

Ruth Rains Middle School

Student-Parent Planner "2011 - 2012"

Roger Storey, Principal
Alexa Mills, Assistant Principal
Wendy Martin, Guidance Counselor

Ruth Rains Middle School
981 SE 351 Hwy
Cross City, FL 32628

Ruth Rains Middle School Numbers

Front Office	498-1346 Fax 498-1283
Guidance Office	498-1346
Health Room	498-1290
Cafeteria	498-1379
Bus Rts./Problems	498-6152 or 498-6153

Ruth Rains Middle School Support Team

Lynda Liles, Cafeteria Manager
Karen Hires, Guidance Secretary
Kathy O'Steen, Secretary/Receptionist
Donna Sheppard, Finance and Bookkeeper
Sheila Pinner, Data Entry
Macaoe Wood, Media Center
Danny Forehand – School Resource Officer

This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Table of Contents

Administrative Message.....	3	All-terrain or Motorized Vehicles.....	8
Student Job Description.....	4	Fun Things to Do at RRMS.....	8
Absence.....	5	Competitive Sports.....	8
Curriculum.....	5	Cheerleaders.....	8
Extracurricular Activities.....	5	Intramurals.....	8
Food.....	5	Drama Club.....	8
Health Clinic.....	5	Jr. Beta Club.....	8
Lockers.....	5	FFA.....	9
Lost and Found.....	5	SWAT Club.....	9
Lunch Program.....	5	Principal’s List.....	9
Making Up Work.....	5	No Discipline Rewards.....	9
Media Center.....	6	History Fair/Science Fair.....	9
Medical (School) Insurance.....	6	Earthweek.....	9
Money and Valuables.....	6	Yearbook.....	9
Parent-Teacher Conferences.....	6	Accelerated Reader.....	9
Physical Education.....	6	100% Club.....	9
School Dances.....	6	Important Dates.....	9
Telephone Use.....	6	Dixie District School Calendar.....	10
Leaving School Early.....	6	Student Code of Conduct.....	11
Parent Volunteers.....	6	Due Process (PK-12).....	11-12
Classroom Behavior.....	6	Student Grievance Procedure (PK-12).....	12
Dress Code.....	6-7	Student Records (PK-12).....	12-13
Body Piercings.....	7	Educational Equity Act (PK-12).....	13
Bus Information.....	7	Limited English Proficient (PK-12).....	14
Tardy to School.....	7	Textbooks/Library Books (PK-12).....	14
Tardies.....	7	Student Lockers/Storage Space (PK-12).....	14
Visiting the Campus or the Classroom.....	7	School Bus Conduct (PK-12).....	14-16
Textbooks.....	7	Zero Tolerance for School Related Violent Crime.....	16
Withdrawal.....	7	Teacher Authority to Remove Students from Classroom.....	16
Cafeteria Behavior.....	7	Compulsory School Attendance (PK-12).....	16
Campus Behavior.....	7	Truancy (PK-12).....	16
Bullying.....	7	Supervision of Students (PK-12).....	16 -17
Internet Policy.....	7	Excused/Unexcused Absences (6-8).....	17
Grade Point Average.....	8	Behavior and Discipline (6-8).....	17-19
High School Credit.....	8	Trespassing (6-8).....	19
Grading Period.....	8	Dress Code/Consequences Dress Code Violations.....	19
Electives.....	8	Football and Volleyball Schedules.....	20
Family Educational Rights and Privacy Act...8			

Administrative Message

Dear Parents and Guardians:

This handbook will acquaint students and parents/guardians with Ruth Rains Middle School's policies, procedures, and practices for the 2011-2012 school year. There are rules and regulations that everyone must follow in every walk of life. Some are written and some are often referred to as common courtesy and respect for others.

We hope that you will begin at once with a spirit of cooperation. The faculty and administration will work with you in furthering your child's education, but you must realize that you, too, have responsibilities in this process.

The information in this document has been derived from legal requirements and sound educational practices. Accordingly, our school will be organized in such a way to provide maximum insurance for an orderly learning environment so that all students can achieve an excellent education.

Title 1 is committed to providing every student with the highest quality education programs. Your child attends RRMS which receives Title 1 funds to assist students in meeting state achievement standards. Title 1 also provides the following: Two Teachers @ RRMS; Professional Development

We encourage each parent to view the individual section of this book, which contains the current weeks pages. That section will have homework assignments, test and class work marked. Consistent use of this handbook/planner will allow parents and students to get the most from this resource.

We trust that as you become further acquainted with Ruth Rains Middle School, you will learn to respect its ideals and take pride in calling it your school. We look forward to working with you during this school year!

Sincerely,

Roger Storey , Principal

“Believing in Achieving”

“A” School !!!!

Ruth Rains Middle School Student Job Description

A successful student accepts the following responsibilities for his/her learning:

- I meet my class commitments by attending class punctually and regularly.
- I bring needed materials to school and to class.
- I listen attentively in class, take notes, answer questions and participate in class discussions.
- I follow classroom procedures.
- I recognize my responsibility to create a classroom environment conducive to learning.
- I respect the right of my teacher and classmates to hold and express opinions different from my own.
- I respect school property of those I work with.
- I make up schoolwork I have missed because of absence.
- I initiate communication with a teacher or the principal when I'm having difficulties in class or school.
- I make efficient use of time in school and at home.
- I understand the grading procedure of each teacher and keep track of my progress.
- I write down my assignments.
- I complete assignments on time and I discuss my progress and difficulties with my parents.

