

Student Handbook Robertsville Middle School



School Mascot: RAM
School Colors: Red and White

2015-2016 RMS Calendar

<p>Monday, August 3, 2015 Monday, September 7, 2015 Monday, Oct. 5-Friday, Oct. 16, 2015 Wednesday, Nov. 25-Friday, Nov. 27, 2015 Friday, December 18, 2015 Monday, Dec. 21-Friday, Jan. 1, 2016 Monday, January 4, 2016 Tuesday, January 5, 2016 Monday, January 18, 2016 Monday, March 14-Friday, March 24, 2016 Friday, March 25, 2016 Monday, May 30, 2016 Thursday, June 2, 2016 Friday, June 3, 2016</p>	<p>Schools Open (Aug. 3-4 = Early Dismissal at 12:45) Labor Day Holiday Fall Break Thanksgiving Holiday Winter Break Early Dismissal at 12:45 Winter Break No Students: Professional Development Day Students Report Martin Luther King, Jr., Holiday Spring Break Good Friday Holiday Memorial Day Holiday ORHS Commencement Last Day For Students - (Early Dismissal)</p>
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The school calendar provides up to a maximum of three snow/emergency days which would not be made up by students.

SCHOOL DIRECTORY

Main Office	
Principal—Bruce Lay	425-9201
Asst. Principal—Garfield Adams	425-9201
Secretary—Lori Reed	425-9201
Receptionist—Michelle Green	425-9201
Bookkeeper—Emma Fleischmann	425-9203
Counseling Center	
Secretary—Tammy Ollis	425-9202
Counselor—Tarah Sanford	425-9150
Counselor—Kristy Best	425-9151
Other Offices	
Curriculum/Tech—John Quarles	425-9214
Librarian—Scot Smith	425-9153
Attendance - Becky Childs	425-9236
Head Custodian—Chad Broschious	425-9233
Cafeteria Manager—Connie Himes	425-9235
Transportation- Diane Gibson	425-3191
School Nurse/Clinic	425-9196

SCHOOL HOURS/ATTENDANCE

The Robertsville Middle School staff appreciates parental efforts to get their children to/from school on time daily.

SCHOOL DAY

Regular school hours for all students are from 7:40 a.m. to 2:45 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesday, students are dismissed at 12:45 p.m. Students arriving to school after 7:40 a.m. must report to the main office to get a tardy slip for admittance to class. Students are not permitted to enter the building until 7:00 a.m. **Unsupervised students not participating in after-school activities must leave campus by 3:00 p.m. (1:00 p.m. on Wednesday).**

ATTENDANCE

Under the Tennessee Compulsory School Attendance Law, all children between the ages of 7 and 17 are legally required to attend school. No student can withdraw from education until his/her eighteenth birthday. The interaction between teacher and student, and among students, cannot be duplicated by outside of class assignments. Therefore, all students are expected to be present each day that school is in session.

Ordinary absences up to seven days due to an illness, consecutive or not, and explained by parent note are excused. Only seven parent excuse notes for absences and/or tardies will be accepted. After seven parent notes, a doctor's note is required for an absence to be considered excused. All notes must be submitted within three days of the student's return to school. Absences as a result of prolonged illness or an emergency will be considered individually. If a student has five absences to school, the custodial parent/guardian will receive a notice regarding required attendance at school. Any student accruing six or more unexcused absences will be referred to And. Co. Juvenile Court for truancy. Students absent from school are expected to request and complete all make-up work. It is the student's responsibility to request make-up work from his/her teachers following an absence from school. All make-up work must be completed within three days of returning to school regardless if the absence is excused or unexcused.

Pre-arranged absences due to family vacations or business trips are consistently marked unexcused. Punctuality is expected, but occasional, unavoidable tardiness with a valid parent/doctor note is excused; otherwise, tardies to school will be marked unexcused. **Starting with the 11th school tardy, students who are**

late to school without a valid excuse will be assigned after school detention.

Refer to the *Oak Ridge Schools Discipline Code handbook* for more detailed information related to absences/tardies to school.

