

Redwater Middle School Middle School Distinctives 2016-2017

LIFE MATTERS!



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REDWATER MIDDLE SCHOOL

Lindsay Crain, Principal

August 22, 2016

I hear the school bell ringing once again at RMS. The faculty and staff are rested, refreshed, and ready to address the new challenges ahead. We are looking forward to a great year with some of the best students in the state of Texas, and we are excited about providing the educational opportunities that they deserve. Our goal is that children receive the best instruction and highest quality academics possible, in an environment that promotes maximum learning and success. That is why **two documents**, the **District Student Handbook** and the **Code of Conduct** are so important. We compile them with the best interests of our students in mind, and they contain information about rules, requirements, procedures, practices, and policies that will help insure every child can learn in a safe and orderly school climate.

Parents and students will have on-line access to the District Student Handbook, which addresses general topics, as well as the Student Code of Conduct, which specifically addresses behavioral expectations and disciplinary consequences. Both can be viewed or down-loaded at: www.redwaterisd.org. If you would like a paper version of either of these documents, notify the Middle School office by returning the "Acknowledgement of Electronic Distribution" form in your child's first day packet, and we will be happy to provide a copy.

We strive to put our students first in all that we do, and try to make every decision based on what will be best for them. As we work together with our dedicated parents, I am certain that our children will become productive, well-rounded citizens, both academically and socially. If we can be of help to you as this school year unfolds, please do not hesitate to call on us. Thank you in advance for your support, and remember, in RISD, **LIFE MATTERS!**

Sincerely,

Lindsay Crain

Lindsay Crain, Principal

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GENERAL INFORMATION

ARRIVAL & DISMISSAL

Students who are unsupervised are more likely to engage in misbehavior or have accidents. Therefore, to promote a safe and orderly environment, **students should not be dropped off at school before 7:30 AM.** Beginning at 7:30 AM teachers will be on duty for supervisory purposes. Students arriving at school by bus will disembark at the back of the school at the bus lane gate, while those who are riding with parents should be dropped off in front of the gym.

All students arriving at school between 7:30 and 7:45 A.M. should report to the gym, where they are seated as a grade level until the bell rings at 7:45 A.M. The only exception is for students who eat breakfast at the school cafeteria, who will be allowed to do so beginning at 7:30 AM when the duty person arrives. Once they have finished breakfast, students will report to the gym if before 7:45 AM, or to their first period class if after that time.

At 7:45 AM, students will be dismissed from the gym to go to their lockers, and will then immediately report to their first period classes where they will read their accelerated readers. Band students are allowed to take their instruments to the band hall just before the bell rings at 7:45 A.M. At 8:00 A.M. the first period tardy bell will sound to signal the beginning of the school day with announcements, pledges, and a minute of silence following. ***Note: Students who are more than 15 minutes late reporting to a class will be counted absent for that class.**

Dismissal in the afternoons will be at 3:30 P.M. for parent pick-up, bike riders, walkers, and early buses, and at 3:35 P.M. for late bus riders. **The designated area for parent pick-up is in front of the gym** so that duty teachers can safely supervise the students and walk them to their vehicles as they arrive. **Students may not cross the parking lot to enter a vehicle unless escorted by a duty teacher or by the student's parent, nor can they be picked up in front of the school.** Both late and early bus riders will be released at their respective times and will board their buses at the back of the school at the bus lane gate, per instructions from duty personnel.

***Note: Afternoon telephone calls regarding transportation issues/changes result in excessive classroom interruptions and lost teaching time, since students are notified via the PA system. Therefore, please make transportation modifications for afternoon pick up ahead of time by sending a note with your child, or calling the school office by noon. The fewer afternoon telephone calls the office receives about changes in transportation, the fewer classroom interruptions will occur, and the less likely it will be for miscommunication and missed rides to occur.**

AWARDS and RECOGNITION

Classroom teachers recognize accomplishments and successes through the distribution of various awards the week after report cards are sent home. Students may be recognized in their classrooms and presented awards for such accomplishments as: A-Honor Roll, A-B Honor Roll, and B.U.G. Awards (**Bringing Up Grades**), etc. In addition, teachers may have special subject area awards that they wish to present. As part of the process, those students who have received special recognition may have their names and/or pictures published in the newspaper. **At the end of the Spring semester an awards assembly will be held for each grade level to recognize yearly academic achievement.** While all parents are welcome to attend, parents of students who will be receiving awards are sent a written invitation.