The Responsibilities of the School Community:

Parents, school administrators, teachers, and other school personnel are responsible to create a positive school environment.

Parents should:

- assume responsibility for their child's behavior.
- ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to school.
- provide their child with the resources needed to complete class work.
- bring to the attention of school administration problems or conditions, which affect their child or other children of the school community.
- discuss report cards and work assignments with their child and attend school conferences.
- assist their child in maintaining good health, grooming and choosing appropriate clothing.
- provide an up-to-date list of home, work, and emergency numbers and address changes to the school.

School Administrators should:

- maintain a safe atmosphere conducive to good behavior.
- use good guidance skills and exhibit respect for students.
- plan a flexible curriculum.
- promote effective training or discipline based on impartial treatment of all students.
- encourage parent participation in affairs of the school.

School Staff should:

- be in regular attendance and be on time.
- be respectful of all individuals and property.
- refrain from profane or inflammatory statements.
- conduct them in a safe and responsible manner.
- abide by the rules set forth by the school and the district.

IMPORTANT INFORMATION

- 1. ABSENCE** - You must call and report all absences, or bring in a medical note to obtain an excused absence.
- 2. CURRICULUM** – We provide Language Arts, Mathematics, Science, Social Studies/History and Critical Thinking, which are supplemented with Agriculture, Computer/Business Technology, Health, Band, and Physical Education. The state requires the bottom quartile (25%) in Math & Reading to be remediated. All Level 1 and Level 2 students in Reading on FCAT must be remediated. This remediation will be in place of Physical Education or Enrichment class. RTI classes have been implemented.
- 3. EXTRACURRICULAR ACTIVITIES** – Our students are encouraged to participate in school clubs, sporting events and social activities. 6th, 7th and 8th grade students will be able to try out for Athletic Teams and all school rules apply to these activities.
- 4. FOOD** - Lunches brought to school should remain packed in their lunch box/container until the student is in their cafeteria seat. **Gum/Candy is not permitted on campus.**
- 5. HEALTH CLINIC** – The Dixie County School System has a comprehensive health program that includes the following for Sixth grade: height/weight screening and dental screening. Seventh grade: vision, hearing, dental and scoliosis screening. Head Lice screenings for all grades at beginning of school year as time permits. One school health technician works full time offering services such as: first aid administration, issuance of doctor ordered medication, and evaluation and referral of emergency situations. Maintenance of mandated health records such as: immunizations and physical exams are done by health program. A medical team consisting of a medical doctor/physicians assistant/or an advanced nurse practitioner/LPN who are employed by the Dixie County Health Department evaluates and treats students one to three days per week for one-two hours in the school clinic free of charge. The students must have a notarized parental consent form in order to be seen by the medical team. Age appropriate health education programs will be provided to various grade levels such as: alcohol/drug prevention; violence/ suicide prevention & AIDS prevention; healthy habits & Asthma health education program; Eighth grade-sexually transmitted disease prevention program; Seventh grade-Postponing sexual involvement program. Objectives of the postponing sexual involvement class are: State where they can go for information and advice regarding sexual matters, identify the risks associated with experimenting with sexual involvement, identify examples of pressures in our society that influence young people’s sexual behavior, state that individuals have the right to say “no” when they are asked to do something they do not wish to do, state or write down assertive responses which say “no” to pressures to experiment sexually, use assertive responses which say “no” to pressures toward sexual experimentation. If you have any questions concerning the Health program call 498-1290 (school clinic/Nancy Osteen, R.N. School Health Coordinator). **ALL prescription drugs** are to be kept and dispensed in the Health Clinic.
- 6. LOCKERS** – Hall and P.E. lockers are available to students, School locks must be used, and the lost lock replacement fee is \$5.00. Students are responsible for their own possessions. Locks and lockers are the property of Dixie District Schools and are subject to be searched by school authorities at any time.
- 7. LOST AND FOUND** – Found items are turned in to the custodians. At the end of the year items unclaimed are given to a charitable organization
- 8. LUNCH PROGRAM** – Breakfast cost is \$1.50 or \$.30 reduced and is served from 7:45 – 8:00 a.m. Lunch cost is \$2.50 or \$.40 reduced. Meals are available through the Federal School Lunch Program. If a student does not have meal money, they will be allowed to charge **three meals**. Lunches may be purchased daily, weekly, or monthly before school in the school cafeteria. Checks should be made payable to Ruth Rains Middle School. Students are provided thirty minutes for lunch each day.
- 9. MAKING UP WORK** – Your child is responsible for obtaining and completing make up work. Students are allowed two school days for each excused absence to turn in missing assignments. (**Exception** – External Suspension students will receive 0 on work.)