HOMEWORK AND CLASS ASSIGNMENTS

Students are expected to complete class assignments and those who fail to do so may be expected to attend help sessions when assigned. Students failing at grading periods, who are not routinely accessing help sessions, will be subject to mandatory assignment to tutoring sessions. Failure to attend mandatory sessions will be subject to disciplinary consequences. Students may request missed assignments due to an Out-of-School Suspension (OSS) but will not receive full credit.

TRUANCY

An absence not consented to by the parent or guardian will be addressed by the principal. The student will be required to make up missed assignments and will receive disciplinary consequences such as detention or ISS, depending on the circumstances.

LEAVING SCHOOL/CHECKOUT PROCEDURES

Once a student arrives on school grounds, he/she cannot leave without checking out through the main office. Students may be checked out of school by parents/guardians or other adults listed in the Skyward contact information. **A photo I.D. is required of all adults attempting to check-out a student. Adults who are not listed as designated contacts, will not be allowed to check out a student until contact is made with the student's legal guardian.**

If planning to check out for a doctor/dentist or other appointment, students must submit a parent note to the office receptionist between 7:30-7:40 a.m. The note should include student name, reason for checkout/destination, time, parent signature, and phone number.

*****To minimize disruption of instructional time, parents are asked to refrain from calling the office for delivery of a message to a student unless in an extreme emergency situation. All after-school activity arrangements and transportation plans should be made prior to the start of the instructional school day.**

VISITORS

All visitors must report to the main office and sign in to obtain a visitor's pass. Students visiting from other OR schools must have pre-arranged permission from the principal.

SCHOOL SERVICES

BUS TRANSPORTATION

Because the school bus is considered an extension of the school, all school rules apply for students riding the bus. Students may be restricted from riding the bus for unacceptable behavior. Cooperation with the bus driver is expected at all times. Parents/guardians will be liable for any damage resulting from student misconduct while riding a bus (refer to *ORS Discipline Code* for more information).

BICYCLES/SKATEBOARDS/SCOOTERS

Bike racks are located in front of the building by the ramp leading to the cafeteria entrance. Bikes should be kept locked while at school. **Due to safety and storage problems, skateboards and scooters are not permitted on the school campus.**

ACADEMIC PROGRESS REPORTS

Nine week report cards and midterm notices will be sent home with students. As required by the Board of Education, all teachers will notify the parents of students who are failing or whose performance has dropped two or more letter grades since the receiving the last report card. This will be done no later than the fifth week of each nine-week grading period.

Grading Scale – Grades 5-8	
A—Excellent	93-100
B—Above Avg.	85-92
C—Average	75-84
D—Below Avg.	70-74
F—Failing	69 and Below
I—Incomplete	Incomplete



Parents are encouraged to use *Skyward Family and Student Access*, a web-based student reporting system, to monitor academic performance, attendance, behavior, activities, and more. For more information, visit the school website at <http://rms.orn.edu>.

HALL PASS

The *Hall Pass* page in the student planner is used when students request to leave the classroom. The planner should be taken to every class.

STUDENT LOCKERS

All students are assigned lockers. All personal items, backpacks, and books (when not in use) are to be kept in the locker until school is dismissed. It is recommended that items of value not be kept in the school locker. **Locker combinations should not be shared, and students are not to tamper with other lockers or exchange the use of lockers.** Occasional, unannounced locker clean-outs will be conducted by homeroom teachers. Lockers are the property of the school and may be searched if there is evidence that indicates the locker may contain dangerous, illegal, or stolen items.

VALUABLES

Valuable possessions such as expensive jewelry, watches, family heirlooms, items from collections, etc. should not be brought to school except in cases where such items for a class activity are pre-approved by the teacher.

LOST AND FOUND

Lost books and other possessions, when found, are to be taken to the **main office immediately**. A student who has someone else's property without their consent will have to provide convincing evidence that the property was not stolen. At the end each semester, any unclaimed articles in Lost and Found are disposed of at the discretion of the administration.



MEDIA CENTER/LIBRARY

The RMS Media Center is open from 7:15 a.m. to 3:15 p.m. daily. Books are checked out for a three-week period, and reference books are circulated overnight. Students may have up to three books checked out at a time. All materials must be returned on time. There are no fines for overdue books, but the overdue items must be returned before being allowed to check out other materials. Students will be required to pay full replacement cost for lost or damaged items. Failure to pay for all outstanding financial obligations will result in the revocation of end-of-year privileges.