Students are also recognized for attendance, good behavior/character, and positive attitudes through the presentation of “dragon dollars” and selection as Spirit of the Dragon. Dragon Dollars are earned by students for exemplary attitudes and behaviors, and can be given by various faculty and staff personnel. Students may then spend their Dragon Dollars at the Dragon Store, or purchase homework or tardy passes. **Note: If a student leaves school before 3:30 PM, they will be disqualified from the Perfect Attendance Party held at the end of the six weeks.**

Spirit of the Dragon recognition occurs weekly at each grade level as teachers meet and select one student from their grade level who has demonstrated commendable conduct, good citizenship, and commitment to excellence during that particular week. These students receive special recognition in the form of Dragon Dollars, certificates from the principal, names announced over the PA, pictures and names published in the newspaper, and free passes to home athletic events.

BELL SCHEDULE

7:30	The bell sounds for students eating breakfast at school to move to the cafeteria, other students to gym.
7:45	The bell sounds for students to begin moving to their first period classes.
8:00	All students should be in their first period classrooms for attendance, announcements, pledges, and minute of silence, otherwise they may be counted tardy.

Fourth Grade Block Math Periods

8:00-9:40	first math block period
9:45-10:30; 12:15-1:00	second math block period
1:55-3:30	third math block

Fifth Grade Block Math Periods

8:00-9:40	first math block period
9:45-11:20	second math block period
1:55-3:30	third math block period

Fourth and Fifth Grade Other Periods

8:00-8:50	first period
8:55-9:40	second period
9:45-10:30	third period
10:35-11:20	fourth period
11:20-11:50	Lunch/ 4 th grade
11:50-12:10	Recess/ 4 th grade
11:20-11:40	Recess/ 5 th grade
11:40-12:10	Lunch 5 th grade
12:15-1:00	fifth period (5 th grade to electives and 4 th grade to next academic class)
1:05-1:50	sixth period
1:55-2:40	seventh period
2:45-3:30	eighth period

*(Each student has one extended math block, and the remainder of core classes are of regular length.)

*(Teacher conferences are 6th period for 4th grade teachers, 5th period for 5th grade teachers.)

*(Students' homerooms are their 1st period classes.)

Sixth Grade Block Math Periods

8:00-9:40	first math block period
10:35-12:10	second math block period
1:05-2:40	third math block period

Sixth Grade Other Periods

8:00-8:50	first period
8:55-9:40	second period
9:45-10:30	third period
10:35-11:20	fourth period
11:25-12:10	fifth period
12:10-12:40	Lunch
12:40-1:00	Recess
1:05-1:50	sixth period
1:55-2:40	seventh period
2:45-3:30	eighth period

*(Teacher conferences for 6th grade are 3rd period.)

*(Students' homerooms are their 1st period classes.)

All Students:

3:30	Bell for parent pick-up, bike riders, walkers, and early bus riders
3:35	Bell for late bus riders

CHARACTER CURRICULUM

The middle school utilizes the Character Counts program, which emphasizes the formation and building of basic character qualities. Attributes such as honesty, respect, kindness, etc. are featured each month through classroom presentations, posters, signs, announcements, etc. The MS counselor leads in this effort, and periodically presents special programs to each grade level. Teachers also assist in this emphasis on character.

B.A.S.E PROGRAM

The Bowie County Sheriff's Department conducts B.A.S.E., or Basic Awareness Safety Education program at RMS for 6th graders. This curriculum includes material regarding drug education as did the previously used D.A.R.E program, but also addresses other topics of importance. School violence prevention, as well as bicycle and gun safety is taught, along with methods that our children can use to be safe from sexual predators and other criminally-minded people, both on the Internet, and in our local communities. A trained sheriff's officer comes to the middle school for one full day each week of the first semester and presents this excellent program to the 6th grade Social Studies classes. When the program is completed at the end of the fall semester, parents are invited to participate in the B.A.S.E. graduation ceremony as recognition of the students' experience.

Prior to the start of the graduation ceremony students are presented with and asked to wear their B.A.S.E. t-shirts. Local officials, such as the school superintendent, principal and the county sheriff, are invited to take part in the festivities. Also in attendance is the B.A.S.E. officer who leads and coordinates the program. He will present various awards to the participating students, and throughout the ceremony will encourage and affirm them for taking part in the B.A.S.E. program.

DATES OF IMPORTANCE FOR 2015-2016

Six Weeks Tests

- 1st 6 Weeks Ending September 30
- 2nd 6 Weeks Ending November 4
- 3rd 6 Weeks Ending December 16
- 4th 6 Weeks Ending February 16
- 5th 6 Weeks Ending April 7
- 6th 6 Weeks Ending May 25

(Note: Six weeks tests will be given **to 5th and 6th grade students only** at the Middle School. This will occur during the last week of the six weeks, usually one per day. However, there may be times, due to school calendar considerations involving shortened school weeks, that more than one test may be given on a single day. (When this becomes necessary students will receive adequate advance notice.)

