

# Red Oak Middle School



Student/Parent Handbook  
2018-2019

Hear Us R.O.A.R!

## **Welcome to Red Oak Middle**

The staff of Red Oak Middle School would like to welcome you to the 2018-19 school year! We are committed to focusing forward, putting students first, setting and holding high expectations, and working together. If you will join us in our commitments, we will have a great year!

It is important that you carefully read and understand all of the information contained in this handbook. This year, there have been some significant changes to school and district policies. In this handbook, we have tried to answer all of your questions about the daily operation of Red Oak Middle. We look forward to working with you this year. If you have any questions or concerns, please contact the school at 252-462-2000.

### **Mission:**

The Red Oak Middle School will provide ALL students a rigorous and relevant educational program to ensure that each becomes a globally competitive, responsible and contributing member of society.

### **Vision:**

Preparing ALL students for bright and prosperous future by deliberately and intentionally providing rigorous and relevant instruction in every classroom, every day.

### **School Mascot**

Tigers

### **School Colors**

Royal Blue & Orange

### **ROM Administration and Office Staff**

<b>Staff</b>	<b>Position</b>	<b>Staff</b>	<b>Position</b>
Timothy Mudd	Principal	Jackie Johnson	Counselor grades 6/7
April Watson	Assistant Principal	Theresa Thomas	Counselor grades 7/8
Elizabeth Reel	Assistant Principal	Donna Mosley-Warden	Guidance Secretary
Stacie Stamper	School Secretary	Cynthia Pritchard	School Social Worker
Jo Boyette	Treasurer	Dep. Angel Ricks	School Resource Officer
Melissa Savage	School Nurse	Jeff Dodrill	Athletic Director

### **GUIDELINES FOR SUCCESS**

Students at Red Oak Middle School are expected to exhibit the following traits among others:

- **Responsible** –
- **Open-Minded** –
- **Ambitious** –
- **Respectful** –

### **Contact Information**

Activities/Scheduling Events	Elizabeth Reel	Laptops / MacBooks	Tambre Thomas / Elizabeth Reel
Address Changes	Stacie Stamper	Law Enforcement	Dep. Angel Ricks
Announcements	Stacie Stamper	Locks / Lockers	April Watson
Attendance	Individual Teachers	Lost & Found	Stacie Stamper
Beta Club	Martha Cherry	Lunch Program / Debts	Gloria Morgan (Cafeteria)
Building and Grounds	Elizabeth Reel	Media Center	Tambre Thomas
Bus/Transportation	Elizabeth Reel	Medications at School	Missy Savage
Check In / Check Out	Stacie Stamper	Out of School Suspensions	Individual Administrators
Child Nutrition	Gloria Morgan (Cafeteria)	PBIS	Brittany Whitehurst / Elizabeth Reel
Disciplinary Procedures	Individual Administrators	Schedule Changes	Guidance / Timothy Mudd
Emergency Messages	Stacie Stamper	Social Worker	Cynthia Pritchard
Exceptional Children	Diane Poythress	Student Government	Jackie Johnson
Field Trips	Elizabeth Reel	Substitutes	Jo Boyette
First Aid / Health Issues	Missy Savage	Testing	April Watson
Free & Reduced Lunch	April Watson / Gloria Morgan	Textbooks	Elizabeth Reel
Immunizations	Missy Savage	Yearbook	Tambre Thomas
In-School Suspension	Elizabeth Reel	504 Questions	Jackie Johnson

### **DAILY SCHOOL SCHEDULE**

#### A, B, C, D Day Schedule

<b>6<sup>th</sup> grade</b>	<b>7<sup>th</sup> grade</b>	<b>8<sup>th</sup> grade</b>
7:30 - 9:04 Core 1	7:30 - 8:16 Elective 1	7:30 - 9:05 Core 1
9:07 - 11:10 Core 2/Lunch	8:21 - 9:07 Elective 2	9:08 - 10:43 Core 2
11:15 - 12:00 Elective 1	9:12 - 10:46 Core 1	10:46 - 12:50 Core 3/Lunch
12:04 - 12:49 Elective 2	10:49 - 12:53 Core 2/Lunch	12:55 - 1:40 Elective 1
12:55 - 2:30 Core 3	12:56 - 2:30 Core 3	1:45 - 2:30 Elective 2

#### E Day Schedule

<b>6<sup>th</sup> grade</b>		<b>7<sup>th</sup> grade</b>		<b>8<sup>th</sup> grade</b>	
7:30-8:05	Tiger Time	7:30-8:05	Tiger Time	7:30-8:05	Tiger Time
8:09-9:11	Core 1	8:09-8:54	Elective 1	8:09-9:11	Core 1
9:14-10:16	Core 2	8:58-9:43	Elective 2	9:14-10:16	Core 2
10:20-11:05	Elective 1	9:48-10:50	Core 1	10:19-11:46	Core 3/Lunch
11:09-11:54	Elective 2	10:53-12:20	Core 2/Lunch	11:49-12:51	Core 4
11:59-1:25	Core 3/Lunch	12:23-1:25	Core 3	12:56-1:41	Elective 1
1:28-2:30	Core 4	1:28-2:30	Core 4	1:45-2:30	Elective 2

**Early Release Bell Schedule**

<b>6<sup>th</sup> grade</b>		<b>7<sup>th</sup> grade</b>		<b>8<sup>th</sup> grade</b>	
7:30 - 8:18	Core 1	7:30 - 8:00	Elective 1	7:30 - 8:18	Core 1
8:21 - 9:09	Core 2	8:05 - 8:35	Elective 2	8:21 - 9:09	Core 2
9:14 - 9:44	Elective 1	8:40 - 9:29	Core 1	9:12 - 10:00	Core 3
9:49 - 10:19	Elective 2	9:32 - 10:20	Core 2	10:03 - 11:18	Core 4/Lunch
10:24 - 11:39	Core 3/Lunch	10:23 - 11:38	Core 3/Lunch	11:23 - 11:54	Elective 1
11:42 - 12:30	Core 4	11:41 - 12:30	Core 4	11:59 - 12:30	Elective 2

\*\* Lunch will be takeout. Classes will be called to cafeteria to get lunch.

**2 Hour Delay Bell Schedule**

<b>6<sup>th</sup> grade</b>		<b>7<sup>th</sup> grade</b>		<b>8<sup>th</sup> grade</b>	
9:30 - 10:18	Core 1	9:30 - 10:00	Elective 1	9:30 - 10:18	Core 1
10:21 - 11:09	Core 2	10:05 - 10:35	Elective 2	10:21 - 11:09	Core 2
11:14 - 11:44	Elective 1	10:40 - 11:29	Core 1	11:12 - 12:27	Core 3/L:unch
11:49 - 12:19	Elective 2	11:32 - 12:47	Core 2/Lunch	12:30 - 1:19	Core 4
12:24 - 1:39	Core 3/Lunch	12:50 - 1:39	Core 3	1:24 - 1:54	Elective 1
1:42 - 2:30	Core 4	1:42 - 2:30	Core 4	1:59 - 2:30	Elective 2

\*\* Lunch will be takeout. Classes will be called to cafeteria to get lunch.

## ANNOUNCEMENTS

Announcements will be made every morning at 7:30 AM. Select students will say the pledge of allegiance followed by announcements by the principal.

