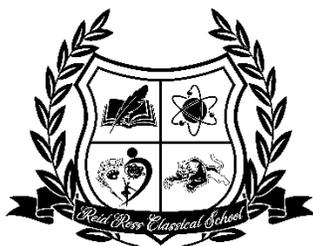


REID ROSS CLASSICAL SCHOOL 2021 - 2022 STUDENT HANDBOOK

Cumberland County Schools Code of Conduct

3200 RAMSEY STREET
FAYETTEVILLE, NC 28301
TELEPHONE: (910) 488-8415
FAX: (910) 488-6209

CCS WEBSITE: WWW.CCS.K12.NC.US
RRCS WEBSITE: WWW.RRCS.CCS.K12.NC.US



Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the student. Copies of this policy may be found in the office of the Superintendent and the Principal's office of each school within the Cumberland County School System. Complaints about failures of school personnel to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Federal Building No. 10, 600 Independence Ave., S.W., Washington, DC 20202.

Section 504/Americans with Disabilities Act

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. The schools will endeavor to locate and identify disabled persons ages three through twenty; a free appropriate public education will be provided to qualified handicapped individuals.

Compliance with the requirements of Section 504/ADA is coordinated by:
Cumberland County Schools
P.O. Box 2357
Fayetteville, NC 28302
Phone: 678-2300

Nondiscrimination Statement

It is the policy of the Cumberland County Public School System and Reid Ross Classical not to discriminate on the basis of race, ethnic origin, sex, or disability in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and Title of the 1990 Americans Disabilities Act (ADA).

The Cumberland County School System does not discriminate in the employment or promotion of individuals on the basis of race, color, religion, age, national origin, sex, or disability.

Reid Ross Classical School

Greetings

Welcome to Reid Ross Classical School, your year-round School Of Choice! You have chosen a secure and supportive academic environment in which to learn and grow. The Reid Ross Classical staff is looking forward to an exciting and challenging school year. Your family, along with the Reid Ross Classical staff, has high expectations as you fill the school year with enthusiasm, purpose and success.

Your success as a student depends on the choices you make and is directly related to your efforts. Invest your time and energy wisely each day; the skills, abilities, and attitudes you develop will last a lifetime.

The ultimate purpose of education is to help each student become an effective, responsible, and productive citizen in our democratic society. Education is a team responsibility that begins with your family, extends to the school, and encompasses the entire community. The Reid Ross Classical Handbook is prepared to help you develop and accept the responsibilities and obligations of good citizenship in our school and community. Each student and parent is responsible for knowing and understanding this handbook, as well as the Cumberland County School's Code of Conduct.

Vision Statement

Reid Ross Classical School, Where Academics and the Arts Embrace Excellence

Mission Statement

We believe all children can learn; therefore, our mission as educators at Reid Ross Classical School is to teach all students. We strive to provide an education that emphasizes rigorous academics, current technology, and the arts, while developing character, school pride, and civic responsibility from middle school through high school in a safe and structured environment.

Administration and Staff

Principal.....Mr. Parker
Assistant Principal.....Ms. Etchison
Assistant Principal.....Ms. McFarlin
Guidance Counselor.....Mrs. Haight
Guidance Counselor.....Ms. Lewis
Social Worker.....Dr. McLaurin
Social Worker.....Ms. Pierce-Ford
Media Specialist.....TBD
Cafeteria Manager.....Mr. M. Parker
Administrative Assistant.....Ms. White
Bookkeeper.....Ms. McArthur
Registrar/Data Manager.....Ms. Little
Attendance.....Mrs. Chadwick
Front Desk.....Ms. Britton

Cumberland County Schools Character Education

CCS Vision Statement

CCS is committed to empowering all students to collaborate, compete and succeed in an increasingly interconnected world.

Student Code of Conduct Mission Statement

All schools will be safe and caring, and student achievement will increase each year.

Statement of Purpose

An educated citizenry is essential to good government in this country and cannot exist without effective public schools. A democracy is only as strong as the character of its individual citizens. The Board earnestly solicits the cooperation of every student, every parent, and the community at large in its effort to develop positive character and to maintain order and safety in the Cumberland County Public Schools. Students are expected to treat others with respect, behave in a responsible manner, and demonstrate high standards of integrity. The Cumberland County Board of Education supports our principals with a policy that no student will continuously fail to comply with the rules of the school system or continuously engage in behavior that impedes the ability of others to learn.

Code of Good Character

Respect: To act with courtesy, tolerance, and dignity.

Responsibility: To be dependable and accountable for one's actions

Integrity: To have the inner strength to adhere to high ethical standards.

Caring: To demonstrate kindness, consideration, and compassion.

Self-Discipline: To exercise positive self-control.

Trustworthiness: To be worthy of confidence.

