

Revised 7/27/2022

Ruth Rains Middle School

Student Handbook

2022 – 2023

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Chasity Lord, Assistant Principal
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Ruth Rains Middle School
981 SE 351 Hwy
Cross City, FL 32628

Ruth Rains Middle School Numbers

Front Office: 352-541-6254
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Bus Garage: 352-541-6233

www.getfortifyfl.com

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August 2022

Administrative Message

Dear Parents and Guardians:

Ruth Rains Middle School will provide a safe environment for students to learn and grow into responsible and productive students and citizens. This handbook will inform students and parents/guardians of Ruth Rains Middle School's policies, procedures, and practices for the 2022-23 school year. We believe the choices students make today greatly impact who they will be tomorrow.

Together, with a spirit of cooperation, we can help our students achieve great things. The faculty and administration will work with you in furthering your child's education. Ruth Rains Middle School sets high expectations of excellence on our campus both socially and academically. We are excited to work with our students and parents to help them understand their roles and responsibilities.

This document provides information on how to be a good student and what parents and students can expect of our teachers and staff. We believe we must work together to achieve excellence. Our school will do our part in providing quality education for all students utilizing every resource possible as we are committed to the education of the total child.

Title 1 is committed to providing every student with the highest quality education programs. Your child attends a school which receives Title 1 funds to assist students in meeting state achievement standards. Title 1 also provides the following: Two Teachers, Two Paraprofessionals, and Professional Development for RRMS.

We trust that as you become further acquainted with Ruth Rains Middle School, you will learn to respect its ideals and take pride in calling it your school. We look forward to working with you during this school year!

Sincerely,

Principal Martin

“ Believe You Can ”

School-Parent-Student Compact

Ruth Rains Middle School and its staff members, students and parents, In an effort to improve student achievement and foster parental involvement, agree to the following:

School Responsibilities

Ruth Rains Middle School will:

- 1) Maintain an effective school climate.
- 2) Provide parents and students with frequent reports on their children's academic status.
- 3) Provide parents opportunities for ongoing communication between you and teachers throughout the year.
- 4) Encourage parental participation in school activities.

Classroom Teacher Responsibilities

We as classroom teachers will support our student's learning in the following ways:

- 1) Providing a safe and supportive learning environment.
- 2) Teaching classes with an interesting and challenging curriculum that promotes student achievement.
- 3) Setting high expectations to help every student be successful in meeting the Florida State Standards (FSS).
- 4) Motivating students to be the best they can be.

Parent/Guardian Responsibilities

We, as parents/guardians, will support our children's learning in the following ways:

- 1) Ensuring my child attends school regularly and on time.
- 2) Regularly monitoring my child's progress in school.
- 3) Attending parent-teacher conferences.
- 4) Communicating the learning needs of my child to school personnel.
- 5) Communicating the importance of education and learning to my child.
- 6) Respecting the school, staff, students and families.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement by:

- 1) Coming to school exhibiting a positive attitude about learning.
- 2) Coming to class prepared and on time.
- 3) Knowing and following school and class rules.
- 4) Completing all assignments.
- 6) Seeking extra help from teachers whenever we are having difficulties in a class.
- 7) Reading at least 30 minutes every day outside of school time
- 8) Respecting the school, staff and classmates.

Signature of Principal

Date

Signature of School Representative

Date

Signature of Parent/Guardian

Date

Signature of Student

Date

Dixie County Schools
Student Attendance Progression Plan

Attendance Interventions:

**At Each absence a robo call and email will be sent to every parent/guardian to the phone number and email address on Skyward.

1. **Criterion 1** – Five (5) unexcused absences or a combination of (8) unexcused absences, tardies and early dismissals in a 30 day period, parents can expect a conference with school personnel.
2. **Criterion 2** – Seven (7) unexcused absences or a combination of ten (12) unexcused absences, tardies, and early dismissals within a 90 day period, parents can expect a call from the truancy office.
3. **Criterion 3** – Eight (8) unexcused absences or a combination of (14) fourteen unexcused absences, tardies, and early dismissals parents/guardians can expect a call from the Truancy Office to let them know the date of their School Attendance Review Board (SARB) meeting at Criterion 3. The review board may do any of the following:
 - a. Evaluate the attendance record to determine if there is a pattern of non-attendance.
 - b. Frequently attempt to communicate with the family about the student’s attendance
 - c. Evaluate the appropriateness of alternative education programs
 - d. Require the parents and students to sign an attendance contract
 - e. Discuss referral to the CDS Family and Behavior Health Services
 - f. Discuss TIPP Court if truancy continues (Truancy Intervention Partnership Program)
4. **Criterion 4** – Nine (9) unexcused absences or a combination of (15) fifteen unexcused absences, tardies, and early dismissals within a ninety (90) calendar period, parent/guardians can expect to receive an a certified letter from the Truancy Coordinator to attend the TIPP court date.
5. **Criterion 5** – (10) unexcused absences within ninety (90) calendar days, the truancy case will be sent to the Superintendent’s designee, the Truancy Coordinator, and a Truancy Petition (at criterion 5) will be filed with the 3rd Circuit Court.

*The parent may initiate an appeal! if he/she believes that the attendance record is incorrect. Parent/Guardian will have to provide documented proof the student was present the days in question, or must provide documentation of an excused absence.

If intervention fails, Dixie County School District may, by law, seek criminal prosecution for noncompliance with the compulsory school attendance.

Who is in charge of handling what?

- Each school is in charge of ensuring that attendance, tardies and early check outs are kept up to date daily.
- Criterion 1 - will be handled at the school in which the student is attending.
- Criterion 2 - 5 is handled at the truancy office.

Terminology -

SARB - School Attendance Review Board - The purpose for the SARB meeting is to sit down with school personnel, district personnel, parents and the student to discuss why the student is having a truancy issue and to see what can be done to resolve the issue.

Who can/will attend a SARB meeting:

- Student
- Parent/Guardian of student
- Guidance/Attendance representative from the school of the student
- Truancy Coordinator
- Nurse Coordinator for the school
- Principal of the school
- Director of ESE/Staffing Specialist
- Superintendent
- District level personal
- School Resource Officer

TIPP Court - Truancy Intervention Partnership Program - The purpose for the TIPP court is to provide an intervention prior to the student and parents having to attend court proceedings.

Who can/will attend TIPP Court:

- Parent/Guardian of student
- Guidance/Attendance representative from the school of the student
- Truancy Coordinator
- Nurse Coordinator for the school
- Principal of the school
- Director of ESE/Staffing Specialist
- Superintendent
- District level personal
- School Resource Officer
- Student
- County Judge
- Court Reporter

IMPORTANT INFORMATION

1. **ABSENCE** – An Excused absence is defined as medical with written verification, Religious Holiday as verification by a religious official, death in the immediate family with a printed funeral announcement, or a school sponsored activity. Notes for **Excused** absences must specify date(s) and are due within three (3) days of the student's return to school. Any absence not covered by a note within (3) days will be and will remain **Unexcused**. Parents will be contacted by automated telephone service.

What is Classified as an unexcused absence?

Any absences which a student has occurred that are not excused by a doctor's note, death in family, or approval from the school principal or Superintendent of Schools.

What is classified as an excused absence?

Any absence that the student occurred that is excused by a doctor's note, death in the family. or approval from the school principal or Superintendent of Schools.

2. **CURRICULUM** – We provide Language Arts, Mathematics, Science, Social Studies/History, Civics, Reading, and a required career education course which are supplemented with Agriculture, Health, Band, and Physical Education. Students determined to be in the bottom quartile based on data will be placed in intensive math and/or reading. This remediation will be in place of Physical Education, band or Enrichment class. RTI classes have been implemented.

