to make it a viable educational experience for the benefit of RMES students.

Parents may access the Extend-Ed room through the Extend-Ed exterior door.

### **Extend-Ed Hours**

Monday through Thursday 3:45 – 5:30 P.M.

Friday 12:15 – 3:30 P.M.

Parent-Teacher-Student Conference Days

12:15 – 5:30 P.M

## **Expo**

### **Extend-Ed Fees**

Extend-Ed fees will be published in “Partners in Christian Education” each spring. A student’s school account will be debited for the Extend-Ed charges each month. Extend-Ed fees must be current each month in order for a student to continue in that program.

### **Family Discounts**

A family discount of 5% per student is granted if the parents support two dependent students in Ruth Murdoch Elementary School and/or Andrews Academy. A discount of 10% per student is granted for three or more students. Application for discounts must be made at registration. Discounts will be posted monthly.

### **Field Trips**

Off-campus field trips are an exciting and essential part of our school curriculum, and are designed to enrich the total school program. Parents or guardians must give written consent in order for students to participate in any field trip that takes them off the Andrews University property. All school guidelines pertaining to conduct and attire apply during off-campus trips.

Field trips are limited to venues and activities that promote the academic interests of students. Non-educational off-campus activities of a purely recreational nature may be scheduled for no longer than half a school day and no more than twice in the school year. Such trips will be taken to places and activities that are consistent with the values and principles of a Seventh-day Adventist lifestyle.

### **Financial Assistance**

In an attempt to provide the blessings of Christian education for all who desire it, a limited amount of financial assistance is available to families who need it.

Assistance may be requested by completing the Application for Financial Assistance available in the school office, or one may be accessed online. This form, plus a copy of the most recent federal 1040 tax form, and all related schedules and W-2s are to be submitted at the time of application. Funds are generally dispersed on a first-come-first-served basis until available funds are depleted.

Approved Student Assistance monies will be credited to the student’s account twice a year.

Receiving financial assistance is contingent on a family abiding by the following conditions:

- furnish the school with copies of current federal 1040 tax forms, all related schedules and W-2 forms or other evidence of income, in a timely manner.
- be faithful with monthly payments of the family’s contracted portion of tuition.
- fulfill the family’s financial obligations involving optional services that are not covered by the assistance program. (These obligations include, but may not be limited to music fees, hot lunch charges, Extend-Ed fees and library fines, etc.)
- students must demonstrate diligence in all academic pursuits, and continue efforts to maintain a C average each grading period.

- showing evidence that students maintain satisfactory [less than 5% unexcused absences/marking period] attendance.
- maintaining an exemplary citizenship record. A major discipline infraction notice could seriously jeopardize a student's eligibility for continued assistance.

Assistance may be refused or forfeited any time during the school year if and when these conditions are not satisfied.

While this is not a requirement, Ruth Murdoch Elementary School would welcome an expression of appreciation for assistance received by a willingness on the part of the recipients to volunteer their services during Home and School Association activities on behalf of the school.

No credit balance in a student's account can be withdrawn by a student, parent or guardian, if that credit represents contributions from any financial assistance.

Fund-raising for Humanitarian Causes  
Ruth Murdoch Elementary School is deliberate about helping students experience the satisfaction and joy that comes from supporting humanitarian causes, both with their time and resources. In the interest of keeping humanitarian activities in reasonable balance with the other aspects of the schooling experience, students may be invited to participate in fundraising activities that may include:

- North American Division, Lake Union Conference, and Michigan

Conference sponsored humanitarian projects.

- A cause selected by each class or a group of classes in their wing.
- A general mission fund in each room to which students donate periodically, and from which they may support emergency needs either locally or globally.

It is our desire to steer away from fundraising activities that are motivated by a reward system. Rather, we hope to promote a spirit of personal, sacrificial giving.

### **Grade Placement**

The school reserves the right to give entrance and qualifying (grade placement) tests to students. The results of such tests, along with former school records, will help to provide the information needed to place the students in the grades where they will have the greatest success.

### **Hands-off Policy**

Because we want all of our students to feel safe at school, Ruth Murdoch Elementary School subscribes to a strict hands-off policy between students.

Fighting, tussling, kicking, shoving and the like are not acceptable behaviors whether in jest or in anger.

Holding hands, kissing or hugging is unacceptable.

Students are expected to treat every member of the school family with respect, dignity and in a morally acceptable manner. The social, interpersonal relationship culture of Ruth Murdoch Elementary School is motivated by Biblical standards and Christ-



like love based on purity of thought, intent and motive.

## **Harassment**

Because we should treat others as we ourselves are treated, Ruth Murdoch Elementary School (RMES) is committed to preventing harassment of any kind at its schools or facilities, during school-sponsored activities, whether or not it occurs on school premises. No staff member, student, or any other person associated with a Seventh-day Adventist school shall concur with, cooperate with, permit, or participate in any act that injures, degrades, or disgraces, any other student or other person.

Harassment of any student or other person is not acceptable at RMES. School personnel must take seriously and act on any reported incidents of sexual harassment, bullying, hazing, violence, threats, or intentional humiliation.

## **Harassment - Bullying**

Bullying is defined as the repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or the attack on the property of another. It may include actions such as verbal taunts, name-calling and put-downs related to an individual's race, religion, national origin, age, gender (M/F), appearance, or physical challenges.

Students who engage in any act of bullying while at school or at any school function will be subject to appropriate disciplinary actions. See Appendix A: RMES Conduct Standards.

## **Harassment - Sexual**

Sexual harassment is disruptive to the education process and interferes with our commitment to provide a positive, safe, and harmonious learning environment for our students. Sexual harassment is illegal, immoral, improper, and will not be tolerated. These guidelines are implemented by RMES to help inform students, parents, and staff as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment. Teachers should discuss this policy with their students in an age appropriate way. Any student who engages in sexual harassment shall be subject to disciplinary action up to (See Appendix A) and including dismissal.

- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature that is unwelcome
- Examples of conduct prohibited by the policy include, but are not limited to: unwelcome teasing; jokes, remarks and questions; deliberate touching; grabbing; brushing against the body; fondling; pinching; inappropriate messages via telephone, internet or email; all electronics and materials of a sexual nature; graffiti; etc.

## **Home and School Association**

The Home and School Association serves a very important role in the life of Ruth Murdoch Elementary School. The leader of the association is appointed by Pioneer Memorial Church and serves on the school board.

The purpose of the Home and School Association is to provide activities that bring the school and its families together for social and cultural events, to build a spirit of

community, and to promote a harmonious partnership between the school and the homes represented in it. The association also coordinates informational meetings for the school family and organizes general forums where topics of common interests may be discussed.

The Home and School Association coordinates efforts to raise funds to provide special services and purchase items that enhance the programs we offer. There will be no class-based fundraising events in order to protect the integrity of the teaching/learning experience. The Home and School Association may involve school personnel and students in their efforts.

### **International Students**

Guest students from several countries who attend Andrews University and the Seventh-day Adventist Theological Seminary, which is also located on the Andrews campus, choose the services of Ruth Murdoch Elementary School for their children. RMES also opens its door to international students whose parents are not attending either of these institutions of higher learning.

International students who come to our school must have proper legal authorization to be in the United States. They are also required to make a specified financial deposit in U. S. dollars before they are permitted to register. The amount of the deposit is announced each spring in the financial information page entitled Partners in Christian Education. The deposit does not apply to international students whose parents are enrolled at Andrews University or the Seminary.

### **Intramural Program**

Students in grades five (5) through eight (8) may choose to participate in the after-school intramural program. The intramural program may include flag football, floor hockey, volleyball, basketball, soccer, badminton and softball.