Progress Reports

1st Six Weeks- Monday, September 12
2nd Six Weeks- Monday, October 24
3rd Six Weeks- Monday, December 5
4th Six Weeks- Monday, January 23
5th Six Weeks- Monday, March 13
6th Six Weeks- Tuesday, May 8

Report Cards

1st Six Weeks- Thursday, October 6
2nd Six Weeks- Thursday, November 10
3rd Six Weeks- Thursday, January 5
4th Six Weeks- Thursday, February 23
5th Six Weeks- Thursday, April 20
6th Six Weeks- Thursday, June 1 (mailed)

STARR Tests (Middle School)

- March 28- 4th grade Writing and 5th grade Math
- March 29- 5th grade Reading
- May 8 - 4th and 6th grade Math; 5th grade Math re-test (2nd).
- May 9- 4th and 6th Reading, and 5th grade Reading re-test (2nd).
- May 10- 5th grade Science.
- June 20- 5th grade Math re-test (3rd).
- June 21- 5th grade Reading re-test (3rd).

Staff Equivalency Days/Student Holidays

February 17
May 30-31

Early Release Days/Students (12:30)

December 16
May 25

D.E.A.R.

Drop Everything and Read is a reading emphasis implemented at the middle school as part of the Accelerated Reading program. It is a designated time from 7:45 – 8:00 a.m. when students are required to read in their AR books.

FOODS OF MINIMAL NUTRITIONAL VALUE

1. The school may not provide FMNV to students at any time during the school day, which covers from the start of breakfast until the end of the last instructional period. Exceptions to this rule are allowed for school nurses, students with special needs, and up to three school-wide events pre-approved by school officials. (This would include our Christmas and Valentine parties, as well Field Day.)

2. The school may not provide candy to students at any time during the school day. (Same exception as above applies. However, the use of such candy as M & Ms, Skittels, etc. for teaching lessons is not allowed.)
3. The school may not allow competitive foods at any time during the school day. (Same exception as above applies, but also means that there will be no snack bar other than the one provided by TISD Food Services. This restriction also means that no candy or cookie sales may take place at school, other than the taking of orders, such as for Girl Scout cookies.)
4. The school may not provide access to carbonated beverages during the school day.
5. School-approved field trips are exempt from the nutrition policy. This also includes when students leave campus to travel to UIL, band, or other similar competitions. (So, on field trips students may purchase soft drinks.)

****Due to the above restrictions, parents who bring food to eat with their child during lunch, are asked not to share it with other students.***

GRADING SYSTEM

A minimum of 12 grades will be taken each six weeks period in each core subject. Semester exams are not given at the middle school. However, six weeks exams are administered to the 5th and 6th grades. Since the Middle School does not weight grades, major test grades may be counted twice.

According to School Board policy (see Board policy, EIE, (LOCAL)), in grades 1-6, promotion to the next grade level shall be based on an overall average of 70 or above on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for reading, language arts, mathematics, social studies, science; and a grade of 70 or above in reading/language arts, and mathematics.

GIFTED/TALENTED PROGRAM

Students in the gifted and talented program will receive services in the following manner:

- Grades 4 and 5 will receive services from the GT teacher through a pull-out program twice per week for a total of two hours.
- Grade 6 will receive GT services from regular education teachers through the advanced program in Math, Science, English, and Reading classes.

LATE WORK/MAKE-UP WORK/RE-DOING WORK

- **Late work**: any that is not turned in at the time designated by the teacher. Each grade level has its own guidelines regarding late work that are appropriate for students in their age bracket. **In 4th grade**, students may be assessed a ten points per day deduction for up to three days on late assignments. After the third day the work will not be accepted. **In 5th grade**, students may be allowed one late paper that does not count against them per subject each 6 weeks. Once that occurs, a late paper may be accepted anytime during the 6 weeks, with a maximum possible grade of 70. **In 6th grade**, students may be permitted 3 late papers per subject each 6 weeks. The late paper must be turned in the next school day and may receive a 25 point penalty. **The late work policies for all grade levels concerning long-term** projects or assignments (when students are given more than 2 days to complete), do not apply. Such assignments are due on the day designated when the assignment is initially given.

