

STUDENT HANDBOOK 2020-2021

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Tallahassee, Florida 32303
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Guidance Office: Phone: (850) 488-7495 – Fax: (850) 414-7702

This agenda book belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

SCHOOL WEB SITE: www.leonschools.net/raa

LISTSERVE: <http://listserv12.leon.k12.fl.us>

Welcome to Augusta Raa Arts Magnet Middle School. The administration, faculty and staff are very excited that you and your child are part of the Raa family. We take pride in our successes in academics, the arts, and athletics while holding student citizenship in high regard.

MISSION

It is the mission of Augusta Raa Arts Magnet Middle School to provide an educational setting designed to prepare students to be successful lifelong learners. Through curricula and extracurricular activities, each student will have the opportunity to be active participants in the learning process and engage in activities that allow them to explore their individual interests.

GENERAL SCHOOL RULES

Any violation of the General School Rules will be considered defiance of administrative policy.

A list of specific inappropriate behaviors can be found under the discipline policy.

1. Students are to be present and on time for every class every day. You must attend each class period assigned on your schedule or you will be considered truant. *Absences and tardies create academic and/or behavior consequences.*
2. Students are expected to bring all needed materials (paper, pencils, and other assigned materials/supplies) to class each period.
3. Students are to treat each other, the school staff, and school property with respect.
 - a. Respect for others means being polite, avoiding unacceptable language, and extending courtesy and aid to others.
 - b. Respect for property means not damaging or writing on possessions of others, school desks, restroom walls, etc.
 - c. Respect for technology means using school wide devices and internet access in a school appropriate manner and not damaging, misusing, or taking school devices from their designated areas.
4. Do what you are asked to do the first time.
5. No running in the hallways or other campus locations.
6. Use of profane/vulgar language or gestures, including spitting, is prohibited.
7. No gum is allowed on school campus. Food and drinks are only allowed in the designated areas. Food and drinks may be stored in a lunch bag or container and deposited in the student designated locker. Food, drink, gum or candy may be confiscated if stated or posted rules are not being followed.
8. Students may not sell items for profit on campus.
9. No public displays of affection (i.e. kissing, holding hands, hugging, etc.).
10. Lost and found items will be given to charity once per month. Please check lost and found regularly for lost items.
11. Students should dress appropriately for school (refer to school Dress Code).
12. Skateboards, roller blades, scooters, and roller-shoes/heelies are not to be used on campus at any time, including non-school hours. These items will be confiscated.
13. We suggest items of non-instructional nature are to be left at home. These include but are not limited to: Nintendo DS, PS players, iPods, cameras, cell phones, video games, playing cards, toys, etc. Items of this nature found at school may be confiscated and returned to a parent, not the student, the following school day. The school is NOT responsible for items brought that are in violation of this rule (refer to Electronic Devices).

ATTENDANCE

ATTENDANCE POLICY AND PARENT RESPONSIBILITY

Florida law requires each parent of a child from five to sixteen years of age to be responsible for the child's school attendance.

Florida Statute 1003.24 defines the responsibility of parents for the attendance of their child at school. Parents will need to provide a note with an explanation for any absence from school.

If a student has unauthorized absences sufficient enough to jeopardize academic progress and it is determined that the student's parent or legal guardian is at fault for the absence, in accordance to F.S. 1003.24, the procedures under Florida Statutes 1003.26 and 1003.27 shall be followed by the appropriate school personnel.

Attendance is taken each period.

Each student must be in his/her classroom at the time designated for the beginning of each class.

PRIOR APPROVAL

If it becomes absolutely necessary for a student to be out of town, parents /guardians **MUST SUBMIT A WRITTEN REQUEST** to the office at least 3 DAYS PRIOR TO THE ABSENCE. The Principal will consider the necessity of the trip, the student's academic/discipline standing, past attendance record, and other pertinent information before granting an excused absence.

Students who are absent for an "educationally valuable experience" other than a field trip may receive an excused absence IF THE FOLLOWING CRITERIA ARE MET:

1. The absence must be pre-approved at least 3 days in advance.
2. There must be stated and written educational objectives for the trip that are related to the performance standards for each course in which the student is enrolled and include at least one objective for each course. This information shall be attached to the prior approval request form when it is turned in to the front office.
3. The pre-arranged absence request will be reviewed by the principal. The absences may then be pre-excused pending the completion of (4) below.
4. Upon return from the trip, the student and parent will present a student prepared paper and other appropriate exhibits to the principal documenting the completion of each written objective. The Principal shall determine whether the absences are to be excused.
5. All educational experience absences must be excused within ten (10) calendar days of the student's return to school following the trip.

If a student is absent due to illness the parent may wish to pick up assignments. This can be done by calling the school office at 488-6287. Once the office is contacted the work will be available 24 hours after the request is made.

EXCUSED AND UNEXCUSED ABSENCES

It is the parent/guardian responsibility to notify the school regarding the reason for a student's absence in a timely fashion.