3. **EXTRACURRICULAR ACTIVITIES** – Our students are encouraged to participate in school clubs, sporting events and social activities. 6th, and 7th grade students will be able to try out for Athletic Teams and all school rules apply to these activities.

4. **FOOD** - Lunches brought to school should remain packed in their lunch box/container until the student is in their cafeteria seat. **Gum/Candy is not permitted on campus.**

5. **HEALTH CLINIC** –The Dixie County School System has a comprehensive health program that includes the following for Sixth grade: height/weight screening and dental screening. Seventh grade: vision, hearing, dental and scoliosis screening. Head Lice screenings for all grades at the beginning of the school year as time permits. One school health technician works full time offering services such as: first aid administration, issuance of doctor ordered medication, and evaluation and referral of emergency situations. Maintenance of mandated health records such as: immunizations and physical exams are done by health programs. A medical team consisting of a medical doctor/physician's assistant/or an advanced nurse practitioner/LPN who are employed by the Dixie County Health Department evaluates and treats students one to three days per week for one-two hours in the school clinic free of charge. The students must have a notarized parental consent form in order to be seen by the medical team. Age appropriate health education programs will be provided to various grade levels such as: alcohol/drug prevention; violence/ suicide prevention & AIDS prevention; healthy habits & Asthma health education program;; Seventh grade-Postponing sexual involvement program. Objectives of the postponing sexual involvement class are: State where they can go for information and advice regarding sexual matters, identify the risks associated with experimenting with sexual involvement, identify examples of pressures in our society that influence young people's sexual behavior, state that

individuals have the right to say “no” when they are asked to do something they do not wish to do, state or write down assertive responses which say “no” to pressures to experiment sexually, use assertive responses which say “no” to pressures toward sexual experimentation. If you have any questions concerning the Health program call 352-541-6254 (school clinic/ Saundra Stephens, R.N. School Health Coordinator). **ALL prescription drugs** are to be kept and dispensed in the Health Clinic.

Head Lice

Head lice are a common occurrence in the school setting. The Dixie County Health Department has a "nit" policy regulation, meaning that a student can have dead nits and may return to school. However, students may not have live nits anywhere near the scalp of the head. School-wide head checks are not made at **Ruth Rains Middle School**. If a student is sent home with lice, he/she will have three excused absences to be seen by the school nurse and be cleared for reentry. After three days, the absences become unexcused.

6. **LOCKERS** – Hall and P.E. lockers are not available at this time.
7. **LOST AND FOUND** – Found items are turned in to the custodians. At the end of the year items unclaimed are given to a charitable organization
8. **LUNCH PROGRAM** -- Due to Provision 6, breakfast and lunch are available to all students at no cost. Additional servings are available for purchase. Checks should be made payable to Ruth Rains Middle School. Students are provided thirty minutes for lunch each day.
9. **MAKING UP WORK** – *Your child is responsible for obtaining and completing makeup work.* Students are allowed two (2) school days for each excused absence to turn in missing assignments.
10. **MEDIA CENTER** – The Media Center provides many forms of materials: books, periodicals, CD’s, videos, and video disks. All checked out material is the responsibility of the student. The student must pay for lost books and materials.
11. **MEDICAL (School) INSURANCE** – Optional Medical insurance is available at a nominal cost. To participate on an athletic team/extracurricular activities you must have proof of medical insurance.
12. **MONEY AND VALUABLES** – Do not bring valuables or money to school (except for lunch or school supply money). **The school Administration/Staff is not responsible for lost or stolen valuables or money.**
13. **PARENT – TEACHER CONFERENCES** – You may arrange a conference with your child’s teacher or leave your child’s teacher a message by calling the Guidance office at 541-6254.
14. **PHYSICAL EDUCATION** – Students may have physical education and dressing out is required. The school needs to have on file any physical limitations and /or injury on a medical note. The P.E. teachers will issue P.E. lockers.
15. **SCHOOL DANCES**- Dances will be held throughout the year. All school rules apply to dances. School personnel reserve the right to refuse admission to the dance to any student. Only RRMS students are to attend dances.

16. TELEPHONE USE- The school phones are for business purposes only, however, they may be used for emergencies. Incoming calls for students are not permitted during school hours. Messages will be given to students at the end of the day.

17. Cell Phones/ Wireless Communication Devices:

1. Personal cell phones may be brought to school with the following conditions apply:
 - a. **Phones must not be utilized in any manner and are to be turned off and kept out of sight during school hours.**
 - b. If emergency calls to or from students are necessary, they should be placed through the school office and not to or from the student's telephone.
 - c. Phones should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.) **The school is not responsible for lost or stolen phones.**
2. Violation of these provisions shall result in the confiscation of the personal telephone and its return only to the parent or guardian and/or other disciplinary action.
3. Use of cell phones for the purpose of cheating will result in disciplinary and academic consequences.
4. Use of cell phones for inappropriate photographs, inappropriate internet use, or threats may result in disciplinary consequences including but not limited to suspension, expulsion, and / or possible criminal penalties.
5. Using wireless communication devices to commit any criminal act may result in disciplinary action and/or criminal penalties.
6. Electronic devices include, but are not limited to: Ear phones, earbuds, tablets, smart watches, phones, ipods, ipads, etc.... As students enter the red gates of RRMS, these devices should be turned off and put away out of sight.
7. If smart watches are worn, they are not to be used.

Cell phone violations will result in suspension of device and multiple offenses will be dealt with through progressive consequences. The following is an example of progressive practices for RRMS cell phone (electronic device) violations:

1st OFFENSE- Cell phone (electronic device) confiscated and given to the front office for parent/guardian pick up.

2nd OFFENSE- Cell phone (electronic device) confiscated, up to 2 week cell phone suspension.

3rd OFFENSE- Cell phone (electronic device) confiscated, up to 9 week cell phone suspension.

4th OFFENSE- Cell phone (electronic device) confiscated, up to the remaining current school year cell phone suspension.

- **RRMS cell phone suspension consists of, but not limited to, student checking in cell phone (electronic device) with a designated member of front office staff in the morning and checking device out at the end of the school day.**

18. LEAVING SCHOOL EARLY – Students must be signed out in the front office. Students will not be released from school without authorization from a parent/guardian by a signed note. Students are not permitted to remain on campus after being checked out from school.

What classifies as an early check out?

- Elementary School - any student checked out prior to the dismissal bell at the end of the day.
- Middle School - any student who is checked out before the dismissal bell at the end of the day.
- High School - any student who is checked out before the dismissal bell at the end of the day.

19. Student Pick up/Drop off –The designated student drop off/pickup site is located at the main front entrance of the school.