- **Make-up work**: the work missed due to an absence from school. It is the student's responsibility to notify his/her teachers and arrange a time with them during which they may receive assistance with and information about missed assignments because of an absence. A student is allowed one day for each day of school missed in order to complete the assignment. For example, a student who misses two days of school has two days to turn in all of his work and /or make up tests. After these periods, the work will be considered late and falls under the guidelines pertaining to late work. An additional example is if a student

is absent on Monday, and returns to school on Tuesday, then his make-up work is due Wednesday. Work/tests assigned before the absence will be due the day the student returns. Tests to be made up may be scheduled before school at the discretion of the teacher, keeping in mind transportation issues for the student. If a student is unable to make up the test at the designated time, the teacher should be notified in advance if possible, and consideration may be given for extenuating circumstances. If a parent wishes to pick up their child's make-up work, the school office should be notified by 10:00 A.M. on that day. The work will be available for pick-up in the office between 3:15 and 3:35 P.M. If circumstances arise which make notification about and pick-up of make-up work at designated times difficult for parents, the middle school will strive to be accommodating and work out an alternate plan. **Note: If a parent picks up work that will be missed due to reasons other than illness (such as a family trip), then the assignments are due when the student returns to school.**

- **Re-doing work:** Middle School students who fail a test or an assignment will be given a reasonable opportunity to re-do the assignment or re-take the test for which they received a failing grade, in accordance with School Board policies EIA (Legal) and EIA (Local), and in accordance with the following campus grading guidelines:

- **Fourth grade students** who have failed an assignment will be given the opportunity to re-do or correct 2 failed assignments within one day of the initial grading, per 6 weeks, with a maximum possible grade of 70. If failing a test, they are given the opportunity to re-take one test within one week of the initial grading, per 6 weeks, with a maximum possible grade of 70 (excluding Benchmarks).
- **Fifth grade students** failing an assignment will be given an opportunity to re-do one assignment within a one week period, per six weeks, with a maximum possible grade of 70. If failing a test, a similar opportunity is given to re-take one test within a one week period, per semester (excluding six weeks tests), with a maximum possible grade of 70.
- **Sixth grade students** who have failed an assignment or test will be given the opportunity to correct one assignment per six weeks, and re-take one test per semester (excluding six weeks tests), all within one day of the initial grading. The corrected or re-taken work may not earn full credit.

LIBRARY POLICIES

1. Books will be checked out for a period of one week, but may be returned any time within that period. A book may be renewed twice.
2. Reference books may not be checked out of the library.
3. No fines will be assessed for late books, however, students are responsible to keep up with their books, and for compensating the library for damaged or lost books.
4. Magazines and newspapers may be checked out for research.
5. Students may not cut pictures or articles from newspapers or magazines.
6. Students will not receive their end of year report cards until their library records are cleared (all compensation made for lost or damaged books).

***Note:** When a student owes money to the library, a library report indicating charges is sent home with progress reports and report cards.

LOCKERS

All students will have regular hallway school lockers. Students are encouraged to use locks on their lockers, and may purchase these for a nominal amount at a local retailer such as Wal-mart. **All locks must be the combination type, and the combination of the lock must be supplied to the office before it is placed on the locker. No key locks may be used at the Middle School. If the principal determines that a lock must be cut off, the school will not be responsible for replacement.**

PARENT - TEACHER CONFERENCE

Students and parents may expect teachers to request a conference:

1. If the student is not maintaining passing grades or achieving the expected level of performance.
2. If the student begins to have misbehavior problems.
3. If other issues arise that necessitate a conference.

A parent who has a concern regarding their child's academic performance, conduct, etc. is encouraged to **contact their child's teacher(s) first** by calling the office for an appointment during the teacher's conference period. Parents may also request that the teacher call them during a conference period or at another mutually convenient time. If after conferring with the teacher(s) a parent feels that there has not been a satisfactory resolution to the situation, he/she may call or schedule a meeting with the campus principal for further discussion.

In order to ensure maximum, quality instructional time and supervision for all students, **teachers will be unable to conduct unscheduled meetings with parents during the school day**. This includes in the morning before school officially begins. If a parent is unable to meet with his/her child's teacher(s) during the regular conference time due to work schedules or some other extenuating circumstance, every effort will be made to arrange an alternate time for a conference. ***At all times parents are expected to sign in at the office and receive a visitors badge before going to a teacher's room for a conference, whether scheduled or unscheduled.***

PARTIES and SCHOOL TRIPS

Two class parties may be held during the course of the year: at Christmas and Valentines. The parties may be sponsored by the PTA room mothers under the direction of the homeroom teachers, and refreshments may be served but only in accordance with rules pertaining to Foods of Minimal Nutritional Value. In addition, the designated liaison teacher at each grade level should be contacted by room mothers regarding details and plans for parties. Parties should be approximately 30 minutes during the last period of the day. Birthday parties may not be observed during school hours. We ask that no younger siblings be brought to the various school parties. **No personal home birthday party invitations may be passed out at school.** In addition, there will be no school-sponsored dances at the Middle School.

Parents who wish to attend field trips are asked to provide their own transportation. All students must have some form of accident insurance before they will be allowed to ride the buses on school trips.