Excused absence is an absence that is excused by the school. To have an absence excused, a note written by the student's legal parent/guardian or doctor must be turned into the front office. The law allows absences for illness or medical care, death in the family, religious holidays, prearranged absences for educational purposes approved by an administrator, and certain other special circumstances or insurmountable conditions. A student with an excused absence is not subject to any disciplinary or academic penalties.

An unexcused absence takes place any time a child is out of school for reasons not recognized in the law. In these cases, the child may be subject to academic penalties. Unexcused absenteeism sufficient enough to jeopardize academic progress at the elementary and middle school levels is defined as a student being absent without an acceptable reason five (5) times in a calendar month or ten (10) times in a 90-calendar day period.

CHART OF EXCUSED AND UNEXCUSED ABSENCES

EXCUSED

1. Pupil's illness
2. Death in family
3. Religious holiday as approved by the district
4. Appointment with health care providers
5. Legal reasons

UNEXCUSED

1. Overslept
2. Extracurricular lesson
3. Truant (one who is absent from school without permission)
4. Missed bus
5. Personal grooming appointments

The front office will determine the status of the absence based on the Leon County Attendance Policy and issue the student a pass. Students who return to school after an absence and are not in possession of a note from the parent/guardian, are to report directly to their first period class. The written note must be presented to the front no later than the **second day** of the student's return to school. *Any questions in regard to attendance on the report card must be handled within one week of each nine-week grading period.*

A student who is absent for illness more than ten days during a 90 day period may be required to furnish medical verification for the absences to be excused.

TRUANCY

A truant is one who is not in attendance, with or without approval of the parent or other person having charge of the student, and whose absence has not been excused.

A habitual truant is a student who has fifteen (15) unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent or legal guardian. A student's primary teacher shall report to the principal or his/her designee if the student is exhibiting a pattern of non-attendance and is a potential habitual truant because of at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.

If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian, the Superintendent or his/her designee shall refer the case to the district staff and Child In Need of Services/Family In Need of Services (CINS/FINS) provider committee. If the child has had more than 15 unexcused absences on a 90 calendar day period the Superintendent or his/her designee may file a truancy petition pursuant to the procedures in F.S. 984.151.

TARDINESS

Tardiness is any arrival at school after the tardy bell has sounded without an approved excuse. Likewise, students who leave school before the end of the school day have their learning interrupted. Unless the reason for leaving or late arrival is covered under Florida Statute, middle school students who are chronically tardy or leave early without an acceptable excuse more than five (5) times in a calendar month or ten (10) times in a 90 calendar day period will be subjected to action as dictated by 1003.27, F.S.

If the parent is the cause of the chronic tardiness or leaving early without an acceptable excuse, then 1003.27, F.S. shall be used to gain compliance. Tardiness and leaving early without an acceptable excuse are seen as a form of nonattendance, which is in violation of compulsory attendance statutes.

SIGNING IN LATE OR LEAVING EARLY

Students who sign in late MUST either be signed in by a parent/guardian or have a note from the parent or physician stating the reason for being late to school.

Students can only be signed out before dismissal for **EMERGENCY** reasons which fall under the excused absence policy. No person may pick up or sign out a student other than the listed parent/guardian unless that person is listed as an emergency contact. They must be picked up and signed out of the front office during school hours. Additionally, the school will not call students out of class to leave early after 3:45 P.M.

DIGITAL ACADEMY ATTENDANCE

• Digital Academy Students are required to attend all classes during their scheduled time period. Take attendance every class period according to your class schedule. Traditionally, it has been the practice of teachers to take attendance at the beginning of each class period.

• Digital Academy students will follow the same schedule as Brick and Mortar. Teachers should manage this by organizing their morning routines by structuring morning activities that would allow management of both your digital students and your brick and mortar students.

Example: start with an assignment for Digital Academy-maybe a short video. Complete morning routines for Brick and Mortar and come back to Digital Academy and complete morning routines which should include attention in both platforms.

• Students are required to log in to all three scheduled classes daily. Attendance is taken in each class daily, just as it has been done in the past.

• Students will log in at a time assigned by their teacher. Teachers will take attendance, give instructions and began their live lesson or further directions.

• Students can then log off to work on the assignment.

• Teachers will inform parents and students of specific requirements for each class on their course syllabus the first week of school.

• Digital students are expected to meet the same deadlines and have the same grading expectations as Brick and Mortar.

• All attendance should be logged into FOCUS before 4:05 p.m. daily.

As a way of work, and to prevent any further confusion, Mrs. Blakely will input into FOCUS students who are tardy, or have a preapproved absence. Any notes or emails for students who are absent from class should be sent to Mrs. Blakely.

After the first 10 days of school the district will advise us to how to address students who "did not enter" (DNE).

CAFETERIA/LUNCHROOM

Food is prepared in the self-contained kitchen at Raa. For lunch the cafeteria provides a regular hot lunch meal each day. Breakfast is served in the cafeteria from 9:05 A.M. – 9:25 A.M.

