

track

Rugby Raider Navigators



Art Club

cheerleading

Quiz Bowl

Student Council



Science Olympiad

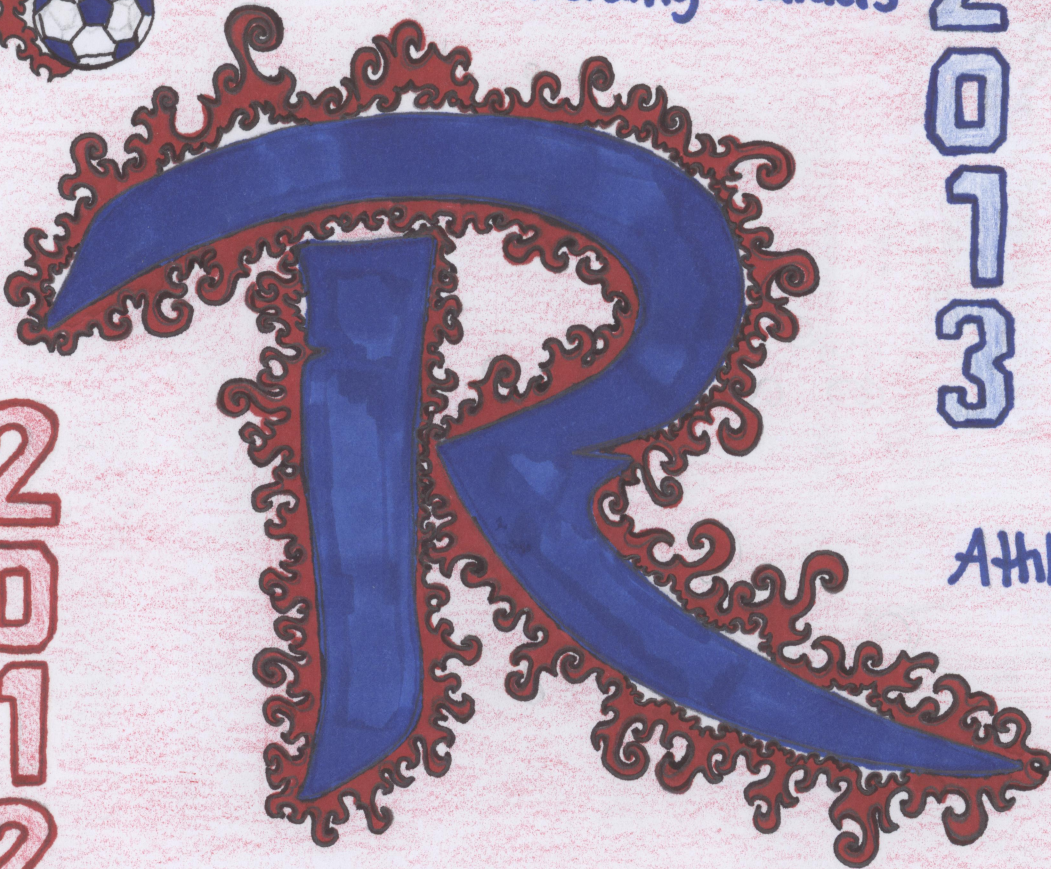
Reading Raiders

2013

FCA



SHAC



CTE

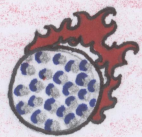
2012

Athletics

Rugby 5k

Band

Builder's Club



NJHS

Battle of the Books



Glee Club

Girls on the Run

Jazz Band

wrestling



HW.

Geography Bee

Mathcounts

Strings

RUGBY

MIDDLE SCHOOL
STUDENT HANDBOOK

2012-2013

Bill Reedy
Principal

Mark Page
Assistant Principal

Peggy Marshall
Assistant Principal

3345 Haywood Road
Hendersonville, NC 28791
828-891-6566 (phone)
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Website: www.hendersoncountypublicschoolsnc.org/rug/

Parent Assistant (Student Info): <https://pam-pilot.ncwise.org/dc1/>

www.ncwiseowl.org

username: wiseowl

password: wiseowl

www.worldbookonline.com

username: hcpswb1

password: apples

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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WELCOME TO RUGBY MIDDLE SCHOOL

VISION STATEMENT

Rugby Middle School strives to create a learning environment of high expectations that promotes acceptance for all students; honors and celebrates diverse learning styles, cultures, and opinions; and prepares them for a global society.

MISSION STATEMENT

The Rugby Middle School community is committed to sharing the responsibility for creating a diverse learning environment where all students are embraced and empowered so they can achieve their full potential in the 21st century.

SCHOOL BELIEFS (Core Values)

- We believe students will care when they know how much you care.
- We believe education is a partnership involving student, teacher, parent, and community.
- We believe all students can succeed.
- We believe in promoting the expectations of Responsibility, Manners, and Spirit.