There is a charge for participation in intramurals. Students who receive a grade lower than a C in any class could jeopardize their privilege of participating in intramurals. The administration, in consultation with the appropriate teachers, may consider the merits of special needs and/or individual circumstances when deciding if a student should participate in intramurals.

Students who are on probation for behavior related reasons will not be eligible to participate in intramurals until they are taken off probation.

Personal misconduct, such as fighting, swearing, arguing and lack of sportsmanship will jeopardize a student's privilege to participate in intramurals. Students whose level of cooperation during intramurals is deemed less than acceptable by the coach may be asked to leave a game, or depending on the severity of the offense, could forfeit the privilege of participation. A student who is asked to leave a game twice will be asked to sit out the remaining games for the sport in which the infraction occurred. There will be no refund of fees if a student is asked to drop out of intramurals for discipline reasons.

### **Late Registration**

Students who enroll late, but receive full academic credit, will be charged full tuition. Tuition for students transferring from another school during the school year will be prorated.

## **Leaving School Early**

The school will not release a student to anyone other than a parent or legal guardian without specific [preferably written] permission from the parent or legal guardian. Parents wishing to pick up their child early from school should come to the office and sign their child out. Children may not wait, unsupervised, for parents outside the building or in the lobby. They need to remain in the classroom or in the office until the person picking them up comes in for them.

## **Library Use**

RMES provides students a library furnished with a substantial collection of grade and age appropriate reading materials. Students may search the RMES holdings through the James White Library website ([www.andrews.edu/library](http://www.andrews.edu/library)) Students are encouraged, often required, to check books out. Overdue materials checked out of the library will be assessed a late fee. Students will be charged the replacement cost for all damaged or lost books and a non-refundable library processing charge of \$5.00/book. Library fees not paid in cash will be charged to the student's account.

As a student at Ruth Murdoch Elementary School, you are considered a part of the Andrews University academic family. As a member of the Andrews family, your student ID card opens for you the services of the James White (University) Library.

## **Lost & Found Items**

The school cannot assume responsibility for books, clothing, money or other personal property items left in school or on the school premises. Items left unattended will be

brought to the office and will be held for a reasonable period of time. Please check in the office for items (particularly clothes) that may be left in school.

## **Lunch Program**

Ruth Murdoch Elementary School, in collaboration with the Andrews University Dining Services offers students the option of purchasing a hot lunch at school. Hot lunches are served Monday through Thursday. (See Andrews University Dining Services contract for additional information). Students who do not purchase hot lunch from AU Dining Services are asked to bring a brown-bag lunch or a warm meal in a thermos. The lunch period does not provide enough time to warm individual student lunches, therefore, RMES microwaves are not for student use.

## **Multi-grade Classrooms**

Enrollment and staffing sometimes dictates the need for multi-grade classrooms in grades one through six. Multi-grade rooms may offer the opportunity for students to learn under the same teacher for more than one year. Working collaboratively with students in another grade and learning in a classroom with fewer students provides a unique and beneficial learning experience.

## **Music**

Ruth Murdoch Elementary School offers students a variety of opportunities to develop their musical skills through the following organizations:

- Beginning Band
- Concert Band
- String Orchestra
- Classroom Music
- RMES Singers

- Handbells
- Chimes

Students in K-4 have regular music classes. Students in grade 5 are required to take Beginning Band. Instrument rental is available for those who wish to have their own instrument. The school may be able to accommodate those who don't wish to rent or buy. Students in grade 6 are required to take choral music. For more advanced students, Concert Band, String Orchestra, and RMES Singers are an option. In the Jr. High, in addition to Concert Band and RMES Singers, Chimes and Handbells are offered as mini-courses.

Joining Concert Band, String Orchestra, or handbells is a year-long commitment. RMES Singers and Chimes are semester-long commitments.

Membership in a performance oriented organization brings with it the obligation to participate in all music performances of that organization. Missing performances will result in a lower grade in that subject.

An absence due to illness or a family emergency is understandably excused. Excessive absence, excused or unexcused, may result in a failing grade as well as the student being asked to drop the class.

The conductor/director will need to be notified in advance when students do not plan to meet their performance obligations for other than an emergency situation.

For performances, students are generally asked to have white shirts/blouses and black dress pants/skirts. Skirts, pants and blouses must conform to school code relative to style, cut and length. Boys may

be asked to wear ties. On occasion the director may prefer to have students wear appropriate casual attire, costumes, or ethnic clothing. The option of what performers wear is left to the discretion of the director.

A student's musical abilities are greatly enhanced when parents faithfully oversee instrumental practice times at home.

Private music lessons are strongly recommended for orchestra and band students. Both the musical organizations and students benefit from private music lessons.

## **Parent-Teacher-Student Conferences**

The faculty and administration welcome the opportunity to confer with parents concerning their student's welfare and progress.

At the beginning of the second and third quarters, parents and students are invited to the school for conferences with teachers. These meetings give students, parents and teachers an opportunity to discuss the student's progress and develop strategies to maximize the benefits of the schooling process.

The conferences scheduled for January provide another opportunity for setting individual goals for the second half of the school year. Typically, during this second conference, MAP Test results are shared with parents and students.

Parents are urged to meet these regularly scheduled appointments. The value of conferences is increased significantly when the student is an active participant in the

process, therefore students are expected to attend.

On occasion, a home visit may be requested to give teachers, students and parents the opportunity to get to know each other better and build stronger partnerships with the school.

Parents are more than welcome to schedule additional appointments when they see the need for added communication. We ask parents to respect the teaching/learning process, and not to expect impromptu consultations with teachers during the school day; from 8:00 A.M. to 3:30 P.M. Teachers will be able to give parents and students their undivided attention when these special conferences are scheduled at a mutually acceptable time after school hours.

## **Playground Rules**

The school playground is a very important part of the school. It provides a much needed release from the rigors of the classroom; it also holds potential dangers. The rules governing the use of playground equipment are made with the safety of the student and the schools ethical and legal responsibilities in mind. Playground supervising teachers will be the ultimate arbiters in determining which behaviors are safe and which are unsafe. It is in the student's best interest and safety to cooperate with ALL teachers and designated playground supervisors.

- Throwing of snowballs, rocks, pebbles, wood chips, acorns or other objects could result in injury, and is therefore not permitted.
- Climb only on areas specifically designed for climbing. Bushes and

trees on the school grounds are not for climbing.

- Do not climb, stand, or sit on railings, the top of gliders, or roof coverings located on the playground.
- Only one person is to be on the glider at a time; feet are to be kept off the glider bar.
- Playing tag or chasing each other under gliders and swings is not permitted.
- Students may not stand on swings.
- Balls should be used for their intended purposes in areas designated for play. This does not include halls, classrooms, or areas not designed for such equipment.

## **Recruitment Benefits**

A family that recruits a new, full-paying student or encourages a former student [one who has not been in attendance for at least two years] to return to RMES as a full-paying student, will be awarded \$150.00/student recruited. The \$150.00 will be applied to the recruiting family's May tuition bill only if the incoming student remains enrolled through the end of the school year.

## **Registration**

Families may begin registering students in early May. The registration picnic in May offers a convenient venue for families to register their students for the following year. It also serves as a final social event for the school family and provides an opportunity for classes to demonstrate their handiwork.

Only students whose accounts are current will be able to register. Those who are carrying an unpaid balance will need to pay the balance in full or set up a contract for a viable payment plan with the school's

Business Manager before their student is registered.

For all students, whether new or returning, a complete application or re-application is required every year.