Breakfast and lunch are provided to all students at no charge! Our school participates in the Community Eligibility Provision. Through this provision, all students are eligible to receive breakfast and lunch at no cost. There is no need to fill out an application.

Students may bring lunch from home OR obtain lunch from school. Each student has his or her own personal identification number (PIN) to use.

Students who bring lunch are encouraged to pack a healthy and nutritious meal to promote health and learning.



Menus are available on-line via <http://leon.nutrislice.com/>



General Lunchroom Rules:

1. **BE SAFE** - Students are expected to sit in the designated area at all times.
2. **BE RESPECTFUL** - Students are expected to use appropriate manners in the lunchroom and clean all items from their table.
3. **BE RESPONSIBLE** - Students may not take any food, drink, straw, utensils, can, bottle, etc. from the lunchroom.

CHANGE OF ADDRESS

Whenever you move, parents must **provide the registrar with documentation of the new address.** Frequently a change of address also means a change of bus or bus stop and might even mean a change of schools. Having the correct address, phone number, and any additional contact information is essential if a student becomes ill or injured.

CLINIC

As specified by district policy, **ALL PRESCRIPTION OR NON-PRESCRIPTION MEDICATION MUST BE KEPT IN THE CLINIC.** Medication should be in the original container with the student's name, exact dosage, and time to be administered. **All medication must be transported to and from school by parent/guardian. Students are not allowed to transport medications.** Parents MUST see the school's health aide to complete appropriate paperwork and forms needed for medications.

In the event of an emergency, it is vital that the school have correct emergency information on file for each student. Thus, it is of utmost importance that parents complete the CLINIC CARD (distributed the first day of school) with correct emergency phone numbers and any student medical condition(s) for which the school should be aware. The clinic cards should be returned to the school as soon as possible.

COLD/RAINY DAY PROCEDURES

When temperatures outside reach 40° or below, students will be allowed to enter the building. At the beginning of supervision (8:45AM) an announcement may be made over the intercom to instruct students where to report for supervision within the building. If it is raining at the end of the school day, 10th avenue parent pick-up students may need to report to Tharpe Street parent pick up.

COMMUNICATION

The administration, faculty and staff are looking forward to working with you throughout the year. If you have a question or concern, please do not hesitate to call. Phone calls and emails will be returned within 48 business hours when possible. We encourage parents to participate in SAC, PTO and other school wide sub-committees to help facilitate communication.

Social Media Avenues such as Facebook and Remind101 Text Alert systems are used to update our Raa Community. We also encourage parents to join the Raa Listserv for school updates throughout the school year.

CONFERENCES (Parent/Teacher/Student)

1. Anyone wishing a conference should contact the Guidance Secretary in the guidance office (488-7495) to make an appointment.
2. If too many conference attendees are not available on that particular date, the guidance secretary will contact the requester for an alternate date.
3. Parents – If you are unable to attend a scheduled conference, please call guidance in advance to cancel the appointment.
4. In order to accommodate the number of students we serve, a maximum of two Formal Parent-Teacher Conferences may be scheduled per school year. Additional conferences may be approved as needed by school administration.

COVID-19 FACE COVERING POLICY

Rationale: EVERYONE on campus always has a shared responsibility and expectation to protect the safety and health of ALL occupants. As per the Centers for Disease Control and Prevention guidance, cloth face coverings have been proven to reduce the spread of Covid-19 when used by people in public settings. Cloth face coverings worn over the nose and mouth, serve as a protective barrier to prevent respiratory droplets from traveling into the air and onto other people when a person wearing the cloth covering coughs, sneezes, talk or raises their voice. To protect the SAFETY and HEALTH of ALL students, faculty and staff on campus, face coverings will be required, and the following Covid-19 Face Covering Policy will be implemented and enforced during the 2020-2021 school year.



IS CAMPUS-WIDE	
Hallway Transitions	Main Office
Restrooms	Student Services Office
OFI Classroom	Guidance Office Area
Clinic	New Horizons Program Office
COVID-19 Isolation Room	School Bus
Before School Mass Gathering Locations (Cafeteria, Gym, Media Center)	After School Dismissal Locations (Parent Drop-Off, Bus Ramp)

CLASSROOM POLICY

Face coverings will be required in all classrooms. Face covering breaks will be determined and supervised by teachers. Face Covering Breaks will be conducted as per current CDC physical distancing guidelines.

BREAKFAST & LUNCH POLICY

Face coverings may be removed for the consumption of food and beverages during breakfast and lunch. Face coverings will be placed back on when food consumption is complete. Seating will be assigned and limited to adhere to recommended CDC physical distancing guidelines.

NON-COMPLIANCE POLICY & PROCEDURES

The School Administration reserves the right to deviate as necessary from the discipline policy and has the final authority in determining the severity of each infraction. Parents are to be contacted on all referrals sent to the Discipline Office.