## HOURS OF SCHOOL/AM PROCEDURES

The official school hours are 7:30 AM until 2:30 PM unless otherwise noted. A student will be considered tardy if they are not in class at 7:30 AM. Students are not to arrive on campus before 6:50 AM. Students who arrive between 6:50 AM and 7:15 AM should report to the cafeteria if eating breakfast, band room if they have an instrument to drop off, or to the gym where they will be supervised by school staff. Students will not be allowed in any other part of the building unless an adult gives them permission.

Car riders and bus riders who are not eating breakfast should enter the building using the front entrance. Breakfast students should report directly to the cafeteria upon arrival using the cafeteria door closest to the bus parking lot.

## ARRIVAL AND DISMISSAL

**Arrival:** During morning drop-offs parents are to use the first driveway (yellow gate) past the main entrance. The driveway will snake around and bring you to the front of the school where students will be dropped off. Students will enter the building through the main entrance. The carpool line starts to get busy around 7:10 AM. On average it will take a car 10 minutes to go through the carpool line. Please take this into consideration when dropping off your child in the mornings. When dropping off students please pull all the way forward to the end of the sidewalk before dropping off your student.. ***Due to supervision and safety reasons, students MAY NOT be dropped off before 6:50 AM.***

Bus students will use the cafeteria entrance closest to the bus lot if they are eating breakfast. All other bus riders will enter the front doors of the school and report to designated areas.

**Dismissal:** First load bus students and car riders will be dismissed at 2:30 PM. The students will walk in a single file line and use the designated exits. Seventh grade bus riders will use the stairs by guidance and exit using the exterior door in the stairwell. Sixth and eighth grade bus riders will exit using the door by the cafeteria. All car riders will exit using the main entrance.

Car riders will be picked up in the front of the school. Parents should use the first driveway (yellow gate) past the main entrance and pull up to where the sidewalk ends. All car riders should be picked up by 3:00 PM.

Second load bus students will be dismissed at 2:45 PM. They are to walk in a single file line and use the exits as first bus load students.

## CHECK IN

Any student arriving to school after 7:30 AM must sign in through the office prior to going to class. The student will be given an admission slip and allowed to go to class. Students who arrive without a note will have their tardiness marked as unexcused. Excessive tardies to school will result in disciplinary action. Any work missed must be made up.

## **CHECK OUT**

A student may leave school before the end of the school day if an officially authorized and designated adult personally comes to school to check the student out. Students must be checked out using the computer located on the counter in the front office. An officially authorized and designated adult is one listed on the student's information card as mother, father, or emergency listing. The adult may be asked to present a picture ID to office staff at the time of checkout. Any additions may be made in person by the legal parent or guardian. Parents are expected to make every effort to schedule appointments for students outside of school hours. **Students will not be allowed to check out after 2:15 PM.** Students are responsible for any missed work due to early departure. A student must be present for 2/3 of the class period in order to be counted present for the class.

## **STUDENT AGENDAS**

Organization and time management can be difficult skills for middle school students. We believe that good organization and time management are vital to student success at Red Oak Middle School. As a result, we will provide all students with a student agenda to start the year.

Students will be responsible for bringing the agenda to class daily, and for keeping the agenda in an usable condition. Students will not be allowed to exit the class without recording their assignment in the agenda and receiving the teachers mark of approval. If a student does not have his/her agenda, the student will be required to write the assignment on a sheet a paper before being allowed to leave the class. Teachers will check agendas daily and record the grades every 2 weeks. Agenda check grades will account for 10% of a student's grade. We also encourage parents to check the student agenda every night.

If a student loses his/her agenda, he/she can purchase a new agenda from the front office, while they last, for \$3, or provide his/her own agenda.

## **BOOKS**

Textbooks and library books are the property of the school and should be treated accordingly. Many textbooks are now electronic and loaded to the student's laptop; however, traditional textbooks may be used. The condition of all books will be assessed before they are distributed/checked out and there will be a fine for any lost or damaged book.

## **LAPTOPS**

Laptops will be distributed each fall during the scheduled district-wide rollout. Parents and students must sign and return the Laptop Computer Protection Agreement, Student/Parent Agreement, and Responsible Use documents before the laptop can be issued to their students. A non-refundable usage fee of \$20 per laptop per school year will be collected.

Laptops will be collected at the end of each school year for maintenance, cleaning, and software installations. Students are responsible for backing up their data on a regular basis. If a student transfers out of the district during the school year, the laptop must be returned before leaving. Students will be responsible for damages to the laptop during the school year. The list of damages and the corresponding fine can be found in the Technology Handbook located on the NRMPS website (<http://www.nrms.k12.nc.us>).

*As a reminder, laptops are school property, and random checks throughout the school year can be done at any time. This means, there should be no illegal downloads, inappropriate images, icons, backgrounds, screen savers, etc. If these items are found, a reimaging fee of \$25 will be charged to the student's account and a disciplinary referral will follow if the incidents continue.*

All day users will pick up laptops by 7:25 AM in the media center. If a student is eating breakfast the student will go to the cafeteria to eat breakfast first. Once they have finished breakfast the student will go to the media center to pick up the laptop before going to the gym. If a student does not eat breakfast, he/she will report to the media center to pick up laptop before going to the gym. All day users should follow the day user checkout procedure.

Day users should return their laptops to their last period teacher. If they check out early they are responsible for turning in their laptop to the office. **Students who fail to turn in their laptop will be subject to a disciplinary referral.**

### **MEDIA CENTER**

The media center is open from 6:50 AM until 2:30 PM to serve the school community. Students may only access the media center when accompanied by a staff member or with a pass from a teacher. Students transferring from ROMS must pay all media center fees before transcripts and records are forwarded.

### **STUDENT/PARENT PORTAL**

The Homebase PowerSchool Parent/Student Portal provides parents and students access to schedules, classroom assignments, grades, attendance, demographic data and more. It also includes several new features that will impact the performance and engagement of all key stakeholders. The Parent/Student Portals will be accessible to all students and parents with Internet access. Parents and students can use their login information from last school year to access Parent/Student Portal. If you did not have login information last school year, please contact Ms. Barnes in guidance for an Access ID.

### **GRADING**

Red Oak Middle School urges students to obtain the most from their education. The faculty and staff hope each student will regard his/her academic accomplishments as fulfilling and personally rewarding. The grading system used is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
>59	Failing

Student grades will be determined using the following weighting scale:

- Tests - 40%
- Quizzes/projects - 30%
- Homework/classwork - 20%

- Student Agenda - 10%

## **PROGRESS REPORTS**

Progress reports are a form of communication between school and home informing parents of his/her child's academic performance. Progress reports will be sent home to parents at the middle of each grading period. If your child does not receive a progress report please contact the administration at 252-462-2000.

Progress Report dates:

- September 20
- November 27
- February 20
- April 18

## **REPORT CARDS**

Report cards are given to students at the end of each nine-week grading period. These reports are used to inform parents of his/her child's academic performance. Report cards will be given to the students to take home to the parents.

Students are scheduled to receive report cards on the following days:

- November 1
- January 9
- March 27
- TBD

If your child does not receive a report card, please contact the administration at 252-462-2000.

## **ATTENDANCE**

In order to be considered in attendance, a student (except for hospital/homebound) must be present at school or at an authorized school activity. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity.