The application requires a non-refundable registration fee. RMES offers an early registration discount for returning students and new students who register early. The dates for early registration deadlines will be published in the financial information document each spring. The registration process is not complete until a financial contract is completed and signed at the school office.

### **Rollerblades/Skateboards/Scooters etc.**

Rollerblades, skateboards, and scooters used for transportation to and from school may not be used on sidewalks and parking areas immediately around the building. Shoes fitted with wheels are inappropriate for school wear.

### **Scholastic Records**

A request for the academic records from all previous elementary schools attended must be signed by the parent/guardian upon initial enrollment at Ruth Murdoch Elementary School. Parents have the right to review, at reasonable intervals, their child's cumulative educational records. Any request to review these records should be made, in writing, to the principal.

### **School Calendar**

In order to keep the RMES school family and community informed, we provide an updated calendar of events on our website ([www.myRMES.org](http://www.myRMES.org)). Our newsletter, *The RMES Contact*, provides a weekly update of

important events. A printed annual school calendar is provided to each family.

### **School Hours**

**Kindergarten:** Morning kindergarten classes are from 8:15 to 11:15 A.M. Monday through Thursday. Afternoon kindergarten classes are from 12:15 to 3:30 P.M. Monday through Thursday. On Fridays, and days when school is dismissed at 12:15, all kindergarten students will attend in the morning, from 8:15 to 12:15.

**Grades 1-8:** School starts at 8:15 A.M. Students will be dismissed at 3:30 P.M. Monday through Thursday and at 12:15 on Fridays. Students who arrive at school after 8:15 A.M. must check in at the office before going to their classrooms.

**Before School Supervision:** The gym doors are open from 7:55 A.M. to 8:05 A.M. for the convenience of families that need to drop their children off early. Students may not be in the building before 7:55 A.M. unless scheduled. Early arrivals need to remain in the gym where adult supervision is provided at this time.

At 8:05 A.M. students will line-up by grades and be escorted to their classrooms. The gym doors will be closed, and the main entrance to the building will be opened for students who arrive after to enter. At this time students are to go directly to their rooms.

### **School Identification Cards**

All students enrolled at RMES will be furnished with a student identification number and an ID card. ID cards are the property of Andrews University, and are used to purchase hot lunch for students on lunch contracts. They also offer students

access to the Andrews swimming pool at a reduced fee and the option of checking out materials from the James White Library.

There is a fee for replacing lost or damaged ID cards.

### **School Insurance**

Should an injury occur during the school day or at a school-related activity, our school insurance provides secondary coverage for students covered by other private or employer group insurance policies. School insurance will provide primary coverage for students with no other insurance. For limitations and other information about this policy, please ask for the most current insurance policy brochure at the office.

### **School-wide Discipline Plan**

The school assumes parents' willingness to actively collaborate in our efforts towards corrective discipline. A spirit of mutual respect and cooperation between parents and school personnel is crucial, if the desired goal of proper guidance and correction of a student is to be realized.

Parents are encouraged to speak with their child's teacher regarding situations that may affect the child's behavior in school. Should any misunderstanding or problem arise in regard to discipline, as it sometimes does, we expect that the parents will discuss the matter with the child's teacher.

The appropriate approach to conflict resolution presumes that any conclusions and judgments be made after an open-minded conference process with all concerned. We believe that discipline that flows out of love and respect for a child is the most effective; this approach results in

correction and guidance rather than mere punishment.

"The object of discipline is the training of the child for self-government." Education, p. 287

Each teacher has his or her own set of classroom rules under the umbrella of the policies adopted by the Governing Board.

The school-wide system (See Appendix A) of RMES Behavior Intervention Notices is the adopted method of notifying parents when infractions of a more serious nature have occurred. It is possible that a follow-up call or text by the classroom teacher or one of the school administrators will also be made when a discipline notice is sent home. The requested parent signature is only to verify that the parent has received the notification.

We ask parents to hold their judgment on the fairness of any disciplinary action until they have had a chance to talk with the teacher involved.

Students who habitually disregard the conduct standards of the school, demonstrated by frequent infractions and/or a negative attitude towards guidance and counsel that is provided, may be placed on probation. The time, duration and nature of the probation will be determined collaboratively by the administration and faculty. Probationary terms will be communicated with the students and family in writing and at a conference in which administration, parents or legal guardians, students and possibly a representative of the Governing Board are participants.

Students may also be placed on a probationary status for academic reasons or

when registration policies have not been satisfactorily followed. A decision for such a probation does not involve any disciplinary actions. The terms, duration and nature of such a probation will be communicated with parents or guardians, in writing, by the administration.

A family may appeal any probation decision to the Governing Board, which reserves the right to make a final decision.

### **School Pictures**

All students at RMES will have their pictures taken in the fall. These pictures are used in the school yearbook and for other school related purposes. Students interested in purchasing these pictures must pre-order and prepay for them. Payments for pictures are made directly to the photo company. One retake session is scheduled for fall pictures.

In late March or early April, spring portraits will be taken. All students may choose to have pictures taken. Portrait packets will be sent home, and families may choose to purchase them or return the prints. No classroom composites are made at this time.

Candid photos of students are taken throughout the school year during various events and activities. These photos may be used on the school's website and in other promotional materials. Students will not be identified by name. Parents who do not wish their children's pictures to be used in promotional materials should make that request known, in writing, to the school administration at registration time.

### **School Phones**

The school phones are for business and emergency calls only. Students may use school phones only with permission, and only for school related or emergency calls. School personnel will assist in such calls.

Students and teachers will not be called from their classes to answer the telephone. Emergency messages will be conveyed to the student or teacher in the classroom. Messages that are not of an urgent nature may be placed in the teacher's school mailbox or conveyed to the student or teacher after school or between classes.

### **Snow Days/School Cancellation**

RMES follows the lead of Berrien RESA in our decision to cancel school. The announcement to close school will be broadcasted through our One-Call Now automated system. Because of this, it is important that you keep your contact information current. The closing will also be broadcast over select T.V. and radio stations as soon as school personnel have decided to close school. You may also call the main school telephone number, 269.471.3225, after 6:30am for a recorded message.

Should school be open on a wintry day, and if road or weather conditions where you live make driving too hazardous, you may keep your child/children at home, or choose to come late to school when driving conditions improve. On such days, please call the school and leave a message on our voice mail, and then send a written note with your child when he or she does return. These absences/tardies will be considered excused absences/tardies.

### **Special Needs Students**



Ruth Murdoch Elementary School welcomes students who earnestly desire a Christian education. However, the school is not equipped or staffed to accommodate students who have severe learning, emotional or behavioral needs.

Ruth Murdoch Elementary School will use resources available to us to assist students with academic challenges. Students with academic, speech, or behavioral challenges may be referred to the Berrien Regional Educational Services Agency or other resources for further testing and evaluation.

Upon evaluation and review, RMES is able to provide some accommodations and minor modifications to meet students' special needs. In addition, eligible students receive Title 1 support in Reading and Math.

### **Student Conduct**

It is our desire to help children and youth develop ethical Christian behaviors, and promote a climate shaped by Biblical principles. Therefore, RMES students are expected to show respect to others. This means respecting others' property and treating each other with dignity and Christian kindness. **See Appendix A for RMES Conduct Standards.**

### **Supply Lists**

All students will receive a supply list for their grade level. The school supply list is also available on our website ([www.myRMES.org](http://www.myRMES.org)). It is important that students have their own supplies at school. Please bring these supplies to school on the first day of classes.

### **Testing**

It is understood that parents who have enrolled students at Ruth Murdoch

Elementary School give the school the approval for student testing designed to assess students' scholastic growth and academic progress. The following tests are administered to students attending RMES:

**NWEA MAP Growth Testing:** MAP growth testing is administered three times a year to students in Kindergarten through grade eight. MAP growth is an online assessment in the subject areas of Science, Math and Reading.