10. **MEDIA CENTER** – The Media Center provides many forms of materials: books, periodicals, CD's, videos, and videodisks. The Media Center is opened before and after school in addition to the regular school day. All checked out material is the responsibility of the student. The student must pay for lost books and materials.
11. **MEDICAL (School) INSURANCE** – Optional Medical insurance is available at a nominal cost. To participate on an athletic team/extracurricular activities you must have proof of medical insurance.
12. **MONEY AND VALUABLES** – Do not bring valuables or money to school (except for lunch or school supply money). **The school Administration/Staff is not responsible for lost or stolen valuables or money.**
13. **PARENT – TEACHER CONFERENCES** – You may arrange a conference with your child's teacher or leave your child's teacher a message by calling the Guidance office at 498-1346.
14. **PHYSICAL EDUCATION** – Students may have physical education and dressing out is required. The school needs to have on file any physical limitations and /or injury on a medical note. The P.E. teachers will issue P.E. lockers.
15. **SCHOOL DANCES**- Dances will be held throughout the year. All school rules apply to dances. School personnel reserve the right to refuse admission to the dance to any student. Only RRMS students are to attend dances.
16. **TELEPHONE USE** – The school phones are for business purposes only, however, they may be used for emergencies. In coming calls for students are not permitted during school hours. Messages will be given to students at the end of the day. **Cell phones** must not be visible, turned on or used during school hours. This includes texting.
17. **LEAVING SCHOOL EARLY** – Students must be signed out in the front office. Students will not be released from school without authorization from a parent/guardian by a phone call or a signed note. Students are not permitted to remain on campus after being checked out from school.
18. **PARENT VOLUNTEERS** –If you wish to volunteer time at RRMS, please contact the front office for an application.
19. **CLASSROOM BEHAVIOR** – Students are expected to exhibit a respectful attitude toward their teachers both in the classroom and on campus. Foul or abusive language used by students against school employees will be cause for possible suspension. Negative behavior in the classroom which interferes with the educational rights of others will be first handled by the classroom teacher. Disrespect to any school employee will not be tolerated.
20. **DRESS CODE** – We take pride in the appearance of our students. The appearance or dress of students shall not be disruptive to the educational process. All students are expected to dress and groom themselves neatly. Fashion trends often suggest clothing that may be unacceptable outside of school but may not be acceptable inside of school. The following standards will be observed:
 - 1.) Dresses, skirts, skorts and shorts are to be appropriate length, beyond the fingertips when arms are extended downward.
 - 2.) Tank tops may not be worn.
 - 3.) Hats, caps and headgear are not to be worn on campus during school hours.
 - 4.) Shoes must be worn at all times.
 - 5.) Any tops or shirts must have a 3” shoulder seam.
 - 6.) Pants must be worn at the natural waistline.

- 7.) Clothing and accessories such as backpacks, patches, jewelry, notebooks, etc. must not display alcohol, tobacco, illegal drugs, racial/ethnic slurs, vulgar or sexually suggestive language or images.
- 8.) Shirts, blouses and dresses must not be too tight or low cut completely covering the front, abdomen & back; shirts and tops must go to the waistband of pants, shorts, skirts and skorts with no midriff visible.
- 9.) Prohibited items: 1) large, long and or heavy chains 2) studded or chain accessories 3) sunglasses 4) sleepwear 5) skin-tight outer materials such as spandex and 6) wildly colored hair
- Any other apparel/clothing, which the principal/or designee determines to be unacceptable, will not be worn to school. Students may receive disciplinary action for failure to abide by the school dress code.
- 21. BODY PIERCINGS** – In the interest of safety for our students, no student shall wear any earrings or other jewelry that pierces the skin and is visible outside of the clothing of the student with the exception of earrings located in the ear.
- 22. BUS INFORMATION** – **1.** All students are to stay behind the red line until the bus driver is ready for the students to load the bus. **2.** Any student riding a bus other than their regularly scheduled bus **must** turn in the note by lunchtime.
- 23. TARDY TO SCHOOL** – On those occasions when your child arrives late to school, you must sign your child in. If there is no adult to sign the student in, an unexcused tardy will be given.
- 24. TARDIES** - A tardy is defined as a student not being in his/her assigned seat when the tardy bell has sounded. A student will be written on a discipline referral on the third tardy to a class. Tardies start over at the beginning of each semester.
- 25. VISITING THE CAMPUS OR THE CLASSROOM**– We welcome parents and visitors to our campus. HOWEVER, we do not allow visits to the classroom during school hours without prior approval from administration. All visitors (including parents) must check in at the office and obtain a badge before proceeding to student areas. Anyone on campus without a badge will be considered trespassing. Visits by students from other schools are not permitted.
- 26. TEXTBOOKS** - Textbooks and other instructional materials are on loan to the students. Students who do not return textbooks must pay for the books before they are assigned a replacement. A student who has not returned or paid for a book will not be issued a book the following year. Money will be refunded for all books that have been paid for and returned.
- 27. WITHDRAWAL** – As soon as you become aware that you will be withdrawing from school, parents must notify the office and complete a withdrawal form. All books and materials belonging to the school must be returned before withdrawing.
- 28. CAFETERIA BEHAVIOR** – The cafeteria is designed to encourage good restaurant behavior. Know that “Breaking-in” and holding places in line is not permitted. Each student is responsible for cleaning up the area they are eating in, before dismissal. Students are to have a low toned conversation at their table. There will be no throwing food and no food or drinks taken out of the cafeteria. Lunches are 30 minutes.
- 29. CAMPUS BEHAVIOR** – There will be no running on campus or in any building, **walk only!** No skateboards or roller blades allowed on campus anytime.
- 30. BULLYING** – RRMS takes a proactive approach in the prevention of bullying. Students are to immediately report any instance of bullying. After investigating the report, disciplinary action may be taken.
- 31. INTERNET POLICY** – Unless otherwise requested by parent/guardians, students will have access to the Internet with teacher approval. Any misuse of Internet will be dealt with by Administration.

32. GRADE POINT AVERAGE – (G.P.A.) To participate in extracurricular activities (sports, FFA, etc.) students must have a 2.0 G.P.A. The G.P.A. is calculated each semester.