When a student is absent from school, he/she is required to bring a written excuse from home the day he/she returns to school. The note should state the reason(s) for the absence. The only circumstances that are recognized as excuses for school absences are as follows:

- Illness or injury which makes the student physically unable to attend school.
- Isolation ordered by the State Board of Health.
- Death in the immediate family. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
- Medical or dental appointments.
- Participation as a party, or under subpoena as a witness, in a court proceeding, or before an administrative tribunal.
- Observance of an event required or suggested by the religion of a student or the student's parent(s) with prior approval of the principal.
- Participation in a valid educational opportunity, with prior approval by the principal.



Any student not in class will be marked absent. If a student arrives late, he/she should check in at the office before reporting to class. A student must be present in class for 2/3 of the period in order to be counted present. Any student who misses more than 10% of the days in a class will be referred to the retention committee for possible retention.

Students returning from absences should turn in a note to their first teacher of the day. The note should include the student's first and last name, homeroom teacher, and reason for being absent. The teacher will complete an absence form and attach the note to the form. The student should then show the absence form to every teacher.

In case of any prolonged absence due to illness, travel, etc., the school and/or teachers should be notified and arrangements should be made with the guidance department for assignments missed.

### **MAKE-UP WORK**

Academic success is directly related to student attendance; therefore, we encourage students to attend all classes each day. Students are expected to make up any work missed due to an absence. Regardless of whether the absence is excused or unexcused, all make-up work should be completed within 5 school days. Students will have make-up work arranged at the direction of the teacher. It is the student's responsibility to get all assignments that were missed due to an absence. Students who are suspended may make up work and are responsible for contacting the teachers to get missing assignments.

### **LATE WORK**

Students are expected to turn in every assignment given by a teacher. If a student, who was not absent, fails to turn in an assignment, he/she will still be expected to complete the assignment or an alternative; however, the student will only receive 85% of the grade earned. All assignments will be accepted up to one (1) week before the end of the grading period.

### **TARDY PROCESS**

It is important that all students are on time for school. Instruction in the classroom starts at 7:30 AM each day. Tardiness is a significant problem and may affect a student's academic performance. Students are considered tardy if they are not in class when the bell rings at 7:30 AM. **Students will begin receiving administrative referrals when they exceed 10 tardies during the school year. Each administrative tardy referral will require the student to serve 1 day of ISS.**

### **PBIS**

Positive Behavior Intervention and Support, PBIS, is a combination of effective practices that teaches and encourages respectful, responsible behaviors, uses data continuously to support decision-making, and creates an individualized, total school climate that supports staff and student behavior and encourages family engagement. At Red Oak Middle School, we strive to help all of our students...

**R**esponsible  
**O**pen-minded  
**A**mbitious  
**R**espectful

**Tiger Paws:** Students may earn Tiger Paws from individual teachers, staff members, and administrators for acts of good deeds, making improvements within the class, displaying positive behavior, and other actions that promote a positive school climate. Students can redeem Tiger Paws for prizes in the School Store.

**PBIS Activities:**

The criteria for PBIS activities are

- No administrative discipline referrals
- Report card grades average to 70 or higher
- No report card grade below 60
- No more than 1 Reflections referral

Students who qualify for PBIS celebrations will be allowed to dress out of uniform on the day of the activity. The dates of the PBIS celebrations are: (subject to change due to changes in the school schedule)

**1<sup>st</sup> 9 Weeks Celebration – Friday, October 9**

**2<sup>nd</sup> 9 Weeks Celebration – Friday January 18<sup>th</sup>**

**3<sup>rd</sup> 9 Weeks Celebration – Friday March 29<sup>th</sup>**

**4<sup>th</sup> 9 Weeks Celebration – Friday, May 3<sup>rd</sup>**


**-Must have qualified for 2 of first 3 PBIS Celebrations. Students must maintain a 70 or above average in all classes and a 60 or above in each individual class. Can have no administrative office referrals and no more than 1 Reflections referral between the end of 3rd grading period and May 3<sup>rd</sup>.**

## School-wide PBIS Expectations

1. Be Responsible
2. Be Open-minded
3. Be Ambitious
4. Be Respectful

The ROMS MATRIX lists the rules and expectations that will govern the school.

# Red Oak Middle School PBIS Matrix

	All Settings/ Classrooms	Cafeteria	Hallways	Restrooms
<b>Responsible</b>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Be prepared</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared</li> <li>• Keep your area clean</li> <li>• Stay seated</li> <li>• Enter and exit quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to the right of the colored line</li> <li>• Remain quiet</li> <li>• Follow staff instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Be quick</li> <li>• Be quiet</li> <li>• Be clean</li> </ul>
<b>Open-Minded</b>	<ul style="list-style-type: none"> <li>• Believe learning is important</li> <li>• Understand we all learn differently</li> <li>• Have a growth mindset</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up your space</li> <li>• Welcome others to your table</li> </ul>	<ul style="list-style-type: none"> <li>• Watch out for others</li> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Be mindful of those around you.</li> <li>• Be patient as you wait.</li> </ul>
<b>Ambitious</b>	<ul style="list-style-type: none"> <li>• Persevere through challenges</li> <li>• Always give your best effort</li> </ul>	<ul style="list-style-type: none"> <li>• Do the right thing</li> </ul>	<ul style="list-style-type: none"> <li>• Take the shortest route to destination</li> <li>• Be ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Use when given the opportunity</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>• Sit up straight</li> <li>• Lean forward</li> <li>• Act interested</li> <li>• No talking</li> <li>• Track the speaker</li> </ul>	<ul style="list-style-type: none"> <li>• Say please and thank you</li> <li>• Use appropriate volume</li> </ul>	<ul style="list-style-type: none"> <li>• Mind your space</li> <li>• Mind your pace</li> </ul>	<ul style="list-style-type: none"> <li>• Use only the supplies you need</li> </ul>

## **ASSEMBLIES/PEP RALLIES**

As with all school functions, assemblies are to be held in an orderly manner. Each program will be conducted in a dignified style and students are expected to S.L.A.N.T (Sit up straight, Lean forward, Act interested, No talking, and Track the speaker). Anything less than your best behavior will be handled as a disciplinary matter. Students will sit by grade level and class. Teachers will sit with their class during our assemblies to model and monitor appropriate behavior. Students are not permitted to leave the bleachers for any reason during an assembly without consent of the teacher.

## **SCHOOL PICTURES**

Individual school pictures will be taken during the fall and spring of the school year. **Each student is required to have their picture taken even if they do not wish it to be in the yearbook or to purchase them.** Further details regarding school pictures will be announced prior to the scheduled activity.

## **FIELD TRIPS**

All students participating in a field trip must have a permission slip signed by either a parent or guardian. The permission slip will be distributed and collected by the teacher responsible for the trip. No student may attend a field trip without a signed permission slip from the parent or guardian.

## **STUDENT CONDUCT AT SCHOOL FUNCTIONS**

Students are expected to conduct themselves appropriately during school functions. School rules apply at all school functions even when held off campus. Disruptive, disrespectful behavior, and violation of school rules will not be tolerated. Students exhibiting inappropriate behavior at school functions will be disciplined and may lose the privilege of attending extracurricular activities. This provision also applies to students who are attending school functions at other schools in the Nash-Rocky Mount Public School System.