**Placement Test:** New students will be tested to help determine the most appropriate placement and help identify any areas of significant strength or weakness.

In consultation with the administration, additional individualized testing may be requested by parents and/or teachers to develop effective strategies to better meet the needs of the individual student. Written permission must be given by parents for special needs testing. These tests are administered through the services of Andrews University and/or the Regional Educational Services Agency of Berrien County. These tests may include tests to assess a student's academic, emotional, visual, auditory, or health-related needs.

### **Things Not to Bring to School**

Please do not bring laser pointers, playing cards (types commonly associated with gambling), toys, dice, iPods and similar listening devices, electronic games or any item that is not directly related to the learning process. On occasion, special permission may be granted by the administration or by a faculty member if and when the object is considered essential for the day's school work or not necessarily

distracting to the student or his or her classmates.

### **Traffic Flow**

Traffic flow in and out of the RMES campus presents a challenge to both safety and efficiency. Please help us by being acquainted with the traffic signs and the instructions of those directing traffic. The following guidelines are designed to enhance safety and the smooth flow of traffic:

- Do not exceed 5 mph when children are present.
- Do not leave your vehicle unattended in the loading/unloading zone.
- Park in designated parking areas if you must leave your vehicle.
- Pull forward when the car ahead of you leaves.
- Load and unload your student from the loading/unloading zone only.
- Keep your traffic number visible so the faculty calling numbers can see it easily.
- Yield and pull carefully into the thru traffic lane when you are ready to leave.
- Follow directions of traffic personnel.

### **Tuition/Student Accounts**

RMES is a partner with Pioneer Memorial Church in ministry to children and youth. Because of this partnership, members of the church make a significant financial contribution to the operation of RMES, through their free-will offering towards church subsidies to the school. Families that maintain an active membership at Pioneer Memorial Church may enroll their own children at constituent rates.

Annual tuition will be charged in ten equal billings.

There is a \$30.00 fee for each returned check. Permission to attend classes, sit for exams, participate in graduation exercises and receive student transcripts/report cards are contingent upon all financial obligations to the school being met in a timely manner.

RMES reserves the right to withhold student records and grades until all bills are paid in full and other financial obligations are satisfactorily met.

Student account balances are monitored monthly, and are due on the 25th of each month. Students whose monthly bills, and/or monthly payment arrangements with the school are thirty days past due will be asked to withdraw from school until the accounts are brought up to date. A carrying charge of 1% per month is added to all unpaid balances.

All financial information relative to current tuition rates and fees is published in the RMES financial information page entitled Partners in Christian Education. This information is published each spring after the Governing Board has decided on the budget for the new school year.

### **Visitors in School**

**Adult visitors:** In the interest of our students' safety, RMES maintains a policy that requires all visitors to the school, including parents, to sign in at the front office and wear a visitor badge while in the building. The safety of our children is of utmost importance and worth the minor inconvenience. We do appreciate your cooperation.

We welcome classroom visits from parents. However, in order to make your visit most productive, while maintaining the integrity of the teaching/learning environment, please schedule your visit at least 24 hours in advance with the classroom teacher.

Special arrangements must be made with the administration if a parent wishes to visit a classroom when the regular classroom teacher is absent or when an Andrews University pre-service teacher is teaching.

**Student Visitors:** Students are allowed to bring guests to school only with the approval of the classroom teacher and principal, procured at least 24 hours in advance of the visit. Normally, permission will be granted for half-day visits only. Guest students must have a signed Consent to Treatment Form on file in the office before being allowed to visit a classroom.

## **Weapons Policy**

The use of implements that are designed to, or may be used to, intimidate or cause physical harm are inconsistent with our commitment to serve the Prince of Peace. Weapons of any kind have no place in school.

Any object which includes, but is not limited to knives, tasers, mace, firearms of any type, ammunition and explosive devices may not be brought to school.

Students who bring devices to school that are not directly related to the teaching/learning process, but compromise the safety of the school environment will jeopardize their privilege of attending RMES. The school will bring Andrews University Campus Safety and/or local law enforcement agents in to address behavior

that, in the view of the administration, faculty and staff, poses a danger to students and other school personnel.

## **Withdrawing Students**

Tuition for students who withdraw during the school year will be prorated.

Please notify the office several days before the actual withdrawal date. There is a withdrawal form that needs to be completed and the office needs time to adjust the charges and credits on your account. Failure to complete this withdrawal procedure will result in the continuance of tuition charges. It will also cause a delay in the release of transcripts and grades.

A carrying charge of 1% per month is added to all unpaid balances beginning thirty days after the student discontinues school.

## **Merchant Partnerships**

### **Campbell Labels for Education**

Campbell Labels for Education have long provided schools with additional equipment. Please save your labels from Campbell and other qualifying products. More information about Campbell incentives can be found at [www.labelsforeducation.com](http://www.labelsforeducation.com). The RMES account number is 2000-0000-0598-466.

### **General Mills Box Tops for Education**

Box Tops from GM products can be converted into cash. Please clip and collect GM Box Tops and turn them in at the RMES office. Visit [www.boxtops4education.com](http://www.boxtops4education.com) for more information. The RMES ID number is 162924.

### **Harding's eScrip**

RMES friends and families can pick up their Harding's eScrip Community Card at any Harding's Market or at RMES. Once you receive and activate your card, it must be scanned at checkout. Harding will contribute up to 4% of all monthly purchase amounts to RMES! Visit [www.eScrip.com](http://www.eScrip.com) and click on Harding's to activate your card or for more information.

### **Martin's Advantage for Education**

Register your Martin's Advantage Card at [www.martins-supermarket.com](http://www.martins-supermarket.com) or at any Martin's Customer Service counter. Once registered, a percentage of your purchases will be credited to RMES! Our school ID number is 4252.

### **Target Credit Cards**

Every time a Target credit card is used to a registered card holder, a percentage of the purchase is credited to RMES! Visit [www.Target.com](http://www.Target.com) for more information. Our school ID number is 9050.

## **Jr. High Curriculum**

In recognition of the unique developmental needs of students in grades seven and eight, Ruth Murdoch Elementary School has designed a unique curriculum for them. The program includes a wide selection of disciplines in addition to core academic subjects. Junior high students who aspire to roles of leadership are offered opportunities to hone their leadership skills.

### **Junior High Mini-courses**

RMES offers the core subjects during the morning session, and a variety of mini-courses in the afternoons. These subjects are designed to enrich the school experience for students and also to

complement the skills and information they learn in the morning.

Grades earned in the mini-courses become part of the permanent student record. Seventh and eighth graders register each quarter for mini-courses. Most mini-courses come with no additional cost to students; a few, however, may require a materials fee. Some mini-courses, because of the nature of the subject, have space limitations. Students may enroll in them on a first-come-first-served basis. Some mini-courses are required for graduation. Students may be placed in these classes in order for them to fulfill graduation requirements.

When the courses with limited space have been filled, or if students' requests come in too late, they will be assigned to other mini-courses. The study hall and academic intervention options in the afternoon are provided primarily for the benefit of students who need additional help with their school work.