Fairness: To be impartial and equitable.

Citizenship: To honor and contribute to the laws, policies, and human rights of the land.

Choice School

It is the expectation that every student at Reid Ross Classical School abides by the guidelines to participate in the Choice School Program.

Academics: RRCS prepares students for college and/or a meaningful career and focuses on a rigorous curriculum which moves along at a brisk pace.

Attendance: Excessive tardies/absences is an indication that transportation **MAY** be a problem.

Behavior: Respect for oneself and each other is a lifelong skill. Lack of respect, especially for any adult, is not tolerated. Our behavioral plan/policy is outlined below.

Athletics: Middle school students are not allowed to play sports at their home school however, 8th graders may participate in their home high school's marching band. High school students may participate in their home high school band, cheerleading or athletics and will be held accountable to the NCHSAA policies and procedures for athletic eligibility.

When misbehavior occurs, we will follow the steps below unless the misbehavior is so grievous as to require immediate administrative help.

- The teacher and/or team will have a conference with the student.
- A parental conference will be held with the student and teacher and/or team.
- Teachers will assign disciplinary consequences.
- The teacher/team will refer the student to the counselor.
- The teacher/team will refer the student to the Student Services Team and follow any steps they may suggest.

Helpful Hints

Do:

1. Become familiar with the parent/student handbook and the Cumberland County Student Code of Conduct.
2. Come to school prepared with pencils, paper, books, and other materials.
3. Obey the Dress Code: All students are expected to adhere to the dress code policy each day.
4. Report any concerns you have to faculty, staff, or administration.
5. Become involved in school activities and functions.
6. Remember that all school rules apply to all school activities.

Do Not:

1. Do not bring large amounts of money or valuables to school.
2. Do not leave trays on the tables in the lunchroom.
3. Do not engage in over-familiarity.
4. Do not store anything in a locker that does not have a lock.
5. Do not leave musical instruments unattended.
6. Do not leave cars unlocked and never leave valuables visible in the car.
7. Do not use profanity.
8. Do not use electronic devices unless approved by the classroom teacher for educational purposes.

Parental Conferences

Parent-teacher conferences are highly desirable for they are beneficial to the students, parents, and teachers. Conferences will be scheduled as needed throughout the year.

Student Code of Conduct

According to the Cumberland County Schools' Student Code of Conduct, page 1, all students will comply with all rules governing behavior and conduct. The Student Code of Conduct is given to each student entering Reid Ross Classical School and may also be accessed through the school website. As stated in this booklet, it is the responsibility of the principal to investigate fully the cases of students appropriately referred to his/her office for misbehavior, to ensure fair treatment of each student and protection of their procedural and substantive rights, and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the administration. Violations of the Cumberland County School Board policies and regulations issued by Reid Ross Classical School may result in disciplinary action as described in the Cumberland County Schools' Student Code of Conduct.

Self-Discipline

One of the most important lessons education should teach is discipline. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper respect for self, others, and property. All Reid Ross Classical students and staff have the right to work in an atmosphere free from unreasonable and unwarranted disruptions. We value our class time and activity time.

Class Preparation

Each student is required to enter class prepared. Pencils, pens, paper, textbooks, planner, and all class related materials are necessary for each class. Non-instructional items are not permitted at school unless *directed* by a staff member.

Respectful Behavior

In order to maintain a positive academic environment conducive to high standards in teaching and learning, students will be accountable for responsible, respectful behavior. Students must adhere to the rules contained in the Cumberland County Schools Student Code of Conduct, Reid Ross Classical School Student Handbook, and Reid Ross Classical School Dress Code.

Hall Etiquette

Students are asked to be courteous at all times and to keep to the right when walking in the halls. Running and shouting are never permitted in the halls. **10/10 Policy: Students will not be allowed to leave the classroom during the first 10 and last 10 minutes of class. Once students enter a classroom, they must stay there. This includes after high school first and second lunches.**

Lockers and Locks

Combination locks used on any school locker must be secured through Reid Ross Classical School. A rubber lock guard will be provided and must be used.

Homeroom teachers will assign lockers to begin the new school year. Students will use only the locker that has been assigned to them. Students are required to record the locker number and lock combination with the homeroom teacher. Any lock that is not a school assigned lock will be cut from the locker at the student's expense. Students are responsible for the upkeep of lockers. No posters, writing, stickers, or insignia are permitted in or on lockers. The school cannot be responsible for articles or books lost from lockers. Students are also reminded that they will not share or exchange lockers once they are assigned. Violations may result in disciplinary action.

Replacement locks may be secured from the homeroom teacher.

Theft Prevention

The best method of theft prevention is to be conscious of the possibility of theft and to strive to eliminate these opportunities. Each student and employee of the school has a responsibility in the area of theft prevention. However, **the school is not responsible for items that are lost or stolen.** Listed below are some hints to prevent theft.