1st Offense – Documented in FOCUS – Level 1 Offense – (Dress Code) –
Office Disciplinary Referral

2nd Offense – Documented in FOCUS – Level 2 Offense – (Defiance) –
Office Disciplinary Referral

3rd Offense – Documented in FOCUS – Level 2 Offense – (Violation of
Campus Safety Rules) Office Disciplinary Referral

4th Offense – Documented in FOCUS – Level 2 Offense – (Repeated Violation
of Campus Safety Rules) Office Disciplinary Referral

* Special
Notes:

- (1) If the student continues to be non-compliant, they will be placed in the Non-Compliance Isolation Area until parent/guardian pick-up or until they comply with the face covering policy.
- (2) If the offense is classified as a Level 2 Offense (Violation of Campus Safety Rules), additional Disciplinary Consequences will be assigned at the discretion of Administration.

***STUDENTS ARE DISMISSED BY THE TEACHER AND NOT THE BELL. TO END THE DAY, STUDENTS ARE DISMISSED VIA THE INTERCOM FOR BUSES, PARENT PICKUP, AND WALKERS.**

DISCIPLINE

The goal of Raa Middle School is to provide a safe environment where all students can learn. This discipline plan may be revised during the school year. The disciplinary action taken by the administration may deviate from this plan when appropriate. This discipline plan will be followed for all school and school sponsored activities. **Please note Raa adheres to a policy of progressive discipline in which the consequences escalate as the behavior or frequency of the behavior escalates. The offenses listed are not all inclusive and a student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the principal.**

Any student assigned Opportunity for Improvement (OFI) or In-School Detention (ISD) for 1 day or more may **NOT** participate in **ANY** school activity nor attend any school activity on the date of their OFI/ISD. Any student assigned Out of School Suspension (OSS) for **ANY** length of time is subject to removal from their activity or athletic team. **This includes athletic practices and/or games, trips, clubs, dances.**

Students assigned OSS may NOT enter ANY Leon County School property during the period of suspension. Excessive OFI and OSS may prevent a student from attending field trips throughout the year

OPPORTUNITY FOR IMPROVEMENT (OFI)/IN SCHOOL DETENTION (ISD)

For minor disciplinary infractions the administration or designee may assign a student to OFI or ISD for all day or part of a day. Parent notification will be attempted and the student permitted to continue academic progress while serving detention. It will be up to the student to complete all assignments and return them to the appropriate teachers. The consequence for not cooperating in OFI/ ISD is OSS (Out of School Suspension).

OUT OF SCHOOL SUSPENSION (OSS)

For disciplinary problems the administration or designee may assign a student to OSS for between one (1) and ten days (10) in accordance with the school disciplinary plan. Students will be allowed to complete their worked missed during their suspension. It is the parent's responsibility to arrange for pick up and drop off of work. **PLEASE NOTE: It is expected that if a student is suspended during the day, a parent/guardian must pick the student up in a timely manner.**

*Class I Offenses

Class I Consequence

1.1	Cheating/Plagiarism	Referral, administrator/student conference / parent contacted
1.2	Class, lunchroom or assembly disruptions	1. ½ day OFI
1.3	Dress Code violation	2. 1 day OFI
1.4	False information	3. 2 days OFI
1.5	Gambling	4. 3 days ISD
1.6	Gum and inappropriate items (toys, game systems cell phones, MP3, etc.)	5. 1 day OSS 6. 2 days OSS
1.7	Running, Tripping, Slap boxing or similar aggressive acts	7. 3 days OSS
1.8	Defiance of authority	
1.9	Inappropriate touching or displays of affection	*Class 1 Offenses result in office managed consequences after teacher or classroom interventions have been exhausted. <u>Students are allowed only one</u> <u>Detention per grading period.</u>
1.10	Profane, obscene, or provocative language or gestures	
1.11	Tardiness	
1.12	Verbal Altercation-student	
1.13	Skipping or Leaving class or lunch without Permission	
1.14	Other minor offenses	
1.15	Cell phone policy violation (use or possession)	

Class II Group A Offenses

Class II Group A Consequence

2.1	Disrespect or disobedience which results in class/school disruption	Referral, administrator/student conference, parent contacted 1. 1 day OFI
2.2	Instigating or escalating conflicts by spreading rumors, false statements, accusations, threats, racial slurs, name calling, etc.	2. 2 days OFI 3. 3 days ISD 4. 1 day OSS
2.3	Possession of fireworks	5. 2 days OSS
2.4	Internet/Computer Use Violation*	6. 3 days OSS may result into computer privileges being revoked
2.5	Threats, harassment, or intimidation of another student	
2.6	Use of obscene manifestations toward another student	
2.7	Physical Aggression	
2.8	Gross Profanity	

Class II Group B Offenses

Class II Group B Consequence

2.9	Group disruptions that disrupt the learning environment or educational process	Referral, administrator/student conference, parent contacted (Possible referral to School Resource Deputy)
2.10	Leaving school grounds without permission	1. 3 days ISD or 1 day OSS
2.11	Use, possession or control of tobacco products	2. 2 days OSS
2.12	Offensive and/or inappropriate touching of another Person/including de-panting	3. 3 days OSS 4. 5 days OSS
2.13	Stealing or possession of stolen merchandise	

