

# **Roulhac Middle School**



**2017 - 2018  
Student Planner**



# This Planner Belongs to:

*Student Name* \_\_\_\_\_

*Student No.* \_\_\_\_\_ *Grade* \_\_\_\_\_

*Homeroom Teacher* \_\_\_\_\_

*Locker No.* \_\_\_\_\_ *Lunch No.* \_\_\_\_\_

## Class Schedule

Period / Time:	Teacher's Name:	Subject

### *How to Log In on Parent Portal*

1. Go to [www.wcsdschools.com](http://www.wcsdschools.com)
2. Enter your user name and password under FOCUS icon. (If you have Not registered then click on "Parent Portal Links" and follow prompts).
3. You now have access to your child's grades, attendance, discipline etc...  
*Please be sure to use the valuable tool*

Has returned Parent/Guardian Acceptable Use Policy Agreement Form	YES ___ Teacher initial ___
Has returned Student Acceptable Use Policy Agreement Form	YES ___ Teacher initial ___
Has returned Photo Release and Waiver Form	YES ___ Teacher initial ___
Has returned PAEC Medical Release Form	YES ___ Teacher initial ___

All policies in this handbook are subject to change due to the actions of the Florida Legislature, the Florida Board of Education, the state and federal courts, the School Board of Washington County, and the district or school administration. Parents/students will be notified when such changes occur. The changes will be posted on the district home page [www.wcsdschools.com](http://www.wcsdschools.com).



All Washington County Public Schools are fully accredited by the Southern Association of Colleges and Schools (SACS)/AdvancED. The district has maintained a productive relationship with (SACS)/AdvancED since 1930. Accreditation assures that all people, processes, departments, and operations in the school system work in concert to increase student learning and organizational effectiveness.



652 Third St.  
 Chipley FL 32428  
 850-638-6222

## Strategic Plan Summary

<b>Mission</b>	The mission of the Washington County School District is to empower all students to become well educated, productive citizens by providing appropriate, high quality, and rigorous educational programs in a safe learning environment.
<b>Vision</b>	The vision of the Washington County School District is for all schools to be recognized as high performing schools of excellence.
<b>Values</b>	Successful Learners, Dignity, Development, Positive Impact, Safe Environment, Team Honesty, Integrity, Open Communication
<b>Strategic Priorities</b>	<ul style="list-style-type: none"> <li>Increase Student Achievement.</li> <li>Increase community and stakeholder involvement in school district decision making processes and improvement efforts.</li> <li>Provide effective district and school level administrators to meet district needs.</li> <li>Provide and Retain Highly Qualified Staff Members.</li> <li>Provide a Safe Environment for All Staff and Student Populations.</li> <li>Provide Appropriate Educational Facilities to Meet District Needs.</li> <li>Ensure sound fiscal management and utilization of district resources.</li> </ul>

# **ROULHAC MIDDLE SCHOOL 2017-18 HANDBOOK**

## **MISSION STATEMENT**

Roulhac Middle School is dedicated to providing knowledge for school success, lifelong learning, and the skills necessary for students to cope with adolescence. Through involvement of school and community, Roulhac will provide a positive environment for all students.

## **BELIEF STATEMENTS**

Students' learning at Roulhac Middle School is the primary focus of all decisions impacting the work of the school.

All students at Roulhac Middle School can learn.

All students at Roulhac Middle School are valued individuals with unique physical, social, emotional and intellectual needs.

Students at Roulhac Middle School learn best when challenged in the learning process.

Roulhac Middle School staff, parents, students, and community share responsibility in preparing students for lifelong learning.

## **SCHOOL DAY HOURS**

Supervision is available between 7:20 AM – 2:50 PM during regular school days and 7:20 AM – 12:30 PM on early release days. The normal school day is from 7:35 AM until 2:30 PM. Students will be considered tardy if they arrive after 7:39 AM. A tardy slip from the office is required to enter class for students who arrive after 7:39 A.M. Excessive tardiness and excessive early checkouts can impact a student's academic success. Any amount of time out of class equates to learning time lost. Always remember that the last period of the day is just as important as the first period of the day in middle school.

## **PURPOSE**

The Roulhac Middle School handbook is published so that parents, students, and staff may be informed of policies and procedures of the school. Students, parents, and staff should read and understand all included information. Students should keep their handbook with other school items throughout the

year and refer to it often so that there is no question about expectations.