A=4 points	
B=3 points	*add up seven grades
C=2 points	equivalents and then
D=1 point	divide by seven. This is the
F= 0 points	G.P.A.

RRMS GRADING SCALE*

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

- 33. High School Credit** – High school credit may be given to those students who pass Algebra I in the eighth grade. ALL HIGH SCHOOL POLICIES AND GUIDELINES APPLY TO THIS COURSE.
- 34. Grading Period** - Report cards are issued each 9 weeks. Every 4 ½ weeks progress reports are completed for students to take home. Planners may be used for weekly progress reports.
- 35. Electives** – RRMS offers Band class for those students interested. This class is taken in place of the Health, Agriculture, Computer Technology or PE. Students in Band will remain in the Band Class for the entire year.
- 36.** All Family Educational Rights and Privacy Act (FERPA) will be enforced and followed.
- 37.** No all-terrain or motorized vehicles of any kind driven by RRMS students are permitted on campus.

Fun Things to Do at RRMS

Part of the Program at RRMS is to provide activities for students outside the regular classroom. The activities are sponsored and supported by the faculty.

Competitive Sports – The 6 RRMS Competitive Team sports are Volleyball, Football, Girls/Boys Basketball, Softball and Baseball.

Cheerleaders – 7th and 8th grade girls may participate and will cheer at Home Football games **only**.

Intramurals – This program is for students to compete either individually or on a team. Some of the intramural activities are: Volleyball, Soccer, Softball, Basketball, Artillery ball and Track & Field. This is conducted through the Physical Education classes.

Drama Club – This club is for students to participate in drama activities including a school play production and talent show. They meet after school.

Jr. Beta Club – This is a scholastic/service club. Jr. Beta Club does several service projects during the year. Some of the projects are: Thanksgiving baskets, landscaping on campus, and Easter egg hunt. They meet after school.

FFA – This is a club, which belongs to the State FFA and competes in district level. RRMS FFA has one of the largest memberships in the state. They meet after school.

SWAT Club– Students Working Against Tobacco do various activities.

Principal’s List – Each nine weeks students who have straight “A’s” or 5 “A’s” and 2 “B’s”, **No** discipline referrals and **3 or less** absences are rewarded by being placed on the schools Principal’s List.

No Discipline Rewards – Each nine weeks students who have not had **any** discipline referrals will have their names put in a drawing and are eligible for a prize.

History Fair/Science Fair – Projects are displayed in the library after being completed in History or Science classes where awards are presented for Best of Fair, Reserve Best of Fair and three winners in each grade level.

Earth Week - Students participate in Earth Week through their Science classes.

Yearbook – RRMS will publish its own yearbook. They will be on sale early in the year and will be distributed at the end of the 2011-12 school year.

Accelerated Reader - Anyone earning 100 points for the year will be rewarded with a field trip.

100% Club – Each 9 weeks students with all work completed and a “C” average in each class with 3 or less absences and no disciplinary referrals are treated to lunch at a local restaurant.

IMPORTANT DATES

Progress Reports Out:*

Wednesday, September 21, 2011 Tuesday, December 6, 2011
Friday, February 24, 2012 Tuesday, May 8, 2012

End of 9 weeks:*

1st- 9 weeks – October 26, 2011 2nd - 9 weeks – January 23, 2012
3rd- 9 weeks – April 5, 2012 4th - 9 weeks – June 7, 2012

Report Cards Out:*

Wednesday, November 2, 2011 Tuesday, January 31, 2012
Thursday, April 12, 2012 Friday, June 15, 2012

2011-2012 Dixie District School Calendar

August 15 th	First Day for Teachers
August 19 th	Teacher In-Service Day (Students Out)
August 22 nd	First Day for Students (½ Day)
September 5 th	Labor Day – School Closed
September 14th	Early Release Day 12:35
September 21 st	Progress Reports
October 12th	Early Release Day 12:35
October 21st	Parent/Teacher Conference Day (Students Out)
October 24 th	School Closed
October 26 th	End of 1 st 9 weeks
November 2 nd	Report Cards
November 11 th	Veteran’s Day – School Closed
November 21 st – 23 rd	School Closed
November 24 th	Thanksgiving – School Closed
November 25 th	School Closed
December 6 th	Progress Reports
December 16 th	Last day for students before Christmas Break
December 19 th	School Closed
December 20 th	School Closed
December 21 st – December 30 th	System Closed
January 2 nd	Teachers Return
January 3 rd	Students Return
January 16 th	M.L. King Day – School Closed
January 23 rd	Last Day of 1 st Semester
January 24 th	2 nd Semester Begins
January 25th	Early Release Day 12:35
January 31 st	Report Cards
February 20 th	President’s Day – School Closed
February 24 th	Progress Reports
February 28th	FCAT Writes
March 16th	Parent/Teacher Conference Day (Students Out)
March 19 th – March 23 rd	School Closed
April 5 th	End of 3 rd 9 weeks
April 8 th	Easter
April 12 th	Report Cards
April 16th – 27th	FCAT Reading/Math
May 8 th	Progress Reports
May 9th	Early Release Day 12:35
May 28 th	Memorial Day – School Closed
June 1 st	DCHS Graduation
June 7 th	Last Day Students ½ Day/End of 2 nd Semester
June 11 th	Last Day for Teachers

Dixie District Schools

STUDENT CODE of CONDUCT

GRADE 6– 8

Effective: August 2011

PURPOSE/INTENT OF THIS DOCUMENT

The primary purpose of education in Dixie County is to maintain, perpetuate and improve our American way of life. The School is the social agency through which this purpose is to be achieved. In order to maintain a “school climate” in which the children and youth of our country can live, learn and flourish, it is vitally necessary for all students to assume responsibility for their behavior while enrolled in the public schools in Dixie County.