1. Never leave anything in a locker that does not have a lock.
2. Never keep/leave anything in the Physical Education dressing rooms during your PE Class.
3. Musical instruments should never be left unattended.
4. Write your name on your property.
5. The best practice is not to bring anything valuable to school **TO INCLUDE BUT NOT LIMITED TO ELECTRONIC DEVICES.**

Theft and Vandalism

In order to deal more effectively with the problem of theft and vandalism at Reid Ross Classical, any such incident should be reported immediately to the office.

Search and Seizure

A. AUTHORITY TO CONDUCT SEARCHES AND SEIZURES

School officials have the authority to conduct reasonable searches and seizures in accordance with this policy for the purpose of maintaining a safe, orderly environment and of upholding standards of conduct established by the board of school. For the purpose of this policy, a "school official" is a school administrator or a school resource officer acting in conjunction with and under the direction of a school administrator. This policy does not apply to investigations conducted by law enforcement officials or investigations conducted exclusively for the purpose of criminal prosecution. Any school official carrying out a search or seizure is expected to be knowledgeable about the constitutional rights of students and the appropriate procedures for

conducting the search or seizure. Searches shall not be conducted to deliberately embarrass, harass or intimidate a student. A search of a student is lawful if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a specific law or school rule. A search of a student is permissible in scope when measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his or her person or personal effects.

Reasonable suspicion must be based upon specific and articulable facts, which may be garnered through information from faculty members, reliable students, law enforcement officers or other credible sources, or upon visual or other evidence (e.g. the smell of alcohol or marijuana, an alert from a metal detector or drug dog).

If a lawful search yields illegal contraband, such as materials will be seized and turned over to the proper law enforcement authorities.

A student's failure to permit reasonable searches and seizures as provided in this policy will be considered a violation of the expected standard of behavior, and appropriate consequences may be imposed.

B. SEARCHES OF PERSONAL EFFECTS

Any of a student's personal effects, including purses, book bags, outer clothing and wireless communication devices may be searched whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a specific law or school rule. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

C. SEARCHES OF THE PERSON

1. "Pat-down"

A frisk or "pat-down" search of a student's person is permissible if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a specific law or school rule. The search must be conducted in private by a school official of the same gender and with an adult witness present, when feasible.

2. Step Searches

Strip searches by school personnel are prohibited.

D. USE OF METAL DETECTORS

1. Individual Search Based upon Reasonable Suspicion

A metal detector may be used to search a student's person and/or personal effects whenever a school official reasonably suspects that the student is in possession of a weapon. The search must be conducted by a school official. The search will be conducted in private, when feasible.

2. General Searches

In view of the escalating presence of weapons in schools, the board authorizes school officials to conduct general (suspicion-less) searches of students and other persons and their personal effects with a metal detector before the person may gain entry to the school campus or any school-sponsored extracurricular activity. In addition, school officials may use metal detectors to screen or search the general student body when a school administrator has reasonable suspicion that there is a weapon on campus in the possession of an unidentified student (or students) and that such screening or search will disclose the weapon. Such searches must be conducted in a minimally-intrusive, nondiscriminatory manner in accordance with procedures established by the superintendent or designee and may not be used to single out a particular individual or category of individuals.

Absent exigent circumstances (e.g., a report of a weapon on campus), prior to conducting general searches, school administrators must: (1) demonstrate to the superintendent the need for general searches based upon a pattern or expectation of violence or disruption; and (2) provide written notice, if feasible, to students and parents of the school policy governing general searches, but not of specific times when or places where searches will be conducted. Any search conducted pursuant to this policy must be conducted by a school official.

3. Consequences for Failure to Cooperate with Search

A student who refused to cooperate with a metal detector search as provided in this policy shall be subject to disciplinary action, up to and including suspension. Any person who is not a student who refuses to permit a metal detector search at a school-sponsored activity may be denied entry to the activity.

E. DESK AND LOCKER SEARCHES

Student desks, lockers and other school-owned tangible property and equipment are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. School owned property and any other items

or equipment issued to the student may not be used to store illegal, unauthorized or contraband materials. Periodic general (suspicion-less) inspections of desks, lockers and other school-owned equipment may be conducted by school authorities for maintenance or health/sanitation reasons or for any other reason consistent with board policies or school rules at any time, without notice, or consent, so long as such searches are conducted pursuant to established procedures and in a nondiscriminatory manner.

A student's personal effects found within a desk or locker, such as backpacks, cell phones, gym bags or purses, may be searched only pursuant to the guidelines for searches of personal effects described above (see section B).

F. SCHOOL COMPUTERS AND OTHER ELECTRONIC DEVICES

School-owned computers and electronic devices and any data they contain remain under the control of the school and are subject to inspection at any time. (See policy 3225/4312/7320, Technology Acceptable Use.)