Class II Group C Offenses

Class II Group C Consequence

2.14	Destruction of school property/vandalism - \$1,000 or more	Referral, administrator/student conference, parent contacted (Possible referral to School Resource Deputy)
2.15	Directing obscene or profane language/gestures towards a school board employee	1. 3 -10 days OSS (discretion of administration)
2.16	Physical Altercation	2. 3 -10 days OSS or recommendation of expulsion (discretion of administration)
2.17	Igniting fireworks	
2.18	Petty theft less than \$300	
2.19	Simple assault on a school board employee	
2.20	Threats, harassment or intimidation of a school board employee	
2.21	Unprovoked hitting of another student	
2.22	Creating a hostile environment that includes harassing physical, verbal, sexual, graphic or written conduct that is sufficiently severe, pervasive or persistent as to interfere with an individual's ability to participate in or benefit from school activities. This includes all forms of sexual, racial, national origin, disability or other forms of discrimination or harassment prohibited by School Board policies.	

Class III Offenses

Class III Consequence

3.1	Aggravated behavior	Zero Tolerance
3.2	Arson	Referral to School Resource Deputy AND
3.3	Battery	10day OSS/Recommendation of expulsion
3.4	Bomb threats	
3.5	Burglary of school board property	
3.7	Criminal mischief	
3.8	Discharging of a pistol	
3.9	Inciting major student disorders	

- 3.10 Making false accusations that jeopardize the professional reputation, employment or certification of a teacher or any LCS employee
- 3.11 Possession of any weapons
- 3.12 Possession of firearms including look alike firearms
- 3.13 Possession of or setting off explosives
- 3.14 Possession, sale, or use of illegal drugs including alcohol
- 3.15 Robbery
- 3.16 Serious Threat
- 3.17 Sexual acts
- 3.18 Strong armed robbery
- 3.19 Unjustified activation of a fire alarm system

A student that is provoking an altercation or encouraging an altercation will be subject to suspension. To include video with an electronic device or using language or actions that promotes a physical altercation between other students.

DETENTION

Detentions are assigned for class 1 offenses and are served during a student's lunch time. Students are allowed one detention per grading period. Referrals may be written for class 1 offense after teacher has warned the student, contacted the parent and written one detention. Each grading period, detentions reset.

DRESS CODE

Students at Raa may express their individuality in their dress but must come dressed appropriately for school. Students whose clothing does not meet the following dress code expectations will be given the opportunity to (1) have a principal or designee make a determination as to appropriateness; (2) contacting a parent for assistance. If one of these options is not possible, the student will spend the remainder of the school day in Opportunity for Improvement (OFI) or (3) correct the dress code violation by borrowing from the office (when available). Dress code violations are documented and 3 violations will result in a referral.

- Shirts and tops (including athletic jerseys) should be long enough to reach or exceed the waistline.
- Tank Tops and Muscle Shirts are prohibited. All tops including sweats, sweaters and jerseys must be worn with a shirt underneath.
- Pants are to be worn with waistline of pants being over the buttocks at all times. Saggy/baggy pants are not allowed.
- Shorts must be of modest length with fingertips touching the bottom of the garment when arms are dropped to the side.
- Shirts and tops must be school-appropriate meaning, specifically, no see-through materials, no extremely tight clothing, beachwear, pajamas bottoms, tops with spaghetti straps, strapless tops or strapless dresses, halter tops or halter dresses, low-cut tops or low-cut dresses. Sleeveless tops must measure 3" at the shoulders. Tops with wide necklines that lay off the shoulder are not permitted. Cleavage, under garments of any kind (including bra straps) or midriff (with arms up or down) should not be visible.
- Skirts/dresses/shorts must be of modest length. **Tights or leggings may be worn with a conservative covering that extends to the fingertips when arms are dropped to the side.** Long train skirts or dresses are safety hazards and are not allowed.
- Clothing may not have holes above the knee unless wearing full leg coverings underneath.
- Sandals without backs, slides, athletic sandals, bedroom shoes/slippers, and high heels are not allowed to be worn during the school day.
- Hats and head coverings are not permitted on campus. Special exceptions for weather conditions will be announced. Religious exemptions are to be requested, in writing, from a parent.
- Sunglasses may not be worn in classrooms, hallways, or other indoor spaces.
- Items, when worn together, are usually indicative of gang memberships, or apparel that contains a message that is obscene, racist, or promotes illegal activities, drugs, alcohol, or tobacco products is not permitted on school grounds or at school functions.
- Curlers, finger-nail polish, and other grooming aides (i.e. hairspray, perfume, cologne, etc.) should be used at home and should not be brought to school. Combs and hairbrushes should not be used in classrooms.
- Students are to refrain from drawing and/or writing on their bodies, clothes and the body parts, clothes of their peers with pen/marker.
- Headbands exceeding 1 inch are not allowed. This includes floral or ornate headbands.

