

**Russellville Middle School
Student Handbook
2020-2021**

**765 Summit Street
Russellville, Alabama 35653
256-331-2120
Fax 256-332-8453
www.rcs.k12.al.us**

Mr. Tony Bonds
Principal

THIS STUDENT PLANNER BELONGS TO:

Name: _____

Phone: _____

Address: _____

Grade: _____ Homeroom: _____

Welcome to Russellville Middle School, home of the Golden Tigers! Being a Golden Tiger is something we hold near and dear to our hearts. Becoming a middle school student is an integral part of you becoming a young adult. You enter as elementary students and exit prepared to become a Russellville High School student. We want your middle school years to be full of great memories, fun times, and lots of learning. Academic success and appropriate social skills are the foundation to your future success. We want to equip you with tools to be a successful citizen and contributing member to our community. As you have questions or concerns, please know that we are here to listen and help. We look forward to working with you this year.

Tony Bonds, Principal
tony.bonds@rcs.k12.al.us

2020-21 School Motto

COMMITTED...We are committed to making you a great student and person. In return, we need you to COMMIT to making Russellville Middle School a better place.

Mission

"Pursuing Excellence...Impacting the lives of our students, our community, our world"

Vision

RCS will be recognized as a leader in our state for excellence in academic growth. We will reach all students through relationships, character building, and strong community involvement, while providing first class facilities, technologies, and engaging educational experiences.

Beliefs

Excellence: We believe excellence is obtained by striving for improvement each and every day.

- We believe that learning occurs best when every student is engaged in differentiated instruction and authentic learning every day.
- We believe that all students can learn, achieve, and succeed given a supportive and challenging learning environment.
- We believe that a safe and nurturing environment promotes learning. Relationship: We believe in building strong relationships with students, faculty, parents, and the community.
- We believe quality people who are motivated and effective are our system's most important resource.
- We believe that students "don't care how much you know until they know how much you care".
- We believe that fine arts, academic clubs, and athletic experiences facilitate personal growth, leadership, and positive relationships.

Character: We believe that good character is the foundation of a responsible and productive citizen.

- We believe that respect for others and self are paramount to achievement and success.
- We believe that every person is a teacher and role model through his/her actions.
- We believe the development of character is equal in importance to academic growth and critical to developing responsible citizens.

Community: We believe that education is a partnership among schools, families, and community.

- We believe that children are our community's most valuable asset.
- We believe our diverse population should be celebrated, and we should view these diversities as a chance for growth and a deeper understanding of the community and those around us.
- We believe that by effectively reaching and teaching students, parents, and the community, we can change the world around us.
- We believe that our schools' success identifies our community and is vital to its future.

School Calendar

Russellville City Schools

2020-2021 School Calendar



180 Student Days / 187 Teacher Days

- Institute Day - August 6
- Teacher Workday - August 7
- Teacher PD - August 10 and 11
- Schools Open - August 12
- Labor Day - Monday, September 7
- Homecoming - October 16
- Fall Break - October 5-6
- Teacher PD - October 7
- Veterans Day - Wednesday, November 11
- Thanksgiving Break - Nov. 25-27
- Christmas Break Begins - December 21
- Teacher PD - January 4 and 5
- Students Return - January 6
- MLK Holiday - Monday, January 18
- President's Day - Monday, February 15
- Spring Break - March 29 - April 2
- Spring Holiday - April 30
- Last Day for Students - May 28
- Last Day for Teacher - May 28

Beginning/Ending of Nine Week Grading Periods

- 1st - August 12 - October 15 (43)
- 2nd - October 16 - December 18 (42)
- 3rd - January 6 - March 11 (45)
- 4th - March 12 - May 28 (50)

- Virtual Days
- Teacher Days
- Holidays/No School
- Student Days
- Early Dismissal

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
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25	26	27	28	29	30	31

November 2020						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Contact Information

Teacher	Email	Google Classroom	Remind
Agee, Rachel	Rachel.agee@rcs.k12.al.us	oyal4i2	@ageecl
Andrews, Carley	Carley.andrews@rcs.k12.al.us	aqiakt2	@e9kbbe
Baker, Luke	Luke.baker@rcs.k12.al.us	ghmn3h3	@mrbakerssc
Benford, Tessa	Tessa.benford@rcs.k12.al.us	3z4pmyg	@tessaben
Blagburn, Derek	Derek.blagburn@rcs.k12.al.us	5udtgp6	@BlagRMS
Bonds, Tony	Tony.bonds@rcs.k12.al.us	daoxdwa	@RMS2020-21
Boyd, Heath	Heath.boyd@rcs.k12.al.us	im2rcj7	@BoydHistory
Clements, Kyle	Kyle.clements@rcs.k12.al.us	r2vofpt	@a72ad8
Dollar, Charlotte	Charlotte.dollar@rcs.k12.al.us	4joifif	@974c447
Flanagan, Corey	Corey.flanagan@rcs.k12.al.us	a4pokb6	@rmswei
Franklin, Sydni	Sydni.franklin@rcs.k12.al.us	vp5rksc	@gc6h3f
Gilmer, Larry	Larry.gilmer@rcs.k12.al.us	now3pid	@lgilme
Glover, Whitney	Whitney.glover@rcs.k12.al.us	psxrvs4	@G1ov3r
Goodwin, Cassie	Cassie.goodwin@rcs.k12.al.us	ebv2nte	@2cbd2d
Graham, Josh	Josh.graham@rcs.k12.al.us	4n3olts	@74bke3e
Guynn, Casey	Casey.guynn@rcs.k12.al.us	d5534gg	@guynn
Harris, Aleah	Aleah.harris@rcs.k12.al.us	ifdbxxj	@harris2021
Hellums, Lauren	Lauren.hellums@rcs.k12.al.us	3uzeleo	@hellums
Holland, Lauren Alford	Lauren.holland@rcs.k12.al.us Lauren.alford@rcs.k12.al.us	3r4xmcw	@hollandrms
Howard, Kendra	Kendra.howard@rcs.k12.al.us	rikjkvu	@21howard
Keeton, Mark	Mark.keeton@rcs.k12.al.us	gfcn24u	@be7gh2
Kerby, Marla	Marla.kerby@rcs.k12.al.us	e4jlmcg	@mrskerbyss
Langston, David	David.langston@rcs.k12.al.us	Cofgqdw	@64d24b7
Maddox, Diane	Diane.maddox@rcs.k12.al.us	p4dkfzt	@maddoxsem
Malone, Emily	Emily.malone@rcs.k12.al.us	semy5mq	@4egk4k
Odom, Kayla	Kayla.odom@rcs.k12.al.us	qk4qzil	@LibraryRMS
Plyler, Larsen	Larsen.plyler@rcs.k12.al.us	tphfskn	@lbphistory
Reach, Barry	Barry.reach@rcs.k12.al.us	Hio55mp	@CoachReach
Rich, Marissa	Marissa.rich@rcs.k12.al.us	b7t3sxr	@richsem
Richardson, Kaitlyn	Kaitlyn.richardson@rcs.k12.al.us	y9gykul	@27f9d6
Ridge, Amanda	Amanda.ridge@rcs.k12.al.us	f423d4g	@hk3k2d4b
Robertson, Meridith Ginn	Meridith.robertson@rcs.k12.al.us Meridith.ginn@rcs.k12.al.us	tijmlzp	@mginn20
Rush, Emily	Emily.rush@rcs.k12.al.us	b7t3sxr	@mrsrushr
Sewell, Karren	Karren.sewell@rcs.k12.al.us	vfdlskg	@7k3849b
Townley, Diane	Diane.townley@rcs.k12.al.us	aptgasp	@dtownle
Willingham, Alan	Alan.willingham@rcs.k12.al.us	omzelv2	@2k8g24
Willis, Mason	Mason.willis@rcs.k12.al.us	3rkoner	@willissci

EMAIL UPDATES & SOCIAL MEDIA PAGES

Email Updates: The administration of Russellville Middle School feels that it is important to stay in contact with parents. For this reason, we send regular email updates to our parent email list. If you would like to be on our email mailing list, please send your information to RMS Secretary Mrs. Standridge at tiffany.standridge@rcs.k12.al.us.