HENDERSON COUNTY PUBLIC SCHOOLS CORE VALUES

- We are here for the children we serve.
- We provide a warm, inviting atmosphere for all children.
- We believe a safe environment is everyone's responsibility.
- We provide effective learning through multiple instructional strategies for all children.
- We expect honesty and integrity in all that we do.
- Our standard is excellence.

PHILOSOPHY

We, the staff of Rugby Middle School, are entrusted to provide a program of academic excellence for our students. Recognizing middle school is a period of transition from elementary to high school, we support a program that is beneficial in helping our students with basic skills. Although that is our primary purpose, we cannot ignore the unique social, emotional, and physical needs of the middle school student and therefore, must educate the total student. Clubs and extracurricular activities are all an important part of this. Our program must include intellectual development, social values, and self-discipline. We wish to create an atmosphere of learning in a stable environment tempered with love and understanding so that our students may become successful individuals with positive self-images.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

Rugby Middle School utilizes the Positive Behavior Intervention and Support (PBIS) in an effort to manage discipline problems in a positive manner. Our program is unique in that we teach our students appropriate behavior within the environment at Rugby Middle School, thereby giving the students the opportunity to apply this same behavior within their community.

The PBIS model in our school is simple and uniform. Keeping the environment positive, improves time management for everyone. We believe the keys to successful behavioral management are consistency and positive interactions.

Our PBIS program includes in-depth instructions on the PBIS Model for Student Behavior, consistent reinforcement of this model by all the faculty and staff at RMS, positive incentives and rewards for appropriate student behavior, and our Back in Control (BIC) procedures for dealing with classroom disruptions.

ABOUT RUGBY MIDDLE SCHOOL

Rugby Middle School (RMS) is one of seven middle schools recognized in the United States that has received the Schools To Watch Recognition for the third consecutive evaluation cycle. RMS has an enrollment of more than 900 students with an outstanding professional staff of 65 certified staff members, of which 21 are Nationally Board Certified, serves RMS. In June 2011, RMS met 21 of 21 AYP Goals with a North Carolina Composite Score of 88.5%. The composite score is the 40th highest score for the middle schools in North Carolina. RMS has well developed exploratory programs which provide differentiation opportunities for all students. Through effective use of field trips and real world activities, RMS students enjoy real world experiences and / or activities that enhance the educational experiences of our students.

Over the last four years, RMS's staff set a goal to fully implement the effective use of technology in the classroom. Additional use of technology has been implemented using a variety of technology tools (i.e., flip cameras, iPods, iPads, web-based programs) to support projects and processes to extend higher order thinking skills. As of last year, every class has a mounted LCD projector and document camera for instructional and student use. Our students also have access to 6 computer labs in addition to a laptop lab and an iPod lab.

In our fourth year of implementation, the development of a school-wide PBIS Program with detailed expectations in all areas has been developed. Through PBIS committee developed lessons and the parent – student handbook, our staff teaches and implements our behavior expectations. In addition, the “Rugby Raiders Navigators Program”, a mentor program implemented by our counselors, has assigned select eighth graders to mentor sixth grade students in small groups to address topics such as middle school adjustment, bully prevention, and other character education topics. Additionally, all eighth grade students are currently involved in a variety of service projects through our social studies classes.

RMS has worked to establish better communication with all stakeholders. We have focused on increasing parental communication through our web page, email correspondence, and Alert Now messaging system. Each teacher makes a timely effort to communicate with our parents about the success and/or needs of their child. The administration is committed to giving information in a timely fashion to staff, students, and parents concerning school events.

RMS's staff sponsors a variety of clubs, fine arts programs, athletic programs, academic societies, and academic contests for our students. In addition to a well rounded extra-curricular program, we have a Day Treatment Program that currently assists some of our most needy students in experiencing success at RMS. Our goal is to have every student involved and have a positive experience at RMS.

GENERAL INFORMATION

ATTENDANCE



All absences, even if excused/lawful, are counted against the attendance requirements. Good attendance is essential to the academic success of students. To be considered in attendance, a student must be present for at least one-half of the school day or at a school authorized activity.

Any assignments missed by the student as a result of an absence should be completed in a timely manner. Parent(s) should provide the school with a note identifying the reason for an absence within three (3) days of their child returning to school.