20. CLASSROOM BEHAVIOR – *Students are expected to exhibit a respectful attitude toward their teachers both in the classroom and on campus. Foul or abusive language used by students against school employees will be cause for possible suspension. Negative behavior in the classroom which interferes with the educational rights of others will be first handled by the classroom teacher. Disrespect to any school employee will not be tolerated.*

21. DRESS CODE – We take pride in the appearance of our students. Students' mode of dress and grooming in the school shall meet standards of decency, modesty, personal hygiene, and safety, and be conducive to the maintenance of a proper educational environment. Student masks must meet dress code requirements so as to not be a campus disruption. Accordingly, extreme hairstyles and make-up, excessively revealing clothes, and costumes or accessories which tend to distract fellow students in the pursuit of their educational activities or disrupt the normal activities of the school will be prohibited. State statutes prohibit 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. Appropriate attire is set by the administration of Ruth Rains Middle School and includes, but is not limited by the following:

- 1.) Dresses, skirts, skorts and shorts are to be appropriate length, beyond the fingertips when arms are extended downward. In addition, jeans that have holes above fingertips when arms are extended should be worn with shirt or under garment that covers the leg.
- 2.) **Hats, caps and headgear are not to be worn on campus during school hours. In addition, fish hooks on caps will not be allowed to be brought on campus. Sunglasses can only be worn outside during PE**
- 3.) Shoes must be worn at all times.
- 4.) Any tops or shirts must be at least 3 fingertips width.
- 5.) Pants or shorts which are obviously too large or too small for the child and which tend to hang below the waist are prohibited. At no time should a student's mode of dress expose their underwear. If a belt is needed it should be worn.
- 6.) Clothing and accessories such as backpacks, patches, jewelry, notebooks, etc. must not display alcohol, tobacco, illegal drugs, racial/ethnic slurs, vulgar or sexually suggestive language or images.
- 7.) Shirts, blouses and dresses must not be too tight or low cut completely covering the front, abdomen & back; shirts and tops must go to the waistband of pants, shorts, skirts and skorts with no midriff visible. **Leggings and spandex are NOT pants and if they are worn, you must wear a shirt that is fingertip length.**
- 8.) Prohibited items: 1) Unsafe Chains 2) sunglasses 3) sleepwear, eg. pjs, **blankets**, slippers 4) bandanas 5) skull caps. Any other apparel/clothing, which the principal/or designee determines to be

unacceptable, will not be worn to school. Students may receive disciplinary action for failure to abide by the school dress code.

9.) Markings on visible skin are prohibited. Violations of this policy will result in the student being sent to Internal Suspension until such time as the student is appropriately attired.

23. BUS INFORMATION – 1. All students are to stay behind the red line until the bus driver is ready for the students to load the bus. 2. Any student riding a bus other than their regularly scheduled bus **must** turn in the note by lunchtime.

24. TARDY TO SCHOOL – On those occasions when your child arrives late to school, by any method other than district provided transportation, an unexcused tardy will be given.

25. TARDIES - A tardy is defined as a student not being in his/her assigned seat when the tardy bell has sounded. A student will be written on a discipline referral on the third tardy to class. Tardies start over at the beginning of each semester.

What Classifies as a Tardy?

- Elementary School - any student checked in after the second bell in the mornings.
- Middle School - any student walking into a class after the tardy bell has rang.
- High School - any student walking into a class after the tardy bell has rang.

26. VISITING THE CAMPUS OR THE CLASSROOM– We welcome parents and visitors to our campus, **HOWEVER, we do not allow visits** to the classroom during school hours without prior approval from administration. All visitors (including parents) must check in at the office and obtain a badge before proceeding to student areas. Anyone on campus without a badge will be considered trespassing. Visits by students from other schools are not permitted.

27. TEXTBOOKS - Textbooks and other instructional materials are on loan to the students. Students who do not return textbooks must pay for the books before they are assigned a replacement. A student who has not returned or paid for a book will not be issued a book the following year. Money will be refunded for all books that have been paid for and returned.

28. WITHDRAWAL – As soon as you become aware that you will be withdrawing from school, parents must notify the office and complete a withdrawal form. All books and materials belonging to the school must be returned before withdrawing.

29. CAFETERIA BEHAVIOR – The cafeteria is designed to encourage good restaurant behavior. Know that “Breaking-in” and holding places in line is not permitted. Each student is responsible for cleaning up the area they are eating in, before dismissal. Students are to have a low toned conversation at their table. There will be no throwing food and no food or drinks taken out of the cafeteria. Each lunch is 30 minutes long.

30. CAMPUS BEHAVIOR – There will be no running on campus or in any building, **walk only!** No skateboards or roller blades allowed on campus anytime. **Students are expected to use sidewalks outside and remain off the grass.**

31. BULLYING – RRMS takes a proactive approach in the prevention of bullying. Students are to

immediately report any instance of bullying. Bullying complaint forms are available in the Front Office as well as in the Guidance Office. After investigating the report, disciplinary action may be taken.

32. INTERNET POLICY – Unless otherwise requested by parents/guardians, students will have access to the Internet with teacher approval. Any misuse of the Internet will be dealt with by the Administration.

33. GRADE POINT AVERAGE – (G.P.A.) To participate in extracurricular activities (sports, FFA, etc.) students must have a 2.0 G.P.A. The G.P.A. is calculated each semester.

A=4 points

B=3 points

C=2 points

D=1 point

F= 0 points

*add up six grades

equivalents and then

divide by six. This is the

G.P.A.

RRMS GRADING SCALE*

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

34. A student with six(6) or more absences and a passing grade in any class during any nine week grading period will receive a grade of 59 for that class until a successful appeal is made.

35. Attendance matters. A student with 6 or more absences in any class and has a passing grade.....will receive a grade of 59. If the grade is lower than 59, that grade will be received.

36. Grading Period - Report cards are issued each 9 weeks. Every 4 ½ weeks, progress reports are completed for students to take home. Planners may be used for weekly progress reports.

37. Electives – RRMS offers Band class for those students interested. This class is taken in place of the PE. Students in Band will remain in the Band Class for the entire year.

38. All Family Educational Rights and Privacy Act (FERPA) will be enforced and followed.

39. No all-terrain or motorized vehicles of any kind driven by RRMS students are permitted

40. Transportation Changes- In the interest of keeping our students safe, any changes to a child's transportation from school **MUST** be done by written note from parent/guardian. Notes must be signed by parent/guardian and include a contact number for verification. No changes will be made by phone without Principal approval.

Fun Things to Do at RRMS

Part of the Program at RRMS is to provide activities for students outside the regular classroom. The activities are sponsored and supported by the faculty.

Competitive Sports – RRMS Competitive Team sports are Volleyball, Girls/Boys Basketball, Softball and Baseball. All students must adhere to the RRMS Athletic policies.

Cheerleaders – 6th and 7th grade girls may participate and will cheer at Home Basketball games **only**.

Drama Club – This club is for students to participate in drama activities including a school play production. They meet after school.

Jr. Beta Club – This is a scholastic/service club. Jr. Beta Club does several service projects during the year. Some of the projects are: Thanksgiving baskets, visits to the nursing home and participation in teacher appreciation week. They meet after school.

FFA – This is a club, which belongs to the State FFA and competes at district level. RRMS FFA has one of the largest memberships in the state. They meet after school.

FCA - This is a club for students that are christian athletes that will be involved with bible studies, group prayers, and Fields of Faith nights. They meet before or after school.



SWAT Club – Students Working Against Tobacco.

Principal's List – Each nine weeks students who have straight "A's" or 5 "A's" and 2 "B's", No discipline referrals and 3 or less absences in all classes are rewarded by being placed on the schools Principal's List.

Yearbook – RRMS will publish its own yearbook. They will be on sale early in the year and will be distributed at the end of the 2022-23 school year.