## **ATHLETICS/ATHLETIC EVENTS**

Athletics promote responsibility and provide an opportunity for team competition. Students in grades 6-8 are encouraged to participate in athletics at Red Oak Middle School. The eligibility of the student athlete is based on state and local guidelines. The athletic teams will be expected to represent the school in a manner that will bring praise and positive recognition to the entire school community. The following general requirements are imposed on each athlete:

1. Each student must receive a physical examination by a certified physician before he/she will be eligible for practice.
2. Students must not turn 15 on or before August 31<sup>st</sup> of that school year.
3. Any student charged with a crime classified as a felony is NOT eligible until such charges are adjudicated.
4. Each student must meet promotion requirements to be eligible for fall semester.
5. Students must be in attendance 85% of the previous semester in order to participate in Athletics.
6. Each student must establish an acceptable academic record. Athletic participation will be discontinued if a student does not meet promotion / eligibility requirements.
7. Each student must maintain acceptable conduct on the field/court, and must not be suspended from school for any disciplinary infraction during the athletic season. Deviance from this could result in expulsion from the team.
8. Parents must attend a pre-season meeting prior to each sports season to discuss expectations.

Athletes who receive ISS or OSS will be subject to the following athletic consequences, in addition any team consequences from the coach:

### ISS

*1<sup>st</sup> offense:* No participation in sport on the day the student-athlete has ISS; Student athlete must attend practice or home game; Student athlete will not start the next game (due to the nature of certain sports, the athletic director will make the ultimate decision).

*2<sup>nd</sup> offense:* Student athlete will not play in the next game.

*3<sup>rd</sup> offense:* Student athlete will be suspended from that sport for the remainder of the season.

### OSS

*1<sup>st</sup> offense: 1-4 day(s) out of school suspension:* Student athlete will not play in the next game.

*2<sup>nd</sup> offense: 1-4 day(s) out of school suspension:* Student athlete will be suspended from the team for the remainder of season.

*5 or more days out of school suspension:* Student athlete will be automatically suspended from the team for the remainder of the season.

Athletic Director: Jeff Dodrill	
Sport	Coach
Football (Fall)	Corey Woodard
Volleyball (Fall)	Jennifer Harris
Girls Tennis (Fall)	Susan McCarthy
Boys Soccer (fall)	Daniel Pace
Cheerleading	L. Cherry/S. Spain
Girls Basketball (Winter)	Russell Rouse
Boys Basketball (Winter)	Daniel Cox
Wrestling (Winter)	Corey Woodard
Softball (Spring)	TBD
Baseball (spring)	Daniel Cox
Girls Soccer (Spring)	Shannon Michaels
Cross Country (Spring)	Jeff Dodrill
Boys Tennis (Spring)	Susan McCarthy

All students attending athletic events are expected to follow school expectations and rules at all times. Good sportsmanship is to be displayed on and off the field/court by all students. Students are to remain on school grounds when staying for athletic events.

*Any student attending an athletic event should be picked up from the school no more than fifteen (15) minutes after the conclusion of the event. Failure to do so may result in the student not being allowed to attend the any remaining home athletic events.*

Admission to athletic functions is \$3.00 for students and \$5.00 for adults.

### **GUIDANCE**

One of the roles of the guidance counselor is to provide support for academics, future planning, and personal issues. Students may request an appointment with the counselor by contacting their teacher or the guidance counselor directly.

<b>Counselor</b>	<b>Grade level Assignment</b>
Mrs. J. Johnson	6/7
Mrs. Th. Thomas	7/8
Donna Mosley-Warden	Guidance Secretary

### **CLASSROOM RULES**

Students should arrive to class on time and prepared to work. Each teacher will establish a set of classroom rules, expectations, and procedures. These will be posted or given to the students for reference. Failure to follow classroom rules will result in the student receiving a referral.

### **ISS GUIDELINES**

When in ISS, students are required to complete academic or character education assignments, and will have minimal privileges. Students in ISS DO NOT eat lunch in the cafeteria. Lunch is picked up in between lunch sessions and brought back to the ISS classroom. They are to follow ISS and PBIS rules and guidelines. **Failure to comply with ISS rules and guidelines will result in out of school suspension.**

### **OUT OF SCHOOL SUSPENSION**

Students assigned to OSS will not be allowed to ride home via school transportation; they should be picked up at the school by a parent or guardian. Out of school suspensions can range from 3 – 10 days. Depending on the circumstances, the principal may recommend long term suspension or alternative placement. **Students serving an OSS are not allowed to return to the school premises for any reason during the OSS. Anyone in violation of this occurrence can be charged with trespassing and a possible arrest.**

## ROMS CONSEQUENCE CHART

The rows of the consequence chart denote the severity of the infraction and the corresponding consequence is applied. Level one is interpreted as minor infractions, level two is interpreted as more serious infractions, and level three is interpreted as major violations such as fighting, bomb threats, use/possession of a weapon, drugs and alcohol offenses, etc.

Tardy	Reflections		Level 1	Level 2	Level 3	Consequence
	1st Semester	2nd Semester				
						Up to 1 day ISS
						1 day ISS
						2 days ISS
						2 days ISS
						3 days ISS
						3-10 days OSS - possible long term recommendation
						3-10 days OSS - possible long term recommendation
						5-10 days OSS - possible long term recommendation
						5-10 days OSS - possible long term recommendation
						5-10 days OSS - possible long term recommendation
						10 days OSS - possible long term recommendation

The following violations may result in a more serious consequence regardless of offense number:

- Assault on a faculty member, staff member, or volunteer
- Assault on another student, including fighting
- Bomb Threats
- Bullying other students
- Threats against students, faculty, staff, or volunteers, regardless of intent
- Possession of a weapon or explosive device
- Possession or distribution of drugs or alcohol
- Gross Disrespect to a staff member

\*Failure to comply with the directions of any ROMS staff member or school official may result in Out of School Suspension.

\*Students can only be assigned Reflections 5 times per semester. Upon the 6<sup>th</sup> Reflections referral, all infractions will be written as an office referral.

\*A culmination of 15 total referrals across the different levels may also be grounds for Long-Term Suspension.

\*Parents will receive a call stating that their child was seen in the office for a disciplinary matter; however, it is the student's responsibility to take a copy of the discipline referral home for parent review.

\*Parents are NOT allowed to view video of discipline issues due to student privacy laws.

**Fighting – Up to 10 days OSS – does not have to be a physical act – ATTEMPTING TO INJURE OR INTENTIONALLY BEHAVING IN SUCH A WAY AS COULD REASONABLY CAUSE INJURY TO ANY OTHER PERSON, STUDENT, OR STAFF MEMBER**

**STUDENTS ARE PROHIBITED FROM DIRECTING TOWARD ANY OTHER PERSON ANY LANGUAGE (COMMENTS, WRITTEN MESSAGES, SOCIAL MEDIA POSTS, ETC.) THAT THREATENS FORCE, VIOLENCE, OR DISRUPTION OR ANY SIGN/ACT THAT CONSTITUTES A THREAT OF FORCE, VIOLENCE, OR DISRUPTION.**

### **BUS RULES AND REGULATIONS**

The assignment to a particular bus will be determined by the location of the student's permanent address as shown in the school's records. Bus assignments, routes and stop locations are determined by transportation; we can not make any changes to bus assignments, routes, or stop locations at the school. Students will be expected to ride the assigned bus each day unless other arrangements are made. **Parents and students are reminded that riding a school bus is a privilege.** If bus rules are not followed, students may be suspended from riding the bus or even removed from the bus for the remainder of the year.