I. Lawful Absences, Tardiness, and Early Dismissals

Students are expected to be in attendance for each day of the regular school year, which normally consists of 180 school days. Basis for excusable absences permitted by the NC State Board of Education Attendance Regulations are:

- A. Illness or injury prevents the student from being physically able to attend school.
- B. The local health officer or the State Board of Health orders the isolation of the student.
- C. The student is absent due to the death of a member of the immediate family.
- D. The student has an emergency medical or dental appointment or such an appointment which has been approved in advance by the principal.
- E. The student is a party to court or administrative proceedings or is under subpoena as a witness in the proceedings of a court or administrative tribunal.
- F. The student has obtained prior approval by the principal to be absent due to the observance of an event required or suggested by the religion of the student or the student's parents.
- G. The student obtains prior approval from the principal to take advantage of a valid educational opportunity, such as travel.

II. Unlawful Absences, Tardiness, and Early Dismissals:

Parents are required to ensure that their child attends school while school is in session. If a parent fails to assure the child's attendance at school, the parent may be prosecuted for violating the compulsory attendance law.

- A. Unexcused absences include all reasons not covered above. A report of unlawful absences may be filed if the child continues to accumulate unexcused absences.
- B. Students are expected to arrive on time and remain in school the full day. Tardiness and early dismissals cause students to miss important information and are strongly discouraged.

III. Absences and Promotion

All absences, even if excused and lawful, are counted against the attendance requirements. Students must be in attendance 166 days to be considered for promotion or credit. While students may be absent for legitimate reasons, it is the expectation that the lost time will be made up at the school during provided make-up sessions.

- A. Any student in grades K-8 who exceeds the 14 day absence limit may not be promoted. Students who exceed the limit have an option to make up time and academic work through educational opportunities such as remediation outside the normal school hours as approved by the principal including before and after school, Homework Club, Saturday School, and Summer School.
- B. As soon as a parent anticipates a student's extended absence because of a severe, prolonged, or chronic illness under a physician's care, the parent shall notify the principal. It is the responsibility of the parent to provide appropriate documentation in order for the school to make appropriate arrangements for the homebound/hospital-bound, or other appropriate instruction. If a student makes a good faith effort to complete the work under these conditions, days missed will not be counted against the policy. This arrangement shall be made only on the advice of the attending physician. Parents should address all questions regarding this type of instruction to the principal.

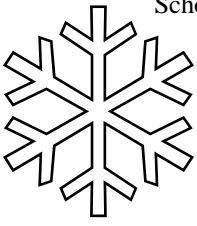
TARDY POLICY

Students are expected to be prepared and seated in RT (homeroom) by the tardy bell. Once a student has accumulated **five unexcused school tardies**, they will be assigned a Saturday Intervention.

EARLY DISMISSAL POLICY

Students are expected to be present at school for the entire school day. Once a student has accumulated **five unexcused early dismissals**, they will be assigned a Saturday intervention. Many times, valuable lessons are missed that are difficult or impossible for students to make up. Students will be counted absent if they are dismissed before 11:30 a.m., unless provisions are made to return to school during the school day. Parents must sign out their child in the office when picking up a student before the regular dismissal time.

INCLEMENT WEATHER



School closings and emergency dismissals are announced on local radio, AlertNow, and TV stations in the event of inclement weather. You may visit the HCPS website at www.hendersoncountypublicschoolsnc.org/, or call the HCPS weather line at 697-4733

Parents should ensure transportation arrangements are made, and correct contact numbers are clearly stated on student information sheets at the start of the school year. In the event of an emergency that would result in an early closing, parents will be contacted through the AlertNow communication system.

PARENT-TEACHER COMMUNICATION

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note, telephone, or e-mail. If you call during the school day, teachers will return your call as soon as possible.

VISITORS

Parents are always welcome at Rugby. All visitors must register with the front office upon entering the building. Visitor passes are required. Students are not permitted to invite out-of-school friends to visit them during the school day.

DRESS CODE

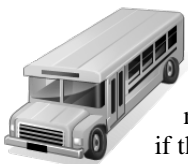
Students are to wear clothes that are appropriate for the weather conditions and neat in appearance. Any form of dress or hairstyle which is considered contrary to good hygiene or which, in the judgment of the administration, could be distracting or disruptive in appearance and detrimental to the purpose or conduct of the school, will not be permitted. Following are expectations for the students:

- Vulgar, illegal, (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
- Hats, caps, bandanas (or other head coverings), gloves, mittens, and sunglasses will not be permitted to be worn inside the school building unless approved by a principal upon the recommendation of a physician and/or school nurse.
- Spray painted hair, body art, face paint, writing or drawings on the body are not permitted.
- Chains and/or studded accessories are prohibited. Accessories that increase a student's risk for accidents are not permitted.
- Shorts, skirts and dresses must extend at **least two inches below the fingertips** with arms at the student's side. This includes when leggings or capris are worn underneath.
- Shirts and tops must be long enough to be tucked in and cannot be revealing from being too low-cut. Midriff, open mesh, low cut, muscle and tank tops (sleeves less than three inches wide), sleepwear or beachwear are examples of styles that are considered unacceptable for students.
- Pants must be kept at the waist level. All undergarments are to be covered. Holes and/or **cuts in clothing will not be allowed above the knee**. This includes when leggings or capris are worn underneath.
- Oversized clothing, which compromises the safety of students, is not permitted.
- Footwear should be appropriate for safety and comfort, especially for use in the physical education program. Cleated or roller type shoes are not permitted. Appropriate and safe shoes and sandals will be worn at all times.
- Coats are to be worn to and from school only and must be placed in student lockers.
- Some school programs, such as laboratory activities, physical education, and interscholastic athletics may require special hair care, clothing, footwear or restrictions on jewelry to ensure the health and safety of all students.