PROGRESS REPORTS OUT:*

September 8, 2022
November 9, 2022
February 8, 2023
April 26, 2023

REPORT CARDS OUT:*

October 14, 2022
January 9, 2023
March 29, 2023
June 7, 2023

END OF 9 WEEKS:*

October 7, 2022
December 16, 2022
March 15, 2023
May 31, 2023

2022-2023 DIXIE DISTRICT SCHOOL CALENDAR

2022-2023 School Calendar

Dixie District Schools
16077 SE Highway 19
(352)541-6250
Cross City, FL 32628

July 2022						
S	M	T	W	T	F	S
					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						

August 2022						
S	M	T	W	T	F	S
	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			

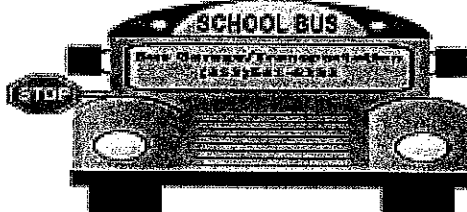
September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						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					

November 2022						
S	M	T	W	T	F	S
		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			

December 2022						
S	M	T	W	T	F	S
				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

Aug 9	Teachers Return
Aug 10	First Day of School for Students
	Early Release
Sep 5	Labor Day (No School)
Sep 8	Progress Reports
Oct 7	End of Term 1
Oct 13	Early Release
Oct 14	Report Cards Home
	DCPS Homecoming
Oct 27	Parent/Teacher Conference
Oct 28	Teacher Workday (No School)
Nov 0	Progress Reports
Nov 11	Veterans Day (No School)
Nov 21-25	Thanksgiving Break (No School)
Dec 18	End of Term 2
Dec 19 - Jan 2	Christmas Break (No School)
Jan 9	Teachers Return
Jan 9	Students Return
Jan 9	Report Cards Home
Jan 16	M. L. King Jr. Day (No School)
Feb 8	Progress Reports
Feb 18	Parent/Teacher Conference
Feb 17	Teacher Workday (No School)
Feb 20	Presidents Day (No School)
Mar 15	End of Term 3
Mar 20-24	Spring Break (No School)
Mar 29	Report Cards Home
Apr 7	Good Friday (No School)
Apr 28	Progress Reports
May 25	DCPS Graduation
May 29	Memorial Day (No School)
May 31	End of Term 4
	Last Day for Students (Early Release)
June 1	Last Day for Teachers
June 7	Report Cards Home



January 2023						
S	M	T	W	T	F	S
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29	30	31				

February 2023						
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March 2023						
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April 2023						
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30						

May 2023						
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28	29	30	31			

June 2023						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Anderson Elementary
 815 SE 35th Highway
 Cross City, FL 32628
 Phone: (352)541-6251
 Fax: (352)541-6304

Old Town Elementary
 221 SE 136th Ave.
 Old Town, FL 32680
 Phone: (352)541-6253
 Fax: (352)469-3035

Ruth Rains Middle
 981 SE 35th Highway
 Cross City, FL 32628
 Phone: (352)541-6254
 Fax: (352)541-6254

Dixie County High
 17924 SE Highway 19
 Cross City, FL 32628
 Phone: (352)541-6252
 Fax: (352)541-6221

- First & Last Day of School (Early Release)
- Early Release
- School Closed
- Teacher Planning (no school for students)
- Report Cards
- Parent-Teacher Conference

School Board Approval Date: 3/8/2022



Ruth Rains Middle School

Bell Schedule 2022-2023

<u>Schedule 1</u> 8:00-8:50 1 st period 8:54-9:44 2 nd period 9:48-10:38 3 rd period 10:38-11:08 Lunch A 11:10-12:00 4 th period 12:04-12:56 5 th period 1:00-1:49 6 th period 1:53-2:42 7 th period	<u>Schedule 2</u> 8:00-8:50 1 st period 8:54-9:44 2 nd period 9:48-10:38 3 rd period 10:42-11:32 4 th period 11:32-12:02 Lunch B 12:04-12:56 5 th period 1:00-1:49 6 th period 1:53-2:42 7 th period	<u>Schedule 3</u> 8:00-8:50 1 st period 8:54-9:44 2 nd period 9:48-10:38 3 rd period 10:42-11:32 4 th period 11:36-12:26 5 th period 12:26-12:56 Lunch C 1:00-1:49 6 th period 1:53-2:42 7 th period
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Dismissal Bell @ 2:45

Car Riders & First Wave Bus @ 2:42

Second Wave Bus @ 2:45

***Early Release: Car Riders & First Wave Bus @ 12:32**

Second Wave Bus @ 12:35

Dixie District Schools

STUDENT CODE of CONDUCT

GRADES 5– 7

Effective: August 2018

PURPOSE/INTENT OF THIS DOCUMENT

The primary purpose of education in Dixie County is to maintain, perpetuate and improve our American way of life. The School is the social agency through which this purpose is to be achieved. In order to maintain a “school climate” in which the children and youth of our country can live, learn and flourish, it is vitally necessary for all students to assume responsibility for their behavior while enrolled in the public schools in Dixie County.

Therefore, in order to aid students in making appropriate decisions governing their behavior, a code of conduct identifying the rules and procedures has been established. While these rules are not intended to be “all – inclusive” of all possible behavior, they do implement the philosophy of our system, and are illustrative of the types of behavior that are consistent with the proper maintenance and function of an effective program in our system.

This code of student conduct is to be applied and enforced in addition to other rules which may be in effect at any individual school with due respect for the constitutional rights of every student. It should be pointed out that although parents and students have many rights guaranteed by state and federal laws and court decisions, these rights end when and where they begin to interfere with the rights of others. It must also be pointed out that this document does not outline all of the possibilities of misconduct, therefore students and parents need to realize that the school administration has the right to view other student’s behavior as unacceptable and deal with it accordingly.

Most importantly, students need to know that every right carries with it the responsibility to exercise that right wisely, and that failure to do so may result in loss of privileges. Essentially then, the responsibility for conduct is in the hands of each individual student, and when an action by a student is not in line with an accepted standard, specified consequences shall be applied as outlined in this document. The intent, then, of this document is to help provide an instrument, which shall sustain an atmosphere that will enable a student to achieve the goal of a basic education, thus allowing them to be competitive in the adult world.

I. GENERAL POLICIES (PK –12)

A. Due Process (PK-12)

Due Process is another name for fairness of process. Fairness of procedure is due process in the primary sense. Due process is a right guaranteed to all by the Fifth and Fourteenth Amendments of the Constitution.

Policies and procedures for discipline of a disabled student will be provided to the parent or guardian during the initial eligibility staffing.

Individuals must have proper notice and an opportunity to be heard, and the hearing conducted fairly. Students must be informed either orally or in writing, of the rules, which have been violated. The basic ingredients of due process procedures are as follows:

1. Individuals must have prior opportunity to know that their actions would be in violation of established rules and regulations.
2. Individuals must have the opportunity to know the specific charges or complaints being made against them.
3. Individuals must have notice of the charge or complaints being made against them.
4. Individuals must be given a fair and impartial hearing

B. Student Grievance Procedure (PK-12)

A grievance is defined as an alleged violation of the School Board of Dixie County policies on unlawful discrimination or harassment. The grievance process is available to all students and applicants for admission. Throughout the student grievance process the claimant, accused and all others involved in the investigation are guaranteed confidentiality and protection from retaliation. Such grievance may be filed in the following manner:

Step One - If an individual public school student believed that an action by the school, another student, or by a school representative has violated his/her rights under School Board policies, the student shall seek within sixty (60) days of the alleged occurrence a resolution through informal discussion with a teacher, guidance counselor, dean of students or assistant principal of the school who shall in turn mediate on the student's behalf with the individuals alleged to have committed the violation.

***Any student who feels they have been a victim of discrimination or harassment may skip Step 1 and proceed directly to Step 2 if they so desire.**

Step Two – If the resolution determined by the informal discussion does not resolve the issue to the satisfaction of the aggrieved student, that student will submit a written statement of the grievance to the school principal or the district Equity Coordinator within ten (10) school days after the informal discussion of the alleged occurrence. The statement shall include a description of the specific rule/regulation allegedly violated, the date of the violation, the resolution sought and the signature of the student and parent or guardian.

Step Three – Within ten (10) school days of receipt of the written grievance, the principal or the district Equity Coordinator shall render a written response to the aggrieved student and parent or guardian, which shall uphold, modify, or deny the resolution sought.

Step Four – If the student is not satisfied with the response issued to step three, the student has within ten (10) school days of the response to submit in writing the alleged grievance to the District School Superintendent.