Social Media Pages: RMS has several social media pages associated with the school and extracurricular activities, including Facebook and Twitter. A few you may want to follow:

RMS Facebook page: Russellville Middle School

Twitter: @RMSGoldenTigers

RUSSELLVILLE MIDDLE SCHOOL STUDENTS' HANDBOOK

Students should refer to this handbook as a guide for policies and procedures and seek advice from an instructor or administrator about concerns that are not covered in this handbook. RMS has the right to amend this handbook as policies and procedures change and as necessary to maintain the safety and security of students. An electronic copy of this handbook may be found on the school website. Printed copies are available in the Main Office. The policies and procedures contained in this handbook have been carefully prepared. It should be of great value in helping you to adjust to our school and to become an integral part of Russellville Middle School.

ABSENCES

Truancy Resolution

WHEREAS, Alabama children and youth between the ages of six and 17 years are required to attend school (Ala. Code § 16-28-1) unless issued a certificate of exemption by the Superintendent of schools where they reside (Ala. Code § 16-28-6); and

WHEREAS, a free public school education is one of the greatest benefits available to Alabama's children and youth; and

WHEREAS, an Alabama child or youth can only achieve his or her full potential by attending school regularly; and

WHEREAS, truancy from an Alabama public school is an unexcused absence as defined by the State Department of Education's current School Attendance Manual; and

WHEREAS, ongoing and continuous truancy is considered a precursor to and an indicator of other serious behavioral and academic problems for children and youth; and

WHEREAS, the Alabama State Board of Education acknowledges and agrees with the Manual to Combat Truancy, prepared by the U.S. Department of Education in cooperation with the U.S. Department of Justice; in that "truancy is the first sign of trouble, the first indicator that a young person is giving up and losing his or her way, and when young people start skipping school, they are telling their parents, school officials, and the community at large, that they are in trouble and need our help if they are to keep moving forward in life;" and

WHEREAS, when truancy is not recognized at an early date and cited consequences applied, children and youth will develop bad habits that reinforce ongoing problems in all of Grades K-12 and even into the employment years; and

WHEREAS, it is the intent of the State Board of Education to promote regular and on-time school attendance among all students for all of their school years:

NOW, THEREFORE, BE IT RESOLVED, that the Alabama State Board of Education does hereby declare its intent to adopt, on November 18, 2004, the following truancy definition to ensure that students enrolled in public schools attend school regularly according to state law and Board regulations. The Board further endorses the State Department of Education's use of this definition in working with the 130 local school systems to ensure that Alabama children and youth in public schools attend school regularly.

Truancy Definition

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than **three (3)** school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy were used to define the truancy status of any student as follows:

1. FIRST TRUANCY / UNEXCUSED ABSENCE (WARNING)

- A. Parent / guardian shall be notified by the school principal or his / her designee that the student was truant and the date of the truancy.
 - B. Parent / guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE (CONFERENCE)
- A. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his /her designee and / or (2) participate in the Early Warning Program provided by the juvenile court.
 - B. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
 - C. Failure to appear at the school conference and / or to appear at the Early Warning Program shall result in the filing of a complaint / petition against the parent under Code of Alabama (1975), §16-28-12 (C) (failure to cooperate), or a truancy against the child, whichever is appropriate.
3. NO EARLIER THAN SEVEN UNEXCUSED ABSENCES, BUT WITHIN (10) SCHOOL DAYS (COURT)
- A. File complaint / petition against the child and / or parent / guardian, if appropriate.
4. CHILD UNDER PROBATION
- A. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975), §12-15-100 and 105.
 - B. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

The importance of punctual and regular attendance for every student cannot be overly emphasized. A good attendance record has a direct effect on grades.

Excused Absences

Excused Absence means that the student has presented, in writing, a lawful reason justifying the absence from school and will be allowed to make up any work that was missed due to the absence. According to Alabama State Law, the following constitutes an **EXCUSED** absence:

1. Sickness
2. Inclement weather
3. Legal quarantine
4. Death in immediate family
5. Emergency conditions as determined by the superintendent or his designee
6. Prior permission of the principal and with the consent of the parents*

***Do not assume that an absence is automatically excused if the parent has consented. The decision to EXCUSE or UNEXCUSE an absence is an administrative decision based on Alabama State Law.**

Unexcused Absences:

Unexcused Absence means that the student has not presented a lawful reason for the absence from school and may not be allowed to make up any work missed during the absence. According to Alabama State Law, **UNEXCUSED** absences shall include:

1. Truancy
2. Absence through parental neglect
3. Poverty
4. Work
5. Any other reason not included as an excused absence*

***Failure to give a reason why a student is absent from school will result in an UNEXCUSED absence.**

Steps To Follow When Absent from School:

1. The student should present a professional verification or hand-written excuse to the front office on the day he/she returns to school. Excuses must be turned in within **three (3)** days upon returning to school or the absence will be permanently recorded as unexcused.

2. Make immediate plans to do all make-up work due to absence. Students' grades will reflect the absence if the work does not get made up. Teachers are not required to allow make-up work missed due to an unexcused absence. An absence is unexcused when the above procedure is not followed.

Excessive excused and unexcused absences

We will accept parent notes as excused absences summed up to **ten (10)** per year as the cumulative sum of unexcused plus parent note(s). For example, if a child has 3 unexcused absences, then the parent may only excuse their child with an unverified parent note for 7 additional days, summing to a total of 10 unverified absences per year. All other absences after the cumulative 10 must be professionally verified or will be shown as unexcused. Professional verification includes the following:

- 1.Excuse from a medical professional (doctor, dentist, etc.)
- 2.Appointment with a lawyer.
- 3.Appearance in court.
- 4.Verification of death in the immediate family.
- 5.Emergency condition as determined by the school administrators.

Failure to provide professional verification will result in an unexcused absence and may result in the parent and the child participating in the Early Warning Program provided by the juvenile court.

AFTER SCHOOL EVENTS AND PRACTICES (SCHOOL SPONSORED)

For a student to be eligible to attend and participate in any after school activity he/she must be present at school for the entire school day on the day of the activity. Exceptions may only be made by the principal or assistant principal prior to the activity date.

ALTERNATIVE SCHOOL PROGRAM

Russellville Middle School conducts an Alternative School Program as part of its overall discipline process. The Alternative School room is located on the RMS campus. Students who are assigned to the Alternative School will be expected to follow the guidelines established by the Russellville City Board of Education. A conference will be held with the parent/guardian of a student assigned to the Alternative School in which the rules and guidelines will be explained. Students assigned to the Alternative School will be subject to a point system for behavior and performance, parents must sign the student in and out daily, and the student will suffer the loss of privilege of attending school activities. Failure to follow established Alternative School procedures could lead to expulsion. **Any student serving at least one day of OSS or in Alternative School will result in the disqualification from exam exemptions.**

Any student in Alternative School or the S.P.A.N. Program will not be allowed to attend and/or participate in any extracurricular activity.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. Assemblies provide opportunities to learn formal audience behavior. Regardless of the type of program, courtesy demands that the audience be respectful and appreciative.

- Students will proceed to assemblies in an orderly and quiet manner.
- Talking prior to a performance is acceptable when done quietly and with an immediate neighbor.
- Laughter and applause are acceptable, but unruly behavior is not.
- When the program begins, all talking should stop.
- At the close of an assembly, students will leave as directed in an orderly manner.
- Students are expected to follow the same pattern of behavior for all school-sponsored events.
- Boisterous, unruly, disruptive behavior is never acceptable.
- During sporting events, students should support the school team vigorously yet respect the presence of the opposing team. All unsportsmanlike conduct is prohibited

AWARDS CRITERIA

The National Junior Honor Society - Candidates must have a cumulative scholastic average of 90 in core academic classes for students who have taken a minimum of one advanced core academic class. Candidates who have not taken an advanced core academic class must have a cumulative scholastic average of 93 in core academic classes. The cumulative average will be computed using the student's yearly average in each core subject area through the spring semester of their 7th grade academic year. Cumulative averages will encompass both 6th and 7th grade

course averages. **Candidates must complete at least 2 services hours; service hours must be approved by the sponsor.** Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

Educational Excellence Award – Students receiving the Educational Excellence Award will have scored in the top 10% of their class in all required subjects. Grades from the first semester are used to obtain these averages.