Attention to this matter is important, for often the way we dress is the way we act. Proper clothing selections should be a team effort between parent and student.

BUS/TRANSPORTATION



Students are assigned buses and stop times based on stop locations. Parents must request bus transportation through the office and inform the office when a change of location is needed.

Bus Pass: If a student wants to request to ride home with another student, both students must have a parent note sent to the school. Students are to turn in the notes to the office in the morning. A pass will only be granted if the bus has additional space for riders.

STUDENT DEMOGRAPHICS/CONTACT INFORMATION

It is important for parents to have up-to-date student demographic information kept on file in the office. If student contact information changes over the summer or during the school year contact the school.

SCHOOL NUTRITION

Breakfast and lunch will be provided daily in the school cafeteria at the price of \$1.00 per breakfast and \$2.30 per lunch. The “mega meal” (pizza slice, chicken sandwich, or hamburger) is available at the price of \$2.75 per lunch.



Henderson County School Board Student Wellness Policy #419 states that in order to safe guard the health of Henderson County’s school age children and due to the dramatic increase in food allergies and food borne illnesses, the Board prohibits home produced items from being used as part of school based celebrations. Parents and community members may provide food items that are commercially prepared or packaged when the celebration is coordinated by the school or classroom teacher. Henderson County Board of Public Education will not be held liable for any foods not prepared and served by Henderson County Child Nutrition or Child Care Programs.

Federal Lunch Program: Applications for free and reduced breakfast and lunch may be obtained any time during the year from the office. Students must have a parent or guardian complete the application and return it to the main office.

EMERGENCY PROCEDURE DRILLS

Emergency procedure drills, including fire, tornado, and lockdown, are held throughout the school year. Teachers will review the procedures and expectations for each drill. Emergency exit routes are posted throughout the school.

HEALTH SERVICES

In cooperation with the Henderson County Health Department, a school nurse visits our school on a weekly basis.

First Aid: Immediate first aid is provided in the event of injury or illness at school. Parents will be contacted to assume responsibility for decisions regarding serious injury or illness.

Medication: All over-the-counter and prescription medications, must be presented to the office immediately upon arrival. The medication will be kept in and dispensed through the office. Proper forms, available in the office, must be filled out completely and kept on file. Students are not to dispense medication to other students or to themselves. Parents must pick up medication at the end of the year or it will be discarded.



PHYSICAL EDUCATION

North Carolina state law requires that each student will participate in physical activity on a daily basis. If your child is in attendance at school, participation in these physical activities is mandatory. In the event of injury or illness, a doctor’s note should be provided stating the number of days the student should be excused and what alternative or limited activities in which the student may participate.

CLUBS AND EXTRACURRICULAR ACTIVITIES

Students who attend extracurricular activities, such as athletic events, banquets, dances, etc. are expected to conduct themselves in accordance with all the expectations and policies stated herein. Improper conduct could result in loss of privilege to attend such activities. During extracurricular activities, students are not to be outside of the designated area. Students who are in ISS, OSS, or C-STOP will forfeit the privilege of participating and/or attending any after-school events on days when they are in ISS, OSS, or C-STOP.

Art Club	Athletics	Battle of the Books
Blue Ridge Quiz Bowl	Builder’s Club	Career Club
Fellowship of Christian Athletes	Geography Bee	Girls on the Run
GLEE	Jazz Band	National Jr. Honor Society
MathCounts	Morning Announcements	PEP Squad
Reading Raiders	Rugby Raider Navigators	The Rugby Players
Science Olympiad	SHAC	Student Council

LOCKERS

Hallway Lockers and combination locks are issued at the beginning of the year. Lockers should be kept locked at all times and combinations should not be shared with others. Only school issued locks will be allowed for locker use. Other locks will be removed without warning. Students are responsible for keeping their assigned locker clean both inside and outside. Damages will be charged to the responsible student. A \$5.00 replacement fee will be charged for lost locks. Any locker malfunctions should be reported to the office. The locker assigned is not the student's private property nor under their exclusive possession and may be opened and inspected by school authorities at any time. Any unauthorized item may be removed and held by the school.