FINES

Fines are charged for damaged or lost textbooks, library books, and other school-owned property. Fines are based on the life expectancy and condition of the item at the time issued to the student. The current replacement value is charged for textbooks/library books/other items either not returned or showing signs of visible damage.

STUDENT DELIVERIES

Delivery of balloons, flowers, gifts, and food for classroom parties or from outside eateries will not be accepted during school hours. We simply do not have the staff necessary to adequately deal with such disruptions.

CAFETERIA (BREAKFAST & LUNCH)

Students are expected to eat during the designated times—either the school meal that is served or one brought from home. Students are not permitted to leave campus for lunch unless participating in a school sanctioned activity. **Food from outside establishments, other than home, is not allowed in the cafeteria.** Parents are welcome to eat lunch with their children after checking in through the main office to get a visitor's badge.

COUNSELING CENTER

Counselors work closely with students to help them adjust to school, work through problems, resolve misunderstandings, and to monitor their grades. They frequently talk to students about situations and provide information and assistance concerning academics, emotional/social issues, and career development. The counseling staff handles registration, test administration and interpretation, and class schedules. Students are welcome to come into the Counseling Center before and after school or between classes to request a conference with a counselor. Parents are welcome to call for an appointment between the hours of 7:30 a.m. and 4:00 p.m.

TELEPHONE/ADDRESS CHANGES

Please notify the Counseling Center secretary immediately if there is a change in your home address, work/home/cell numbers, or emergency contact information. This information is needed to better serve students in the event of an emergency or accident.

TELEPHONE USE

School phones are for business and emergency use only. Students are not permitted to use school phones for personal business. After school transportation should be

arranged prior to arriving at school. We ask that parents refrain from last-minute calls to arrange/change transportation plans unless absolutely necessary.

ELECTRONIC DEVICES

Before entering the building, students are required to place any electronic devices in their backpacks to be stored in their assigned locker. To prevent distractions/interruptions to the learning environment, students must keep personally-owned devices (such as Kindles, Nooks, smart phones, cell phones, etc.) turned off and stored in the student's locker during school hours – unless otherwise instructed by a teacher for educational purposes. Items seen or heard during school hours will be treated as a disruption to the learning environment and will be confiscated for parent pickup. (Refer to *ORS Discipline Code* for more information). Cell phones may be used outside of the school building at dismissal time.

SCHOOL STORE

The School Store is open from 7:25 to 7:40 a.m. The store carries most essential school supplies.

CLINIC/HEALTH

The school clinic is available as a temporary area for students who become ill at school. Parents will be contacted if the student has a temperature other than normal.

Each year the Physical Education Department, School Nurse, and the Coordinated School Health Department screen students with preliminary eye exams, blood pressure, and recording of weights and heights. These screenings are given to all students in Grades 6 and 8, new students, and students with special needs. Parents are notified if health problems are discovered in these checks.

Speech, hearing, and language services offered at Robertsville Middle School include screening of hearing (referrals, if necessary) and diagnostic evaluation, therapy, and consultations in the areas of speech and/or language. Emphasis in the program is on continuous evaluation of pupil needs and what type of therapy program will address those needs.

Hearing screening is administered: (1) in the fall for all 6th and 8th grade students (2) during the year as students enroll. Referrals for any evaluations from parents and/or teachers are addressed whenever requested.

SCHOOL ACTIVITIES

FEES

Grade level/course specific fees will be requested at the beginning of the school year. All checks should be made payable to Robertsville Middle School.

FIELD TRIPS

School conduct rules apply to all school-sponsored field trips, including overnight field trips. **Students may be excluded from a field trip due to academic, behavioral, or attendance problems.** Students who have been suspended out of school will not be permitted to attend off campus field trips. Violation of field trip rules may result in the loss of extracurricular privileges for up to one year. Field trip costs will be requested throughout the year as the need arises.