The following rules have been established to ensure the safety of all students who ride the bus:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing the front, until you come to your stop.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not carry or consume food or drink. Students that bring their lunch in a closed container may carry it on the bus.
8. Do not litter inside of the bus or throw anything out the window.
9. Be quiet when the bus is crossing railroad tracks.

**All school rules are in effect and must be followed while students are on the bus. Bus discipline will be handled according to Nash-Rocky Mount Public Schools Discipline Policy.**

If an emergency should cause you to make a change in your child's transportation, you must contact the office so the classroom teacher can be informed.

**Parents are also reminded that it is a chargeable offense to board a school bus. If you have issues with a driver or students, you are to contact Ms. Elizabeth Reel, bus coordinator.**

### **SELECT NRMS DISCIPLINE POLICIES**

**4300 – Student Behavior Policies** – All decisions related to student behavior are guided by the board's educational objective to teach responsibility and respect for cultural and ideological differences and by the board's commitment to creating safe, orderly and inviting schools. Student behavior policies are provided in order to establish: (1) expected standards of student behavior; (2) principles to be followed in managing student



behavior; (3) consequences for prohibited behavior or drug/alcohol policy violations; and (4) required procedures for addressing misbehavior.

#### A. PRINCIPLES

The reasons for managing student behavior are to (1) create an orderly environment in which students can learn; (2) teach expected standards of behavior; (3) help students learn to accept the consequences of their behavior; and (4) provide students with the opportunity to develop self-control. The following principles apply in managing student behavior.

1. Student behavior management strategies will compliment other efforts to create a safe, orderly and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility and other standards of behavior will be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior and to develop self-control.
6. Strategies and consequences will be age and developmentally appropriate.

**4301 – Authority of School Personnel** – The principal has the authority and responsibility to investigate and take appropriate action regarding any prohibited or criminal student behavior and any other behavior appropriately referred to him or her. Teachers and other school personnel have the authority to manage or remove disruptive or dangerous students from the classroom and other locations within the school building. School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

1. to correct students;
2. to quell a disturbance threatening injury to others;
3. to obtain possession of a weapon or other dangerous object on the person, or within the control, of a student;
4. for self-defense;
5. for the protection of persons or property; or
6. to maintain order on school property, in the classroom or at a school-related activity on or off school property.

Students must comply with all directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers and all other school personnel who are authorized to give such directions during any period of time when they are subject to the authority of such personnel.

**4310 – Integrity and Civility** – All students are expected to demonstrate integrity, civility, responsibility and self-control. This expectation is directly related to the board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility and self-control also are critical for establishing and maintaining a safe, orderly and inviting environment.

#### A. PROHIBITED BEHAVIOR

In addition to any standards or rules established by the schools, the following behaviors are in violation of the standards of integrity and civility and are specifically prohibited:

1. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
2. plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work;
3. violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
4. violating any rules relating to computer access and acceptable use of technology;
5. cursing or using vulgar, abusive or demeaning language towards another person; and
6. playing abusive or dangerous tricks or otherwise subjecting a student or employee to personal indignity.

**4315 – Disruptive Behavior** – An orderly school environment is necessary for teachers to be able to teach and for students to be able to learn. Students are encouraged to participate in efforts to create a safe, orderly and inviting school environment. Students also are entitled to exercise their constitutional rights to free speech as part of a stimulating, inviting educational environment. A student's right to free speech will not be infringed upon; however, school officials may place reasonable, constitutional restrictions on time, place and manner in order to preserve a safe, orderly environment.

Principals and teachers have full authority as provided by law to establish and enforce standards and rules as necessary to create orderly schools and classrooms.

**A. PROHIBITED BEHAVIOR**

Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of the school or school system. The following conduct is illustrative of disruptive behavior and is prohibited:

1. intentional verbal or physical acts that result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;
2. appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others;
3. possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;
4. engaging in behavior that is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;
5. participating in gambling or any unauthorized event, action or statement which relies on chance for the monetary advantage of one participant at the expense of others;
6. failing to observe established safety rules, standards and regulations, including on buses and in hallways; and
7. interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

**4316 – Dress** – The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. The board prohibits any appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school;

2. is substantially disruptive;
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

Examples of prohibited dress or appearance include, but are not limited to, exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless or spaghetti strap shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise products or services that are not permitted by law to minors; head coverings of any kind; see-through clothing; attire that exposes cleavage; any adornment, such as chains or spikes, that reasonably could be perceived as or used as a weapon; and any symbols, styles or attire frequently associated with intimidation, violence, or violent groups.

This general dress code applies to all schools. Individual schools may adopt a reasonable dress code in accordance with these guidelines or may adopt a school uniform program. Principals shall exercise appropriate discretion in implementing dress code policies, including making reasonable accommodations on the basis of a student's religious beliefs or medical conditions.

The principal or designee may require a student who is not in compliance with this policy or a school dress code to change clothes so that he or she is in compliance. A second or repeated violation of dress code rules may result in disciplinary action.

**4318 – Use of Wireless Communication Devices** – The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

#### A. AUTHORIZED USE

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use. Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

#### B. CONSEQUENCES FOR UNAUTHORIZED USE

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent.

#### C. SEARCH OF WIRELESS COMMUNICATION DEVICES

A student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

## D. LIABILITY

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication devices.

**4320 – Tobacco Products** – The board is committed to creating safe, orderly, clean and inviting schools for all students and staff. To this end, the board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. The board also supports state and federal laws that prohibit the use of tobacco products in school buildings, on school campuses, and in or on any other school property owned or operated by the school board. For the purposes of this policy, the term “tobacco product” means any product that contains or that is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

### A. PROHIBITED BEHAVIOR

In support of the board’s commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, on any school campus, and in or on any other school property owned or operated by the school board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including during school trips.

**4325 – Drugs and Alcohol** – Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. The superintendent is responsible for ensuring that this policy is consistently applied throughout the school system.

### A. PROHIBITED BEHAVIOR

Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

1. narcotic drugs;
2. hallucinogenic drugs;
3. amphetamines;
4. barbiturates;
5. marijuana or any other controlled substance;
6. synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts), and synthetic cannabinoids (e.g., "Spice," "K2");
7. any alcoholic beverage, malt beverage, fortified or unfortified wine or other intoxicating liquor; or
8. any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

**4330 – Theft, Trespass and Damage to Property** – The board will not tolerate theft, trespass or damage to property by any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

### A. PROHIBITED BEHAVIOR

1. Theft

Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property.

2. Damage to Property

Students are prohibited from damaging or attempting to damage school or private property.

3. Trespass

Students are prohibited from trespassing on school property. A student will be considered a trespasser and may be criminally prosecuted in any of the following circumstances:

- a. the student is on the campus of a school to which he or she is not assigned during the school day without the knowledge and consent of the officials of that school;
- b. the student is loitering at any school after the close of the school day without any specific need or supervision; or
- c. the student has been suspended from school but is on the property of any school during the suspension period without the express permission of the principal.

**4331 – Assaults, Threats, and Harassment** – The board will not tolerate assaults, threats or harassment from any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

A. PROHIBITED BEHAVIOR

1. Assault

Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

2. Threatening Acts

Students are prohibited from directing toward any other person any language that threatens force, violence or disruption, or any sign or act that constitutes a threat of force, violence or disruption.