All students are expected to dress in a manner, which respects the rights of all and demonstrates appropriate Raa campus attire. Parents will be called to bring appropriate attire or remove students from school should offenses occur. Any class time missed because of improper dress is unexcused. All dress code violations will be documented and repeated violations will result in disciplinary action. When questions arise involving appropriateness of dress, the principal or designee shall make the final decision (a total of three violations will result in one disciplinary referral). Additionally, all students are also to adhere to Senate Bill 228 which *"prohibits a student, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment."*

EXTENDED DAY PROGRAM (EDEP)

Raa offers a fee based Extended Day Program before school starting at 7:30am. Students must have an application on file and be registered to participate. Applications and fee schedules are available online.

ELECTRONIC DEVICES

We recommend that electronic devices such as, but not limited to; iPads, hand held video games, cameras, headphones and cellphones etc. **NOT BE BROUGHT ON CAMPUS. If any of these items make a sound or are in use, the item WILL BE confiscated and ONLY be returned to a parent.**

Students are **not** permitted to use classroom telephones without teacher approval. With a written pass, a student may use the office phone **ONLY IN CASE OF EMERGENCY**. The **student must explain the EMERGENCY to the teacher before a pass is issued**. This includes requests made during homeroom. When a student's departure route has been called, that student may use the office phone to contact parent/guardian with no pass required. **STUDENT CELL PHONES MAY ONLY BE USED PRIOR TO 8:45 A.M. AND AFTER THEIR DISMISSAL ROUTE HAS BEEN CALLED AND THEY HAVE EXITED THE CLASSROOM. CELL PHONES ARE NOT TO BE VISIBLE NOR USED DURING THE SCHOOL DAY.** Students whose cell phones are visible or in use between 8:45 and the call of dismissal routes will have their cell phone taken by the teacher and placed in a secure manner in the office. **ONLY A PARENT MAY PICK UP THE PHONE** and that can only occur the following day. Violation of this policy will result in disciplinary action. Students may not make long distance calls from school phone. Please be sure a local contact number is made available on the student information card on file in the office. (Reference to Leon County School Board Policy 7.08(3))

GRADING POLICY/SCALE

<i>Scholastic</i>		<i>Scholastic Citizenship</i>	
A	90-100	Exceeds Expectations/Exemplary	4
B	80-89	Consistently Meets Expectations	3
C	70-79	Inconsistently Meets Expectations	2
D	60-69	Rarely Meets Expectations	1
F	0-59		

Citizenship Rubric

At Augusta Raa Middle School, we place a high value on integrity, responsibility and self-discipline, and encourage student development in these aspects of middle school citizenship. As part of the grade reports, each student is assessed for citizenship in each class according to the rubric below. **Additionally, all students start the school year with a 3 in citizenship and must earn a 4 (Exemplary) in each class.**

Exceeds Expectations/Exemplary

- *frequently provides positive leadership
- *actively participates and adds to class activities
- *volunteers to help others
- *practices a high level of self-discipline
- *demonstrates high level accountability and responsibility
- *never speaks out in class inappropriately
- *stays on task without monitoring
- *consistently meets classroom standards
- *consistently arrives on time to class with all materials

Consistently Meets Expectations

- *occasionally provides positive leadership
- *consistently takes part in class activities
- *helps others
- *maintains positive relationship with peers
- *keeps on task
- *works well in groups and independently
- *works without disturbing others
- *shows responsibility most of the time
- *generally meets classroom standards
- *generally arrives on time to class with materials

Inconsistently Meets Expectations

- *usually practices self-discipline
- *participates in class activities
- *helps others when asked
- *occasionally speaks out inappropriately
- *stays on task most of the time
- *meets classroom standards
- *usually arrives on time to class with most materials

Rarely Meets Expectations

- *speaks out inappropriately
- *seldom participates in class activities
- *is distracting to others
- *is often off task
- *has difficulty adhering to classroom standards
- *needs monitoring during independent work
- *engages in negative peer behavior
- *does not always follow teacher redirection
- *often arrives late to class without materials

HEALTH AND SAFETY

The clinic is located in the main office. During the school day, students who become ill or injured can go to the clinic and parents will be notified by telephone and/or in writing by the School Health Assistant (SHA). The SHA is not a nurse. In addition to the clinic card information, please let your child's teacher know of any food allergies or conditions they may need to be aware of.

Head Lice

Leon County Schools has a **NO-NIT POLICY # 4.101** to ensure that students are free from head lice and nits.

Procedures:

1. The Public Health Nurse shall conduct training programs in each school so that all staff members will be knowledgeable in the identification of head lice and nits. In addition, the principal will designate certain individuals to conduct screening on suspected or referred students.
2. Children suspected of having head lice and/or nits shall be isolated and the child's parent/legal guardian shall be notified and the suspected head lice and/or nits. The parent/legal guardian will be furnished direction for the treatment of head lice and care of personal items. The child will be required to submit proof of treatment or medical certification and will need to be re-examined by the principal's designee to validate that no lice or nits exist. After clearance, then the child will be allowed to return to class.
3. The Public Health Nurse, on his/her next visit to the school, may examine the child to verify that the student is nit free.