## **ATTENDANCE**

**PARENTS AND STUDENTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE ATTENDANCE POLICY FOUND IN THE DISTRICT PARENT/STUDENT HANDBOOK OR PLEASE VISIT THE DISTRICT WEBSITE AT [www.wcsdschools.com](http://www.wcsdschools.com)**

### **A. ATTENDANCE POLICY FOR ALL SCHOOLS (ELEMENTARY, MIDDLE, HIGH)**

School Code 1003.26 states that it is the responsibility of the superintendent to enforce school attendance and those schools must respond in a timely manner to every unexcused absence or absence for which the reason is unknown.

The purpose of this policy is to establish procedures and guidelines to be utilized by parents, students and school and district staff.

#### **1. GENERAL PROCEDURES**

- a. The teacher's grade book or other approved school attendance records at the school will be the final authority in determining the number of absences for each student.
- b. Each of the schools will document attempts to notify parents of each absence for which the reasons are unknown. However, failure to successfully notify parents/guardians shall not negate the attendance policy.
- c. All students will be allowed up to 3 days to make up work in the event of an absence. All assignments announced in advance of the student's absence must be made up on the day the student returns to class.
- d. School day attendance definition – An absence is defined as missing more than one-half of the school day.
- e. All questions relating to the attendance policy are to be directed to the school.

The concerned party should contact the school's attendance officer for clarification first and then the school principal or his/her designee. An attendance committee from the school will be selected to handle all attendance/grade/excused absence issues.

## 2. TARDIES AND CHECKOUTS

- a. A student who arrives to school after the scheduled beginning time will be recorded as tardy for that day.
- b. A student who is checked out before the class or school day is officially over will be declared a "checkout". Checkouts are recorded in the school office. However, the school principal has the authority to excuse or determine the consequence arising from recorded checkouts.
- c. Four (4) unexcused tardies or unexcused checkouts in a nine (9) week grading period will be considered as one (1) unexcused absence for the period in which the tardy or checkout occurred. This is for the purposes of contacting parents and referring to the district office.

## 3. ABSENCES

- a. Parents/guardians are to sign in/out their child when missing school for excusable appointments or emergencies and are to comply with the individual school procedures established with the school's attendance officer.
- b. Excused Absence

Excused absences will be given for the following reasons:

- Religious instruction and/or religious holidays
- Sickness, injury or other medical condition
- School leave – school approved trips such as instructional field trips, club events, athletics, etc. These are not counted as absences
- Other academic classes or programs

■ Educational trips – when requested by parents (five (5) school days in advance), trips for educational purposes may be granted

■ Pre-approved absences – absences from school approved by the administration prior to occurrence

■ Funerals (documentation must be provided)

■ Legal reason (documentation must be provided)

■ Other absences as approved by the principal/designee

Parents or guardians are required to justify each absence. A parent note for reasons as listed above will be accepted for each absence up to four (4) days during a nine (9) week grading period.

All absences, after the fourth day, will **only** be excused with a note from a doctor or dentist, funeral program of immediate family member, religious holiday, documentation for a legal reason or principal's/designee's approval.

Students **must** turn in excuse documentation to the office upon return to school. If the appropriate documentation is not provided after a reminder and within a reasonable amount of time, the absence(s) will be unexcused.

## 4. PRINCIPAL REFERRAL TO CHILD STUDY TEAM

If a student has five (5) or more unexcused absences, or absences for which the reasons are unknown, within a calendar month **or** ten (10) unexcused absences or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his/her designee that the student may be exhibiting a pattern of nonattendance per F.S. 1003.26(1)(b).

The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing per F.S. 1003.26(1)(b). If the child study team finds

that a pattern of nonattendance is developing, a meeting or phone conference with the parent must be held to identify potential remedies. The principal or designee must maintain documentation or attempts of parent documentation.

If an initial meeting does not resolve the problem, the child study team shall implement interventions that best address the problem. The interventions may include, but need not be limited to:

- Frequent communication between the teacher and the family;
- Changes in the learning environment;
- Mentoring;
- Student counseling;
- Tutoring, including peer tutoring;
- Placement into different classes;
- Evaluation for alternative education programs;
- Attendance contracts;
- Referral to other agencies for family services;  
or
- Other interventions - including but not limited to a truancy petition pursuant to s.984.151

The child study team shall work diligently in facilitating the intervention services; however, if a parent refuses to attend the child study team meeting, the child/parent may be referred to Truancy Court.