Therefore, in order to aid students in making appropriate decisions governing their behavior, a code of conduct identifying the rules and procedures has been established. While these rules are not intended to be “all – inclusive” of all possible behavior, they do implement the philosophy of our system, and are illustrative of the types of behavior that are consistent with the proper maintenance and function of an effective program in our system.

This code of student conduct is to be applied and enforced in addition to other rules which may be in effect at any individual school with due respect for constitutional rights of every student. It should be pointed out that although parents and students have many rights guaranteed by state and federal laws and court decisions, these rights end when and where they begin to interfere with the rights of others. It must also be pointed out that this document does not outline all of the possibilities of misconduct, therefore students and parents need to realize that the school administration has the right to view other students behavior as unacceptable and deal with it accordingly.

Most importantly, students need to know that every right carries with it the responsibility to exercise that right wisely, and that failure to do so may result in loss of privileges. Essentially then, the responsibility for conduct is in the hands of each individual student, and when an action by a student is not in line with an accepted standard, specified consequences shall be applied as outline in this document. The intent, then, of this document is to help provide an instrument, which shall sustain an atmosphere that will enable a student to achieve the goal of a basic education, thus allowing them to be competitive in the adult world.

I. GENERAL POLICIES (PK –12)

A. Due Process (PK-12)

Due Process is another name for fairness of process. Fairness of procedure is due process in the primary sense. Due process is a right guaranteed to all by the Fifth and Fourteenth Amendments of the Constitution.

Policies and procedures for discipline of a disabled student will be provided to the parent or guardian during the initial eligibility staffing.

Individuals must have proper notice and an opportunity to be heard, and the hearing conducted fairly. Students must be informed either orally or in writing, of the rules, which have been violated. The basic ingredients of due process procedures are as follows:

1. Individuals must have prior opportunity to know that their actions would be in violation of established rules and regulations.
2. Individuals must have the opportunity to know the specific charges or complaints being made against them.
3. Individuals must have notice of the charge or complaints being made against them.
4. Individuals must be given a fair and impartial hearing

B. Student Grievance Procedure (PK-12)

A grievance is defined as an alleged violation of the School Board of Dixie County policies on unlawful discrimination or harassment. The grievance process is available to all students and applicants for admission. Throughout the student grievance process the claimant, accused and all others involved in the investigation are guaranteed confidentiality and protection from retaliation. Such grievance may be filed in the following manner:

Step One - If an individual public school student believed that an action by the school, another student, or by a school representative has violated his/her rights under School Board policies, the student shall seek within sixty (60) days of the alleged occurrence a resolution through informal discussion with a teacher, guidance counselor, dean of students or assistant principal of the school who shall in turn mediate on the student's behalf with the individuals alleged to have committed the violation.

Step Two – If the resolution determined by the informal discussion does not resolve the issue to the satisfaction of the aggrieved student, that student will submit a written statement of the grievance to the school principal or the district Equity Coordinator within ten (10) school days after the informal discussion of the alleged occurrence. The statement shall include a description of the specific rule/regulation allegedly violated, the date of the violation, the resolution sought and the signature of the student and parent or guardian.

Step Three – Within ten (10) school days of receipt of the written grievance, the principal or the district Equity Coordinator shall render a written response to the aggrieved student and parent or guardian, which shall uphold, modify, or deny the resolution sought.

Step Four – If the student is not satisfied with the response issued to step three, the student has within ten (10) school days of the response to submit in writing the alleged grievance to the District School Superintendent.

Step Five – Within ten (10) school days, the Superintendent shall issue a written response to the aggrieved student and parent or guardian. The decision of the Superintendent shall be final.

C. Student Records (PK – 12)

Philosophical Basis:

A well-developed student record file contains information needed for making appropriate educational decisions for the student. Student records are to be treated confidentially and should contain information that is relevant, accurate and appropriate.

Access to Student Records:

In general, a student's records are available to parents of minor students (under age 18) and to students who have reached age 18 or are attending a post secondary education institution (eligible student). In

addition, federal and state statutes allow student records to be made available to certain others that have a bona fide need of information.

Copies of the District's policies regarding student records are available at each school and at the School Board office. These policies will always be in compliance with state and federal regulations concerning student records.

Eligible students and parents of minor students have the right to inspect and review permanent education records of the student. The parent or eligible student may request access to the records through the school principal. The principal will make records available for review within thirty (30) days of such request. Information regarding the cost is also available from the school. A parent or eligible student may challenge information in the records. A parent may refuse to permit the designation of any or all categories of directory information with respect to his child by notifying the principal in writing ten (10) calendar days of the beginning of school. Unless there is specific written request in the cumulative folder, directory information on the student may be released. Parents or eligible students will be provided a list of types of directory information included in student records, upon written request of the office of the Superintendent. Purging, transferring and copying of student's records is done in accordance with federal and state statutes and federal, state and local procedures.

Responsibilities of Student, Parent, and Guardians:

To inform the school of any information that may be useful in making appropriate educational decisions.

To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

Release of records of students 17 years of age or younger who attend an elementary or secondary school requires the signature of the parent or guardian.