3. Harassment

Students are prohibited from engaging in or encouraging any form of harassment, including bullying of students, employees or other individuals on school grounds or at school-related functions. Harassment is unwanted, unwelcome and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

**4332 – Hazing** – The board considers any form of hazing or initiation to be inconsistent with the educational process and will be prohibited at all times. Whether on or off school property, it shall be unlawful for any student to engage in hazing, or to aid or abet any other person in the commission of hazing. Hazing means to willfully subject another student to wear abnormal dress or costume on campus; annoy another student by playing abusive or ridiculous tricks on him or her; frighten, scold, beat or harass a student; or otherwise subject another student to personal indignity or physical injury as part of an initiation or as a prerequisite to membership into any organized group including any society, athletic team, fraternity, sorority, or other similar group.

**4333 – Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety** – The board will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of students or employees. Any student who violates this policy will be removed from

the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

## A. PROHIBITED BEHAVIOR

### 1. Weapons and Weapon-Like Items

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to the following:

- a. loaded and unloaded firearms, including guns, pistols, and rifles;
- b. destructive devices, as described in subsection B.2 of this policy, including explosives, such as dynamite cartridges, bombs, grenades, and mines;
- c. knives, including pocket knives, bowie knives, switchblades, dirks or daggers;
- d. slingshots and slingshots;
- e. leaded canes;
- f. blackjacks;
- g. metal knuckles;
- h. BB guns;
- i. air rifles and air pistols;
- j. stun guns and other electric shock weapons, such as tasers;
- k. icepicks;
- l. razors and razor blades (except those designed and used solely for personal shaving);
- m. fireworks;
- n. gun powder, ammunition, or bullets;
- o. any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance; and
- p. mace, pepper spray, and other personal defense sprays.

Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns.

No student may knowingly or willfully cause, encourage or aid another student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle or use such an item must notify a teacher or the principal immediately.

### 2. Bomb Threats

Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property. No student may knowingly or willfully cause, encourage, or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a teacher or the principal immediately.

### 3. Terrorist Threats

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance or material designed to cause harmful or life-threatening injury to another person is located on school property or at a school event. No student may knowingly or willfully cause, encourage or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat or perpetrate a terrorist hoax must notify a teacher or the principal immediately.

### 4. Clear Threats to Student and Employee Safety

Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

- a. theft or attempted theft by a student from another person by using or threatening to use a weapon;
- b. the intentional and malicious burning of any structure or personal property, including any vehicle;
- c. an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
- d. an attack by a student on any employee, adult volunteer or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
- e. an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
- f. any intentional, highly reckless or negligent act that results in the death of another person;
- g. confining, restraining, or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
- h. the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
- i. taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;

j. any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;

k. the possession, manufacture, sale, or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;

l. any behavior resulting in a felony conviction on a weapons, drug, assault or other charge that implicates the safety of other persons; and

m. any other behavior that demonstrates a clear threat to the safety of others in the school environment.

## **DRESS CODE**

To promote school safety and enhance the learning environment, Nash Rocky Mount Schools has adopted a uniform dress code. The dress code requirements for Red Oak Middle School consist of:

### **Shirts**

- Shirts for all students will be collared polo-styled or button down shirts with long or short sleeves in white, royal blue, or orange.
- Shirts must be a solid color.
- Shirts must be tucked in at all times except during PE classes.
- Students may wear shirts of school colors (white, royal blue, orange) under the polo-style shirt during the fall and winter months.
- Red Oak Middle sponsored shirts may be worn in lieu of the polo-styled uniform shirt.
- May only contain two logo/branding no larger than a shirt pocket (4 in x 4 in).

### **Pants/Skirts/Shorts**

- All types of uniform pants, shorts, and skirts must have no more than four pockets (example: no cargo pants) and be belted or well fitted at the waist.
- Pants, shorts, skirts, capris must be navy blue, black, or tan.
- Pants/shorts/skirts will be worn at the waist. No sagging pants, no inside-out clothing, backwards clothing, or rolled up pant legs are allowed. Belts must be buckled and worn at the waistline.
- Shorts must be knee length and slits in skirts must be no higher than the knee.
- Cargo pants, jeans, low-riders, leggings, tights, yoga pants, jogging pants, and any pants/shorts with holes are not allowed.

### **Sweatshirts/Sweaters/Coats**

- All outerwear must be of appropriate size and color: white, royal blue, orange, black, or grey.
- All outerwear must be a solid color.
- May only contain two logo/branding no larger than a shirt pocket (4 in x 4 in).
- Red Oak Middle sponsored outerwear may be worn.
- If outerwear does not meet the dress code requirements, it must be removed and stored in an appropriate location.

### **Dress Down Days**



- Students who participate in dress down days are still responsible for adhering to the NRMPS Dress Code Policy (4316). The length and fit of all clothing must be school appropriate; any holes in clothing must not be revealing or suggestive.

Students not complying with this uniform policy will be subject to disciplinary procedures.

## **PE Rules and Procedures**

Physical education is a required class. Each student will need permission from a doctor in order to be excused from participating in physical education. Students are required to dress out for participation.

### **Dressing out:**

- All students at ROMS must dress out for PE.
- Appropriate clothing includes shorts, jogging pants, sweat pants, or wind suit pants, tennis shoes, and t-shirt. Students may purchase a Red Oak PE uniform.
- Deodorant, clean socks, and small towel are also suggested.

### **Valuables:**

- Items of value must be locked in the student's gym locker.
- Red Oak Middle is not responsible for items lost or stolen in the locker room.

### **Procedures:**

- All students enter and exit the gym door in the gym lobby area.
- Do not leave the gym without permission from the teacher.
- Do not touch equipment unless instructed to do so by the teacher
- Candy and gum is forbidden in the gym during PE.

### **Discipline in PE:**

- Failure to dress out 3 times in a 9 week period will result in an office referral (1<sup>st</sup> = warning, 2<sup>nd</sup> = parent contact, 3<sup>rd</sup> = referral)
- All other ROMS discipline guidelines in the student handbook will be followed in PE class.

## **HALLWAY PROCEDURES**

Students must walk in a quiet, single file line, facing forward, one block to the right of the colored line. It is important that each student maintains an appropriate distance from the students around them but must keep up with the teacher and the line. Students are to keep their hands, feet, and belongings to themselves.

## **TRANSITIONS**

**Transition from core to elective:** Classes will enter the hallway one at a time and will walk in a single file line one block to the right of the colored line in the floor. Once students get to the yellow square at the end of the hall the students will split and continue to walk in a single file line towards the hallway his/her elective is located. Teachers will walk with their classes to electives.

**Transition between electives:** Students will walk in a single file line one block to the right of the colored lines in the floor to the next elective. Students should not enter the classroom until all students from the previous class have exited.

**Transition from elective to core:** Elective teachers will walk his/her class back to the grade level hallway. The students will walk in a single file line one block to the right of the colored line in the floor.

Anytime students are transitioning from one place to another they will follow the hallway procedures.

## **SCHOOL PROPERTY**

We take great pride in the maintenance and cleanliness of our facilities. Any student who willfully defaces school property, including writing/markings on walls, desks, media, or text materials, will be subject to disciplinary actions as well as restitution for damages incurred. In addition, it is essential that students dispose of all trash in the proper receptacle. Students guilty of littering may be subject to disciplinary actions. All students should take pride in the physical appearance of ROMS and accept responsibility to do one's part in maintaining the school's cleanliness.