If a student accumulates 15 unexcused absences in a period of 90 calendar days, the principal or his/her designee shall notify the district school board contact and the child/parent will be referred to truancy court per F.S. 1003.27(2)(b). Due to length of time in the referral to truancy process, the principal or designee may begin the notification to truancy upon the 12<sup>th</sup> unexcused absence of the student.

##### **5. PENALTIES ASSOCIATED WITH HABITUAL TRUANCY**

**Parents.** A parent who refused or fails to have a minor student who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements of school attendance, commits a misdemeanor of the second degree per F.S. 1003.27(7)(a). The court may also order a parent who violates compulsory attendance to participate in

approved parent training class, attend school with the student, perform community service hours at the school, or participate in counseling

**Students.** In addition to any other authorized sanctions, the court shall order a student found to be a habitual truant to make up all school work missed and may order the student to pay a civil penalty of up to \$2, based on the student's ability to pay, for each day of school missed, perform up to 25 community service hours at the school or participate in counseling or other services, as appropriate per F.S. 1003.27(7)(d).

Upon a second or subsequent finding of habitual truancy, the court, in addition to any other authorized sanctions, shall order the student to make up all school work missed and may order the student to pay a civil penalty of up to \$5, based on the student's ability to pay, for each day of school missed, perform up to 50 community service hours at the school, or participate in counseling, as appropriate per F.S. 1003.27 (7)(d).

##### **B. ATTENDANCE POLICY SPECIFIC FOR MIDDLE AND HIGH SCHOOL**

Florida Statute 1003.21(c) states a student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age **if** the student files a formal declaration of intent to terminate school enrollment with the district school board.

Students placed on out-of-school suspension shall receive all assigned work for the days of the suspension. However, the student will not receive credit for completion of those assignments. In addition, the student will receive a zero for any daily grade, pop quiz or other grade assigned while the student is suspended. Exception: when an assignment is made prior to the student's suspension the student will be allowed to make up that particular assignment i.e. test, project, etc. Students shall be allowed to make up nine (9) weeks or semester exams, or other major projects or assignments.

Individual class period attendance definition – An absence is defined as missing more than one-half of the class period.

**ATTENDANCE/DRIVER'S LICENSE (15-18 YEAR OLDS)**

The Superintendent must provide the Department of Highway Safety and Motor Vehicles the legal name, sex, date of birth, and social security number of each minor student who has been reported under this paragraph and who fails to otherwise satisfy the requirements of s322.091. The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued driver's license or learner's driver's license of, any such minor student. The student will also be referred to truancy court.

Students are to sign in/out when missing school for excusable appointments or emergencies and are to comply with the individual school procedures established with the school's attendance officer. Failure to sign out may result in an unexcused absence and the consequences thereof.

Teachers will provide all work to students (whether absence is excused or unexcused. All work will be graded for all students. If students do not complete work, they receive a zero.

**PARENT APPEAL TO SCHOOL BOARD**

If the parent, guardian, or other person in charge of the child refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent, guardian, or other person in charge of the child may appeal to the school board. The school board may provide a hearing officer, and the hearing officer shall make a recommendation for final action to the board. If the board's final determination is that the strategies of the child study team are appropriate, and the parent, guardian, or other person in charge of the child still refuses to participate or cooperate, the superintendent may seek criminal prosecution for non compliance with compulsory school attendance.