Field trip request forms and parental/guardian consent forms must be completed within the specified time allotments and approved/signed by the appropriate individual(s). A generic consent form will be sent home at the beginning of the school year, and will be kept on file as documentation of consent for various trips that may be scheduled throughout the year, such as field day at the high school track, or an assembly at the elementary cafetorium. However, individual teachers will contact parents with an informational sheet each time a new trip is planned. Students on field trips will return to the school no later than 3:00 PM.

Field trips may be cancelled if a particular grade level's general behavior has been unacceptable. **If a student has received repeated suspensions or a combination of 10 or more disciplinary actions during the semester, or during or prior to the 6 weeks period when a field trip is planned, the student may be disqualified from attending the trip.**

The procedure for determining disqualification is:

1. Before permission forms are sent home, grade level teachers will meet to review a student's discipline record and determine if he may be disqualified.
2. The grade level teachers will then present their recommendation and documentation to the principal.
3. The principal will notify the grade level liaison teacher of the final decision.

4. If the student is determined to be disqualified, the grade level team will meet with the student and explain why he/she is disqualified, and the parent will be called by the homeroom teacher.
5. On the day of the field trip, the disqualified student will remain at school, and under the supervision of other faculty or staff will complete assignments given by the grade level teachers.

PROGRAM IN ADVANCED STUDIES

In order to provide students with more rigorous and challenging curriculum offerings, Redwater Middle School will include an advanced program with 6th grade Math, Science, English, and Reading. Advanced classes are designed for 6th grade students who have an interest and aptitude for a more advanced and accelerated curriculum. Students will be challenged with both 6th and 7th grade concepts and skills, which will better prepare them for the accelerated programs they will encounter at the junior high level. To be considered for placement in the advanced program, students must meet the following criteria:

Advanced English and Reading (must meet all 4 criteria)

- 90 or above in English and Reading for the 5th grade year.
- 7th grade STAAR reading level, **or** makes Advanced Recognition on the 5th grade STAAR Reading Test .
- Teacher recommendation- Reading and/or English – contingent upon meeting 5th grade AR point requirement without prompting.
- Summer work completion and passing of multiple choice test and AR test over novels within the first seven days of the new school year.

Advanced Math (must meet all 3 criteria)

- An average of 85 or above in Math for the 5th grade year.
- Mastery level score on the 6th grade Pre-AP Math Readiness Test (given at school.)
- 5th grade Math teacher recommendation.

Advanced Science (must meet 3 out of the 4 criteria)

- 90 or above on the 5th grade Science benchmark.
- An average of 90 or above in Science for the 5th grade year.
- Mastery level score on the 6th grade Pre-AP Science Readiness Test (given at school), **or** Advanced Recognition on the 5th grade STAAR Science Test.
- 5th grade Science teacher recommendation.

*Parent approval is also required before a student is placed in the advanced courses.

*Advanced English requires summer reading with an accompanying assignment.

DISCIPLINE INFORMATION

BUS MISBEHAVIOR

Middle School students who are referred to the principal by the bus driver for misbehavior may be dealt with in the following manner:

1. 1st offense – Verbal warning to student/parents notified by letter.
2. 2nd offense - Student may be removed from bus for 3 school days; parents called.
3. 3rd offense – Student may be removed from bus for 5 school days; parents called.
4. 4th offense – Student may be removed from bus for remainder of the semester; parents called.

If a student does not respond to the driver's directive to stop the misbehavior, if the misbehavior is considered a serious offense, or if the misbehavior is considered violent and dangerous to the safety of

other riders as determined by the administration, the school reserves the right to deal with the misbehavior in a manner which administration deems appropriate. **This may include immediate suspension of bus riding privileges, as well as additional disciplinary consequences such as detention, ISS, etc.**

CELL PHONES

The middle school practices and procedures regarding cell phones are aligned with those contained in the RISD Student Handbook—students may possess a cell phone when at school, **but the cell phone must be powered off, and kept out of sight during the instructional day, otherwise it will be confiscated and turned in to the office.** One exception to MS procedures is that no fee is charged to reclaim a confiscated cell phone. In addition, the following disciplinary actions will be taken at the middle school for cell phone violations:

1. 1st offense- 3 days detention
2. 2nd offense- 5 days detention
3. 3rd offense- 1 day In-School Suspension
4. 4th offense- 3 days In-School Suspension

**Note: If cell phone violations continue after the 4th offense, other appropriate disciplinary action may be implemented. Further, if a student is in violation of the cell phone guidelines and refuses to turn in the phone to faculty or staff, he/she will be assigned 3 days of In-School Suspension in addition to the original disciplinary action.*

CLASSROOM RULES AND CONSEQUENCES

In order to maintain consistency and continuity, all teachers have posted the following common classroom rules in a prominent location:

1. Be seated upon entering the room, and follow directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Raise your hand and wait to be called on before speaking.
4. Come to class with all materials and supplies needed for class.
5. Be respectful of others; so do not curse or tease.