In order to keep the spread of illness to a minimum, we ask that you keep your child home when:

1. He/she has a fever. (Your child must be fever free for 24 hours before returning to school).
2. He/she is vomiting or has diarrhea. (Your child must be free from diarrhea for 24 hours before returning.)
3. He/she is in the first day or two of a cold. (This is when colds are the most contagious).
4. He/she has a cough serious enough to keep him/her from concentrating at school.

***We cannot keep sick children at school. Parents are expected to pick up sick children promptly.**

INTERNET USAGE

The use of the Internet is a privilege, not a right. **INAPPROPRIATE USE WILL RESULT IN A CANCELLATION OF THOSE PRIVILEGES.**

IMPORTANT DATES

Open House: *September 12*

Interim Reports: September 30, December 2, February 17, and April 2 Report **Cards:** November 10, January 27, April 14, June TBA

Early Release Days: *June 8th-10th*, **End of Nine Weeks:** *October 29, January 14, April 1, June 10*

Holidays: *September 7, September 28, November 11, November 25-27, December 21 –January 4, January 18, April 2, & May 31*

Spring Break: *March 15 19* **Planning Days:** *October 10, January 15, April 5*

LISTSERV

To Subscribe to Raa's parents' listserv, click on the school's website <http://listserv12.leon.k12.fl.us> and click on 'join our listserv' on the right hand side then select "join". In the next window you will be asked for your e-mail address and name. Next, click "join" RMS-PARENTS and accept the other default settings. Once you have signed-up to receive the mailing, you will receive a confirmation request email THAT YOU MUST COMPLETE.

OUT OF ZONE STUDENTS

Students who display inappropriate behavior, are consistently tardy, or in non-attendance, or remain on-campus after supervision has ended will be sent back to their home zone school **HAVING THEIR REASSIGNMENT REVOKED.**

PASSES

The agenda book contains hall/bathroom passes. **Students without passes will be considered skipping.**

PBIS

Mission Statement:

The mission statement of the Raa Middle School PBIS team is to provide and promote a positive, safe, healthy, nurturing and respectful school environment in which all students have the opportunity to become productive members of society. We will provide this through the:

1. Development of clearly defined and consistent student expectations and accountability which reflect our school theme of Lead, Inspire, and Serve.
2. Analysis of school discipline data to identify areas in need of improvement and to track progress towards goals.
3. Promote and teach strategies that nurture student character, safety, academic excellence and individual citizenship.

PROMOTION REQUIREMENTS

Students must be currently enrolled in the grade level of the event they are participating in.

School Board Policy 4.15, Regular Student Progression Plan, and 4.15i, Special Pupil Progression, clearly define student progression requirements. These documents can be found by visiting the following sites:

Regular Student Progression Plan: <https://www.leonschools.net/Page/20873>

Promotion Brochure: <https://www.leonschools.net/Page/1083>

SCHOOL HOURS, SUPERVISION AND SAFETY

Students enter buildings from 9:20 A.M. - 9:24 A.M. depending on grade level and exit at 3:50 P.M.-4:05 P.M. depending on mode of dismissal unless under the supervision of a teacher or staff member. All parents/visitors must sign in at the front office. We need ALL parents to assist us with our after school Safety Plan and ensure that students are not unsupervised in the mornings as well as the afternoons. Please note the current rules that are in place for reasons of child safety:

- General supervision is from 8:45 A.M. to 4:20 P.M.
- All student **MUST** remain on campus once school supervision has started at 8:45 A.M. 6th grade-Football field, 7th grade-Softball field, 8th grade on the basketball courts.
- All students must go to an authorized area, bus stop, parent pick up or a supervised after school activity by 4:05 P.M.
- Supervision is provided at the bus loop until the last bus leaves. (Approximately 4:00 P.M.)
- Supervision is provided at parent pick up locations until 4:20 P.M. (see posted signs)
- No school child is authorized to be in an unsupervised area after 4:20 P.M. After 4:20 P.M. All Tharpe street students will report to 10th avenue.
- ALL after school activity students must remain in their designated area during and after their activity is concluded.
- Students participating in after school activity/practice **MUST** be picked up within 15 minutes of designated ending time of their activity.
- **Students on campus before 8:45 a.m. and after 4:20 p.m. are subject to disciplinary action as well as exclusion from extracurricular activities to include games, practices, field trips and other campus activities.**

SCHEDULING

Schedule change requests will be honored only if a clearly inappropriate course assignment has been made. All such requests should be submitted

by the parent in writing to the Assistant Principal for Curriculum. Requests must include the child's name, parent name, and daytime phone numbers.

SEARCH & SEIZURE

Lockers, individuals, and their belongings, are subject to being searched without a warrant when the principal or her designee has reasonable suspicion to believe that there is a threat to the safety, health or welfare of any person or the educational process. The use of metal detectors shall be permitted.