**STUDENT DELIVERY AND RETRIEVAL**

Students are to be dropped off at and retrieved from school in front of the administration building **only**. This area is marked off in three lanes. You are asked to use the left and right lane to load and unload students. Do not leave vehicles unattended. Move forward when the vehicle in front of you moves forward, moving your vehicle as forward as possible helps speed the loading process. Carefully merge as directed to the center lane and leave school grounds via the east exit onto the bus loop. Remember, others are waiting behind you. The School Resource Officer will be directing highway traffic whenever possible. **Please stay off cell phones while driving during this process.**

**DIRECTORY INFORMATION RELEASE**

Students' parent(s), as defined by Florida Statutes, shall be notified annually in the Code of Student Conduct that the School Board may release "directory information" to the general public. Directory information includes the following data about a student:

- NAME
- ADDRESS
- TELEPHONE NUMBERS (If needed)
- PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES/SPORTS
- WEIGHT AND HEIGHT, IN AN ATHLETIC TEAM MEMBER
- NAME OF THE MOST RECENT PREVIOUS SCHOOL OR PROGRAM ATTENDED
- DATES OF ATTENDANCE AND DEGRESS AND HONORS RECEIVED
- DATE AND PLACE OF BIRTH

Information described in subsections (1)(a), (d), (e), (f), and (g) herein may be published routinely by the School Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities. Directory information shall not be published when the student's parent(s) submits written notification to the principal within thirty (30) days of distribution of

the Code of Student Conduct. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

## **BICYCLE HELMETS REQUIRED**

Florida Law (316.2065) requires bicycle riders under the age of 16 years of age to wear properly fitted and secured bicycle helmets that meet nationally recognized standards for bicycle helmets.

## **BUS EVACUATION DRILLS**

Two bus evacuation drills are required each year.

## **SCHEDULE CHANGES**

Due to class size restrictions and schedule restraints, schedule changes are discouraged and will only be made in extenuating circumstances after the approval of the principal.

## **STUDENT LOCKERS**

Student lockers are located in the halls adjacent to homerooms. Students will be assigned one locker in the hall and one in the gym (gr. 6-8). Students are required to bring one combination lock to secure the hallway locker. A combination lock will be issued by the PE department for use on the gym locker.

Lockers are expected to be kept secured (locked) at all times. Book bags, backpacks, and purses which look like backpacks are to be kept in the locker and used only to transport books to and from school. Student lockers are the property of the Washington County School District. Authorized personnel have the right to inspect them at any time deemed necessary. Florida Statute 232.256. It is important for students to secure their belongings in their own locker

## **STUDENT CONTACT INFORMATION UPDATES**

Please notify the school office of any changes of address (mailing and physical), change of primary e-mail, and/or phone contact numbers so that edits can be made on student emergency cards. It is very important that parents/guardians be reachable during the day. When the emergency card is completed at the first of the year, please also list an e-mail, even if

you have to ask someone close to you to receive e-mails and get messages to you.

## **SCHOOL TELEPHONE**

Telephone use by students is restricted to school business only and prior approval from teachers or other school personnel is required. Students who report to the office to use the telephone must have a pass signed by a teacher stating permission.

## **CELL PHONES AND ELECTRONIC DEVICES**

A strict cell phone policy will be used at school. Phones should be off once arriving on campus and can be turned back on at 2:35.

1<sup>st</sup> Offense – Item taken and student can retrieve at the end of the day from the office.

2<sup>nd</sup> Offense – Item taken and parent has to pick up in the office.

3<sup>rd</sup> Offense – Item taken and parent picks up in the office, and the student will not be allowed to bring the item to school the remainder of the school year.

**THEFT-** The theft of electronic devices is on the rise. Please encourage students to leave all devices at home or keep them secure. It is not the responsibility of the school if items are stolen, but an effort will be made (where possible) to investigate on the initial day of theft.

## **PLANNERS**

Each student is given a planner at the beginning of each semester. This planner should be used during all classes. It serves as a means of organization, record-keeping, and communication between home and school. Midterm reports, important forms, and the RMS Student Handbook are important parts of the planner and are needed for daily reference.



## STUDENT TRAVEL/PASSES

All students should have a pass before leaving a class period to go to another location. The pass may be the teacher color coded pass or a written note. Students are expected to go directly to the location sent.

## ROULHAC MIDDLE SCHOOL WEBSITE

Parents are encouraged to use the school website whenever possible. The website is found at <http://rms.wcsdschools.com/>. Updated school information, school-related events and opportunities, teacher e-mail addresses, and parent involvement resources can be found there. Every effort will be made by staff to respond to e-mails in a timely manner.

## HOMEWORK INFORMATION

For each teacher that your child will have, be aware of the homework policy. This information will be shared through a syllabus, letter home, or in open house.

If homework is requested for a sick child, the office needs at least 24 hours to request and receive work from the teacher.