Failure to comply with classroom rules may result in the following consequences (which are also posted in the classroom), which **are progressive in nature and start over each day for each class period:**

1. 1st consequence: warning by teacher.
2. 2nd consequence: disciplinary action by teacher in form of sentences, time out, loss of privileges, etc.
3. 3rd consequence: one day of detention by teacher; parent called by teacher same day.
4. 4th consequence: student sent to principal; parent called by teacher same day.

***Note:** If a student develops a pattern of repeated misbehavior in a given class, the teacher may go directly to consequence 4. The student will then be subject to more severe disciplinary action.

CONSEQUENCES/DISCIPLINE MANAGEMENT

In order to promote a safe and orderly environment in which to conduct the educational process, each student at the Middle School is expected to:

- Demonstrate courtesy, as well as be respectful to all faculty and staff.
- Behave in a responsible manner, and exercise self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet campus and district standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students and of teachers and other District staff.

- Respect the property of others, including District property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

If disciplinary action becomes necessary, it will originate from the Student Code of Conduct to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and the principal, as well as on a range of discipline management techniques. Disciplinary action, listed in the Code of Conduct, will also be correlated to the seriousness of the offense, the student's age and grade level, the frequency of the misbehavior, the effect of the misconduct on the school environment, as well as what state law mandates.

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses, which may be used alone or in combination for misbehavior which violates the Student Code of Conduct or campus or classroom rules. In addition, students may be suspended for any behavior that is listed in the Student Code of Conduct as: a general misconduct violation, Disciplinary Alternative Education Program placement, or expellable offense.

Category One Misbehavior (Typically addressed by teachers.)

1. Attending class without supplies (paper, pencils, books, etc.)
2. Required assignments, notes, etc. not returned
3. Throwing/shooting paper wads/other objects
4. Chewing gum or eating candy, chips, etc.
5. Talking without permission
6. Directions of teacher/staff not followed
7. Tardy
8. Teasing/name calling (other than racial slurs, sexual references, etc.)
9. Disrespectful to faculty/staff
10. Possession or use of non-instructional items (toys, etc.)
11. Running on campus (except during PE or free time outside)
12. Horseplay/scuffling/pushing
13. Dress code violation (sent to office for disposition)
14. Violating other communicated campus or classroom standards/rules.

*The list of offenses classified by the campus as category one is not exhaustive, but is intended to communicate some of the more commonly experienced "minor" misbehaviors.

Consequences (*May be used alone or in combination*, such as "verbal warning," or "verbal warning" and "seat change." These are examples and not a complete list of possible consequences.)

1. Verbal or non-verbal correction
2. Parent notification
3. Time out/cooling off
4. Seat change
5. Temporary confiscation
6. Withdrawal of privileges
7. Detention (1-3 days)
8. Office referral (for serious or repeated misbehavior)

Category Two Misbehavior (Typically addressed by principal)

Category two misbehavior consists of offenses that are considered to be more serious in nature. Consequences for category two misbehavior include parent notification, as well as the following range of actions which may be used alone or in combination, and in some cases are mandated by law:

1. Detention
2. Corporal punishment
3. In-School Suspension
4. Home-Based Suspension
5. Disciplinary Alternative Education Program
6. Expulsion

Misbehavior that the campus classifies as category two, is listed in detail in the Student Code of Conduct with the following distinctions regarding the type of disciplinary action:

1. Mandatory DAEP – “A student **must** be placed in a Disciplinary Alternative Education Program... .”
2. Discretionary DAEP – “A student **may** be placed in a Disciplinary Alternative Education Program... .”
3. Mandatory Expulsion – “A student **must** be expelled... .”
4. Discretionary Expulsion – “A student **may** be expelled... .”

It should also be remembered that the Student Code of Conduct states that students may be suspended for any behavior listed in the Student Code of Conduct as: a general misconduct violation, Disciplinary Alternative Education Program placement, or expellable offense.