Step Five – Within ten (10) school days, the Superintendent shall issue a written response to the aggrieved student and parent or guardian. The decision of the Superintendent shall be final.

***For further information on all areas covered under the grievance umbrella, please refer to School Board Policy 2.16.**

C. Student Records (PK – 12)

Philosophical Basis:

A well-developed student record file contains information needed for making appropriate educational decisions for the student. Student records are to be treated confidentially and should contain information that is relevant, accurate and appropriate.

Access to Student Records:

In general, a student's records are available to parents of minor students (under age 18) and to students who have reached age 18 or are attending a post secondary education institution (eligible students). In addition, federal and state statutes allow student records to be made available to certain others that have a bona fide need of information.

Copies of the District's policies regarding student records are available at each school and at the School Board office. These policies will always be in compliance with state and federal regulations concerning student records.

Eligible students and parents of minor students have the right to inspect and review permanent education records of the student. The parent or eligible student may request access to the records through the school principal. The principal will make records available for review within thirty (30) days of such request. Information regarding the cost is also available from the school. A parent or eligible student may challenge information in the records. A parent may refuse to permit the designation of any or all categories of directory information with respect to his child by notifying the principal in writing ten (10) calendar days of the beginning of school. Unless there is a specific written request in the cumulative folder, directory information on the student may be released. Parents or eligible students will be provided a list of types of directory information included in student records, upon written request of the office of the Superintendent. Purging, transferring and copying of student's records is done in accordance with federal and state statutes and federal, state and local procedures.

Responsibilities of Student, Parent, and Guardians:

To inform the school of any information that may be useful in making appropriate educational decisions.

To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

Release of records of students 17 years of age or younger who attend an elementary or secondary school requires the signature of the parent or guardian.

Rights of Students, Parents and Guardians:

To inspect, review, and challenge the information contained in records directly relating to the student.

To be protected by legal provisions which prohibit the release of personal identifiable information to other than legally authorized persons without the consent of the parent, guardian, or eligible student. (Eligible students are those 18 years of age or over and/or those attending a post-secondary institution)

D. Educational Equity Act (PK-12)

The School Board of Dixie County is committed to the principle and practice of equal opportunity and affirmative action. The School Board of Dixie County complies with the letter and spirit of federal, state and local laws and regulations prohibiting discrimination and/or harassment based on race, color, religion, political affiliation, national origin, sex, disability, age, marital status, or social and family background. Employment and educational opportunities for students, employees and applicants are provided under the principles, equal opportunity and affirmative action. Dixie District Schools designee to coordinate compliance with the Educational Equity Act is:

Alexa Mills, Director of Student Services and ESE
Instructional Services Building 2
16077 NE Hwy 19
Cross City, FL 32628
Phone: 352-541-6146
Fax: 352-541-6354

E. Limited English Proficient (PK- 12)

Limited English Proficient (LEP) students who meet program eligibility criteria shall have equal access to all programs. No national origin minority or limited English proficient student shall be subjected to any disciplinary action because of his or her use of a language other than English. Disciplinary actions for LEP students are common to non-LEP students.

F. Textbooks/Library Books (PK – 12)

Textbooks/Library books are property of the School Board of Dixie County and loaned to the students of Dixie County. The students must pay for lost and damaged textbooks and/or library books before other books will be issued. All books should be cared for with extreme care by the students. Periodic book checks will be made to examine the condition of the books and to check for lost books. Students are held personally responsible for their books, whether lost, stolen, or damaged.

G. Student Lockers/Storage Space (PK-12)

Lockers and/or storage spaces for student use maybe provided by the School Board of Dixie County. As such, these lockers and storage spaces are the property of the School Board. Any student who accepts the use of a locker/storage space, accepts it with the understanding that it cannot conceal or hide any such item or material that is illegal or against school policy or regulations. Upon accepting the use of the locker/storage space the student does so knowing the locker/storage space is subject to be searched at any time and for any reason that school officials feel that they need to conduct such a search. School personnel are NOT responsible for stolen or misplaced property.

H. Pledge of Allegiance

A student has the right not to participate in reciting the pledge. Upon written request from his or her parent, the student must be excused from reciting the pledge.

II. GENERAL CONDUCT (PK –12)

A. School Bus Conduct (PK –12)

Rights:

Students living two (2) miles or more from the school have the right to transportation by school bus or other school provided transportation. Students have the right to be informed of the transportation rules, regulations and laws regarding the transportation of the students by school bus.

Transportation Rules:

1. Students must obey the bus driver.
2. Students must have no foreign objects in their mouth.
3. Students must remain in their seats, face forward, keeping hands, feet and other objects to themselves at all times.
4. No objects will be brought on the bus without permission of the bus driver.
5. Students must be at the bus stop five (5) minutes before stop time. They should stand 10 feet off the road in an orderly manner. When crossing the street, they must cross 10 feet in front of the bus. School conduct rules apply while students are at the bus stop.
6. Students must be absolutely quiet when the bus is stopped at a railroad crossing.
7. Students must board and leave the bus in an orderly manner at their regular stop, except with the permission of parents and principal or his/her designee.
8. Profane language or gestures may not be used on the bus.

Bus Safety Discipline Plan

Offenses would be divided into two levels based on the severity of the incident. Level I offenses would be incidents such as not sitting in a seat properly, spitting, loud talking, etc... Level II offenses would be incidents of a more serious severity such as fighting, gross insubordination, weapons, etc...

Level I Offenses

Each bus driver will keep a roster of kids that ride their bus. This form would contain blanks on it for drivers to make notes and mark checks by the student's name.

= **indicates** that bus driver gave students a verbal warning in private. Bus driver should pull student aside and discuss the inappropriate behavior. This conversation should be documented by posting the date the conference took place on the student roster.

= **Parent notification.** The bus driver will attempt to contact the parent by phone to have a conference regarding the child's inappropriate behavior. If the driver is unable to verbally speak with the parent, written notification can be made. Parent notification should be documented by posting the date the contact was made on the student roster.

3rd Offense = Office Referral: Driver must bring in referral along with documentation of steps one and two above. Administrator will have a choice of punishment. Punishment may include warning, time spent in the internal room, etc...

4th Offense = Office Referral: Minimum of 2 days bus suspension (Grades 6-12). Minimum of 2 days bus suspension or administrator choice of punishment (grades PK-5).

5th Offense = Office Referral: Minimum of 5 days bus suspension.

6th Offense = Office Referral: Minimum of 10 days bus suspension. A certified/Return Receipt letter will be mailed to the parent notifying them that on the next offense expulsion from the bus will be administered.

7th Offense = Office Referral: Expulsion from bus.

****ESE students who are unable to provide private transportation to school may be referred to the special needs bus at any time the administrator deems necessary after the 3rd offense for a level I incident.**

*****When a student begins on the special needs bus the number of offenses will start over.**

Level II Offenses

1st Offense = Office Referral: Minimum of 2 days bus suspension.

2nd Offense = Office Referral: Minimum of 5 days bus suspension.

3rd Offense = Office Referral: Minimum of 10 days bus suspension. A Certified/Return Receipt letter will be mailed to the parent notifying them that on the next offense expulsion from the bus will be administered.

4th Offense = Office Referral: Expulsion from bus.