### **Graduation Requirements**

Students who have successfully completed six grades of elementary level schooling need to complete the following junior high requirements:

#### **Core Subjects**

- 2 years of junior high religion
- 2 years of junior high math
- 2 years of junior high science
- 2 years of junior high language arts
- 2 years of junior high social studies

#### **Mini-courses**

- 8 quarters of junior high physical education
- 4 quarters of music
- 4 quarters of art

- 1 quarter of seventh grade health
- 1 quarter of eighth grade health
- 2 quarters of English Literature
- 3 quarters of Microsoft Office Suite
- 2 quarters of current events
- 2 quarters of Bible Study
- 2 quarters of math
- 2 quarters of science
- 2 quarters of outreach
- 2 quarters of language and culture studies
- 2 quarters of work education
- 11 quarters of electives \*

\*Any of the above over the minimum required may be considered electives.

Students who attend seventh and eighth grades at RMES need to complete the full slate of requirements. Those who join the school in eighth grade will need to do the eighth grade core subjects and half of the mini-courses required. Accommodations will be made for students who are unable to complete all required subjects as a result of being placed in academic intervention.

Students must sign up for six (6) mini-courses each quarter.

### **Eighth Grade Class Trip**

The eighth grade class trip is an end-of-the-school-year activity that is designed as a fellowship time for the class before they leave elementary school. The trip combines educational, service, and recreational activities. The class trip is centered around Camp Au Sable in Grayling, Michigan and includes locations and activities within driving distance from camp.

While the trip is open to all eighth graders enrolled in RMES, the school may withhold

the privilege from students who have had significant conduct and cooperation issues throughout the school year, and whose participation, in the opinion of the faculty and administration, has the potential of undermining the overall goals of the trip. In order for the student to participate, the account with RMES must be current or satisfactory arrangements made.

### **Eighth Grade Graduation**

Ruth Murdoch Elementary School issues Michigan Conference Certificates of Graduation to students who have satisfactorily completed the graduation requirements. A Certificate of Completion is given to students whose grades do not warrant a direct promotion or to students who have not completed all graduation requirements.

Eighth grade graduation is held at Pioneer Memorial Church, generally, on the night before the last day of school. There are no additional charges for graduation. Andrews Academy graciously provides the robes. Graduation day is the last day of school for eighth graders.

Eighth grade students must have all their accounts cleared in early May (see calendar) in order to participate in the year-end activities and graduation.

The seventh grade class participates in the formal graduation program and provides a reception with light refreshments for the graduates and their families following the graduation ceremony.

### **Eighth Graders Taking Academy Classes**

Students wanting to take academy credit classes while enrolled at RMES must fill out a request form

and meet all of the requirements listed below.

- The student must be recommended by the junior high staff. To be recommended by the junior high staff, the student must show maturity in behavior and responsibility and be judged by the junior high staff to be capable of handling the added pressure of taking an academy level class during the eighth grade year.
- Students must maintain an A average for each grading period during the seventh grade year in the class they want to take at the academy.
- Students must maintain grades of B or above in all their classes during the seventh grade year.
- Students must score at least at the 95<sup>th</sup>ile in the desired subject on the most recent IA.
- Students must have a composite score on the most recent IA of at least the 95<sup>th</sup>ile.
- In addition to the above requirements, students wishing to take algebra at the academy must make a satisfactory score on the placement test administered by the academy.

After the above requirements have been met, the Andrews Academy Academic Affairs Committee will make the final decision regarding allowing an RMES student to take a class at the academy. A tuition scholarship is granted by the academy with a one- time enrollment fee equal to ten percent of the regular tuition rate. To remain in the class at the academy, the student must maintain at least a B average in the academy class. An RMES student taking classes at Andrews Academy

must show exemplary behavior. Any disciplinary issues while attending the academy class may result in the student being asked to drop the academy class.

### **Leadership Opportunities**

Junior high students at Ruth Murdoch Elementary School are encouraged to take advantage of the leadership opportunities offered by the school. Some of these opportunities may include leading out in chapels and assemblies, participating in the “buddy” program, LIFT, intramurals, yearbook team, Bible Camp, as well as offices in the Student Association and classes.

### **Junior High Class Officers**

(to be elected by the end of the second week of the second quarter)

### **Purpose of Class Organization**

- To give students leadership opportunities.
- To give students a voice in areas of school governance appropriate for them.
- To help students realize the practical applications of the school’s mission in student life.
- To provide opportunities for students to understand and appreciate the unique values that affect the governance of a Seventh-day Adventist school.

### **The Executive Committee**

The class executive committee will be made up of the elected class officers: President, Social Vice- President, Pastor, Secretary, Treasurer, Parliamentarian. The class faculty sponsor will be an ex-officio member of the executive committee.

The executive committee is responsible for all class activities and work within the guidelines provided by the school. All executive committee decisions must be approved by the junior high faculty and school administration before they are announced and implemented. The executive committee coordinates all graduation responsibilities of the class in consultation with class sponsors.

Executive committee members must be present at executive committee meetings and at class meetings, and be actively and productively engaged in all class activities.

### **Qualifications for class office**

Each candidate for class office will:

- Consistently contribute to the Christian atmosphere of RMES.
- Maintain a minimum grade of C in all classes.
- Cooperate with school rules and guidelines.
- Demonstrate a positive attitude.
- Demonstrate a high level of personal responsibility in all areas of school life.
- Demonstrate good organizational skills.

### **President's Responsibilities**

- To coordinate class activities in consultation with the class sponsors.
- To lead the executive committee in a positive and productive manner.
- To call organizational meetings of the class executive committee and general class meetings.
- To serve as chairperson of the executive committee, and general class meetings.

- To generate a formal agenda for executive committee meetings and general class meetings.
- To coordinate plans for graduation [Eighth grade for the graduation service; Seventh grade for the reception after graduation].
- To encourage students to participate in student activities.
- To support the school in reaching its own goals for the students.
- To represent RMES and the values it stands for in a positive manner.

### **Social Vice President's Responsibilities**

- To organize and coordinate social activities during the school day: no more than one per quarter and no more than one hour of the school day.
- To make sure that activities are approved by the junior high staff and the administration.
- To keep all activities consistent with the values and principles of RMES.
- To make sure that all social activities are
- inclusive of all the students in the class.
- To keep all social activities respectful of the needs of other classes meeting in the building.

### **Pastor's Responsibilities**

- To provide the spiritual compass for all class decisions and activities.
- To be responsible for worships and other religious events the class is engaged in.
- To coordinate Bible Lab activities for the class, in consultation with the faculty.
- To coordinate outreach activities such as Bible study groups, prayer

bands, and worships for lower grades, within the school.

- To coordinate other spiritual activities the class or executive committee decides to engage in.

#### Secretary's Responsibilities

- To inform the class of upcoming class meetings and activities.
- To keep any records that might be helpful to the class.
- To keep minutes of the executive committee and class meetings.
- To share minutes with the executive committee and the class, as needed.
- To monitor and ensure that the various tasks that are decided on for graduation are carried out by those appointed.

#### Treasurer's Responsibilities

- To inform the executive committee and the class of the financial needs of the class.
- To make sure that all class funds are accounted for, receipted, dispensed in a responsible manner.
- Consult with the RMES business manager in planning activities involving class finances.
- To periodically provide the executive committee, class and the school office with a statement reflecting the class's financial standing.
- To be responsible for purchasing materials as decided by the executive committee and/or class.
- To keep records of all expenditures

#### Parliamentarian's Responsibilities

- To be responsible that the venue for class meetings is ready.
- To help maintain order during class meetings.

### **Student Association**

The Ruth Murdoch Student Association consists of all full time students enrolled at RMES. Its main purpose is to plan social and spiritual activities, with primary emphasis on junior high events.