Outstanding Girl and Boy for 6th, 7th and 8th grade – The recipient of this award is voted on by all teachers in each grade. This award is based on cooperation, behavior, leadership, participation, and grades.

Tim Bowling Achievement Award – The student that receives this award has made a tremendous improvement throughout his / her middle school years. These improvements have been in effort, achievement, attitude, dependability, and cooperation. The recipient of this award is selected by the principal.

All A's Award – In order to receive this award, a student must have all A's on their first semester grade averages and their 3rd nine-week averages.

Perfect Attendance Award – In order to receive a Perfect Attendance Award, a student must be present at school each day for the entire school day, must have no check-ins/check-outs, nor be absent from any class period.

BAD CHECK COLLECTION PROCESS

Upon receipt of a bad check, the principal shall notify the check writer by certified mail. The bad-check writer has ten (10) days to pay the amount of the check plus a service charge of \$30. If the bad check amount plus service charge are not paid Within (10) days of confirmation of receipt of the letter, the check is turned over to the Worthless Check Unit in the District Attorney's Office. If the writer of a bad check goes to the Worthless Check Unit to pick up a check, he or she will pay the Worthless Check Unit service charge (paid to WCU), the amount of bad check (paid to RCS) and the NSF check fee (paid to RCS). Additional court fees will apply if arrest is made due to the check not being collected by the Worthless Check Unit. Occasionally, checks are returned as a direct result of a bank error. When this occurs, the bad-check writer will be required to furnish a written explanation from the bank, which clearly documents a bank error. When this documentation is provided, the principal may waive the service charge.

BELL SCHEDULE (Subject to change)

Regular Schedule			2 Hour Late Arrival		
Period	Time	Minutes	Period	Time	Minutes
HR	7:42 - 7:45	3	1	9:45 - 10:20	35
1	7:48 - 8:32	44	2	10:25 - 11:00	35
2	8:35 - 9:19	44	3	11:03 - 11:38	35
3	9:22 - 10:06	44	4	11:41 - 12:16	35
4	10:09 - 10:53	44	5	12:19 - 12:54	35
5	10:56 - 11:58	62	6	12:57 - 1:32	35
6	12:01 - 1:03	62	7	1:35 - 2:10	35
7	1:06 - 1:52	50	8	2:13 - 2:52	39
Break	1:55 - 2:05	10			
8	2:08 - 2:52	46			
Lunch Schedule			Lunch Schedule		
1	10:56 - 11:16	20	Lunches will be Grab-N-Go Will eat in classrooms		
2	11:17 - 11:37	20			
3	11:37 - 11:57	20			
4	12:01 - 12:21	20			
5	12:21 - 12:41	20			
6	12:41 - 1:01	20			

BUS REGULATIONS

In order to protect students riding buses, safety precautions are a must, and all students **will obey** the "Student Transportation" rules. Students are to understand that the bus driver is in full command of the bus at all times. Any student who violates the safety precautions and/or "Student Transportation Rules" may be denied the privilege of riding the bus.

Student Transportation Rules:

1. Students will maintain proper conduct at all times when riding the bus.
2. Students will not use profanity, offensive or disrespectful languages or gestures.
3. Students will remain seated facing forward with feet on the floor and legs out of the aisle.
4. Students will keep all body parts inside the bus at all times.
5. Students will maintain a low level of conversation with the person(s) in the same seat.
6. Students will not spit or throw anything in the bus or out of the windows.
7. Students will not push, shove, intimidate, harass, fight, or make other students or staff uncomfortable.
8. Students will be at the designated stop 5 minutes before regular pick-up time.
9. Students will provide written permission from a parent/guardian to the principal or his / her designee when riding a bus other than the regular bus or when planning to exit the bus at another stop. The principal or his/her designee may approve the request based on a space available basis.
10. Students will not damage the bus (Parents are financially responsible).

11. Students will not have any food, drink, gum, or balloons on any Russellville City bus at any time.
12. Students will respectfully follow the directions of the normal bus driver and substitute bus driver at all times. The bus driver is authorized to assign seats.
13. Students will not carry items on the bus which are not allowed at school such as matches, tobacco products, lighters, knives, guns, explosives, CD players, radios or tape recorders, phones, beepers, live animals, glass containers, large bulky items, etc.
14. Students will not open emergency doors or windows.
15. Students will demonstrate complete and total silence at railroad crossings till the bus clears the tracks. This is for student safety.
16. Students will not lay backpacks down by the driver due to safety issues.
17. The driver is not responsible for items lost or left on the bus.

CELLPHONE POLICY

The Russellville City Board of Education may permit any student to carry a pocket pager, cellular telephone, or other electronic communication device while on school property and may permit any student to use a pocket pager, cellular telephone, or other electronic communication device, when such use is expressly and specifically permitted by the school administrator, teacher, or employee who is acting in a supervisory capacity at the time of the use.

Any student found in violation of this policy may be subject to suspension or other disciplinary action by the school administration and/or the Russellville City Board of Education. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. School officials may read, examine, or inspect the contents of such device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, of Board policy, of the code of student conduct, or of other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

Violation of this policy will result in the cell phone or electronic device being taken up.

- **First time** – Student’s device will be kept until picked up by a parent/guardian or other individual listed in I-Now on the student’s contact list.
- **Second time** – Student’s device will be kept until picked up by parent/guardian or other individual listed in I-Now on the students’ contact list and the student will be assigned one day of Saturday school.
- **Third time** – Student’s device will be kept until picked up by parent/guardian or other individual listed in I-Now on the student’s contact list and the student will be assigned one day of ISS.
- **Fourth time** – Student’s device will be kept until picked up by parent/guardian or other individual listed in I-Now on the student’s contact list and the student will be assigned three days of ISS.
- **Fifth time** – Student’s device will be kept until picked up by parent/guardian or other individual listed in I-Now on the student’s contact list and the student will be assigned one day of OSS.
- **Sixth and subsequent times** – Student’s device will be kept until picked up by parent/guardian or other individual listed in I-Now on the student’s contact list and the student will be assigned ten days (10) of Alternative School.

CHECK-INS AND CHECK-OUTS

Check-ins (arrival at school after 7:45 a.m.) will require the student to report to the office to receive a check-in slip. Students are required to present a written note or professional verification within **three (3) days**. After three (3) days, check-ins will be declared unexcused. Unexcused check-ins will result in a tardy to school and/or unexcused absences for missed classes. **A parent note will be accepted for the first five check-ins per semester**. Subsequent check-ins will require professional verification. Check-outs or check-ins will be determined by I-Now, our school attendance program.

If a student leaves school prior to the end of the normal school day, he / she must check-out through the office. Individuals on the student’s approved contact list may come to the school and sign the student out in the office prior to the student leaving school. Individuals responsible for picking up the student must be prepared to show a picture identification.

If a student checks out of school, he/ she is required to present a written note or professional verification within three **(3) days** after returning to school. After three (3) days, check-outs will be declared unexcused. Unexcused check-outs will result in an unexcused absence from all remaining

classes. **A parent note will be accepted for the first five check-outs per semester.** Subsequent check-outs will require professional verification.

CLUBS

Only clubs organized and sponsored by school personnel and approved by school administration are allowed to function on school property. Club uniforms, emblems, etc. will not be permitted in school without the approval of proper school personnel.