PE Lockers: Students are to provide their own lock. These lockers are available for use only during the students' physical education period.

PERSONAL BELONGINGS

Each student is responsible for all personal items of clothing and belongings that are brought to school. It is highly recommended to write your name on personal items including clothing. Students are not allowed to trade personal items or exchange money on the school grounds. The school is not responsible for lost or damaged items. Lost and found is located in the office area.

TEXTBOOKS

The school furnishes all textbooks. Damage to or loss of the issued student text will result in a financial charge, which must be paid before another textbook is issued.

STUDENT USE OF PHONE



Telephones are for school business purposes only. Student must have a pass from a teacher. Students will not be called to the phone to receive messages during the school day.

PROGRESS REPORTS

Report cards and mid-term reports are sent home during each nine-week period. All reports are to be signed and returned promptly. Parents are encouraged to communicate with the school if they have any questions or concerns with their child's progress.

Grading Scale: A 93-100 B 85-92 C 77-84 D 70-76 F 69 or below

PARENT ASSISTANT MODULE (PAM)

The Parent Assistant allows parents to check their student's assignments, attendance and grades from any computer with Internet access, any time. Parents may also update their student's personal information and family contacts. Login information will be sent home at the beginning of the year. Please **contact the school for login information** if you haven't received it or have lost your username and password. <https://pam-pilot.ncwise.org/dc1/>

INTERNET USE

Students will be required to follow guidelines for Internet use as set forth in the Henderson County Board of Public Education Acceptable Use Policy. A signed form must be on file for students not to have access to the Internet while at school.



eREADERS

Students may use personal eREADERS if they are reading approved AR book titles. If students are caught using a device inappropriately (i.e. games, web browsing, messaging) during school hours, the student will lose their privilege.

RUGBY MIDDLE SCHOOL PROCEDURES

MORNING PROCEDURES

Car Riders

- Cars are to pull all the way forward in the drop-off zone before allowing their student to exit.
- Students enter the nearest entrance and walk directly to their designated morning area.



Bus Riders

- Students are to arrive early at their designated bus stop.
- Students are to wait until the bus comes to a complete stop before crossing the road.
- Bus riders are to always follow the RMS bus expectations.
- Riders are to wait until the bus comes to a complete stop before standing to exit the bus.
- Bus riders are to use the building entrance that is nearest the bus drop-off zone and walk to their designated area.

Breakfast

- Breakfast serving times are 7:20 – 7:45am.
- Upon arrival to school, students can proceed to the cafeteria to eat breakfast.
- Upon entering cafeteria, students will follow RMS cafeteria expectations.
- Only students eating breakfast are allowed in the cafeteria.
- When finished eating, students should cleanup their area and wait to be dismissed to RT.

Gym

- Students are to sit in their designated grade level areas in the gym until they are dismissed by section to RT.

Restroom (before RT dismissal)

- Students must ask a duty teacher for permission to use the restroom.
- Students will use restrooms in the cafeteria and report back to their designated area.

Tardy to School

- Students who arrive after the tardy bell 7:50am are to report directly to the front office.
- Tardy students then will report to their RT. (*Tardy Policy page 4*)



AM Homework Club

- Students may attend homework club in the morning by reporting to the media center at 7:10 or when their bus arrives.
- Students sign in with the supervising teacher and may only be dismissed from the media center with permission.
- Students are expected to follow the RMS expectations.

TRAVEL PATTERN PROCEDURES

Hallway

- Students are to stay on the right side of the hallway, 2 x 2, and walk with purpose (not running, not loitering/lingering).
- Students are to follow designated hallway patterns (as described by their teachers) when travelling throughout the school.

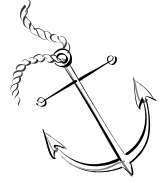
RT PROCEDURES

Lockers

- Students may only use their lockers during designated times or with adult permission.
- For everyone's safety, locks must be kept locked at all times.

Anchor Time

- At the beginning of RT, students are to automatically and silently read for the entire period.
- Students are to always have a book with them; if not, they may ask to borrow one from the teacher.
- Students may not go to the library during RT.
- Students may not leave the classroom to visit their locker, office or restroom, except for emergencies or other circumstances.
- If a student finishes a book, he/she should quietly inform the RT teacher.
- Attendance is taken during RT. Students should turn in excuse notes for absences and tardies to their RT teacher.
- Bus Passes should be turned into the office after reporting to RT.



Announcements

- The Pledge of Allegiance will begin at 8:15. At the end of the pledge, the visual announcements will be shown.
- Students are to use good manners and actively listen to all announcements.

Dress Code

- The dress code will be reviewed with students during the first few days of school. On these days, warnings may be given unless the violation is extreme. In extreme cases, students will be referred to the office.
- Students with dress code violations should be asked to change or be sent to the office.