SIGNING IN

All parents, visitors, mentors, everyone, must report to the front office immediately upon entering the campus with a driver's license. Sign-in at the front office and obtain a sticker indicating they have signed in. The sticker must be visible at all times.

SPORTS

Any student interested in trying out for a sport must have a current activity form and physical covering the current year and have attained a 2.0 GPA in the prior/current 9 week grading period. Students who do not have a current physical on file or have not attained the GPA requirement will not be allowed to try out or participate for the sport.

TEXTBOOKS AND SCHOOL PROPERTY

In courses where appropriate, students are responsible for maintaining textbooks and school property in good condition. If textbooks or school property is lost, payment must be made before a replacement will be issued. Damage fees will be assessed when necessary. Students will not be allowed to go on end of the year trips if any monies are due, such as, but not limited to, fines, dues, and textbooks.

According to Florida Statute, Chapter 1006.42:

"Each parent of a student is liable for any loss or destruction of, or unnecessary damage to, the instructional materials or for failure of the student to return the instructional materials, and shall pay for such loss, destruction, or unnecessary damage as provided by law."

"The failure to collect such sum by the principal may result in the suspension of the student from participation in extracurricular activities."

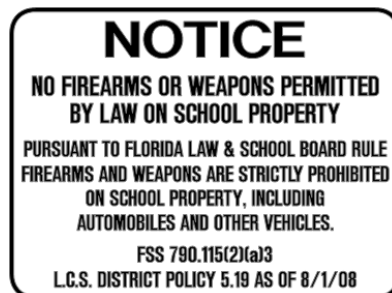
TRANSPORTATION AND BUS RULES

BIKES: A bike rack is available in front of the school. Bicycles must be secured with a lock in the bike rack upon arrival to school.

DROP OFF: Parents/guardians or others who bring students to school and/or pick them up from school in a privately owned vehicle are asked to use the parent drop off/pick up area. This area can be accessed from the Tarpe Street side of the school. Parents please do not drop your children off on the street or in parking areas, as it causes extreme difficulty and is unsafe.

BUSES: Transportation will be provided for students who live more than two miles away from the school. Bus routes may be obtained from the Back to School section of the newspaper or calling Transportation (488-7572). Busses load and unload at the bus ramp between Raa Middle and Ruediger Elementary. Students who qualify to ride a school bus must ride the bus, which they are assigned. Students wishing to ride a different bus or get off at a different bus stop must bring a signed note from a parent/guardian with phone numbers to the front office, in the morning, for phone verification. In the interest of safety, all students should understand and parents are urged to impress upon their children the necessity for strict compliance with the following rules. Students failing to adhere to bus rules **will be subject to disciplinary action.**

1. Obey the driver and follow all Leon County School Board rules/policies.
2. Sit in place and talk quietly. Conversations should take place in normal tones of voice.
3. Keep hands, arms, feet, and other objects to yourself. No part of the body should ever be extended outside the bus. (No pets, animals permitted on bus.)
4. Aisles should be kept clear at all times.
5. The following will **NOT** be tolerated:
 - Foul language or racial slurs
 - Crowding, pushing, shoving, etc.
 - Eating, drinking, chewing gum, or use of alcohol or tobacco products on the bus
 - Throwing any item on the bus
 - Fighting
 - Rude or discourteous behavior to the bus driver
6. Students are to remain well out of the roadway while waiting for the bus.
7. Students should get on and off the bus in an orderly manner.



In addition to Progress Reports and Report Cards, the most **powerful and convenient tools** that parents have to regularly monitor their child's progress are:

1. The Agenda Book
2. On-line grades via Parent Portal
3. Teacher Websites

If the above tools are *reviewed and compared* to one another, parents can conveniently monitor their child's progress, and check to see if assignments are missing in about 30 minutes per week.

The Agenda Book: Students will be given an agenda book at the start of the school year. An additional agenda books are available to be purchased for \$5.00 in the front office.

The purpose of the agenda book is to help students become more organized and to be successful students. The agenda book helps students with organizational skills and serves as an important vehicle to a student assuming responsibility for their learning.

Objectives for Using the Agenda Book:

1. To improve academic performance
2. To teach and reinforce time management
3. To track homework and class assignments
4. To improve test-taking skills and results
5. To improve school-home communication

The Expectations for Using the Agenda Book:

1. Students will use their agenda book every day and in every class.
2. Students will write down all school assignments, especially homework and include due dates.
3. Students will pay a fee to replace their agenda book.
4. Students will use the agenda book for hallway passes.
5. Parents will be asked to support the agenda book in the home.



Let us remember that RAMS are expected to – LEAD – INSPIRE – and SERVE

Nondiscrimination Notification and Contact Information

“No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers, Assistant Superintendent
Equity Coordinator (Students) and
Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7306
rodgersk@leonschools.net

Deana McAllister, Assistant Superintendent
Labor and Relations
Equity Coordinator (Employees)
(850) 487-7207
mcallisterd@leonschools.net

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Karin Gerold, 504 Specialist
(850) 487-7160
geroldk@leonschools.net