CLUBS

Many clubs are offered at RMS provided a teacher sponsor is available and student interest exists. Club offerings may vary from year to year and may include but are not limited to the following: Chess, Board Games, Geography, InterAct, MathCounts, Pet Pals, School Store, Student Council, Ski, TSA (Technology Student Association), Titans, WRAM staff, Science Bowl, RMS Ninjineers, etc. Other after-school and club activities are announced at the beginning of each year as they are planned by the staff. For more information, refer to the RMS webpage.



YEARBOOK

The yearbook contains photographs of each individual student, group pictures, and pics from various school events and activities. Yearbooks will be sold during the first semester and will be distributed the last week of school. Students will be provided a designated yearbook signing time to enable friends/teachers to sign their books. This is an end-of-year privilege activity, so participation can be denied based on grades, attendance, or behavioral issues exhibited throughout the year.

STUDENT COUNCIL

The Student Council is an organization of students whose purpose is as follows:

- A. To strengthen communication and cooperation between the faculty and students of Robertsville Middle School.
- B. To establish standards of education, school spirit, and honor based on school pride.
- C. To provide a democratic school government through representation and participation of the student body in school affairs.
- D. To promote the general welfare of the school and community.



ASSEMBLIES

Assemblies are designed to be educational as well as entertaining experiences. Attending an assembly is a privilege, and students must exhibit appropriate behavior.

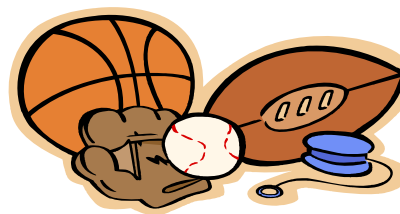
SCHOOL PARTIES

Arrangements for any social function at school or sponsored by the school must be pre-approved by the principal.

ATHLETIC EVENTS

Football, basketball, volleyball, track, cross-country, and cheerleading are TMSAA approved interscholastic sports. Good sportsmanship is required of all players, students, and spectators attending all school-sponsored events.

All school rules apply during athletic events.



GO RAM NATION!

BEHAVIOR AT SCHOOL

The rules of the Oak Ridge Schools governing student behavior are listed in the ***Oak Ridge Schools Discipline Code***. Every student will be given a copy of this booklet at the beginning of the school year. Parents are asked to review the information with their children and then sign the page titled **“Form For Verifying Receipt of Discipline Code Handbook”**. **The student will turn in this page to his/her homeroom teacher by a designated date.**

SCHOOL CONDUCT – Students are expected to exhibit appropriate behavior at all times by showing respect for staff members and other students, paying attention, contributing appropriately to discussions, using appropriate language, following teachers’ directions, refraining from making unnecessary and disruptive comments, etc.

DRESS CODE

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear suitable clothing. Students are asked to wear simple, comfortable clothing that is clean and neat. Shoes should be worn at all times. Generally speaking, students are not to wear clothing which compromises safety or modesty; nor clothing considered to be disruptive to the educational process. Students are prohibited from wearing:

1. Clothing or accessories which by reasonable judgment is considered unsafe, dangerous, or a health hazard (examples include but are not limited to the following items: wallet chains, spiked collars, necklaces, rings or other jewelry with spikes or sharp edges, oversized belt buckles, picks and combs.)
2. Clothing or accessories which contain or suggest offensive or obscene symbols, signs, slogans, or words degrading any gender, cultural, religious, or ethnic values.
3. Clothing or accessories, which contain or suggest language or symbols oriented toward violence, vandalism, sex, drugs, alcohol, or tobacco.
4. Clothing that resembles sleepwear such as lounging pants, or other lounging items including house shoes/slippers.

5. Apparel including the following:

*Skirts and dresses that are inappropriate for bending, sitting, standing, and reaching.

*Attire that is disruptive to the instructional process which may be inclusive of, but not limited to: bare midriffs; halter tops; short shorts; tight, see-through or revealing clothing; or clothing which allows underwear to be exposed, (examples include, but are not limited to: sagging pants, tank tops, spaghetti strap tops, muscle shirts, etc.)

* A belt is mandatory if pants or shorts will not stay at the waist without one.

*Mid-thigh is the appropriate length for shorts, skirts, and dresses.

*Leggings may be worn if covered by a skirt, shorts, or shirt that extends to mid-thigh.