#### **Qualifications for holding office in the Student Association**

SA officers are elected from full-time, eighth grade students who demonstrate the following:

- a positive attitude and loyalty towards Ruth Murdoch Elementary School
- a strong commitment to personal spiritual growth
- a strong commitment to the spiritual growth of their peers
- adherence to Seventh-day Adventist Christian values and church standards
- good citizenship
- good scholarship (C or above in all 7th and 8th grade classes)
- a willingness to participate in all SA planning meetings and SA sponsored activities

#### **Responsibilities of the Student Association**

- a. organize and lead out in social events that may include lower grades as well as junior high. These will include, but are not limited to:
- first day welcome to school activities
  - first week of school "junior high mixer" social event
  - junior high picnic
  - junior high fund-raising events consistent with school fund-raising policies



- tubing event or alternate winter activity

b. organize and lead out in spiritual activities. These may include, but are not limited to:

- vesper programs
- prayer breakfasts
- coordinate the “buddy” program
- help organize junior high assemblies
- organize outreach activities
- organize and lead out in Agape Feasts
- assist in organizing Spiritual Emphasis Weeks at school
- lead out in a Student Week of Prayer
- organize carol singing at Apple Valley
- organize Christmas party for a needy family during Christmas

c. peer support. This may include:

- serving in a mediatory role, in consultation with the SA sponsor, for conflict resolution among peers
- assist new students adjusting to their new surroundings
- be willing to assist students who may need help with their academics

### **Organization of the Student Association**

Full time seventh graders enrolled at Ruth Murdoch Elementary School may run for a Student Association office.

Students who qualify for office must complete the petition to run for office by the second week of May. The petition must be supported by at least two classmates and at least one full time member of the junior high staff.

The officers of the Student Association will be elected by the current 6th and 7th grade

students before the end of the current school year.

Students may elect from among the candidates who run for office. No write-in candidates will be considered. Candidates must receive over 50% of the votes cast for that office.

The Student Association will be made up of:

- President
- Vice President for Spiritual Activities
- Vice President for Social Activities
- Secretary
- Treasurer.

SA officers are not excluded from running for class office. Class officers are elected at the end of the first quarter.

The principal of Ruth Murdoch Elementary School and one other faculty member from the junior high wing will serve as sponsors of the Student Association.

The Student Association will also include students from the lower grades when planning for activities that include their rooms.

Responsibilities of the SA President

- schedule and lead out in bi-weekly SA meetings in consultation with the sponsors.
- coordinate the master plan for the year’s activities
- coordinate SA activities with the junior high faculty and school administration
- take responsibility to make sure that SA activities are carried out as planned

- coordinate communication of SA plans with the rest of the student body
- actively encourage students to support and participate in SA activities

#### Responsibilities of the Vice President for Spiritual Activities

- coordinate the master plan for spiritual activities
- encourage fellow students to participate in the spiritual activities that the SA plans
- communicate plans for spiritual activities with the student body

#### Responsibilities for the Vice President for Social Activities

- coordinate master plan for social activities
- encourage fellow students to participate in the social activities planned by the SA
- coordinate social activities with the junior high faculty and school administration
- communicate plans for social activities with the student body

#### LIFT/Bible Camp

The Michigan Conference Office of Education sponsors a Lifestyle Improvement for Teens three-day workshop during the fall of the year. Students are introduced to a variety of topics that help them see the relevancy of Adventist beliefs in their world. LIFT is held at Camp AuSable, is limited to about twenty students and open to seventh and eighth graders.

The Michigan Conference Youth Ministries Department in collaboration with the Office of Education offers a weekend Junior

Academy Bible Camp to which eighth graders are invited. The weekend is designed with the spiritual enrichment of youth in mind. Students are responsible for registration and transportation costs for both LIFT and Bible Camp.

#### Locker Use

Jr. High students are provided with lockers. It is important for students to abide by the following guidelines in order to maintain the privilege of using a locker. Locks and lock combinations will be handed out on the first day of school.

- Pictures or other objects that are used to decorate the inside of the locker must be in good taste and consistent with the spirit and philosophy of the school.
- No tape or glue may be used to hang anything inside a locker, magnets or easily removable wall putty is acceptable.
- Lockers are to be kept neat and clean at all times. There will be periodic locker checks.
- Lockers are to be used only by the individual to whom the locker is assigned; students should not share lock combination information with others.
- Only locks provided by the school are to be used.
- No pictures or objects are to be displayed on the outside of lockers [the only exception will be for approved campaign posters during class office or SA elections. Campaign posters may only be displayed with the permission of the locker's owner.]
- Lockers are to be used only for materials and personal items that

are directly related to school activities

- The locker must be locked at all times that it is not being actively used by the student.

Lockers are the property of the school and are subject to inspection at any time by school personnel, security officers or other persons who are authorized by the school.

There is an annual charge of \$5.00 for the combination locks that will be loaned to students. A \$20.00 replacement fee will be assessed for locks that are lost or damaged. Any needed replacement fee will be charged to the student's account.

The school cannot be responsible for money or valuable articles kept in lockers.

This bulletin has been prepared by the Ruth Murdoch Elementary School Board and the Administration and Faculty of Ruth Murdoch Elementary School, in harmony with the educational guidelines of the Office of Education of the Michigan Conference of Seventh-day Adventists.

### The North American Division of Seventh-day Adventists NONDISCRIMINATION POLICY STATEMENT For Adventist Schools

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

## Other Jr. High Activities

### Seventh Grade Activities

During the last school days of the year the emphasis is on learning in a non-classroom setting. These days may include field trips to places of historic or environmental interest, outreach activities, exposure to a variety of science disciplines at the Andrews University Science Complex, and service activities. During this time, our seventh grade students participate in graduation activities and plan the graduation reception.

The eighth grade banquet is one of the highlights of the students' final year at RMES. It is usually scheduled during the third quarter of the school year.

# **Appendix A**

## **Ruth Murdoch Elementary School**

### **Conduct Standards (Grades Kindergarten-8th Grade)**

#### **Conduct Standards Philosophy**

**“Do unto others as you would have done to you.”**

RMES staff will partner with parents to develop in our students, thoughtfulness, kindness, and the ability to think of others first. Students are taught to follow the golden rule and be accepting of others. We work to develop Christian character including respect, responsibility, commitment, obedience, integrity, safety, love, manners, and empathy. We claim the promise of 1 Samuel 12:23, “I will teach you the good and the right way.”, and the promise of 1 John 1:9, “If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all unrighteousness.”

#### **Ruth Murdoch Elementary School Grades Kindergarten-8th Code of Conduct**

**“Whatever happens, conduct yourself in a manner worthy of the gospel of Christ.” Philippians 1:27**

1. Please show the utmost respect for your schoolmates. RMES follows a strict hands-off policy. Students need to refrain from any inappropriate physical contact (hands, feet, body, or any other object) with your classmates.
2. Please follow the dress code guidelines in the school handbook. These include, but are not limited to the following: Clothes must be modest (the mid-riff must be covered at all times, low necklines and high hem lines are not appropriate), clothes must complement the physique, and not be tight or revealing; Pants may not be baggy, the waist line must be above the hips (not on or below) at all times; Shoes need to cover the whole foot and lend themselves to safety.
3. Body drawings, body art, tattoos, etc., are not considered appropriate or acceptable.
4. Cell phones and other personal technological devices may not be brought into the classroom unless specific permission from the teacher is given. These devices are to be silenced or turned off during school hours, and **left in the student’s locker.**
5. Food, candy, and gum may not be consumed in classrooms or halls. All eating must be confined to the designated lunch room and designated times. There may be special times in which there may be exceptions to this rule. However, any food, candy, or gum distributed as part of a teacher-supervised special activity needs to be consumed in that classroom, and not taken to the hallway or another classroom.
6. Coats, jackets, and backpacks need to be neatly stored in the student’s locker during the school day unless needed for outdoor use.
7. Walking only in the hallways.
8. Students need to have permission from a RMES staff member before operating any school equipment.
9. Students are strongly encouraged to use school planners on a daily basis.
10. Treat teachers, fellow students, visitors, volunteers, and yourself with respect and Christian courtesy at all times.