Rights of Students, Parents and Guardians:

To inspect, review, and challenge the information contained in records directly relating to the student.

To be protected by legal provisions which prohibit the release of personal identifiable information to other than legally authorized persons without the consent of the parent, guardian, or eligible student. (Eligible students are those 18 years of age or over and/or those attending a post-secondary institution.)

D. Educational Equity Act (PK-12)

The School Board of Dixie County is committed to the principle and practice of equal opportunity and affirmative action. The School Board of Dixie County complies with the letter and spirit of federal, state and local laws and regulations prohibiting discrimination and/or harassment based on race, color, religion, political affiliation, national origin, sex, disability, age, marital status, or social and family background. Employment and educational opportunities for students, employees and applicants are provided under the principles, equal opportunity and affirmative action. Dixie District School's designee to coordinate compliance with the Educational Equity Act is:

Faith Hill, Director of Student Services and ESE
Instructional Services Building 2
16077 NE Hwy 19
Cross City, FL 32628
Phone: 352-498-6149
Fax: 352-498-1308

E. Limited English Proficient (PK- 12)

Limited English Proficient (LEP) students who meet program eligibility criteria shall have equal access to all programs. No national origin minority or limited English proficient student shall be subjected to any disciplinary action because of his or her use of a language other than English. Disciplinary actions for LEP students are common to non-LEP students.

F. Textbooks/Library Books (PK – 12)

Textbooks/Library books are property of the School Board of Dixie County and loaned to the students of Dixie County. The students must pay for lost and damaged textbooks and/or library books before other books will be issued. All books should be cared for with extreme care by the students. Periodic book checks will be made to examine the condition of books and to check for lost books. Students are held personally responsible for their books whether lost, stolen, or damaged.

G. Student Lockers/Storage Space (PK-12)

Lockers and/or storage spaces for student use are provided by the School Board of Dixie County. As such, these lockers and storage spaces are the property of the School Board. Any student who accepts the use of a locker/storage space, accepts it with the understanding that it cannot conceal or hide any such item or material that is illegal or against school policy or regulations. Upon accepting the use of the locker/storage space the student does so knowing the locker/storage space is subject to be searched at any time and for any reason that school officials feel that they need to conduct such a search. School personnel are NOT responsible for stolen or misplaced property.

II. GENERAL CONDUCT (PK –12)

A. School Bus Conduct (PK –12)

Rights:

Students living two (2) miles or more from the school have the right to transportation by school bus or other school provided transportation. Students have the right to be informed of the transportation rules, regulations and laws regarding the transportation of the students by school bus.

Transportation Rules:

1. Students must obey the bus driver.
2. Students must have no foreign objects in their mouth.
3. Students must remain in their seats, face forward, keeping hands, feet and other objects to themselves at all times.
4. No objects will be brought on the bus without permission of the bus driver.
5. Students must be at the bus stop five (5) minutes before stop time. They should stand 10 feet off the road in an orderly manner. When crossing the street, they must cross 10 feet in front of the bus. School conduct rules apply while students are at the bus stop.
6. Students must be absolutely quiet when the bus is stopped at a railroad crossing.
7. Students must board and leave the bus in an orderly manner at their regular stop, except with the permission of parent and principal or his/her designee.
8. Profane language or gestures may not be used on the bus.

Bus Safety Discipline Plan

Offenses would be divided into two levels based on the severity of the incident. Level I offenses would be incidents such as not sitting in seat properly, spitting, loud talking, etc... Level II offenses would be incidents of a more serious severity such as fighting, gross insubordination, weapons, etc...

Level I Offenses

Each bus driver will keep a roster of kids that ride their bus. This form would contain blanks on it for drivers to make notes and mark checks by the student's name.

✓ = **indicates** that bus driver gave student a verbal warning in private. Bus driver should pull student aside and discuss the inappropriate behavior. This conversation should be documented by posting the date the conference took place on the student roster.

✓ ✓ = **Parent notification.** The bus driver will attempt to contact the parent by phone to have a conference regarding the child's inappropriate behavior. If the driver is unable to verbally speak with the parent, written notification can be made. Parent notification should be documented by posting the date contact was made on the student roster.

3rd Offense = Office Referral: Driver must bring in referral along with documentation of steps one and two above. Administrator will have a choice of punishment. Punishment may include warning, time spent in internal, etc...

4th Offense = Office Referral: Minimum of 2 days bus suspension (Grades 6-12). Minimum of 2 days bus suspension or administrator choice of punishment (grades PK-5).

5th Offense = Office Referral: Minimum of 5 days bus suspension.

6th Offense = Office Referral: Minimum of 10 days bus suspension. A certified/Return Receipt letter will be mailed to the parent notifying them that on the next offense expulsion from the bus will be administered.

7th Offense = Office Referral: Expulsion from bus.

**ESE students who are unable to provide private transportation to school may be referred to the special needs bus at any time the administrator deems necessary after the 3rd offense for a level I incident.

***When a student begins on the special needs bus the number of offenses will start over.

Level II Offenses

1st Offense = Office Referral: Minimum of 2days bus suspension.

2nd Offense = Office Referral: Minimum of 5 days bus suspension.

3rd Offense = Office Referral: Minimum of 10 days bus suspension. A Certified/Return Receipt letter will be mailed to the parent notifying them that on the next offense expulsion from the bus will be administered.

4th Offense = Office Referral: Expulsion from bus.

**ESE students who are unable to provide private transportation to school may be referred to the special needs bus at any time the administrator deems necessary after the 2nd offense for level II incident.