6. Hats, head coverings, and sunglasses are not to be worn inside the school building.
7. Any articles which can be related to gang activity such as: items with gang names; gang initials; or individual gang member monikers; gang-related jewelry, gang-related tattoos, or self-inflicted scars. (TCA 49-6-4215).
8. Any manner of grooming, which by its color, arrangement, trademark, or any other attribute that is gang-related. This may include such items as shoelaces, belt buckles, hats or tattoos.
9. All students must wear shoes. It is strongly suggested that students wear shoes which either enclose the foot or are secured with heel straps.
10. Coats and Jackets must be removed upon arrival at school, be placed in lockers, and left there until the student leaves the building. (At campuses that have multiple buildings that require outside travel between classes, the principal may exercise discretion.)

The school administrator may make exceptions to dress requirements to accommodate the special needs of classes (examples include but are not limited to: science labs, cooking labs, etc.

BULLYING

It is the policy of the Oak Ridge Schools to maintain a learning environment that is free from harassment and bullying based on race, gender, color, religion, ethnicity, national origin, or disability. The Oak Ridge Schools prohibits all forms of bullying, including cyber-bullying and harassment. The school system will act promptly to investigate all complaints, (formal or informal, verbal or written) for alleged incidents of bullying. Harassment forms are available in the school office. They should be completed by the student and given to the school administrator or designee. **Choose not to be a victim by reporting all acts of bullying.**



FIGHTING/VIOLENCE

Violence or threatened violence against anyone attending or assigned to a public school is against the law. Mutual combat between students will generally be disciplined as follows:

- *1st Offense – Up to 5 days OSS
- *2nd Offense – Up to 10 days OSS and enrollment in anger management class at parent's expense
- *3rd Offense – Recommendation for expulsion

Refer to the *ORS Discipline Code* handbook for additional information regarding violence at school.

TEXT MESSAGES, EMAILS, INTERNET USE, AND SOCIAL NETWORK ACCESS ON SCHOOL GROUNDS

Any student found to be sharing or distributing inappropriate messages or pictures online will be reported to the School Resource Officer. Violations of the Acceptable Use Policy, described in *the ORS Discipline Code* handbook, will result in the loss of access or other disciplinary action to be determined by the principal.

EATING/DRINKING

The consumption of food and soft drinks is not allowed in the halls and classrooms except as part of an organized class activity.

SELLING ITEMS AT SCHOOL

Selling anything to another student while on campus is not permitted unless it is part of a sale authorized by the school.



NOTES FROM THE OAK RIDGE SCHOOLS DRUGS AND WEAPONS POLICIES

DRUGS: It is against the law to use, possess, distribute or sell: *Illegal drugs and drug paraphernalia

*Drugs similar in appearance to illegal drugs

*Substances represented as an illegal drug

WEAPONS: No weapons, or anything construed to be a weapon, including look-alikes, are to be brought to school. This includes any and all knives (scout knife, pocket knife, pen knife, etc.)

EMERGENCY PROCEDURES

ACCIDENTS

All accidents occurring on school property must be reported to the school nurse/clinic. Information regarding the accident will be recorded and filed.

EVACUATION DRILLS

Evacuation drills will be held monthly. When the fire alarm is sounded, all students must leave their rooms quickly and quietly under the supervision of the teacher and walk to their designated homeroom location. **To provide for the safety of all students, no talking, laughing, or running is permitted when leaving or re-entering the building.** Special directions from the teacher/administrator must be heard and followed at all times. Students violating this policy will be subject to disciplinary action.

TORNADO ALERT

If there is a tornado alert in Oak Ridge, it will be announced over the PA. Students will proceed with their teachers to the designated areas. On arriving there, they will be instructed to sit on the floor, shielding their heads between their knees and under their arms. Students will not leave these areas without permission of their teacher.

SKYLERT

Skylert is a rapid communication service that allows Oak Ridge Schools to send out important information to school families. The Skylert Communication service relies on contact information that is recorded in the Skyward student database. The Skylert program is only effective when individual contact numbers are correctly recorded in the Skyward database. Parents must be consistent in contacting the school to update incorrect contact information in order to benefit from the Skylert Rapid Communication Service.