CODE OF CONDUCT

Introduction

Instruction can occur only in an environment that is conducive to learning. Good order and discipline are basic elements of such an environment and contribute to an atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

Classification of Violations

Violations of the code are grouped into the three classifications of minor, intermediate, and major offenses. Each classification is followed by a list of offenses and the possible disciplinary actions to be implemented by the principal or his/her designee.

In each class of violations, the principal or his/her designee shall hear the student's explanation and, if necessary, consult with school personnel before determining the classification of the violation. No student shall be punished for any suspected violation until the person responsible for implementing the disciplinary action has heard the student's explanation. Due process involving the student's rights shall be followed.

Class I – Minor offenses (Middle School)

1.01 – Excessive distraction of others – Any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or any other instructional setting. Examples: talking excessively, interrupting class functions, provoking other students.

1.02 - Unauthorized organizations – Any on-campus activities or fraternities, sororities, secret societies, non-affiliated school clubs, or unruly groups.

1.03 - Minor intimidation of a student – The intentional, unlawful threat to do harm to another student, coupled with an apparent ability to do so and the performance of some act which creates a well-founded fear in the person that such harm is likely.

1.04 - Participation in gambling or games of chance for money and/or other things of value.

1.05 - Excessive tardiness – repeatedly reporting late to school or class.

1.06 - Unintentional and/or non-directed use of profane or obscene language.

1.07 - Non-conformity to dress code.

1.08 - Minor disruption on a school bus.

1.09 - Inappropriate public display of affection – including, but not limited to, embracing and kissing.

1.10 - Intentionally providing false information to school personnel, such as forgery of parents' names or intentionally providing false information to parents, such as changing grades.

1.11 - Failure to follow instructions.

Example: Failure to carry correspondence home, failure to obey directions in hallways, assemblies, etc.

1.12 - Unauthorized use of school or personal property.

1.13 - Disruptive touching or striking another student against his/her will, or intentionally causing bodily harm to an individual.

1.14 - Littering on school property.

1.15 - Inciting student disorder and/or malicious mischief.

1.16 - Any other violation that the principal or his/her designee may deem reasonable to fall within this category.

Disciplinary Actions for Class I Violations (Middle School)

First Offense:

Informal talk – Other actions may be deemed necessary by the principal or his/her designee.

Subsequent Offenses:

Conference - A formal conference will be held with the student, the teacher, and the appropriate administrator, and/or parent conference. Other possible actions may include probation, non-academic work, in-school suspension, detention, Saturday school, or short term suspension. Additional actions may be deemed necessary by the principal or his/her designee.

Class II – Intermediate Offenses (Middle School)

2.01 - Defiance of authority – Any verbal or non-verbal refusal to comply with reasonable directions or orders from school personnel.

2.02 - Possession and/or use of tobacco products including, but not limited to, vapes, JUUL, or any other E-Cigarette products– Having or using tobacco products on the school premises or in any school sponsored activity.

2.03 - Battery upon students – Intentionally touching, striking, or causing bodily harm to another student.

2.04 - Threat upon school board employee – The intentional, unlawful threat by word or act to do violence to a school board employee.

2.05 - Fighting – Any physical conflict between two or more individuals.

2.06 - Property Damage – Intentional and deliberate action or damage of less than \$100.00 to public, real, or personal property of another.

2.07 - Stealing – Larceny – Petty Theft – The intentional unlawful taking or carrying away of public, real, or personal property.

2.08 - Possession of stolen property.

2.09 - Threats – Extortion – Verbally or by a written or printed communication. The malicious threatening of an injury to the person, property, or reputation of another with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.

NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threat against the victim, constitutes a Class II offense.

2.10 - Trespassing – Willfully entering or remaining in any structure, conveyance, or property without being authorized licensed, or invited, or warned by an authorized person to depart and refusal to do so.

2.11 - Possession of/and igniting fireworks.

2.12 - Possession of a knife.

2.13 - Offensive touching or pinching another person.

2.14 - Written or verbal propositions to promote sexual acts.

2.15 - Use of obscene manifestations (verbal, written, gesture) toward another person.

2.16 - Directing obscene or profane language to a school board employee, student, or visitor.

2.17 - Leaving school premises without permission.

2.18 - Unjustified activation of fire alarm or fire extinguishers.

2.19 - Unauthorized absences (cutting or skipping) from classes or school.

2.20 - Intentional, unlawful participation in gambling activities.

2.21 - Internet Use – Intentional or deliberate violation of parental permission to use the Internet and/or the intentional or deliberate violation of the Russellville City Schools’ Internet Acceptable Use Policy.

2.22 - Any other violation that the principal or his/her designee may deem to fall within this category.

Disciplinary Actions for Class II Violations (Middle School)

First Offense:

In-school disciplinary actions such as probation, detention, non-academic work assignments, in-school suspension, out-of-school suspension, Saturday school, alternative school, financial restitution, and/or parent conference.

Subsequent Offenses:

Long term in-school suspension, out-of-school suspension, detention, Saturday school, alternative school, non-academic work assignments, or other actions deemed necessary by the principal or his/her designee.

Class III – Major Offenses (Middle School)

3.01 – Drugs- Unauthorized possession, transfer, use of, or sale of drugs, drug paraphernalia, or alcoholic beverages.

3.02 – Arson – The willful and malicious burning or attempting to burn any part of school board property.

3.03 – Battery upon School Board Employee – The intentional unlawful, touching or striking of a school board employee against his/her will, or the intentional causing of bodily harm to a school board employee.

3.04 – Robbery – The taking of money or other property from the person or custody of another by force, violence, or assault.

3.05 – Stealing – Larceny – Grand Theft – The intentional, unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to or in the lawful possession or custody of another.

3.06 – Gambling – The intentional, unlawful participation in gambling activities involving amounts of more than \$100.00.

3.07 – Burglary of School Property – Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.

3.08 – Criminal Mischief – Willful, and malicious injury or damage at or in excess of \$100.00 to public property, or to real or personal property belonging to another.

3.09 – Possession of Firearms – Any firearm (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.

3.10 – Discharging of any pistol, rifle, shotgun, air gun, or any other device.

3.11 – Possession of Weapons – Knife, metallic knuckles, tear gas, gun, chemical weapon, device, or any other weapon, instrument, or object with the intent to be armed.

3.12 – Bomb Threats – Any such communication(s) concerning the school board that has the effect of interrupting the educational environment.

3.13 – Explosions – Preparing, possessing, or igniting explosives on school board property.

3.14 – Sexual Acts –

- (A) Acts of sexual nature, including but not limited to battery, intercourse, or attempted rape.
- (B) Indecent Exposure

3.15 – Aggravated Battery – Intentionally causing great bodily harm, disability, or permanent disfigurement, or use of a deadly weapon.

3.16 – Inciting or Participating in a Student Disorder – Leading, encouraging, or assisting in disruptions which result in destruction or damage of private or public property, or personal injury to participants or others during any school-sponsored activity.

3.17 - Any other offense that the principal or his/her designee may deem reasonable to fall within this category.

Disciplinary Actions for Class III Violations (Middle School)

Commission of a Class III offense will necessitate a conference with the principal, parents, and/or legal guardian to discuss the options of placement in alternative school or special program, or the voluntary withdrawal or expulsion of the student from the school system. The principal or his/her designee shall determine if law enforcement or other agencies should be contacted.

If the matter of disciplinary action is not resolved during this conference, the principal shall suspend the student and/or recommend him/her for expulsion. Expulsion proceedings will be conducted in the manner prescribed by the board's expulsion policies. Due process involving the student's rights will be followed.

DETENTION

Detention period is a time when a student is assigned to report before/after school or during a lunch period as punishment for an infraction of unacceptable student behavior. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign a detention to a student who is not in any of his or her classes.

A student may be kept in for a period of thirty minutes to one hour. A teacher or other authorized person may assign special work to be done during this period. Parents are responsible for a child's transportation home, but if transportation is not available, other appropriate discipline will be administered.