**Each student has the responsibility of asking for homework and makeup work after an absence and will have three days to complete and turn in the work. Do not let too much time pass if you have questions about your child's homework.**

**Teacher e-mails are on the website and may be called during planning or after the school day.**

<u>Teacher</u>	<u>Ext. Number</u>
Mrs. Carrie Bennett	359
Ms. JoAnn Blackstock	330
Mrs. Taura Brock	361
Mrs. Patti Carter	340
Mrs. Christine Chomos	347
Mrs. Connie Crutchfield	336
Mrs. Greta Draayom	349
Mrs. Kristi Futch	355
Mr. Mike Gates	353
Mrs. Michelle Kelly	341
Mrs. Yolanda Kolmetz	329
Mr. McKenzie Lane	350
Mrs. LaJuana Malloy	335
Mr. Greg Mathis	338
Mrs. Amanda Moore	329
Mrs. Renee Newsom	332
Mrs. Lynn Owen	343
Mrs. Angela Owens	348
Mrs. Cindy Padgett	351
Mrs. Windy Padgett	352
Mrs. Jennifer Sapp	363
Mrs. Mary Stewart	333
Mrs. Jacque Stokes-Taylor	339
Mrs. Jenny Strickland	346
Mrs. Jiranda White	342
Mrs. Melissa Whitson	344
Mr. Herbert Wiggins	372
Mrs. Jacqueline Wilson	345

## RMS Grading Scale

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

Students will receive a mid-nine week grading report each term. Please monitor your child's academic progress more closely if you feel the need, contacting school staff when necessary.

## PARENT/GUARDIAN CONFERENCES

It is the desire of the school that parents feel they can schedule a parent conference at any time with one, several, or a team of teachers. Please call the school office at 638-6170 or the individual teacher's voice mail extension number before or after school to schedule needed conferences.

## PARENT INVOLVEMENT

It is important to RMS that parents be involved in student education. Every effort will be made for planned parent involvement activities and events to be advertised through an announcement sent home with the student, the RMS website, Connect Ed phone messaging, the electronic school sign, and/or the news media. Please ask your student often about school related events and announcements. If for any reason a parent needs communication assistance (such as signing or an interpreter) during a parent involvement activity at RMS, please contact the office before the event. Monthly school calendars can be picked up in the school office or seen on the school website.

## SCHOOL VISITATION

Parents and all other visitors must report to the office, sign in, and receive a "Visitor" pass prior to visiting any students or teachers. Permission cannot be granted for small children to visit the classroom in order that instruction may continue uninterrupted and for safety purposes.

Parent and adult visitors are permitted to visit classrooms when requested. At least 24-hour advance notice will be given to the office and the teacher(s) of classes in which the visitation may be desired. Upon visiting, only the classes requested may be visited.

## COURSES OF STUDY at RMS

### Core classes:

Language Arts  
Math

Social Studies  
Science

### Electives:

Computer (8)

Gifted (6,7,8)

Band (6-8)

Personal Dev/Careers (7)

Physical Education (6-8)

RESEARCH (6,7,8)

AVID (6,7,8)

Reading (6)

## WITHDRAWING STUDENTS

Parents/guardians should notify the school at least one day prior to withdrawing their child. Therefore, the transfer form, report card, and a copy of the student record can then be completed in advance of the student leaving. A parental signature is required for all hand carried records. Otherwise, the records will be sent upon request to the new school. Please make sure your child returns all textbooks and library books (or pays for lost books). Also, any lunch money owed should be paid before withdrawing.

## SCHOOL MEALS FOR 2016-2017 SCHOOL YEAR.

This year students will be required to pay for lunches unless they have qualified for free/reduced. We do offer the options of A' La Carte, sandwiches and wraps and the items on the menu.

Breakfast: Reduced: .30 / Full: 1.45

Lunch: Reduced .40 / Full: 2.75

## STUDENT BEHAVIOR

Students at Roulhac Middle School **will be held to a high standard of conduct.** Washington County School Board Policies and Procedures along with Roulhac Middle School's rules, expectations and procedures will serve to guide students' behavior and will impact decisions made about disciplinary issues. **PLEASE VISIT THE DISTRICT WEBSITE AT [www.wcsdschools.com](http://www.wcsdschools.com) FOR POLICIES AND PROCEDURES.**

It is hoped that disciplinary actions through the office will be rare; however, if a student has three referrals to the office within a semester, he/she will be on the Restricted Activity List (RAL) until the next semester begins. This will limit the attendance of listed students to certain predetermined activities. Bus referrals are included in this count.