## **LOCKERS**

Lockers will be provided to students upon request. Lockers are not to be defaced in any way. Decals are not allowed on lockers. Lockers are the property of the Nash-Rocky Mount Board of Education and are subject to inspection at all times. Only school locks are permitted on lockers. Locks found on lockers that are not school issued may be cut off and discarded. Sharing lockers is not permitted. Each team will establish times for locker use during the school day.

Damaged lockers should be reported to the teacher so that repairs can be made. Lost or damaged locks will require a fee of \$5.00 per lock.

Students who have PE/Elective PE will be issued lockers to use during class time. Students are expected to use these lockers. ***Administration is not responsible for and will not investigate any lost or stolen items not locked up in a locker during PE.***

Students should understand that lockers are subject to be searched at any time to protect the safety and welfare of the school. All students will be held responsible for the contents of their assigned locker.

## **INTERNET POLICY**

Nash-Rocky Mount Schools offers access to the Internet to students, teachers, and staff. The Internet is to be used in a responsible, efficient, ethical, and legal manner and must be in support of educational objectives and in compliance with the student behavior guidelines. Transmission of material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following

- (a) Violating copyright laws,
- (b) Forwarding personal communications without the author's prior consent
- (c) Viewing or using material or language that is threatening or obscene,
- (d) Distributing material protected by trade secret,
- (e) Utilizing the Internet for commercial purposes, and/or
- (f) Providing political or campaign information.

When students' on-line behavior during non-instructional school hours has a direct effect on school safety and maintaining order and discipline in the schools, students may be subject to disciplinary action. Violation of the Internet Policy shall result in discontinued use of Internet and/or disciplinary action.

### **TECHNOLOGY POLICY**

- You are **responsible** for bringing a charged laptop to class daily.
- Laptops are used for educational purposes only!
- Laptops will be closed during teacher instruction/lecture.
- **Stay on task** and **do not** share work or copy and paste unless directed.
- Laptops will be used to complete assignments/activities.
- Do **NOT** engage in social communication or entertainment (web surfing, instant messaging, chatting, viewing/streaming video, music playing, game playing, or recording) during class unless it is part of the lesson.
- You are held **accountable** for postings on social media sites.

### **CELL PHONES/ELECTRONIC DEVICES**

The Nash Rocky Mount Public Schools Policy regarding electronic devices is as following:

***(Policy 4318) The Nash-Rocky Schools will permit students to possess but not use cellphones and other electronic signaling devices (to place telephone calls, to send or receive text messages or receive pages) during the regularly scheduled school day. Students who possess these devices are to keep them out of view and turned off.***

Because of the threat to privacy and the integrity of the educational program, the use of the camera function of any electronic device is prohibited for any reason other than educational purpose. Violations will result in a discipline referral.

Administration will not investigate any stolen phones or other electronic equipment. These issues will be turned over to the School Resource Officer. ROMS is not responsible for the theft, loss, or damage of a cell phone or any other electronic equipment.

### **TELEPHONE USE**

The telephones in the school are for school business only. Students will not be allowed to use the telephone in the classrooms or office. Messages will be taken for students, and those messages will be delivered at an appropriate time. It is the responsibility of the student to arrange transportation for after school activities prior to the day of the function.

### **LOST AND FOUND**

Students finding lost items should take them to the office where they can be claimed and retrieved by the rightful owners. While the school will do all that it can to find lost or stolen items, it is not the school's responsibility to investigate such items. Students who have lost an item should report it to the teacher they are with when they discover the item is missing. Students may check the school's office for lost items, where they may claim their property by identifying the item.

## **UNAUTHORIZED ITEMS**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring electronic equipment, laser pointers, or unusual items to school. If a student is found to have such an item on the school campus, it will be confiscated and held until a parent or guardian comes to the school to pick up the item.

## **UNCLAIMED ITEMS**

All confiscated or lost items need to be picked up by July 1, 2019. All items, including cell phones, will be donated to the Goodwill on July 2, 2019.

## **FOOD/DRINK**

Only water in clear bottles with screw tops are allowed outside the cafeteria. No food is allowed outside the cafeteria except with permission of administration for medical purposes.

## **ATTENDANCE**

Attendance will be taken in each class a student attends. A student must be present for 2/3 of the class in order to be marked present. A written statement from the parent or guardian must be sent with the student upon his/her return to class. Students are expected to make up any work missed due to absence from a class. Regardless of whether the absence is excused or unexcused, all make-up work must be completed within 5 school days of the absence. It is the student's responsibility to get all assignments that were missed due to an absence.

Parents should expect an attendance letter to be mailed after the student's 6<sup>th</sup> and 10<sup>th</sup> unexcused absence. It is the parent's responsibility to keep the school abreast of any issues that could possibly lead to excessive absenteeism. A student who is absent for more than 10% of the days in any class will automatically be referred to the retention committee for possible retention due to attendance.

Upon the 6<sup>th</sup> unexcused absence, guidance counselors will conference with the student concerning their absenteeism and court proceedings may be put in place. If you have questions, please contact the main office at 252-462-2000.

## **SELLING OF ITEMS**

No student or individual shall solicit or attempt to sell any items to any teacher or pupil of any school of the Nash-Rocky Mount School Administrative Unit, on school grounds or during the school day, without having first secured the written permission and consent of the principal.

## **DELIVERIES FOR STUDENTS**

Delivering flowers, balloons, take-out food, etc. to students at school is prohibited. These items cause disruptions to the learning environment and cannot be transported on the bus. Parents will be allowed to deliver items to students that are required for school, such as homework, gym clothes, etc.

## **ACCIDENTS AT SCHOOL**

All students should immediately report any injury incurred during school hours or on school provided transportation to bus drivers, teachers, administrators, or coaches (report injury to person supervising you at the time of injury). When you report such an injury to any of the above persons, they will in turn be responsible for

filling out an injury report. In the event of an injury on school property, the individual's insurance is responsible. Individual student school insurance is available at the beginning of the school year for a reasonable rate from an outside source.

## **MEDICATION POLICY**

Students who require medications at school must contact the school nurse. Please refer to the NRMPS Board Policy 6125 for the complete policy on medication administration. **Students are not allowed to have medication at school without written authorization on file. Violation of this policy may result in long-term suspension.**

## **CAFETERIA PROCEDURES**

Student behavior in the cafeteria should be based on courtesy and cleanliness. When there is a delayed school schedule breakfast will not be served. The following rules are to be observed in the cafeteria:

- Walk in a single file line to and from the cafeteria.
- Put trash in proper containers.
- Keep the floor and tables tidy.
- Students are not to "cut in line".
- Do not sit on tables.
- Talk quietly.
- Only the student to whom the cafeteria number has been issued can use the number.

**Child Nutrition:** All monies will be collected on the serving line and may be paid daily or weekly. Lunches can be prepaid by the week or the month. Student meal prices are: Breakfast - \$1.00 and Lunch \$2.30. Those who qualify for reduced lunch will be charged \$0.40 for Lunch. Parents and grandparents are welcome to join students for lunch if schedules permit. The cost of a visitor's lunch is usually less than \$3.00. Parents who wish to apply for reduced and free meals for their children will be given an opportunity to apply for assistance within the first ten (10) days of school. Parents may also apply at other times during the school year if financial circumstances warrant the need.