CORPORAL PUNISHMENT

A corporal punishment permission form is sent home with students in the "first day" packet of materials at the beginning of the school year. It should be completed, signed, and returned to indicate parental permission or denial of permission to administer corporal punishment. This form is kept on file in the event that corporal punishment becomes necessary throughout the year. If the form indicates that parents are to be notified before administering corporal punishment, the school will comply with this request. However, if permission is given without instructions to call first, the disciplinary action will be carried out. In all instances a written discipline report will be sent home. ***If permission for corporal punishment is denied, it will be replaced by an equivalent consequence as deemed appropriate by the principal. If the student refuses to accept corporal punishment, the parent will be notified, and other appropriate consequences will result for the student, such as suspension.***

DETENTION HALL

A student may be assigned detention hall for any number of violations of school or classroom rules. At the time the detention is given, the student will receive a form, which is to be taken home, signed by the parent, and returned the next day to the issuing person. It will indicate the name, number of days, date, offense, and issuing person. In addition to this written notification, parents will receive an automated phone call informing them of the detention assignment. The student will not begin serving the detention assignment until the day after it is given. Detention is held during the lunch/recess period, and while in attendance these students are not allowed to talk or leave their seats, and must complete a standard writing assignment assigned by their homeroom teacher **before** being allowed to eat lunch. Lunch may be ordered from the regular cafeteria menu or brought from home, providing it does not require heating in the microwave.

Students will not be allowed to leave detention hall to heat food. In addition, **food may not be brought in from an outside source/restaurant such as McDonald's, Sonic, Country Store, etc.** Students may not purchase items from school vending machines or snack bar after arrival at school for consumption in detention hall, nor may they have other students purchase items for them.

Misbehavior in detention hall will not be tolerated, and may result in more serious disciplinary action. In addition, the principal may assign a student to detention for repeatedly failing to complete and/or turn in assignments.

Failure to attend an assigned detention may result in the student receiving an additional day of detention for non-attendance (1st offense). If additional incidents of non-attendance of an assigned detention occur the consequence will be more severe, such as ISS or corporal punishment.

Detention for Students in Grades 4 and 5

Students in grades 4 and 5 may receive 7 separate detention assignments in a six weeks period before additional consequences go into effect. However, upon receiving the 8th detention assignment in a six weeks period, the student may be assigned In-School suspension or corporal punishment for repeated misbehavior. The reason for this is that since the student has not responded to the corrective action in the form of detention, a more severe alternative is necessary in order to correct the misbehavior. **If the misbehavior continues in the same 6 weeks period after the more serious disciplinary action is taken, it may result in yet more serious disciplinary action.** The accumulation of detentions will end at the conclusion of the 6 weeks period. Parents will receive written notification through the mail if their child accumulates 4 detention assignments in a 6 weeks period. If a student is in detention at the time of a scheduled party, he/she will be unable to attend, and no party items may be brought to them in detention.

Positive Reinforcement/4th Grade

Students who have no more than 3 conduct marks for the year, and no detentions or ISS assignments for the year, will be rewarded with a special end of year field trip.

Positive Reinforcement/5th Grade

In order to encourage good behavior and discourage the type of misbehavior that typically results in disciplinary action, students who meet the following criteria may receive a reward from their teachers at the end of the year:

1. No zeros on any assignments for the year.
2. No detentions for the year.
3. All grades passing in each subject for each 6 weeks.
4. All other business completed.

Detention for Students in Grade 6

In order to assist sixth grade students in achieving a smoother and more effective transition to their seventh grade year at junior high, behavioral expectations and accountability for detention assignments are set at a higher level. Students in grade 6 are allowed to receive 9 separate detention assignments in a semester before additional consequences go into effect. Upon receiving the 10th detention assignment in a semester, the student may be assigned In-School Suspension or corporal punishment for repeated misbehavior. If misbehavior continues during the same semester, it may result in more serious disciplinary action. The accumulation of detentions will end at the end of each semester. Parents will receive written notification through the mail if their child accumulates 6 detention assignments in a semester.

Positive Reinforcement/6th Grade

In order to encourage good behavior and discourage the type of misbehavior that typically results in disciplinary action, a half day of "fun," planned by grade level teachers, may be held each six weeks for all students who meet the following five criteria:

1. No detention assignments.
2. No tardies.
3. No more than one absence.
4. No failing grades.
5. All other business completed. (Examples: No library fines, return of signed materials, etc.)

FIGHTING

Students are taught and expected to handle problems and disagreements with others through constructive dialogue, mediation with the counselor or teachers, as well as other appropriate methods of conflict resolution. Fighting is considered an inappropriate way to solve problems with others, and is a violation of the Code of Conduct. It is detrimental to a safe and orderly environment, hinders the establishment of a positive school climate and is strictly prohibited at the middle school. ***Students who engage in fighting may be disciplined, regardless of who allegedly started the fight, i.e. both the initiator and the responder are responsible.*** Retaliation, which is often confused with self-defense, is also prohibited. If a student is being "picked on" or "bullied" he/she is expected to **report** the situation to faculty or staff members **immediately, and not take matters into his/her own hands.** Disciplinary action for fighting at the middle school may be a minimum of 3 days of In-School Suspension, or may result in other more serious disciplinary action.