CLASSROOM PROCEDURES

Homework

- Homework is posted in the classroom and on teacher class websites.
- Students are expected to write down homework assignments in their agenda book.



Agenda Book

- Students are expected to have their agenda book with them at all times.
- The agenda book contains the student handbook, intervention log, hallway pass log, and calendar for homework assignments.
- Students are not to tear-out any portion of their agenda book nor make any marks on their intervention pages.
- Replacement Agendas are \$5.00

Gum

- Students may not chew gum while on campus or on the bus in order to avoid inappropriate disposal methods.

Materials

- Students are encouraged to purchase back-to-school supplies according to the grade level supply list.
- Students are to always have the following materials with them in every class, including exploratory classes:
 - Binder
 - Agenda
 - Paper
 - Pencils
 - Textbooks when needed
 - Any other materials required by a teacher
- Students may purchase supplies in the vending machines located outside the media center.



Trash and Recycled Materials

- Trash and recycled materials are to be deposited in the appropriate container at the end of each class period.

AREA PROCEDURES

Office

- If a student is leaving school early, the office will call for the student when the parent arrives. Students are not allowed to wait in the office for early pickup.
- If an item is being dropped off for the student, the student will be allowed to pick up the item when convenient to the classroom teacher.

Phone

- Students must have their teacher's signature in their agenda to make a phone call.
- Students are to fill in the phone log before making the phone call and follow RMS expectations.

Lost and Found

- Students must have their teacher's signature in their agenda to search lost and found.
- Students searching lost and found should follow RMS expectations.
- The student should inform an adult in the office of the purpose for visiting the lost and found, fill in the lost and found log, and follow RMS expectations.

Guidance

- Students must have their teacher's signature in their agenda to see anyone in guidance.
- If guidance is unavailable, the student may complete an appointment form.
- For non-emergency situations, appointment forms are located outside the doors of the guidance counselors' offices. The student may fill out the form and leave it in the designated drop box. The guidance counselor will make an appointment and call for the student. The student may not wait in the office or come back to the office repeatedly to confirm the appointment.
- In case of an emergency, appropriate exceptions will be made to accommodate the situation.
- If a guidance counselor needs to meet with a student during class time, she/he will speak with teachers/staff, send a note, or call for the student.



Cafeteria

- Students are to follow the RMS cafeteria expectations.
- After eating, students are dismissed one class at a time by an adult.
- Food or drinks must remain in the cafeteria.

Lunch Break

- Walk and Talk Time will take place four days a week, weather permitting, during the last 10 minutes of lunch on the field behind the cafeteria.
- Food or drinks must remain in the cafeteria.
- Students are to respond immediately to our school wide signal when a teacher raises his/her hand. Students will line up as a class with their teacher when it is time to return and should not leave until the entire class is ready.

Library/Media Center

- Students have an opportunity to go to the media center with their ELA class every other week. Additionally, students are allowed to go with their teacher's signature and must sign in immediately when entering the media center using the catalog computers.
- Student in the Media Center must have a teacher supervisor present.
- Students are expected to enter and leave the media center quietly following RMS expectations.
- Students that lose media materials must pay for the items.

AFTERNOON PROCEDURES

Announcements

- Announcements are made before 2:50pm. All students are to be seated and listening intently.

Afternoon Dismissal

- Bus riders are dismissed by their teacher at the 2:50 bell or after announcements.
- Car riders are dismissed after the buses have cleared the lot.
- Band/Strings students who ride the bus are to travel to the band room to pick up instruments as announcements begin. Car riders are to get their instruments after announcements.
- Athletes are dismissed with car riders unless otherwise announced. Athletes are to report to their designated area immediately.

Afternoon Bus Riders

- When bus riders are dismissed, students should walk to their lockers and obtain their needed belongings.
- Bus riders are to walk through the designated areas and remain on the sidewalk until they reach the bus parking lot.
- Students are to ride their designated bus.
- Middle school students are to ride in the front half of the bus.
- Students are to follow the RMS Bus expectations.



Afternoon Car Riders

- Students are to be picked up by 3:25pm.
- When car riders are dismissed, students should walk to their lockers and obtain their needed belongings.
- Students are to follow the RMS Car Rider expectations.
- Cars are to pull all the way forward before stopping and allowing their student to load.
- Students are expected to remain in designated areas and may not roam the halls.

PM Homework Club

- Monday – Thursday
- Students should go to their locker, restroom, etc. before walking to the library or other designed area.
- Students are to come (i.e. always have an AR book with them approved by their LA teacher) and will not be allowed to leave the club unless they are being picked up.
- Students are to follow the schools RMS expectations.
- Students are to be picked up by 3:50pm.