DIRECTORY INFORMATION

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Russellville City Schools (RCS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, RCS may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow RCS to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Attendance call system to alert you when your child is absent;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

If you do not want RCS to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 10 days of your child's starting enrollment date. RCS has designated the following information as directory information:

- | | |
|--------------------------|---|
| -Student's name | -Participation in officially recognized activities and sports |
| -Address | -Weight and height of member of athletic teams |
| -Phone Number | -Weight and height of members of |
| -Electronic mail address | -Degrees, honors, and awards received |
| -Photograph | -The most recent educational agency or institution attended |
| -Date of birth | -Dates of attendance |
| -Major field of study | -Student ID Number (Not Social Security Number) |
| -Grade Level | |

¹These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C § 503(c).

DRESS CODE

Students at Russellville Middle School shall be required to show proper attention to personal cleanliness, neatness, and school appropriate standards of dress and appearance. Students, along with their parent/guardian, may determine their own personal dress and grooming standards provided they meet the following guidelines:

1. Students will not be allowed to attend class in any article of apparel which is apt to cause a disturbance or distraction within the classroom or create a health or safety hazard.
2. All shorts, skirts, skorts, and split skirts must reach past the tip of the index finger when the student's arm is fully extended and should NOT be a distraction/disruption to the learning environment as determined by staff/administration. All bottom articles of clothing must be visible and below top articles of clothing. All holes, cuts, tears, and/or distressed areas of pants must be below the tip of the index finger when the student's arm is fully extended.
 - a. All white athletic shorts will be prohibited.
 - b. Exercise pants and spandex pants are not to be worn as pants.
 - c. LEGGINGS, JEGGINGS, and TIGHTS are not considered pants. They are NOT to be worn as pants. If worn, they **MUST** be covered with a dress, skirt, skort, or shorts that is/are no shorter than fingertip length.
 - d. All shorts, skirts, skorts, and dresses should be no shorter than 3 inches above the knee when standing up straight.
 - e. No Sagging Pants.
 - f. No Pajama Pants.
3. No tank tops, tube tops, racer back tops, low-cut tops, halter tops, spaghetti straps shirts, or strapless dresses without a covering jacket, shirt, or blouse will be allowed. Strapped tops must be **two fingers** across the shoulders. Undergarments should not be visible. Shirts should fully cover the midriff and the bust line at all times.
4. Sunglasses, hats, caps, or hoods should not be worn in the school building. No combs, picks, curl caps, etc. can be worn in hair.
5. Transparent and/or see-through material is inappropriate. No exposed midriffs are allowed.
6. Garments/accessories with decorations, patches, lettering, advertisement, etc. that may be considered obscene, lewd, gang related, or offensive cannot be worn at school. This includes any garment or accessory that represents a drug emblem, tobacco product, or any type of alcoholic beverage advertisement on the apparel.
7. Pants must be worn at waist level at all times.
8. Students may not have hair color or highlights that depict an unnatural human color that is a distraction/disruption to the learning environment as determined by staff and/or administration.

If any student does not meet these standards, in the opinion of the principal or his/her designee, the student will be called in and given the opportunity to change the attire and may possibly be sent home to change. If the attire cannot be readily corrected, the student will spend the remainder of the day in ISS.

DRUG SCREENING POLICY STATEMENT

The Russellville City Board of Education values student participation in extracurricular activities (ECA) for the opportunities they give students to exhibit their talents and scholastic abilities as well as to develop leadership skills. Because students who participate in ECA are role models for other students, they are a key to reaching our goal of providing the best possible education program for all students. To achieve this goal and to maximize the skills and talents of our students, a drug-free learning environment is crucial. Student athletes, cheerleaders and all extracurricular (defined as anything that is not regular classroom) participants in grades 7-12 shall be subject to drug and alcohol testing. Failure to comply with this policy will result in the student's loss of the privilege to participate in ECA.

Russellville City Board of Education Drug Screening Procedures

I. General Policy

Practical experiences and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can impair judgments and reflexes which can create unsafe conditions for students, especially those involved in sports or any activity covered in this policy. Even when not readily apparent, this impairment can have serious results for students engaged in activities. Drug-using ECA students are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Russellville City Board of Education has adopted a policy that all ECA students must remain substance free.

II. Prohibitions

All students are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications or any mind/mood altering intoxicating substances present in their system.

III. Alcohol Use/Possession/Impairment

All students participating in extracurricular activities are prohibited from possessing, drinking or being impaired or intoxicated by alcohol.

IV. After School Hours Conduct

After school hours use of drugs, alcohol or any other prohibited substances is illegal. ECA students should realize that these regulations prohibit all illicit drug use during and away from school activities.

V. Prescription Drugs

The Board prohibits the misuse of prescribed or over-the-counter medications and requires all students using prescribed drugs or over-the-counter medications to notify their coach/director if these drugs may affect their performance (i.e., causing drowsiness, etc.)

PROCEDURE

A. All Current Students

1. Random Testing

The Board will conduct random unannounced screening of students. The drug-testing agency will provide computerized random sample lists to the Drug Program Coordinator. The list of students in the random pool will be updated periodically. Students will be required to report to the Board designated collection site for testing as soon as possible but in no case later than two (2) hours following notification.

2. Return to Participation Testing

All students who undergo a counseling or rehabilitation program or who are suspended for abuse of substances covered under this policy will be subject to unannounced testing for a least a twelve-month period.

B. Test Procedures

1. General Guidelines

The School Board and its lab shall rely, when practical, on the guidance of the federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. Parts 382, 391, 392 and 395.

2. Substances Tested For

Students may be randomly tested for: alcohol, amphetamines, cannabinoids, cocaine and opiates and other substances, such as but not limited to steroids, barbiturates and benzodiazepines without advance notice as part of tests performed by the School Board for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

3. Testing Procedure

The Board reserves the right to utilize blood, hair, breath, saliva or urinalysis testing procedures. Urinalysis will be utilized in random testing. All initial positive urine specimens will be confirmed by gas chromatography/mass spectrometry (GC/MS).

C. Collection Sites

The School Board will designate collection sites where individuals may provide specimens. For the most part, collections will be conducted on-site at the appropriate designated school.

D. Collection Procedures

The Russellville City Board of Education and the laboratory have developed and will maintain a documented procedure for collecting, shipping and accessing urine specimens. The Board and the laboratory will utilize a standard Urine Custody and Control Form for all students testing. The company and the laboratory will utilize a standard Breath Alcohol Testing Form for all students testing for alcohol. A tamper-proof sealing system, identifying number, labels and sealed shipping containers will be used for specimen transportation.

Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain proper collection procedure that is reasonable. All alcohol testing will be performed by a certified Breath Alcohol Technician (BAT). Where the School Board has an employee to collect the specimen, the School Board will provide instruction and training to that employee.

All students will also be required to complete the Russellville City Board of Education Applicant/Student Consent Form.

E. Evaluations and Return of Result to the School Board

The laboratory will transmit by fax, mail or computer, but not orally, the results of all tests to the School Board's MROs. The MRO will be responsible for reviewing test results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result either face-to-face or over the telephone.

The MRO shall then promptly tell the Drug Program Coordinator which students or applicants test positive. The coordinator will report the finding to the school principal. The principal will then schedule a conference between the student and parents or legal guardians to discuss the positive test results and appropriate consequences.

F. Request for Retest

Where a split specimen has been collected, a student may request a retest of the split specimen within 72 hours of notification of the final test result. Where a single specimen is submitted for testing, the student may request a retest of the original sample within 72 hours after notification of the final test result. Requests must be submitted to the MRO.

The student will be required to pay the associated costs of a retest in advance but will be reimbursed if the result of the retest is negative.

G. Release of Test Results

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the Board through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

However, all ECA students will be required to execute a consent/release form permitting the School Board to release test results and related information to the school officials who have a need to know.

Parents or guardians will be informed of confirmed positive test results by the School Superintendent or Board designee.