**Breakfast:** Breakfast will be served from 6:50 AM to 7:15 AM. Students who wish to eat breakfast at school need to walk in a single file line. The students will enter the cafeteria door closest to the bus parking lot. Once in the cafeteria they will line up to be served. Students should talk quietly and remain seated until they have finished eating. When finished, students should report to the gym and sit with his/her grade level until dismissal to start the school day.

**Lunch:** Students should enter and exit the lunchroom in a single file line with the rest of their class. They should go directly to their designated cafeteria line or to their assigned seat. Once students have their food, they should sit at their assigned seats and remain seated until the teacher dismisses the class. When dismissed, students need to clean the table around where they were seated and put all trash in the trash cans. The class will then line up in a single file line and proceed to class with their teacher.

Students who forget their lunch money should inform the cafeteria staff. Payment is expected within two (2) school days of any money that is borrowed. When a student's lunch debt exceeds \$25.00, he/she may be referred to the school's social worker. Any debts left unpaid will be placed on the student's school debt list, and will follow the student until paid.

## **EMERGENCY INFORMATION**

Each student is to have a current locator and emergency information card on file. It is vital that we have accurate information on how to reach parents, guardians and/or any other people who will accept responsibility for a child during a medical emergency, or have permission to sign the student out from school. It is the parent's responsibility to notify the office immediately if you have a change of address or phone number during the school year.

The following information needs to be provided on the medical information card and must be kept up-to-date:

1. Parents' / guardians' names
2. Complete address
3. Home phone and parents' / guardians' work phones
4. Three (3) different emergency phone numbers of friends and/or relatives. These people will also have permission to sign the student out from school.
5. Physician's name and phone number
6. Student's health history

If a student becomes ill while attending school, parents will be notified. If a student is injured, he/she will be given first aid if it is needed. If the injury needs medical attention, the student's parents will be notified. Under no circumstances will personnel give aspirin, over-the-counter, or prescription medication to students without written authorization. See the NRMS School Board Policy regarding administering medication.

## **CONNECT ED**

Connect Ed is a phone system the school will use to relay important information throughout the year. Weekly phone messages will be sent to the home of each student regarding special school events, functions, and important dates. In order to receive all messages, students and parents must make sure accurate and up to date phone numbers and email addresses are on file.

Daily messages will be sent home if your child is tardy.

In the event school is to be closed for reasons other than scheduled, parents will be notified by Connect Ed. In the event of an evacuation, students would be transported to an alternative location for safety purposes and parents would be notified via Connect Ed.

It is the responsibility of the student/parent to ensure the school has the most up-to-date contact information. The ConnectEd messages will be sent to the phone number listed in PowerSchool. Please contact the school if you are not receiving the messages or need to update your contact information.

## **CAMPUS EVACUATION**

In case of an emergency in which the campus would need to be evacuated, all students will be transferred by bus to our relocation site, where they will be released to their parents, with proper identification. Parents will be notified of an evacuation through Connect Ed.

## **FIRE/TORNADO DRILLS**

Periodic fire and tornado drills are required by law and are important safety precautions. When the signal sounds it is important to obey directions given by the teacher. A predetermined route will be followed in both types of drills. Evacuation routes are posted in each classroom. Failure to comply with directions will result in disciplinary action. Reminder: Anyone tampering with fire extinguishers or fire alarms is in violation of the law.

## **LOCKDOWN DRILLS**

ROMS is required to have lockdown drills each year. These drills will be unannounced to the students. When the signal sounds, it is important to follow the direction of any staff member at ROMS. The number one priority of ROMS staff is keeping students safe. Your cooperation is greatly appreciated during any type of drill.

## **PARENT/GUARDIAN CLASSROOM VISITS**

ROMS's parents/guardians are welcome to visit the school and/or schedule a time to visit their child's classroom for observation purposes only. Parents should contact the main office to schedule a classroom visit at least 48 hours in advance. All visitors must report to the main office to sign in and receive a pass before visiting a classroom. Students will not be permitted to bring other children to school as visitors. All visitors are to check in at the main office to receive a visitor's pass. If anyone is seen on campus without a pass, he/she will be asked to go to the office to get one.

**Who May Visit:** The right to observe a child's instructional program during classroom time reside solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers.

**Who May Be Observed:** The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented. At no time should a parent's motive for or focus of a classroom visit be to observe another student or students in the classroom. If the Principal has knowledge of or suspects that the focus of a parent's classroom visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit in progress.

**Scheduling:** Visits must be scheduled through the Principal for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance. No visits will be allowed while students are participating in assessments, quizzes or test.

**Duration:** To minimize potential interruptions and distractions during instructional time, the Principal reserves the right to limit the duration of classroom observations.

**Conduct during Classroom Visitation:** Parents visiting classrooms should arrange their schedules to enter and exit the classroom in a manner that would not interrupt the instructional activities in progress. While visiting the class, the teacher will designate an area for parents to sit, generally in the back of the classroom. (Parents are asked NOT to sit with their student as this could create an unnecessary disruption for other students.) Once in the classroom and seated, parents are asked to remain seated and refrain from interacting with students or the teacher unless the classroom teacher initiates the interaction. Unnecessary noise and/or movement must be kept to a minimum.

Parents wishing to discuss their students' behavior after observing him/her during class should schedule a parent conference with the teacher. Parents who fail to observe the stated guidelines during their visit may be asked to leave the room if their presence or conduct unduly interferes with the orderly operation of the classroom. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

**No Audio or Video Taping of Classroom:** Video and/or audio recording of classroom visits by the parent or guardian is prohibited. Electronic devices which could be used to video or audio record should not be visible during the visit. Violation of this guideline can result in dismissal from the classroom visit, and/or school site.

**School Administration:** In certain cases, the Principal or his/her designee may also be in the room during the parent observation to protect the learning environment for all students.

**Conferences:** Parents/guardians are encouraged to request conferences with teachers and/or the principal whenever they have questions regarding the school program or the progress of their children. Conferences may be arranged by sending a request to the teacher or by contacting the front office. Conferences can be scheduled before school, after school, or during the teachers' planning period.

***The parent/guardian of any student suspended from school or from a bus may be required to come for a conference before the student can return to school or resume riding the school bus.***

Administrators will not be available for any parent conferences until after 8:15 each day. The first responsibility of administration will be to make sure the school day is started on a positive note and that everyone is in place. If parents would like to meet with an administrator, it will be beneficial to call the school ahead of time to ensure there are no schedule conflicts.

## **STUDENT RECORDS**

A parent, legal guardian, representative of the parent, or a student who is enrolled in a post-secondary institution, or is 18 years of age or older has the right to read, inspect, or copy his/her own records upon oral or written request to the principal. Written consent from the parent/legal guardian of the student must be obtained before any personally identifiable information can be disclosed to any party except:

1. School personnel who have legitimate educational interests.
2. Officials of another school in which the student intends to enroll.
3. Officials of a college, university, or other higher education institution in connection with a student's application for financial aid.
4. Certain authorized representatives of the state and federal government.

If there is any reason to believe that a student's rights to confidentiality of record have been violated, the parent/legal guardian, or eligible student has the right to file a complaint with school administration and the right to a hearing.

## **FUNDRAISING**

Periodically throughout the school year, students may be asked to participate in fundraising endeavors to help raise money for the school and its programs.