ATHLETIC EVENTS

- All students are encouraged to participate as a spectator at athletic events.
- Student athletic passes are available for purchase at the beginning of the year.
- Athletic event admission is \$2 for students and \$4 for adults
- Students staying for an athletic event may not wait in the car rider line. Students are expected to attend homework club, tutoring, or an announced designated area. Students may not roam the building before, during or after athletic events.
- It is the student's responsibility to set up transportation for pickup prior to the school day.
- If a student is not picked up in a timely manner after athletic events, they will lose their privilege to attend.

Guidelines for Behaviors and Interventions

The faculty and staff of Rugby Middle School have a collective vision to ensure the safety and well-being of all of their students. Students at RMS are taught expectations within the school environment, thereby giving students the opportunity to apply this same behavior within the community. The following levels contain behaviors not accepted at RMS as well as intervention levels faculty and staff members follow.

Level III Behaviors

Infractions that are major acts of misconduct that result in the serious disruption of school order; threaten the health, safety and property of others; **and any other acts of serious or repeated misconduct.**

Level III Interventions (Office Referral)

Infractions are to be reported immediately to the school administration who may remove the student from the school or activity. Level III behaviors require a staff member to write a referral description on the incident(s).

Behaviors are offenses described in the County Code of Conduct which include but are not limited to:

Repeated level II offenses	Skipping Class
Bullying	Sexual Offenses
Physical Altercation & Threats	Vandalism
Possession of Stolen Property	Weapons
Tobacco, Alcohol, & Drugs	Theft

Level II Behaviors

Infractions that interfere with or disrupt the environment, teaching, and/or learning process.

Level II Interventions

Infractions are to be handled by a staff member using the school-wide intervention process.

Behaviors may include:

Disorderly conduct	Insubordination & Defiance
Disrespect	Minor Physical Altercation
Disruption	Public Display of Affection
Inappropriate Language	Class/RT Tardy
Excessive talking	Other Disruptive Behaviors

Level I Behaviors

Minor infractions that interfere with or disrupt the learning process of a student.

Level I Interventions

Infractions are to be handled by the classroom teacher by communicating to parents/guardian. Communication could include notes homes, phone call, or conferences. Teachers may always seek assistance from administration if a student **continuously has Level I infractions** when home communication is not effective.

Behaviors may include:

Missing Assignments/Homework	Gum
Missing Parent Signatures	Other Disruptive Behaviors

Dress Code Violations

Students with dress code violations will be asked to change or sent to the office.

Cell Phone/Electronic Violations

Student cell phones and electronic devices are to be turned off and stored in lockers during school. If students are caught with a device during school hours, the teacher will take away the device and give it to an administrator with a referral.



Intervention steps will include: warning with parent conference, after school detention, ISS, and being prohibited from bringing electronic devices to school.

Students may use cell phones and electronics in the afternoon car rider lines in a non-disruptive manner.

SCHOOL-WIDE DISRUPTION INTERVENTION PROCESS

Rugby Middle School utilizes Positive Behavior Intervention and Support (PBIS) in an effort to manage discipline problems in a positive manner. When we deal with discipline, we use as many interventions as possible to give every student a chance to be successful. For minor classroom disruptions, teachers will follow the school-wide intervention steps for students that are not following the schools RMS expectations. The purpose of programs such as BIC is to assist teachers with classroom disruptions that interfere with or disrupt teaching. "Back In Control" allows a student to immediately refocus and to think about his/her behavior before it escalates. The interventions are immediate and they increase in levels during the week. Each week students are given the chance to start over.

School-Wide Intervention

For Level II Behaviors

(Infractions that interfere with or disrupt the teaching or learning process in the classroom)

Individual students receive a verbal warning for level II behaviors each day in each class. Some incident warnings could carry over the next day such as class tardies. The purpose of warnings is to give students a chance to refocus. If the student continues to be disruptive (Level II), the school-wide intervention steps will be followed.

1. Verbal Warning
2. Lunch Detention
3. Back In Control 1 (Parent Phone Call)
4. Back In Control 2 (Parent Phone Call & Afterschool Detention)
5. Back In Control 3 (Parent Phone Call & Office Referral)

Lunch Detention

Students assigned lunch detention will receive a mark in their agenda and a lunch detention slip from the teacher. They are to report to ISS/BIC with their agenda immediately after they obtain their meal. If a student fails to serve their detention, they are reminded by the teacher that issued the detention. If the student fails to serve the detention after being warned, the issuing teacher may send the student to BIC with a BIC Referral.

BIC (Back in Control):

When students are sent to the school's BIC room, they reflect on their behavior and the school's PBIS expectations.