The MRO shall retain the individual test results for five (5) years.

H. Reasonable Suspicion

When there are observable circumstances which provide reasonable suspicion to believe a student has used alcohol and/or other drugs, a student may be required to submit to drug testing. Determination that reasonable suspicion exists must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the student.

The school official requiring testing shall prepare and sign written documents explaining the circumstances and evidence upon which they relied within 24 hours of the testing or before the results of the tests are released, whichever is earlier. While a certified employee may recommend a reasonable cause test, he or she should, when possible, obtain a second school official's opinion as a witness.

I. Violations

For violations of this policy regarding alcohol or other drugs that can be detected by a drug test, the following penalties which might be cumulative from Grade 7 through Grade 12 shall be administered:

First Violation

Upon the first violation for alcohol and/or other drugs, the student shall be suspended from participation for thirty days.

If the violation relates to the consumption or use of prohibited substances, the student cannot be reinstated to the team or squad until he/she tests negative for that prohibited substance as a result of an approved drug test. At the discretion of the drug testing coordinator, the student may be requested to undergo some level of counseling. When appropriate and/or available, this counseling service may be provided by a school counseling staff member.

A second option occurs when the parent chooses to seek a non-school agency for counseling. For this service, the parent will be responsible for paying the counseling agency/resource and shall have the agency/resource furnish appropriate reports to the drug testing coordinator.

Second Violation

Upon the second violation, the student will be suspended from participation in any ECA activity for the remainder of the school year in which the second violation occurs. However, the duration of the suspension shall be for a minimum of eight weeks and shall carry over to the ensuing school year if necessary, and, thereby, preclude such student from participating in any other sport or activity during the eight-week minimum suspension period.

Before he/she can be reinstated to the team or squad or otherwise to be eligible to participate in any sport or activity, (1) he/she must test negative for that prohibited substance as a result of an approved drug test if the violation relates to the consumption or use of prohibited substance and the substance is capable of being detected by a drug test, (2) he/she shall have undergone mandatory counseling with Board approved counselor (when appropriate and/or available this service may be provided by a school counseling staff member) as may be reasonably necessitated by the circumstances at the discretion of the drug testing coordinator.

A second option occurs when the parent chooses to seek a non-school (external) agency/resource for counseling. For this service, the parent will be responsible for paying the external counseling agency/resource and shall have the agency/resource furnish appropriate reports to the Drug Testing Coordinator.

J. Notice Requirements

The basic provisions of this policy and/or any modifications of this policy shall be made available to students by school officials in a timely manner. In addition, certified employees shall, prior to the beginning of each respective activity (i.e. football practice, marching band practice, etc.), discuss with student participants and parents the specific provisions of this policy. The discussion shall include but not be limited to the following topics: purpose of the policy, random sampling procedures, sample collection procedures, reporting procedures and confidentiality requirement.

EMERGENCY CLOSING OF SCHOOL

Any change in the regularly scheduled school day will be reported by school officials to local news and radio and also posted on the website.

GENERAL POLICIES

1. Students are permitted to enter the building each morning at **7:20** and must report to their designated areas. **Students are not allowed to be dropped off at school prior to 7:20.**
2. There will be a brief announcement period over the intercom system each afternoon at the end of 7th period. Everyone is requested to remain still and quiet wherever he/she is during this period.
3. Parent conferences are required in all suspension cases, expulsion cases, and in other cases where the student's welfare demands that parents be completely informed of the student's behavior.
4. Students who eat in the cafeteria are required to remove their trays, utensils, milk cartons, etc., from the table and deposit them in the designated places. Students who bring lunches must eat in the cafeteria.

5. Students may not bring radios, C.D. players, tape recorders, MP3 players, IPODS, cameras, or electronic games or devices to school unless arrangements have been made for their use in class. Athletic trading cards are also prohibited.
6. Students' conduct during any activity sponsored by the school reflects on the entire student body. Students are subject to discipline for any misconduct during school activities while in school or at off campus activities.
 - a. The use of the media center is considered a privilege and may be taken away for misconduct. The media specialist is responsible for keeping order and protecting materials in the library. He/she must be obeyed.
7. No student is to be out of class for any reason without a HALL PASS from the teacher who has excused him/her.
8. Fire and tornado drills are to be conducted regularly during the school year.
9. Parent - teacher conferences can be scheduled through the principal's office, assistant principal's office, or the guidance counselor. Parents are encouraged to schedule at least one conference with their child's teachers.
10. No one other than the student's parent or legal guardian should pick up students in the afternoon unless the parents have given their permission. If a student misses the bus, he/she should immediately notify the principal. School personnel will help the student in contacting the parent or help the student get home safely.
11. The school policy on visitors is that all visitors must report to the office to obtain a visitor's pass. Visitors must wear a visitor's pass at all times while on campus. Parents are always welcome.
12. To be promoted to the next grade, the student must receive satisfactory grades in each core subject area or successfully complete a summer school and/or remediation course for each core subject area not successfully completed.
13. A good student shows school spirit when he/she supports his/her school and does his/her best to keep his/her scholastic and activity standards at the highest possible level.
14. All students should leave the building quickly and quietly when school is dismissed in the afternoon.
15. Students are not allowed to buy or sell anything on school property unless the proper school authority has authorized the sale. Collecting money for any purpose must be approved by the proper school official.
16. A student who reports to school late (tardy) is expected to report to the office for a tardy pass before going to class.
17. Students will not be allowed to drive to school, nor will they be allowed to ride a motorcycle to school.

GIFTED EDUCATION

Russellville City Schools offers opportunities to challenge and motivate gifted students. Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using the Second Grade Child Find Process developed by the Alabama State Department of Education.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

Submit a request for referral in writing to the Guidance Counselor at your child's school.

GRADING SYSTEM

Russellville Middle School is on a nine week grading schedule. Report cards are given to the students on Thursday of the week after the end of the nine weeks. The end of the year report card is mailed to the parent / guardian of each student. The grading scale is as follows:

A+ ---	98-100	B+ ---	88-89	C+ ---	78-79	F ---	69 and below
A ---	93-97	B ---	83-87	C ---	73-77		
A- ---	90-92	B- ---	80-82	C- ---	70- 72		

Each nine weeks grade counts as 40% of the semester grade and the **exam counts as 20% of the semester grade.**

Additionally, an honors course shall include a minimum of five (5) of the following components:

1. Extended reading assignments that connect with the specified curriculum.
2. Research-based writing assignments that address and extend the course curriculum.
3. Projects that apply course curriculum to relevant or real-world situations. These may include oral presentations, power point, or other modes of sharing findings. Connection of the project to the community is encouraged.
4. Open-ended investigations in which the student selects the questions and designs the research.
5. Writing assignments that demonstrate a variety of modes, purposes, and styles.
 - a. Examples of mode include narrative, descriptive, persuasive, expository, and expressive.
 - b. Examples of purpose include to inform, entertain, and persuade.
 - c. Examples of style include formal, informal, literary, analytical, and technical.
6. Integration of appropriate technology into the course of study.
7. Deeper exploration of the culture, values, and history of the discipline.
8. Extensive opportunities for problem solving experiences through imagination, critical analysis, and application.
9. Job shadowing experiences with presentations which connect class study to the world of work.

GRADING PERIOD

Grading Period	Start	End	Report Cards
1st 9 Weeks	August 12	October 14	October 22
2nd 9 Weeks	October 16	December 18	January 7
3rd 9 Weeks	January 6	March 11	March 18
4th 9 Weeks	March 12	May 28	May 28 Mailed

HALL PASSES

A student must obtain a hall pass from his/her teacher any time he/she is in the hallways during class time (after the tardy bell rings). Students who do not have a hall pass will be referred to the office for possible disciplinary action.

INTERNET POLICY

The Russellville City Schools' Internet Acceptable Use Policy is designed to provide guidelines for using Internet in the classrooms, school media center, and computer labs. If there are any questions about the Internet policy, a copy of the policy will be provided in the office, in the media center, in the forms section of the RMS website (www.rcs.k12.al.us), or you may contact our principal at 256-331-2120.