## **IN-SCHOOL SUSPENSION (ISS)**

In-school suspension may be used as a consequence for student misbehavior or in the circumstance that a student needs to be removed from the classroom for a period of time.

## **SUSPENSION**

It is our desire that students' behavior will not require out-of-school suspension, for when a student is not on campus, he/she is losing learning time. However, such out-of-school suspension is most probable if a student fights, brings drugs or alcohol to school, has a weapon at school, assaults a teacher, inappropriate use of technology or behaves in a way that requires a more intense consequence.

## **BUS BEHAVIOR**

Please be advised that bus behavior is connected to school discipline. Bus referrals are given to the principal to be handled at the school level. Again, students will be held to a high standard of behavior on the bus, just like on school campus. Referrals from the bus are included when determining students who are on the Restricted Activity List. Students should remember that all buses have cameras.

## **RMS SCHOOL RULES**

1. All adults and students (and their property) will be treated respectfully and kindly.
2. Students will take responsibility for learning by being on time, being prepared, doing homework and assignments, and doing their best.
3. Students will behave in a way that will allow all others to rightfully learn and attend school in a positive, non-threatening environment.
4. When instructions or requests are given by any school authority, students will follow them promptly.
5. Students will strive to exhibit good character and citizenship.

## **BULLYING**

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself.

If it is determined by a student, staff member or parent/guardian, that a student is the victim of bullying by another student, a Bullying Referral Form will be completed. The suspect will then be asked to meet with the principal (or assistant principal) about the incident. Bullying referrals are documented and may become Behavioral Office Referrals based on incident type and frequency.

**RMS UTILIZES ANONYMOUS ALERTS AS ANOTHER OPTION FOR REPORTING BULLYING. THE LINK IS ON THE SCHOOL WEBPAGE AT [www.wcsdschools.com](http://www.wcsdschools.com)**

## **TOBACCO**

On October 1, 1997, section 569.11 of the Florida Statutes became effective regarding possession of tobacco products by persons less than 18 years of age. Any Roulhac student found in possession of tobacco products will be referred to the School Resource Officer. The SRO will complete a written citation based on Florida Statutes.

The first violation could require 16 hours of community service or, instead of community service, a \$30 fine. In addition, the person must attend a school approved anti-tobacco program, if locally available.

After a citation is issued, Teen Court will send a copy to the offender's parent/guardian. If arrangements are not complete within thirty (30) days at the office of the clerk of court, the offender will be sent before the county judge. Parents are encouraged to discuss the seriousness of this offense with their child.

## ARTICLES FOR RESALE OR EXCHANGE

Students are not to bring any articles on campus for the purpose of resale for personal profit or exchange. Such items will be confiscated. These items may not be returned.

## HEALTH SERVICES

A student who is ill or injured at school should report the illness or accident immediately to their teacher. The student will then be given a pass and referred by the teacher to the school health room. Comprehensive school health services are provided for all Washington District School students and are conducted as a part of the total school health program. Students will not be allowed in the health room without a pass.

The school health aide can administer only minor first aid treatment. When a student is referred because of illness, every effort will be made to contact the student's parent/guardian or other adult listed on the emergency information sheet. **All students are required to have a current emergency information sheet on file in the office.** An accident report must be completed for any accident, which occurs at school. School personnel are not permitted to administer medication (internal) to students. Prescription medications may be left with the school health aide. The school cannot provide aspirin or other internal medications for students.

If a physician has ordered medication to be taken at school, parents must follow the procedures below: Obtain a medication consent form from the school health clinic or school office. The physician who ordered the medication should complete, sign and date the form. The parent/guardian also needs to sign and date the consent form.

### **(ONE CONSENT FORM IS NEEDED FOR EACH MEDICATION).**

1. All medication containers must be labeled by a pharmacist. It must be a current container.
2. Parent/guardian must bring the labeled medication container along with the consent form to the health clinic. Parent/guardian will count the medication with the RN, CNA, or

trained Para-professional, and sign an agreement of amount of medication brought.