***Level II offenses for students in grades PK-2 punishment will be left to administrative judgment.

****When a student begins on the special needs bus the number of offenses will start over.

*Restitution up to \$2,500.00 for damage to real or personal property.

B. Zero Tolerance for School Related Violent Crime (PK-12)

On September 13, 1994, the Florida State Board of Education adopted a new rule “Zero Tolerance for School Related Violent Crime.” The rule requires each school district to ensure that students or adults found to have committed the following offenses on school property, school sponsored transportation, or during a school sponsored activity shall receive the most severe consequence provided by law and School Board Policy:

1. homicide
2. sexual battery
3. armed robbery
4. aggravated battery
5. battery on school personnel
6. kidnapping
7. arson
8. possession, use, or sale of any firearm

C. Teacher Authority to Remove Students from the Classroom (PK-12)

Pursuant to 232.271,F.S., which took effect on July1, 1996, any teacher has the authority to remove a student from his or her classroom for repeated disruptive behavior or a violent incident.

Teachers who invoke the provisions of this statute must document that a student’s behavior repeatedly interfered with the learning process in the classroom or the student’s behavior was so unruly, disruptive, or abusive that it interfered with the effective conduct of the class.

Principals may not return a student to that class when the teacher removed the student under the provisions of this statute, without the permission of that teacher or the direction of the placement review committee, which may determine that returning the student to that class is the best and/or only available alternative for the student.

D. Compulsory School Attendance (PK-12)

Florida Statutes state that school attendance is mandatory between the ages of six (6) and eighteen (18) unless the student and his or her parent/guardian file a formal intent to terminate school enrollment with the District School Board. Rules and regulations pertaining to those laws as well as those regarding admission of transfers, pupil transfers into and out of the county shall be available to all students and parents. Regular attendance and a cooperative attitude are necessary ingredients in an environment, which promotes learning.

E. Truancy (PK-12)

Any student who accumulates 15 unexcused absences within 90 days will be defined as a habitual truant.

F. Supervision of Students (PK-12)

Pursuant of Florida Statute 232.25 as amended and effective 7/1/96

PUPILS SUBJECT TO CONTROL OF SCHOOL

Each pupil enrolled in a school shall, during the time he or she is being transported to and from school at public expense, during the time he or she is attending school, and during the time he or she is on school premises, be under the control and direction of the principal, or teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or of the bus driver to whom such responsibility may be assigned by the principal. A reasonable time for supervision is 30 minutes before and after an activity is scheduled, with the exception of school provided

transportation which shall be from the time the student is picked up at his or her designated stop and until such time as student is released from his or her bus at the student's designated stop. Casual contact between school district personnel and students on school property shall not result in legal duty to supervise outside of the reasonable times set forth in this document. The duty of supervision does not extend to anyone other than students attending school and students authorized to participate in activities.

G. Grades (6-8)

Students in grades 6-8 are expected to attend school on a regular basis in order to receive the necessary instruction to be promoted. If a student is absent from school it is the responsibility of the parent/guardian's to call the school the day their child missed school and report the absence. Parental contact by telephone or home visit will be attempted after each unexcused absence. VERIFICATION MUST BE RECEIVED IN THE MIDDLE SCHOOL OFFICE BY THE THIRD (3rd) DAY A STUDENT RETURNS FROM BEING ABSENT.

Excused Absences are defined as medical with written verification, Religious Holiday as verification by a religious official, death in the immediate family with a printed funeral announcement, school sponsored activities, or a phone call by the parent/guardian **the day** of the absence.

Unexcused Absence is any absence that is not excused. After a student accumulates three (3) unexcused absences in a semester, the school may contact his/her parent/guardian.

When a student accumulates six (6) unexcused absences in a semester, the school will notify the student's parent/guardian. If the student receives cash assistance from the Department of Children and Families, this notification will include a warning that the Department of Children and Families must be contacted by the school, according to the Florida Law, when the child is excessively absent from school. It is Dixie District School's policy to report a child as having excessive absenteeism, which is sufficient to jeopardize academic progress when they have accumulated nine (9) unexcused absences in a semester.

When a student has accumulated nine (9) unexcused absences in a semester, the school will notify the Department of Children and Families (if applicable), as well as complete an Educational Evaluation of the student. Also, a certified letter will be sent to the parents requesting a conference to develop an Attendance Improvement Plan, which will include educational counseling. The committee for attendance will include appropriate school personnel and the parent/guardian. A student who has accumulated 15 unexcused absences within 90 days will be considered truant.

To be given credit for a full day's attendance, the student must be present a minimum of three (3) class periods. Any student taking Algebra I for high school credit must follow all high school guidelines and policies. A student who misses 30 or more days of school may be required to repeat the grade unless he/she has demonstrated mastery of all subject areas that are required for promotion.

III. BEHAVIOR and DISCIPLINE (6-8)

A. Unacceptable Behavior (6-8)

1. Skipping (absent from class without permission).
2. Leaving class without permission.
3. Leaving campus without permission
4. Tardiness to school and/or class
5. Classroom misconduct.
6. Possession of tapes/CD's/beepers/cameras/video games/laser light/ on campus.
7. Co-mingling on campus (non-students mingling with RRMS student on campus during school hours without permission).
8. Displaying any unacceptable behavior of a sexual nature.