11. Conduct yourself in a morally upright manner in all circumstances at all times. Take your responsibility as a representative of Jesus seriously.
12. Give yourself the best advantage for success at school by being focused on studies and paying attention in class.
13. Be punctual to all appointments, and be punctual about turning in assignments. Don't allow the socializing in the locker area between classes to interfere with your school responsibilities.

### **Silent Lunch Reflection Policy**

RMES operates a silent lunch reflection system wherein students who have violated acceptable school policies and behavioral norms will be able to participate in their redemption via "the make-up of time." The students will have the opportunity to spend time in a controlled situation as part of this "make-up of time." It is important that the school and parents work together to help the students develop a Christlike character, learn the necessity of proper behavior and the result of natural consequences for inappropriate behavior. Lunch/recess reflections can be issued by teachers, staff or administrators. Parents will be notified when a student receives a silent lunch reflection.

### **Silent Lunch Reflection Guidelines**

1. Silent lunch reflections will be served as arranged by the teacher and the principal.
2. Silent lunch reflections will not be allowed to accumulate.
3. Students are required to bring study materials with them to work on during silent lunch reflections.
4. Students are required to sit where assigned.
5. Absolutely no talking is to take place during the silent lunch reflection period, nor will students be allowed to place their head down or sleep.
6. Subsequent offenses will result in possible suspension.
7. No electronic devices will be allowed in silent lunch reflection.
8. Students are required to complete a reflection form during lunch/recess isolation.

### **Behavior Violations**

It is not possible, nor is it intended, to identify all infractions that may occur at school. Below is a listing of certain violations and disciplinary consequences. The RMES staff have the authority to use their discretion to identify other acts which constitute infractions under this policy and to establish appropriate discipline. The following infractions and resulting consequences are progressive and cumulative for one academic year. Minor violations (noted with \*) are reset after Christmas break.

If the student commits an infraction, the parents can expect notification from the appropriate school personnel. On the same school day, the student will bring home the RMES Behavior Intervention Form. This form needs to be signed and returned to the RMES homeroom teacher on the next school day. An example of the RMES Behavior Intervention Form can be found on pg. 9 of this document.

### **Class Attendance\***

It is expected that students will be on time to their respective class periods.

First Occurrence:	Verbal Warning
Second Occurrence:	Documented Warning
Third Occurrence:	One silent lunch reflection
Further Occurrences:	Two silent lunch reflections

### **Food/Candy/Drinks/Gum\***

Gum is only allowed in the cafeteria or at staff supervised activities.

First Occurrence:	Confiscation/Documented warning
Second Occurrence:	Confiscation/one silent lunch reflection
Third Occurrence:	Confiscation/possible suspension

### **Lunchroom Behavior\***

1. Students are expected to be courteous, clean up as needed, and refrain from sharing or throwing food. Students should stand in line for hot lunch without incident, and follow all lunchroom rules.

First Occurrence:	Verbal warning
Second Occurrence:	Documented warning
Third Occurrence:	One silent lunch reflection
Further Occurrences:	Two silent lunch reflections

### **Cell Phones/Electronic Devices**

Students are permitted to have their cell phones/iPads/devices on school grounds. Cell phones must be silenced at all times. Teachers may designate small amounts of time for proper cell phone/device use.

First Occurrence:	Confiscation/ parent picks up device from school/Documented Warning
Second Occurrence:	Confiscation/parent picks up the device from school/phone not allowed at school for 2 weeks/One silent lunch reflection
Third Occurrence:	Confiscation/parent picks up the device/ may not be allowed at school permanently/silent lunch reflection/Possible suspension

### **Dress and Grooming\***

The RMES dress code promotes a good academic environment, maintains discipline, prevents disruption, and promotes Christian principles such as modesty and simplicity. Any type of dress or hairstyle that is disruptive, distracting, unsanitary, immodest, or unsafe is prohibited. It is not acceptable to have coats/jackets on in the classroom. Refer to the handbook section on dress code policy for details.

First Occurrence:	Warning given. Student given opportunity to come into compliance.
Second Occurrence:	Documented Warning
Third Occurrence:	Silent lunch reflection/Possible suspension

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### **The following violations of school policy will result in:**

First Occurrence:	Documented warning
Second Occurrence:	One silent lunch reflection
Third Occurrence:	Silent lunch reflection/Possible one day suspension

### **1. Locker/Personal Property Use Policy**

Unauthorized use of lockers, student desks, or other personal property is not allowed. It is expected that backpacks be left inside of the student's locker.

### **2. Public Display of Affection**

RMES prohibits displays of public affection.

### **3. Skateboard/Hoverboard/Skates/Rollerblades**

For safety and security, skateboards/hoverboards/skates/roller blades/heelys, etc. are prohibited on school property, unless as a part of a school-specific, teacher-supervised activity.

### **4. Pass Violation/Hallway Behavior\***

Students must have permission from a staff member to be in the hallway. Students should walk in the hallway, treat all property in the hallway or on the walls with respect, and talk with an 'inside voice' at all times when in the hallways and common areas of the school.

### **5. Leaving Supervised Area Without Permission**

Students must have permission from a staff member to leave a supervised area. Students who leave a supervised area without permission will receive consequences.

### **6. Lying/ Misrepresentation of facts**

Students will speak with honesty and integrity, efforts to conceal the truth, deceive, mislead or tell half truths in order to deceive will be in violation of appropriate school behavior.

### **Pictures/Videotaping**

Due to privacy concerns, taking pictures or videotaping is not allowed without the consent of a teacher.

First Occurrence: Confiscation/one silent lunch reflection

Second Occurrence: Confiscation/one day suspension

Third Occurrence: Suspension and Board Review

### **Disrespect**

Speaking to any member of the school community in a discourteous or insulting manner will not be tolerated.

First Occurrence: One silent lunch reflection

Second Occurrence: Three silent lunch reflections

Third Occurrence: 1-3 day suspension

Fourth Occurrence: Referral to School Board - Expulsion

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### **The following violations of school policy will result in:**

First Occurrence: One silent lunch reflection

Second Occurrence: One day suspension

Third Occurrence: Three day suspension - Review by the school board

Future Occurrences: Review by the school board - expulsion

### **1. Harassment/Bullying/Fighting**

An example of harassment is, but is not limited to, making fun of another student(s), excluding students, spreading rumors, etc.

### **2. Language: Obscene/Lewd/Vulgar/Abusive/Hate Speech**

Inappropriate language will not be tolerated.

### **3. Insubordination**

Willful failure to respond to or verbal refusal to carry out a reasonable request by any staff member or other person in authority, shall be considered an act of insubordination.

### **4. Bullying/Threatening Behavior/Language/Unsafe Physical Play**

Physical contact such as pushing, shoving, slapping, flicking, poking, tripping, etc. will not be tolerated (the excuse "we were just playing" will not be accepted).

### **5. Threatening/Verbal Assault: Students, Staff, or Visitors**

Intimidating other individuals or interfering with other individuals by threats of violence or physical harm is prohibited.

### **6. Vandalism**

The acts of willful destruction of school property and property belonging to others; defacing school property such as lockers, desks, books, etc., are prohibited.

**Minor Offenses: Examples include, but are not limited to, writing on school property, etching, making a mess in the bathroom, etc.**

**Major Offenses for these infractions could lead directly to a three day suspension, review by the board for suspension or expulsion and contact of law enforcement.**

### **Academic Cheating/Plagiarism**

Cheating includes, but is not limited to: (1) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to an instructor or another student.