1. Student enters the BIC room with their agenda and gives the referral to the BIC teacher.
2. The BIC teacher will call the student's parents to inform them of the behavior and the intervention steps and actions. The student will then be allowed to speak to their parent over the phone.
3. Student will complete an assigned BIC activity and complete their academic work if applicable.
4. Student will be sent back to class with a pass.

Missing Agenda Book

Students that do not have their agenda, when a teacher asks for it to assign an intervention, will be sent to BIC.

Detention Hall

After-school detentions are assigned to students that are sent to the BIC room for the second time in a week or by an administrator. After-school detentions are from 2:50 until 3:50 and are held in our ISS/BIC room. Parents will be notified in advance to arrange transportation.

Saturday Intervention

Saturday intervention is set up to provide an alternative to In-School and Out-of-School suspensions. Saturday interventions are assigned depending on the severity of expectations not being met. Saturday interventions are tentative and scheduled bi-monthly by need. Students serving the intervention will be re-taught school expectations, be allowed to makeup academic work, and provide community service to our school.

In-School Suspension Program (ISS)

The In-School Suspension Program (ISS) is set up to provide an alternative to home suspension. Students are counted present and given academic work by their teachers to complete in isolation.

Out-of-School Suspension (OSS)

Students may be suspended from school for violations of School Discipline policies under the discretion of school administration. Suspended students are considered absent for the school day and are not to be on any school grounds in Henderson County.

HCPS Student Code of Conduct

Students and parents are provided with a copy of the [Student Code of Conduct](#) that outlines HCPS student behavior guidelines, major infractions and consequences, and student bus conduct. Students and parents are to review this publication carefully.

Responsibility Manners Spirit

First Quarter

	Lunch Detention	Detention Served	BIC 1	BIC 2	BIC 3
Aug 27 – 31					
Sept 3 – 7					
Sept 10 – 14					
Sept 17 – 21					
Sept 24 – 28					
Oct 1 - 5					
Oct 8 – 12					
Oct 15 – 19					
Oct 22 - 26					

Second Quarter

	Lunch Detention	Detention Served	BIC 1	BIC 2	BIC 3
Oct 29 – Nov 2					
Nov 5 – 9					
Nov 12 – 16					
Nov 19 – 23					
Nov 26 - 30					
Dec 3 – 7					
Dec 10 -14					
Dec 17 – 21					
Jan 2- 4					
Jan 7 – 11					
Jan 14 - 18					

Third Quarter

	Lunch Detention	Detention Served	BIC 1	BIC 2	BIC 3
Jan 21 - 25					
Jan 28 – Feb 1					
Feb 4 – 8					
Feb 11 - 15					
Feb 18 – 22					
Feb 25 – Mar 1					
Mar 4 – 8					
Mar 11 – 15					
Mar 18 - 22					

Fourth Quarter

	Lunch Detention	Detention Served	BIC 1	BIC 2	BIC 3
Mar 25 – 29					
Apr 8 – 12					
Apr 15 – 19					
Apr 22 – 26					
Apr 29 – May 3					
May 6 – 10					
May 13 – 17					
May 20 – 24					
May 27 – 31					
Jun 3 - 7					

RMS EXPECTATIONS MATRIX

		Hallway	Cafeteria	Assembly	Bathroom	Bus	Car Rider Line	Extra-Curriculars
R RESPONSIBILITY	Be prepared	Have permission and a pass	Purchase items	Enter and exit orderly	Flush	Arrive promptly	Sit in designated area	Put academics first
	Be in the right place at the right time	Follow route	Sit at correct table	Sit in designated area	Use trash cans	Board and exit properly	Take your belongings home	Take care of uniforms and equipment
	Cooperate with and obey adults' directions	Arrive promptly	Ask permission to leave		Conserve paper/water/soap	Follow bus driver's rules		Know team/club expectations
M MANNERS	Be mindful of and helpful to others	Assist others	Wait your turn patiently	Make room for everyone	Wait your turn patiently	Face forward in seat	Keep phones off during school day	Listen
	Use appropriate voices and reactions	Pick up all belongings	Say please and thank you	Listen intently	Give others privacy	Make room for everyone	Help keep traffic flowing	Inform coach/leader in advance of absence
	Keep hands, feet, and objects to yourself	Touch your locker only	Keep aisles clear		Wash hands	Hold your backpack in lap	Be aware of surroundings	
S SPIRIT	Show respect	Pick up trash	Clean up after yourself	Enjoy the assembly	Clean up after yourself	Pick up trash	Look for your ride	Encourage your peers
	Leave no trace	Smile	Recycle	Applaud/laugh/cheer when appropriate	Report problems	Take care of seats	Help others find rides	Represent Rugby positively
	Exhibit self worth	Respect wall art	Enjoy your meal			Report problems	Enjoy yourself	Exhibit good sportsmanship/school spirit