****ESE students who are unable to provide private transportation to school may be referred to the special needs bus at any time the administrator deems necessary after the 2nd offense for level II incident.**

*****Level II offenses for students in grades PK-2 punishment will be left to administrative judgment.**

*****When a student begins on the special needs bus the number of offenses will start over.**

***Restitution up to \$2,500.00 for damage to real or personal property.**

B. Zero Tolerance for School Related Violent Crime (PK-12)

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On September 13, 1994, the Florida State Board of Education adopted a new rule "Zero Tolerance for School Related Violent Crime." The rule requires each school district to ensure that students or adults found to have committed the following offenses on school property, school sponsored transportation, or during a school sponsored activity shall receive the most severe consequence provided by law and School Board Policy:

1. Homicide
2. Sexual battery
3. Battery on School Personnel
4. Kidnapping
5. Battery on School Personnel
6. Kidnapping

3. Armed robbery
4. Aggravated battery
7. Arson
8. Possession, use, or sale of any firearm

C. Teacher Authority to Remove Students from the Classroom (PK-12)

Pursuant to 232.271, F.S., which took effect on July 1, 1996, any teacher has the authority to remove a student from his or her classroom for repeated disruptive behavior or a violent incident.

Teachers who invoke the provisions of this statute must document that a student's behavior repeatedly interfered with the learning process in the classroom or the student's behavior was so unruly, disruptive, or abusive that it interfered with the effective conduct of the class.

Principals may not return a student to that class when the teacher removed the student under the provisions of this statute, without the permission of the teacher or the direction of the placement review committee, which may determine that returning the student to that class is the best and/or only available alternative for the student.

D. Compulsory School Attendance (PK-12)

Florida Statutes state that school attendance is mandatory between the ages of six (6) and eighteen (18) unless the student and his or her parent/guardian file a formal intent to terminate school enrollment with the District School Board. Rules and regulations pertaining to those laws as well as those regarding admission of transfers, pupil transfers into and out of the county shall be available to all students and parents. Regular attendance and a cooperative attitude are necessary ingredients in an environment, which promotes learning.

E. Truancy (PK-12)

RRMS Guidance office will monitor student attendance every 30 calendar days. Any student who has 5 unexcused absences within 30 days or 10 unexcused absences within a semester will meet the criteria for the truancy action plan.

F. Supervision of Students (PK-12)

Pursuant of Florida Statute 232.25 as amended and effective 7/1/96

PUPILS SUBJECT TO CONTROL OF SCHOOL

Each pupil enrolled in a school shall, during the time he or she is being transported to and from school at public expense, during the time he or she is attending school, and during the time he or she is on school premises, be under the control and direction of the principal, or teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or of the bus driver to whom such responsibility may be assigned by the principal. A reasonable time for supervision is 30 minutes before and after an activity is scheduled, with the exception of school provided transportation which shall be from the time the student is picked up at his or her designated stop and until such time as student is released from his or her bus at the student's designated stop. Casual contact between school district personnel and students on school property shall not result in legal duty to supervise outside of the reasonable times set forth in this document. The duty of supervision does not extend to anyone other than students attending school and students authorized to participate in activities.

G. Grades (5-7)

Students in grades 5-7 are expected to attend school on a regular basis in order to receive the necessary instruction to be promoted. If a student is absent from school, it is the responsibility of the parent/guardian to call the school the day their child missed school and report the absence. Parental contact by telephone or home visit will be attempted after each unexcused absence. **VERIFICATION MUST BE RECEIVED IN THE MIDDLE SCHOOL OFFICE BY THE THIRD (3rd) DAY A STUDENT RETURNS FROM BEING ABSENT.**

Excused Absences are defined as medical with written verification, Religious Holiday as verification by a religious official, death in the immediate family with a printed funeral announcement, school sponsored activities.

Unexcused Absence is any absence that is not excused. After a student accumulates three (3) unexcused absences in a semester, the school may contact his/her parent/guardian.

When a student accumulates five (5) unexcused absences in 30 days, the school will notify the student's parent/guardian. If the student receives cash assistance from the Department of Children and Families, this notification will include a warning that the Department of Children and Families must be contacted by the school, according to the Florida Law, when the child is excessively absent from school. It is Dixie District School's policy to report a child as having excessive absenteeism, which is sufficient to jeopardize academic progress when they have accumulated ten (10) unexcused absences in a semester. (F.S. S. 1003.26)

When a student has accumulated ten (10) unexcused absences in a semester, the school will notify the Department of Children and Families (if applicable), as well as complete an Educational Evaluation of the student. Also, a certified letter will be sent to the parents requesting a conference to develop an Attendance Improvement Plan, which will include educational counseling. The committee for attendance will include appropriate school personnel and the parent/guardian. A student who has accumulated 15 unexcused absences within 90 days will be considered truant. (F.S.S. 1003.27)

A student who misses 30 or more days of school may be required to repeat the grade unless he/she has demonstrated mastery of all subject areas that are required for promotion. A student who misses more than one half (1/2) of a class period (for an unexcused reason) will be considered absent from that class.

III. Prohibited Student Behavior

Any specific misbehavior **not included** in the below list of Prohibited Behaviors will be *categorized by the administrator* as the incidents occur.

***Unacceptable Behavior (6-8)**

Behavior	Category
Skipping- absent from class without permission/Leaving class without permission/Leaving campus without permission.	B
Tardiness to school and/or class.	A
Classroom/Hallway Misconduct- Disruptive behavior, including but not limited to, loud outbursts, disrespectful behavior toward faculty and students, distracting others, etc....	A
Possession of CD's/cameras/video games/laser lights/on campus.	A
Co-mingling on campus (non-students mingling with RRMS students on campus during school hours without permission).	A
Displaying any unacceptable behavior of a sexual nature.	C
Inciting fighting to physical contact.	C
Fighting , physical contact.	C
Fire Alarms (tripping or setting off fire alarms).	C
Gum or Candy is not permitted on campus.	A
Insubordination to a staff member.	B
Profanity/abusive language (spoken or written).	A
Academic Cheating	A
Internet- Violation of the District Internet Use Policy/Guidelines	B
Dress Code violations.	A
Computer misuse/abuse	B
Fireworks are not permitted on campus.	C
Tobacco use- All uses of tobacco products by students and adults in any form, including cigarettes, cigars, dip, chew, vapor, and electronic cigarettes, are prohibited on school property and buses.	C
Alcohol- Possession, use or sale	D
Gross Insubordination to any staff members.	C
Vandalism (destruction of school property).	C
Weapons- Possession of any weapon on campus (pocket knives, razors, firearms, homemade weapons on campus, etc.).	D
Fighting/weapon use- displaying a weapon	D
Stealing/Extortion	C
Physical attack- Physical attack on any school related personnel	D
Bomb Threat- students involved in initiating or calling in a bomb threat.	D
911- Calling 911 from school/personal cell phones (False Alarm/Prank)	C

Gross insubordination- toward an administrator.	C
Pornographic Material- Possession of pornographic material on campus.	B
Felony- Students charged with a felony, the principal has the authority to suspend a student who is formally charged with a felony for an incident which allegedly occurred on other than public school property, if the incident is shown to have an adverse impact on the educational program, discipline or welfare in the school where the student is enrolled.	D
Gun Possession- possession of gun on campus: due to the Gun Free Schools Act, possession of a gun on campus will result in an immediate suspension and recommendation for expulsion.	D
Drugs- Possession, use, or sale of drugs, drug paraphernalia or pseudo drugs.	D
Destruction of Property- Willful or malicious destruction of personal or school property.	C

● **Any of the above unacceptable behaviors will be handled through administrative action by the Principal or designee with one or more of the following consequences.**

● **Discipline Consequences Include (6-8)**

1. Counseling by Administration
2. Parent Notification/Parent conference
3. Campus Work Detail
4. Internal Room
5. Out-of-School Suspension
6. Recommendation for Expulsion
7. Lunch Detention
8. Detention from Physical Education
9. Morning School Detention
10. Suspension/Dismissal from extracurricular activities by Administrator or Sponsor/Coach.
11. Dixie Alternative Center
12. Restitution
13. Law Enforcement Contact
14. After 3 out of School Suspensions the Administrator may recommend expulsion
15. Special Assignments
16. Education/Awareness class for Vaping/Tobacco
17. Other Administrative action