**A 30-DAY SUPPLY OF MEDICATION MAY BE KEPT IN THE HEALTH CLINIC. STUDENTS MAY NOT BRING MEDICATION TO SCHOOL. MEDICATIONS THAT CAN BE GIVEN AT HOME WILL NOT BE GIVEN AT SCHOOL.**

MEDICATIONS WILL **NOT** BE GIVEN AT SCHOOL UNLESS THE ABOVE PROCEDURE IS FOLLOWED. THE POLICY IS THE SAME FOR OVER-THE-COUNTER AND PRESCRIPTION MEDICATIONS.

## PASSES

Students must have a hall pass when not in class. Being in the hall or on campus grounds during class without a pass and not returning to class in a timely manner will be grounds for disciplinary action.

## PERSONAL CONDUCT

Students are expected to conduct themselves in an orderly manner at all times and in all places when in school or at school functions. Students will comply with rules of conduct established by teachers to maintain discipline and order in their classrooms. Each teacher informs his/her class of discipline policies at the beginning of the school year. Open defiance of school authorities threatens the safe and orderly conducting of school and will not be tolerated.

## **PUBLIC DISPLAY OF AFFECTION**

Students shall conduct themselves in a suitable manner on all school ground and at all school functions. Any unacceptable public display of affection will not be permitted. Students observed ignoring this rule will face disciplinary measures.

## STUDENT BEHAVIOR

Rules for behavior are prescribed by the principal and are in accordance with the WCSB. These rules are necessary to provide for order in which the educational process of the individual flourishes, to protect the rights of all students, and to encourage behavior patterns and individual development which will prepare students for useful citizenship and future opportunities. The rules apply to all students in like manner and shall be observed by every

student while in school, on school grounds, in facilities rented or loaned to the school, and at school functions.

### **THE SCHOOL AND THE LAW**

3. Any unlawful act taking place on school grounds or buses not only makes the student subject to penalties which the courts may prescribe, but could also result in suspension or dismissal from school. Students are also under the jurisdiction of school officials traveling to and from school and at any school sponsored activities.
4. Alcohol, drugs, controlled substances and other stimulants or depressants are not only illegal but may result in permanent physical and psychological damage and are usually the first steps toward drug addiction. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Students are warned against their use. Anyone found possessing, selling, or buying drugs of any kind on school grounds will be subject to discipline which may include, but not be limited to, placement in police custody.
5. This school will not tolerate mass disruption by the student body in any form or for any reason. If such a situation does occur, the individual student will obey the classroom teacher, hall monitor, or anyone in authority. Failure to do so may result in suspension.
6. The use of or possession of tobacco in any form (cigars, cigarettes, chewing tobacco, snuff etc.) is strictly prohibited on all school grounds.
7. 5. Weapons are prohibited on school campus. Any student who has or carries any firearm, knife, or other item intended as a weapon, on the school or at any school sponsored activity or who has such items on his/her person or in an automobile or other vehicle parked on the school grounds or adjacent thereto, shall be suspended and may be expelled from school. In the case of knife, any student who brings or has a knife in his/her possession on school board property will receive an automatic (2)

day suspension by the principal. In the case of a firearm, the student will receive an automatic ten (10) day suspension by the principal and will be recommended by the superintendent for expulsion by the Board. If it is determined the student brought the firearm to school, the student will be expelled from the regular school program for a period of not less than one (1) year. In all cases regarding firearms the Board will be notified at the time of suspension and a referral of the student will be made by the school administrator to the criminal justice system or the juvenile justice system. Referrals to the School Resource Officer are deemed to meet the requirement of the referral to the appropriate justice system.

### **FUNDRAISING**

Throughout the year, students will be encouraged to participate in fundraisers. RMS appreciates your support in these as many help provide special activities for students.

Yearlong, RMS collects:

- Box Tops for Education (**Crystal Ward**)
- Used printer ink cartridges (**Crystal Ward**)  
(Please send in a bag or envelope)

### **Recording Devices**

Cell phone use is limited only to the guidelines established in previous cell phone section. If a student is found recording an activity that is deemed, inappropriate by administration then the student will be disciplined accordingly

### **Florida Statute 1003.44 – Patriotic Programs; rules:**

Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.