9. Inciting fighting to physical contact.
10. Fighting, physical contact.
11. Fire Alarms (involved in tripping or setting off and alarm).
12. Gum or candy is not permitted on campus.
13. Insubordination to a staff member.
14. Profanity/abusive language.
15. Academic Cheating.
16. Violation of the District Internet Use Policy.
17. Dress Code violations.
18. Computer misuse.
19. Fireworks are not permitted on campus

Any of the above unacceptable behaviors will be handled through administrative action by the principal or designee.

B. Additional Unacceptable Behaviors (6-8)

1. Possession, use or sale of tobacco.
2. Possession, use or sale of alcohol.
3. Gross insubordination to any staff members.
4. Vandalism (destruction of school property).
5. Possession of any weapon on campus (pocketknives, razors, firearms, homemade weapon on campus, etc.).
6. Fighting, displaying a weapon.
7. Stealing, extortion.
8. Violation of Internet access guidelines.
9. Physical attack on school related personnel.
10. Bomb threat (students involved in initiating or calling in a bomb threat).
11. Calling 911 from school phones.
12. Gross insubordination to an administrator.
13. Possession of pornographic material on campus.
14. Students charged with a felony – the principal has the authority to suspend a student who is formally charged with a felony for an incident which allegedly occurred on other than public school property, if the incident is shown to have an adverse impact on the educational program, discipline or welfare in the school where the student is enrolled.
15. Possession of gun on campus: due to the Gun Free Schools Act, possession of a gun on campus will result in an immediate suspension and recommendation for expulsion.
16. Possession, use or sale of drugs, drug paraphernalia or pseudo drugs.
17. Willful or malicious destruction of personal or school property.

Any of the above unacceptable behaviors will be handled through administrative action by the principal or designee with one or more of the following consequences

C. Discipline Consequences Include (6-8)

1. Counseling by Administration
2. Parent Notification/Parent conference
3. Campus Work Detail
4. Internal Room
5. Out-of-School Suspension
6. Recommendation for Expulsion
7. Lunch Detention
8. Detention from Physical Education
9. Morning School Detention

10. Suspension/Dismissal from extracurricular activities by Administrator or Sponsor/Coach.
11. Dixie Alternative Center
12. Restitution
13. Law Enforcement Contact
14. After 3 out of School Suspensions the Administrator may recommend expulsion
15. Special Assignments
16. Other Administrative action

D. Trespassing (6-8)

Parents and visitors are welcomed on the school campus with the following understanding.

- Visits to the classroom during school hours must have prior permission of the school administration.
- All visitors (including parents) **MUST** check in the office to obtain a badge before proceeding to the student's areas.

ANYONE ON CAMPUS WITHOUT A BADGE WILL BE CONSIDERED TRESPASSING AND DEALT WITH ACCORDINGLY.

E. Dress Code (6-8)

Students have the right to be able to learn without being distracted/offended by the clothing or appearance of others. Students have the responsibility to observe basic standards of cleanliness, modesty, good grooming and dress.

DRESS CODE – We take pride in the appearance of our students. The appearance or dress of students shall not be disruptive to the educational process. All students are expected to dress and groom themselves neatly in clothes that are suitable for learning. Dresses, skirts and shorts are to be appropriate length (longer than fingertips when arms are extended). Tank tops may not be worn. Hats, caps, and headgear are not to be on campus during school hours. Shoes must be worn at all times. Undergarments should not be exposed. Any tops or shirt must have a 3” shoulder seam.

Consequences for Dress Code Violations (6-8)

Students will be warned one time of dress code violation. On the second notification for violations of shorts being too short, the student will lose the right to wear shorts for the remainder of the school year. Student and parent will be notified with a letter. Other violations the student will modify or change their clothing. Students who violate the 3” shoulder seam rule will be offered a clean RRMS school shirt to wear for the day or may call a parent/guardian for clothes. If the violation continues other school punishment will be used.

RRMS Football Schedule 2011

<u>Date</u>	<u>Day</u>	<u>Team</u>	<u>Site</u>	<u>Time</u>
Sept. 13	Tuesday	Keystone	Away	6:00 pm
Sept. 20	Tuesday	Lake Butler	Away	6:00 pm
Sept. 27	Tuesday	Starke	Home	5:30 pm
Oct. 4	Tuesday	Williston	Away	6:00 pm
Oct. 11	Tuesday	Bronson	Home	6:00 pm
Oct. 18	Tuesday	Chiefland	Home	6:00 pm
Oct. 25	Tuesday	SMAC Bowl	TBA	TBA or
Oct. 25	Tuesday	Ft. White	Home	6:00 pm

All games played at the Dixie County High School Football Field

RRMS Volleyball Schedule 2011

<u>Date</u>	<u>Day</u>	<u>Team</u>	<u>Site</u>	<u>Time</u>
Sept. 8	Thursday	Williston DH	Away	5:00 pm
Sept. 12	Monday	Oak Hall DH	Home	4:00 pm
Sept. 19	Monday	Trenton DH	Home	4:00 pm
Sept. 22	Thursday	Bell	Home	4:00 pm
Sept. 27	Tuesday	Lake Butler DH	Away	4:00 pm
Oct. 4	Tuesday	Ft. White DH	Away	4:30 pm
Oct. 6	Thursday	Bronson DH	Home	4:00 pm
Oct. 11	Tuesday	Chiefland DH	Home	4:00 pm
Oct. 17	Monday	SMAC Trnmt	TBA	TBA
Oct. 20	Thursday	SMAC Champ.	TBA	TBA

GO RANGERS!!!!!!