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“A” CATEGORY RUBRIC

“A” CATEGORY BEHAVIORS			
<p>These behaviors are initially handled by the individual teachers or teams, and warrant referrals after repeated incidents are severe.</p> <ul style="list-style-type: none"> ● Disruptive behavior, in classroom/school areas ● Disrespectful comments ● Improper use of electronic devices ● Dress code violation ● Improper use of school facilities (Walking in unassigned areas, food and drink, gum and candy, etc....) ● Academic cheating ● Public display of affection ● Possession of cameras, video games, laser lights, etc. on campus ● THIS DISCIPLINE WILL BE PROGRESSIVE IN REGARDS TO CONSEQUENCE IF NECESSARY. 			
“A” CATEGORY CONSEQUENCE GUIDELINES			
<u>1ST OFFENSE</u>	<u>2ND OFFENSE</u>	<u>3RD OFFENSE</u>	<u>4TH OFFENSE</u>
<p>Counseling, Parent notified by phone or documentation, possible detention(s) assigned</p>	<p>Counseling, Parent notified by phone and/or documentation, consequence assigned (detention, suspension, etc.)</p>	<p>Counseling, Parent notified by phone and/or documentation, consequence assigned ISS 1-3 days</p>	<p>Counseling, Parent notified by phone and/or documentation, counseling assigned Up to 5 days ISS/Future offenses will result in OSS.</p>

“B” CATEGORY RUBRIC

“B” CATEGORY BEHAVIORS			
These behaviors are handled by teachers, teams, and administration.			
<ul style="list-style-type: none"> ● Intimidation displayed toward students and/or school staff ● Gross Insubordination (Disrespectful/Disobedient) toward staff ● Physical Contact/Pushing/Shoving 		<ul style="list-style-type: none"> ● Profanity/vulgarity ● Skipping class or assigned area, Truancy ● Unsafe behavior ● Computer misuse/abuse ● Excessive tardiness to school and/or class 	
“B” CATEGORY CONSEQUENCE GUIDELINES			
<u>1ST OFFENSE</u> Counseling, Parent notification by phone and/or documentation, Up to 5 days suspension and/or detention.	<u>2ND OFFENSE</u> Counseling, Parent notification by phone and/or documentation Up to 10 days suspension and/or detention OR 1-3 days ISS	<u>3RD OFFENSE</u> Counseling, Parent notification by phone and/or documentation Consequence assigned, Up to 5 days ISS	<u>4TH OFFENSE</u> Counseling, Parent notification by phone and/or documentation, Consequence assigned, 1-3 days OSS/Consequence will progress with future offenses.

“C” CATEGORY RUBRIC

“C” CATEGORY BEHAVIORS			
These behaviors are considered severe and warrant immediate referral.			
<ul style="list-style-type: none"> • Fighting • Pull False Fire Alarm • Sexual Harassment • Theft/possession of stolen items • Inciting Fight(s) • Gross Insubordination toward staff members. 		<ul style="list-style-type: none"> • Threat of physical violence toward students and/or staff • Tobacco products or related paraphernalia • Vandalism • Fireworks on campus 	
“C” CATEGORY CONSEQUENCE GUIDELINES			
<u>1ST OFFENSE</u> Counseling, Parent notification by phone and/or documentation, 3 days OSS	<u>2ND OFFENSE</u> Counseling, Parent notification by phone and/or documentation, 5 days OSS	<u>3RD OFFENSE</u> Counseling, Parent notification by phone and/or documentation, 7-9 days OSS	<u>4TH OFFENSE</u> Counseling, Parent notification by phone and/or documentation, OSS, possible Expulsion

“D” CATEGORY RUBRIC

“D” CATEGORY BEHAVIORS These behaviors are considered severe and warrant suspension or expulsion	
<ul style="list-style-type: none"> • Alcohol, possession or use • Assault • Bomb threats • Physical attack on school personnel 	<ul style="list-style-type: none"> • Drug possession/sale • All weapons • Aggravated battery • Battery on School Personnel • Sexual Battery
“D” CATEGORY CONSEQUENCE GUIDELINES	
<u>1ST OFFENSE</u> Immediate OSS (Out of School Suspension) (10 Days) Expulsion Hearing	<u>2ND OFFENSE</u> Expulsion hearing

• Administrators have the authority to apply the following Behavior Rubrics for inappropriate behaviors. **The rubrics are guidance only and are not binding on Administrators.** Each disciplinary case must be judged on the specific facts of the individual case and its severity to determine the fair and appropriate penalty.

D. Trespassing (6-8)

Parents and visitors are welcomed on the school campus with the following understanding.

- Visits to the classroom during school hours must have prior permission of the school administration.
- All visitors (including parents) MUST check in the office to obtain a badge before proceeding to the student’s areas.

ANYONE ON CAMPUS WITHOUT A BADGE WILL BE CONSIDERED TRESPASSING AND DEALT WITH ACCORDINGLY.

E. Dress Code (5-7)

Students have the right to be able to learn without being distracted/offended by the clothing or appearance of others. Students have the responsibility to observe basic standards of cleanliness, modesty, good grooming and dress.

DRESS CODE

We take pride in the appearance of our students. The appearance or dress of students shall not be disruptive to the educational process. All students are expected to dress and groom themselves neatly in clothes that are suitable for learning. Dresses, skirts and shorts are to be appropriate length (longer than fingertips when arms are extended). Student masks must meet dress code requirements so as to not be a campus disruption. Hats, caps, and headgear are not to be on campus during school hours. Shoes must be worn at all times. Undergarments should not be exposed. Any tops or shirt must have a 3 finger tip width. Dresses, skirts, skorts and shorts are to be appropriate length, beyond the fingertips when arms are extended downward. In addition, jeans that have holes above fingertips when arms are extended should be worn with shirt or under garment that covers the leg.

Consequences for Dress Code Violations (5-7)

Students will be warned one time of dress code violation. On the second notification for violations of shorts being too short, the student will lose the right to wear shorts for the remainder of the school year. Student and parent will be notified with a letter. Violations of this policy will result in the student being sent to Internal Suspension until such time as the student is appropriately attired. Students who violate the 3 fingertip width rule will be offered a clean RRMS school shirt to wear for the day or may call a parent/guardian for clothes.

Student Safety

Student Safety is our primary goal for all of our schools! We strive to provide a safe environment for all of our students. We take steps to be sure children are not harmed by other students, teachers or staff, or persons entering the school or school grounds, and we work to keep our facilities safe and free from danger. Please remember that parents and schools share a common goal: To make sure the school is a safe place for students to learn. Parents, your responsibilities include:

- It's your job to make sure your child treats other students and school staff with respect, and if there's a problem, it's up to you to work with the school and your student to correct the problem before the situation becomes violent
- Help your student understand how to keep themselves and others safe at school. For example, no running in the halls or rough-housing, wear proper shoes, pay attention to the safety rules on the playground, on buses, and in parking lots.

While we will do all we can to keep your student safe, if your student is injured at school, we will do our best to contact you immediately. It is your responsibility to see we have contact numbers for you and others that we should contact if you are not available. If it should be necessary to have EMS respond, please know your health insurance is the primary, and you as the parent, are responsible for your child's medical bills. The school provides information on low cost insurance that could assist parents with these expenses.

Our bus drivers undergo continuous safety training and are randomly drug tested as required by law. We make every effort to see that our buses are safe for our children. However, wrecks can still happen and in

Florida we have a no-fault insurance law which means your insurance is responsible for medical bills if you own a car. If a parent does not own a vehicle, typically the insurance of the driver who is at fault in the accident is responsible.