The acts of cheating, plagiarism, or forgery in connection with academic endeavors, school processes, or school procedures are detrimental to the educational process and one's character. Whenever a student is guilty of this misconduct, the following discipline will take place.

First Occurrence:	Collection of work/no credit for the work/ parent notification
Second Occurrence:	Collection of work/no credit for the work/ parent notification One day of suspension
Third Occurrence:	Collection of work/no credit for the work/ parent notification/three days suspension, review by the school board - possible expulsion

### **Fireworks/Caustic/Noxious Substances**

The act of possessing, using, or transferring items such as firecrackers, smoke bombs, stink bombs, caustic/noxious substance(s), etc., on school property or at any school-sponsored activity is prohibited.

First Occurrence:	Three day suspension - possible notification of law enforcement
Second Occurrence:	Five day suspension - Review by school Board - notification of law enforcement



Third Occurrence: Recommendation for expulsion to school board - notification of law enforcement

### **Forgery/False Representation**

The act of falsifying, verbally or in writing, the name of another person. Falsifying times, dates, grades, or other data such as excuses, lunch/recess isolations, and/or teachers' forms which request parent signature shall constitute forgery or false representation.

First Occurrence: Three silent lunch reflections  
Second Occurrence: 2 day suspension  
Third Occurrence: Review by the school board - possible expulsion

### **Indecency/Obscenity/Gestures**

Offensive acts, which include acts of immoral conduct, against commonly recognized Christian standards of propriety or good taste as interpreted by the administration and/or teaching staff; also vulgar acts in verbal or written form, pictures, taking pictures, video taping, caricatures, or suggestive/inappropriate clothing during any school activity shall be deemed inappropriate.

First Occurrence: One day suspension  
Second Occurrence: Five day suspension/recommendation for counseling  
Third Occurrence: Review by school board - possible expulsion

### **Theft and/or Unauthorized Possession of Property Belonging to Others**

Stealing will not be tolerated in any form (school or personal property). Full restitution is expected. Law enforcement may be notified.

First Occurrence: Three day suspension  
Second Occurrence: Five day suspension - Possible notification of Law Enforcement  
Third Occurrence: Review by the school board - Expulsion - Law Enforcement notified

### **Threats/False Fire Alarm/False 911 Call/False Bomb Threat**

Causing, by an act or in written form, a false fire alarm, bomb threat, or emergency 911 call is strictly prohibited. This will result in immediate suspension, review by school board/notification of law enforcement.

**\* The 'accidental' tripping of alarms by students will be reviewed on a case by case basis.**

First Occurrence: One day suspension  
Second Occurrence: Three day suspension - Review by School Board - possible expulsion

#### **1. Threatening School Personnel**

Intimidating school personnel or interfering with administrators or teacher(s) by force, violence, or threat of violence is prohibited.

#### **2. Extortion/Blackmail/Coercion**

All Occurrences: Immediate suspension from school with recommendation for expulsion

### **Alcohol, Tobacco, and Other Substances**

The manufacture, distribution or intent to distribute, sale, possession, use, or being under the influence of the following substances or look alike substances is prohibited:

- A. Alcohol or any alcoholic beverage;
- B. Tobacco or tobacco products in any form; and vaping
- C. Illicit drugs
- D. Any glue, aerosol, or other chemical substance, including, but not limited to, lighter fluid

and other fluids for inhalation;

- E. Substances purported to be illegal, subject to abuse, or performance-enhancing, (i.e., “look-alike” drugs);
- F. Drug paraphernalia

Any drug related violation may be subject to law enforcement actions pursuant to local, state, and federal statutes. Law enforcement will be contacted in the event of possession, distribution, or use of controlled substances on school grounds. Any prescription or nonprescription drug, medicine, vitamin, or other chemical must be taken in accordance with the school's policy.

Possession (physical possession of or admittance of physical possession - including a student's desk, hallway locker, backpack, etc).

Use and/or under the influence – any physical condition that indicates a controlled substance has been consumed.

Sale, distribution, or intent to distribute (any student who shall intend to provide, distribute or offer to sell any controlled substances or look alike substance on school property, at a school-related or school sponsored function to any person at any time)

All Occurrences: Ten days out-of-school suspension with immediate recommendation for expulsion to the school board.- Notification of law enforcement. Suspension could possibly be reduced if verification can be provided that the student has obtained counseling.

## **Weapons Policy**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. **Criminal charges may be filed for this violation. Students may be subject to expulsion and possible permanent exclusion.** The weapon's ownership will have no bearing on responsibility for violations of school policy, unless convincing evidence is produced that the weapon was placed in the student's possession without his/her knowledge. If another student brought the weapon on school property, that student shall also be subject to the same disciplinary action. State law may require that a student be expelled from school for a period of one year if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- any explosive, incendiary, or poison gas including bombs, rockets, or devices that can be converted into such a destructive item.
- any cutting instrument consisting of a sharp blade over three inches long fastened to a handle
- any gun, or toy gun presented as a real weapon
- any similar object that is intended to invoke bodily harm or fear of bodily harm

Use of an object as a weapon:

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to pens, pencils, laser pointers, scissors, and so on. Intentional injury to another can be a felony and/or cause for Civil Action.

Knowledge of Dangerous Weapons or Threat of Violence:

Because RMES believes that students, staff members, and visitors are entitled to function in a safe environment, students are required to report knowledge of dangerous weapons or threat of violence to a staff member. Failure to report such knowledge may subject the student to school discipline.

**\*All Occurrences: Any weapons policy violation may subject a student to expulsion.**

### Other Dangerous Objects

Potentially dangerous objects include, but are not limited to: squirt guns, bean shooters, sling shots, wallet chains, laser pointers, lighters, knives, snowballs.etc., are not allowed in school or on school grounds.

First Occurrence:	Confiscation/one silent lunch reflection
Second Occurrence:	Confiscation/one day suspension
Third Occurrence:	Confiscation- review by School Board for 3 day suspension or expulsion.

### **Persistent Disobedience:**

If a student is persistently disobedient in any area, they will be reviewed by the school board. Current enrollment and future enrollment will be in jeopardy.

**Appeals Process:** Only suspendable offenses or expulsions are considered for appeal. Appeals are accepted only from legal guardians. Appeals must be written, contain the basis of the appeal, and have a signature and date. Appeals are subject to school board review.

# Appendix B

## RMES BEHAVIOR INTERVENTION FORM (GRADES 3RD-8TH)

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME OF INFRACTION: \_\_\_\_\_

REFERRING STAFF MEMBER: \_\_\_\_\_

DESCRIPTION OF INFRACTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERRING STAFF MEMBER'S SIGNATURE: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_

ADDITIONAL OFFICE NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

# Appendix C

RUTH MURDOCH ELEMENTARY SCHOOL

A TIME TO THINK AND REFLECT (Grades 3RD-8TH)

“So in everything, do to others what you would have them do to you.” Matthew 7:12

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

DATE: \_\_\_\_\_

1. What did you do? Please be specific. Start with writing “I.” We will discuss later what others may have done.
2. What was wrong with your actions? Who did you hurt? How do you know that you hurt them?
3. What problem were you trying to solve or what goal were you trying to reach? (Ex. Did you want attention or want to impress someone? Did you want to be left alone? Were you trying to have fun? Did you want your own way? Did you want someone to listen to you? Were you already upset about something else?)
4. How will you solve that problem or reach that goal the next time without hurting anyone? Please list at least 3 ways to solve the problem or reach the goal.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_