IN-SCHOOL SUSPENSION

Students who are assigned to ISS will **report to the middle school office immediately** upon arrival at school, and no later than 8:00 AM. After attendance check and announcements, they will be transported to the ISS classroom located on the high school campus where they are assigned a 3-sided cubicle in which to work. Lunch will be in the ISS room, either a sack lunch from home or a regular cafeteria lunch. While in ISS students:

1. May not talk or leave their seats without permission.
2. Must not sleep, lay their heads down, or lean back in chairs.
3. Must complete regular classroom assignments during morning hours according to instructions. Assignments will be turned in to the ISS teacher, who will return them to the middle school office.
****Students who do not complete their work in the prescribed manner and in the allotted time may be re-assigned to ISS until the assignments are finished.***
4. Are required to work on ISS curriculum in the afternoon hours until school is dismissed.
5. Must follow all other ISS rules. Misbehavior in ISS is not tolerated, and may result in additional and more severe disciplinary action.

Transportation- At the end of the school day students who ride buses home will go to the back of the junior high where they will board the appropriate bus that they normally ride. Car riders and walkers will be picked up or released, respectively, in front of the high school. Students who normally walk home from the middle school may ride any bus leaving for the middle school. If the student is unsure of which bus to ride, they should ask the ISS teacher for assistance. ****(Buses that ISS students may ride to the middle school for the purpose of walking home from there are considered "late" buses for the middle school.)***

If a middle school student needs to be picked up early from ISS, the parent should first notify the secretary at the middle school office, who will then call and inform the high school office. The parent may then pick

up their child at the designated time by checking them out through the high school office. **Time missed from an ISS assignment due to early pick-up must be made up. Parents should not go directly to the ISS room at any time when picking up their children.**

***Note:** If a student is in ISS on the day of a party or school trip, they will not be allowed to attend, nor will they be allowed to participate in any other school functions or activities while in ISS. In addition, repeated suspensions may disqualify a student from regular field trips. During the last few weeks of school ISS, home-based suspension, and AEP assignments may carry over to be served the next school year if necessary.

PERSISTENT MISBEHAVIOR/DAEP

Persistent misbehavior may result in DAEP placement after a middle school student has incurred the following disciplinary actions:

1. Multiple detentions
2. Corporal punishment (if permitted by parent)
2. Two short term ISS assignments (1-3 days each)
3. One long term ISS assignment (5 days or more)
4. One home based suspension (1-3 days)

****Note: Although accumulations of detention hall assignments starts over for 4th and 5th grade students at the end of the 6 weeks, and for 6th grade students at the end of the semester, it does not eliminate consequences for persistent misbehavior.***

TARDIES and ABSENCES

Tardies

During the first week of school, students are given a “grace period” during which no tardies are given in order to allow time for adjustment to the new routine. In addition, if a teacher or the principal determines that extenuating circumstances exist, or if a child has a physical problem that is documented by a physician, and thus requires extra time in the restroom, a tardy may be waived. Otherwise, students at the middle school may incur three tardies per six weeks period, per class without disciplinary action. Beyond these limits, parents are notified in writing and the following consequences go into effect:

Consequences:

1. Fourth tardy – one day of detention.
2. Fifth tardy – a parent conference with the teacher, by phone or in person; two days of detention assigned.
3. Sixth tardy – student will be assigned 3 days of detention.
4. Seventh and each additional offense – student may be assigned to more severe disciplinary action such as In-School Suspension or corporal punishment.

Students are counted tardy if they are not in the classroom by the time the tardy bell stops ringing. **If they are late more than 15 minutes, they will be counted absent for that class.**

Students will not be assigned a tardy for leaving class to use the restroom. However, if it becomes chronic, the parent will be notified to determine if there is a physical problem that needs to be addressed. If it is determined that a physical problem does not exist, a student may then receive disciplinary action for unnecessarily leaving class.

****Note: The beginning of the school day (1st period) has proven to be a time when some students consistently experience problems with tardies. While the student may not be directly responsible for the***

tardy, he/she is the one who is held accountable. Therefore, we encourage parents to establish morning procedures that ensure their child arrives at school and reports to 1st period on time, no later than 8:00 AM. If extenuating circumstances occur, such as flat tires, mechanical breakdowns, etc. parents should notify the school as soon as possible, and a determination will be made concerning whether or not the tardy may be waived.

Absences

Extensive information regarding absences is included in the first day packets, which all students receive the first day of school. However, please note the following:

1. When a student has their 10th unexcused absence, truancy charges are filed.
2. Car trouble is generally not an acceptable reason for student absences, and such absences will be unexcused.
3. Vacation days taken during the school year are considered unexcused absences.
4. A student has 5 school days to turn in an excuse for an absence. After that time period, the absence is unexcused. The school secretary will accept a written excuse after the 5 day period for the student's file, but the unexcused absence will remain.