Again, let's work together to keep all of our students safe! We welcome you to report any safety concerns to the school principals or our district safety director.

Florida Statute

Chapter 836

DEFAMATION; LIBEL; THREATENING LETTERS AND SIMILAR OFFENSES

836.10 Written threats to kill, do bodily injury, or conduct a mass shooting or an act of terrorism; punishment; exemption from liability.—

(1) Any person who writes or composes and also sends or procures the sending of any letter, inscribed communication, or electronic communication, whether such letter or communication be signed or anonymous, to any person, containing a threat to kill or to do bodily injury to the person to whom such letter or communication is sent, or a threat to kill or do bodily injury to any member of the family of the person to whom such letter or communication is sent, or any person who makes, posts, or transmits a threat in a writing or other record, including an electronic record, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view the threat, commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

Threat Assessment Teams

Threat assessment teams will be established at each school whose duties include the coordination of resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies developed by the FLDOE Office of Safe Schools. Such policies shall include procedures for referrals to mental health services identified by the school district pursuant to s. 1012.584(4), when appropriate. The threat assessment team shall include persons with expertise in counseling, instruction, school administration, and law enforcement. The threat assessment teams shall identify members of the school community to whom threatening behavior should be reported and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self.

Upon a preliminary determination that a student poses a threat of violence or physical harm to himself or herself or others, a threat assessment team shall immediately report its determination to the superintendent or his or her designee. The superintendent or his or her designee shall immediately attempt to notify the student's parent or legal guardian. Nothing in this subsection shall preclude school district personnel from acting immediately to address an imminent threat. Upon a preliminary determination by the threat assessment team that a student poses a threat of violence to himself or herself or others or exhibits significantly disruptive behavior or need for assistance, the threat assessment team may obtain criminal history record information, as provided in s. 985.047.

If an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to engage behavioral health crisis resources. Behavioral health crisis resources, including, but not limited to, mobile crisis teams and school resource

officers trained in crisis intervention, shall provide emergency intervention and assessment, make recommendations, and refer the student for appropriate services. Onsite school personnel shall report all such situations and actions taken to the threat assessment team, which shall contact the other agencies involved with the student and any known service providers to share information and coordinate any necessary follow-up actions.

Threats

Threats to other students or to any school personnel which are written, texted, posted on the internet or otherwise communicated will result in disciplinary action including but not limited to suspension, expulsion, and/or criminal penalties.

Any student who is determined to have brought a firearm or weapon to school or who is determined to have made a threat or false report, in addition to other existing action, will be referred to mental health services identified by the school district {per s. 1012.584(4)} for evaluation or treatment, when appropriate.

S.W.A.T.

Students Working Against Tobacco

- **Nearly 90% of adult smokers began at or before the age of 18**
- **Tobacco use is the single most preventable cause of disease, disability, and death in the U.S.**
- **Nicotine is one of the most addictive chemicals known to mankind, just as addictive as the hardest drugs.**
- **Nicotine addicts teens faster and easier than adults.**

All uses of tobacco products by students and adults in any form, including cigarettes, cigars, dip, chew, vape pens, and electronic cigarettes, are prohibited on school property and buses.

Any students caught with tobacco products will receive consequences as per behavioral matrix administrative decision. The tobacco product (including vape pens and e-cigarettes) will be taken from the student, and the parents will be informed.

DIXIE DISTRICT SCHOOLS
EDUCATIONAL FUNDING ACCOUNTABILITY ACT, Section 1010.216, F.S.
2020-2021 SCHOOL FINANCIAL REPORT

RUTH RAINS MIDDLE SCHOOL

REVENUES Footnotes [1]	SCHOOL*	%	DISTRICT	%	STATE	%
FEDERAL	\$ 582,431	13.80%	\$ 5,277,165	22.37%	\$ 4,821,888,313	18.89%
STATE/LOCAL (EXCLUDES LOTTERY)	\$ 3,700,164	86.40%	\$ 18,308,253	77.63%	\$ 24,038,732,681	83.20%
EDUCATIONAL ENHANCEMENT (LOTTERY) TRUST FUND	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
PRIVATE	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
TOTAL	\$ 4,282,595	100%	\$ 23,585,419	100.00%	\$ 28,892,712,690	100.00%

*School revenues based on costs.

[1] Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS**	PER FULL-TIME EQUIVALENT STUDENT			TOTAL COSTS
	SCHOOL	DISTRICT***	STATE***	
TEACHERS/TEACHER ASSISTANTS (SALARIES/BENEFITS)	\$ 4,213	\$ 4,818	\$ 5,424	\$ 2,001,921
SUBSTITUTE TEACHERS (SALARIES/BENEFITS)	Footnote [2]		Not Available from State	
OTHER INSTRUCTIONAL PERSONNEL****	\$ 1,280	\$ 1,303	\$ 1,241	\$ 598,580
CONTRACTED INSTRUCTIONAL SERVICES	\$ 309	\$ 621	\$ 253	\$ 146,827
SCHOOL ADMINISTRATION	\$ 555	\$ 589	\$ 653	\$ 283,825
MATERIALS/SUPPLIES/OPERATING CAPITAL OUTLAY	\$ 372	\$ 510	\$ 275	\$ 176,693
FOOD SERVICE	\$ 742	\$ 747	\$ 506	\$ 352,591
OPERATION AND MAINTENANCE OF PLANT	\$ 1,413	\$ 1,417	\$ 1,096	\$ 671,687
OTHER SCHOOL LEVEL SUPPORT SERVICES	\$ 149	\$ 140	\$ 274	\$ 70,681
TOTAL SCHOOL COSTS**	\$ 9,013	\$ 10,023	\$ 9,722	\$ 4,282,595

** Capital expenditures for new schools are not included.

*** Amounts reported for District and State reflect costs for all levels of students, not by school type.

****Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs such as transportation and administration for the Dixie School District totaled \$3,779,282 or \$1,842 per FTE.

[2] The costs of substitute teachers included in "Other School-Level Support Services" \$47,689

K-12 ADDITIONAL DETAILED INFORMATION	PER FULL-TIME EQUIVALENT STUDENT			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
TEACHERS/TEACHER ASSISTANTS (SALARIES/BENEFITS): FOOTNOTE [3]				
BASIC PROGRAMS	\$ 3,714	\$ 4,115	\$ 4,517	\$ 1,457,818
ESOL	\$ -	\$ 4,743	\$ 5,888	\$ -
EXCEPTIONAL PROGRAMS	\$ 6,582	\$ 7,194	\$ 8,436	\$ 644,103
CAREER EDUCATION PROGRAMS	\$ -	\$ 6,482	\$ 4,365	\$ -
ADULT PROGRAMS FOOTNOTE [4]	*	*	*	*
MATERIALS/SUPPLIES/CAPITAL OUTLAY: FOOTNOTE [5]				
TEXTBOOKS	\$ 209	\$ 278	Not Available from State	\$ 98,348
COMPUTER HARDWARE AND SOFTWARE	\$ 70	\$ 4	Not Available from State	\$ 32,989
OTHER INSTRUCTIONAL MATERIALS	\$ 68	\$ 137	Not Available from State	\$ 32,008
OTHER MATERIALS AND SUPPLIES	\$ 25	\$ 81	Not Available from State	\$ 12,368
LIBRARY MEDIA MATERIALS	\$ -	\$ 3	Not Available from State	\$ -

[3] The total of "Teacher/Teacher Assistants" by program should agree to "Teacher/Teacher Assistants" reported in the previous section.

[4] Not funded by FEPP.

[5] The total of "Materials, Supplies, Operating Capital Outlay" should agree to "Materials, Supplies, Operating Capital Outlay" reported in the previous section.