This policy must be signed by the student and a parent / guardian. A student will not be given access to the Internet until the parent and student have agreed to this policy.

Please note that if a student violates the terms of this policy, the student may lose privileges or receive discipline as defined in this handbook. It is the student's responsibility to ask questions about this policy.

LOCKERS

Hall/gym lockers are provided for students to rent at a cost of \$10.00 per year. Locks are provided by the school. Locks and lockers must be properly maintained at all times. Locks and lockers remain school property and **we reserve the right to check them at any time.** It is the student's responsibility to use hall/gym lockers to secure books, clothing, and personal items. RMS is not responsible for lost or stolen items.

MEDIA RELEASE

There is a possibility that your child might appear on a program, newspaper, or regional news channel sometime in the future and we would like your permission in advance to use a teacher-prepared lesson or a school program which might involve one of your children.

Also, students are occasionally photographed for news releases to the local newspaper or for the school website.

MEDICAL POLICY

If your child should have to take medicine during the school year, a **Medical Authorization Form** must be filled out for each medication by the parent. No over the counter medication is kept in stock at the school (examples, Tylenol, Advil, Pepto Bismol, etc.). If it is prescription medication, a physician signature is required before the medication can be given. The medicine must be in the original container and must have the pharmacy label with the name of the child, name of the medication, dosage schedule and name of physician. A child should be free from fever for 24 hours without aid of Tylenol or other medication before returning to school.

MID-TERM EXAMS/FINAL EXAM EXEMPTIONS DUE TO EXCELLENT ATTENDANCE

All students will be required to take mid-term exams. Students who are absent from any class no more than **five (5)** times during the year and have a passing grade in the class will have the option to choose to exempt the final exam for the class. **Any student serving at least one day of Out-of-School Suspension or in Alternative School will result in the disqualification from exam exemptions.**

For the purpose of exemption from exams, three tardies will equal one absence from a class. Check-outs or check-ins will be determined by I-Now, our attendance program.

Students who must miss a scheduled exam should contact the principal or his/her designee and must also provide professional documentation to excuse the absence before the make-up exam will be administered.

PHYSICAL EDUCATION

Physical education is required of all students unless there is a letter from a physician stating that the student is unable to participate. Students in grades 6, 7, and 8 must dress out for P.E. in shorts, sweatpants, or other acceptable attire for rigid physical activity. Gym shoes are required of ALL students.

All students are urged to rent a gym locker to provide for the SAFE storage of clothing and other personal items that the student will need to carry to the gym with him/her. It is **IMPERATIVE THAT LOCKERS IN THE DRESSING ROOMS BE LOCKED AT ALL TIMES, ESPECIALLY WHILE THE STUDENT IS PARTICIPATING IN HIS/HER P.E. CLASS.** This should secure any clothing, books, and other personal items that are placed in the lockers. (Students should double-check their locks each time they fasten them to make sure that the locks are engaged). The teacher / school are **NOT** responsible for lost or stolen items due to students failing to **PROPERLY** lock the gym locker or leaving items unattended.

PHYSICAL RESTRAINT AND SECLUSION (SEE POLICY 5.30.2)

As a part of the policies and procedures of the Russellville City School System, the use of physical restraint is prohibited in the Russellville City School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Russellville City School System and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

SAFE AND DRUG FREE SCHOOL

From time to time, it is necessary to administer Safe and Drug-Free Schools student surveys for purposes of needs assessment, evaluation, etc. These surveys are always anonymous. A student may choose not to participate in any Safe and Drug-Free Schools survey. A student's grade will not go up or down because of participation or non-participation in a survey.

SATURDAY SCHOOL

Russellville Middle School conducts Saturday school as part of its overall process. Saturday school is held on the campus of Russellville High School. Saturday school is a discipline strategy designed to keep students in the regular classroom, unlike In-School Suspension, that will serve as a deterrent to inappropriate behavior and excessive tardiness. Saturday school is conducted from 8:00 a.m. until 12:00 noon on designated Saturdays. Consequences for missing Saturday school are as follows:

- **1st missed Saturday School** – One additional Saturday school added for a total of two Saturday Schools.
- **2nd missed Saturday School** – One day of OSS plus the two Saturday schools.
- **3rd missed Saturday School** – Two days of OSS plus the two Saturday schools
- **4th and subsequent missed Saturday School** - Other disciplinary measures assigned as decided by administration.

STATE TESTING/DIGITAL DEVICE

Alabama State Department of Education Policy Use of Digital Device during the Administration of a Secure Test

The possession of a digital device (including but not limited to cell phones, smart watches, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

STUDENT CONTROL

The Russellville Middle School teachers are cooperatively responsible for the discipline of students at any place on the school grounds. Students are subject to the direction of any and all members of the faculty and will be governed accordingly for the good of all concerned. The assistant principal will be primarily responsible for the discipline of students referred to the office and will supervise and administer policies relating to discipline. Situations occurring that are not specifically dealt with in the handbook will be handled on an individual basis. A record will be kept on all students, including the date, description of violation, and actions taken. This includes tardiness, truancy, classroom misbehavior, or any other violation of school rules.

STUDENT GANG MEMBERSHIP AND AFFILIATION

Definition:

Russellville City Schools defines a student gang as any denotable group of young adults who (a) are generally perceived as a distinct aggregation by others in their neighborhood or school, (b) who recognize themselves as a denotable group with a group name, and (c) have been involved in illegal activities sufficient to illicit a response from neighborhood residents and/or law enforcement. A gang affiliate is defined as those students closely associated with gang members and exhibit similarities in dress and behavior (Klein, 1975).

Intent - The administration and Board of Education of Russellville City Schools believe gangs can pose a significant threat to community safety and they can seriously impact schools, using them as recruitment centers and claiming them as territory.

It is the intent of the Russellville City Board of Education and Administration to prevent, intervene and/or suppress all gang related activity from occurring on or off school property where Russellville City School students are participating as members or affiliates. Russellville City Schools will suppress gang activity and membership through cooperation with law enforcement agencies, and developing procedures to identify, isolate, rehabilitate or remove gang members or affiliates from our schools.

Code of Student Conduct - Gang or Hate Group Graffiti or Paraphernalia: Planning, conspiring, possession, transfer, distribution, display or use of written material, drawings, signs, slogans, names, apparel or other materials related to or used in gang or hate group activities are not permitted on any Board of Education property or at any school related activity.

Students found in violation of this policy shall be guilty of a Class II offense with subsequent violations possibly culminating in a Class III offense which could lead to suspension pending board hearing or expulsion from Russellville City Schools to include exclusion from school property for a calendar year from date of disposition of latest offense.

The Russellville City Schools Dress Code includes the following addition:

* Clothing, paraphernalia, or devices which are judged to be related to, or associated with hate groups or gang affiliation activity are prohibited. The offending student may be restricted from wearing the clothing, to include particular colors, paraphernalia or device to school for the remainder of the school year with violations subjected to Class II/III dispositions as stated above.

STUDENT MESSAGES

Parents please do not ask that a message be given to a student unless it is an absolute emergency. Please settle all questions about how and when your child will get home or where they will go after school before your child leaves home for school. It is impossible to get messages to a large number of students near the end of the day. Please cooperate with us in this matter.

TARDY POLICY

Tardies are classified into two categories: (1) tardy to school and (2) tardy to class.

Tardy to school

1. Any student who is not in his/her first period classroom before the 7:45 a.m. bell rings will be considered *tardy to school*.
2. Each tardy will be referred to the office for necessary consequences.
 - Tardies 1, 2, 3, 4, & 5 - Warning
 - Tardies 6 & 7 - 1 Saturday School
 - Tardy 8 - 3 Days of ISS
 - Tardy 9 - 5 Days of ISS
 - Tardies 10 and subsequent tardies - Assigned to Alternative School

Tardy to Class

1. Any student who is not in the classroom before the bell rings will be considered *tardy to class*.
2. Every 3 tardies acquired in any one class for the year will equal one absence for exam exemption purposes.
3. Each tardy to class will be reported to the office for consequences.
 - 1, 2, 3 - Warning from classroom teacher
 - 4 Tardies - 1 Saturday School

- 5 Tardies – 2 Saturday Schools
- 6 Tardies – 1 Day of ISS
- 7 Tardies – 2 Days of ISS
- 8 Tardies – 3 Days ISS
- 9 Tardies and subsequent tardies – Assignment to Alternative School

TEXTBOOKS

Students may be issued/provided a textbook in class and are responsible for the care of the book. The books are the property of the State of Alabama and/or Russellville City Schools and must be accounted for at the end of the school year. Students should check their textbooks when issued and immediately report any damage to the issuing teacher. Students may be charged for any textbooks which are lost, stolen, missing, or damaged. A list of replacement costs for all textbooks is located in the school office.

TORNADO DRILLS

The following storm warnings are used by the Weather Bureau and are defined in increasing order of severity:

1. Severe Thunder Storm Watch – means that weather conditions are such that a severe thunderstorm may develop.
2. Severe Thunder Storm Warning – means a severe thunderstorm has developed and will probably affect those areas listed in the bulletin.
3. Tornado Watch – means that the weather conditions are such that a tornado may develop.
4. Tornado Warning – means that a tornado has been formed and sighted and may affect those areas stated in the bulletin.

Action to be taken for each of the above warnings is as follows:

1. Severe Thunder Storm Watch – All teachers will be notified.
2. Severe Thunder Storm Warning – All teachers will be notified and each teacher should review severe weather plans of operation.
3. Tornado Watch - All teachers will be notified.
4. Tornado Warning – An announcement will be made to students and teachers. Teachers should relocate students to areas designated for each class.

No person shall be denied employment, be excluded from participation, be denied the benefits of, or subjected to discrimination in any program or activity on the basis of race, color, disability, sex, religion, national origin, or age by the Russellville City School System. Equal access shall be available to the Boys Scouts and other designated youth groups. The Superintendent has been designated as the person coordinating the Russellville City Schools' effort to implement this non-discriminatory policy. If there are questions or concerns, contact him by phone at 331-2000, by email at heath.grimes@rcs.k12.al.us, or in writing at 1945 Waterloo Road, Russellville, Alabama 35653.

Attention Parents and Students:

The following section contains information and a signature page to be completed by parents and/or students and returned to the person indicated on the form. In addition to the signature page, other forms may need to be completed in order for your child to participate in certain activities.

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT

I hereby give Russellville City Schools the right and permission to publish/use photographs or video and/or audio tapes of my child, a student, registered in a Russellville City School.

I understand that such reproductions could be used to publicize/promote the school district through its own media productions or through the commercial media.

I waive any right to inspect and/or approve the finished product and do release the Russellville City Schools from any liability by virtue of distortion by processing. I further agree that these items may be used for publication, broadcast or reproduction without limitation, or reservation or any fee.

In addition, I accept responsibility, knowing that this release form is on file, to have it removed when and if I deem it disadvantageous or inadvisable to have my child featured in such a manner. {If you prefer your child not be involved in these types of activities, we will respect your wishes.}

INTERNET ACCEPTABLE USE POLICY PERMISSION FORM

The Russellville City Schools' Internet Acceptable Use Policy and the World Wide Web Publishing of Student Work Policy are designed to provide guidelines for using Internet in the classrooms, school media center, and computer labs of your child's school this year. If you have any questions, a copy of these policies will be provided in the office or you may contact your school principal.

These policies must be signed both by the student and a parent/guardian. Your child will not be given access to the Internet nor be allowed to publish his/her work on the World Wide Web until you have agreed to said policies.

Please note that if you violate the terms of these policies, you may lose privileges or receive punishment as defined in the Russellville Board of Education Handbook. It is your responsibility to ask questions about this policy.

My signature on the signature page indicates my acknowledgment that I have read, understand, and agree to all terms as outlined in the Internet Acceptable Use Policy. Furthermore, I release the teacher, school, administration and the school district from any and all liability if I happen upon objectionable items on the Internet.

The *Alabama Virtual Library* provides Internet access to thousands of authoritative databases. In order to obtain home access to this source, contact the librarian.

TEXTBOOK ISSUE/RETURN RULES AND CODE OF CONDUCT:

Russellville City Board of Education - Policy Acknowledgement Form

My signature indicates my acknowledgement and understanding of the school rules governing textbooks and my agreement to abide by them. My signature also indicates that I have received and read the student handbook explaining the code of conduct.

EARLY WARNING COMPULSORY ATTENDANCE POLICY

Russellville City Board of Education - Policy Acknowledgement Form

I have read the board of education attendance/truancy policy found in the student handbook concerning the Early Warning Program and am fully aware of my responsibility to see that my child attends school daily and conducts himself/herself properly, and of the possible penalty for my failure to do so.

DRUG POLICY

Russellville City Board of Education - Policy Consent/Release Form

I have read the Russellville City Board of Education's policy and I agree to abide by the Board's alcohol and drug expectations. I agree to submit to alcohol and drug tests at any time as a condition for my initial or continued participation in student activities. I authorize any laboratory or medical provider to release test results to the Russellville City Schools Board and its Medical Review Officer (MRO). I authorize the MRO to release final test results to my parent/guardian and the Russellville City School Board.

I also expressly authorize the Russellville City School Board or its MRO to release any test-related information, including positive results:

- a. As directed by my specific, written consent authorizing release of the information to an identified person.
- b. To my decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of myself.

I understand that this agreement in no way limits my right to terminate or to be terminated from student activity participation.

I understand that I have 15 days upon entering school to be voluntarily placed in the drug testing pool or risk losing extracurricular privileges for the year.

I understand that unless my parent or guardian contacts the Drug Testing Coordinator after the first year, and makes a formal request to remove my name and social security number from the testing pool, my name will automatically be re-entered into the testing pool each year.

SIGNATURE PAGE – MUST BE RETURNED BY EVERY STUDENT

I certify that my child and I have read and understand the rules and policies stated in the Russellville Middle School Handbook and agree to comply with them.

Student Name (Print): _____

Federal Education Rights & Privacy Act

(See pages 10 & 20 for details)

Acknowledgement of Textbook Issue/Return Policy

(See pages 19 & 20 for details)

Acknowledgement of Early Warning Compulsory Attendance Policy

(See pages 2-4 & 20 for details)

Internet Acceptable Use Policy

(See pages 15-16 & 20 for details)

Acknowledgement of Extracurricular Participation and Drug/Alcohol Abuse Policy

(See pages 11-14 & 21 for details)

Directory Information Release

(See pages 10 & 11 for details)

Signature of Parent

Date

Signature of Student

Date

PÁGINA DE FIRMA - DEBE SER DEVUELTA POR CADA ESTUDIANTE

Certifico que mi hijo(a) y yo hemos leído y entendido las reglas y políticas establecidas en el Manual de la Escuela Secundaria de Russellville y aceptamos cumplir con ellas.

Nombre del estudiante (escribe con letra de imprenta):

Derechos federales educativos & acto de privacidad

(Ve paginas 10 & 20 por detalles)

Reconocimiento de emisión de libros de texto/Política de devolución

(Ve paginas 19 & 20 por detalles)

Reconocimiento de la alerta temprana y política de asistencia obligatoria

(Ve paginas 2-4 & 20 por detalles)

Política de permiso del uso aceptable de Internet

(Ve paginas 15-16 & 20 por detalles)

Reconocimiento y participación de las actividades extracurriculares y Política de abuso de drogas y alcohol

(Ve paginas 11-14 & 21 por detalles)

Liberación de información del directorio

(Ve paginas 10 & 11 por detalles)

Firma de padre de familia

Fecha

Firma del estudiante

Fecha