G. SEARCHES OF STUDENT MOTOR VEHICLES

Students are permitted to park on school premises as a matter of privilege, not of right. School officials have authority to patrol student parking lots and to inspect the exteriors of student automobiles on school property at all times to maintain safety in the parking lots. The interior of a student's motor vehicle parked on the school premises may be searched if a school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule.

H. USE OF TRAINED DOGS IN CONDUCTING SEARCHES

With the prior approval of the superintendent, school officials may use trained dogs in inspections for illegal materials in school facilities, on school grounds and in school parking lots. All dogs must be accompanied by a qualified and authorized trainer who is responsible for the dog's actions and who is able to verify the dog's reliability and accuracy in sniffing out illegal material. Trained dogs may sniff lockers, student motor vehicles and other inanimate objects. Such inspections are not considered searches and do not require notice or consent.

Dogs may not be used for random searches of students or other persons. If a school official has reasonable suspicion that a student possesses illegal material on his or her person, a dog may sniff the air near the student. Such a search will be conducted in private with the school official and an adult witness present, when feasible.

Transportation

School buses are state property and are a means of transportation provided by the state. School bus transportation is only available to Reid Ross Classical School students residing in the Reid Ross Classical attendance area. Students that live outside the Reid Ross Classical attendance area may not be dropped off at a relative or friend's home in order to ride the bus. **Riding the school bus is a privilege and not a right.** To ensure the safety of all passengers, students must adhere to the following guidelines while riding the bus:

1. Students shall observe quiet conduct.
2. Students shall stay in their seats and face forward.
3. Students shall refrain from throwing paper on the floor of the bus.
4. Students shall not consume food or drinks on the bus.
5. Students may use electronic devices if approved by the bus driver.
6. No part of the body shall be extended through the bus window.
7. Students must be quiet while the bus is stopped for railroad crossings.
8. Students shall only open the emergency door in an emergency.
9. Students must sit in assigned seats.
10. Students are liable for all damages to school property.
11. Students may not ride a bus not assigned to them unless prior approval is received from the administrator. Unauthorized students cannot ride the bus.

Pick-Up/Drop Off Times

To ensure safety and proper supervision on campus, students who are picked up consistently late will be banned from after-school activities or may be returned to their home school, as this indicates transportation is a problem (a requirement of choice schools).

Students should not arrive before 7:30 a.m. and must be picked up by 4:00 p.m.

Middle School Students remaining after school for scheduled supervised activities must have a signed "after school pass" and the pass given to the teacher 24 hours prior to the student remaining after school. Prearranged transportation for departure at the announced ending time is required. All after school activities are over by 4:45 and students must be off campus by 5:00 unless otherwise specified by a teacher.

Driver Eligibility Certificate (School Receptionist & Registrar)

House Bill 769 Dropout Prevention Driver's License Regulation
As of August 1, 1998, students are required to obtain a Driving Eligibility Certificate (DEC) in order to receive a North Carolina driver's permit or license. The DEC certifies that the student has demonstrated adequate progress in school. Adequate progress is passing 6 of 8 courses. In order to obtain a DEC, the student has to have a certified copy of his/her birth certificate, Social Security card, Driver Education Completion

Certificate, and have made adequate progress in school. A parent/guardian must sign the Driver Eligibility Certificate.

Automobile Regulations – Parking at RRCS

Rules and regulations can be obtained from the front office and are located in the back of this handbook. The privilege of parking a personal vehicle on school grounds may be exercised only after the student has met the requirements established by the Cumberland County School Board of Education and the school principal. This list is not inclusive.

1. The principal will assign official student parking space.
2. Each student authorized to drive must display a parking permit on the vehicle.
3. Neither the school nor the school system is responsible for loss due to fire, theft, or accident relative to personal vehicles on school grounds.
4. Students are not to be in the parking lot or in parked cars at unauthorized times during the day.
5. Students will not sit in their vehicle or loiter in the parking lot while on school grounds.
6. Students shall not exceed a maximum speed of 10 miles per hour when driving a vehicle on school grounds.
7. Seat belt use is mandatory.

The parking area for student use is located on the lower parking lot of the campus. Cars must be parked within the white lines on the parking lots. Students are to avoid parking in any area that is marked with yellow paint. Violation of the above rules or use of the car to violate any school rules could result in suspension of school parking privileges. Student vehicles illegally parked on school campuses (i.e. no decal, parking in an unauthorized area, etc.) will be towed at the owner's expense. All students that park a car at Reid Ross Classical School are required to obtain an application from the school's office. Once the application has been approved, the parking decal can be obtained at the cost of **\$50.00 for one year**. A complete listing of auto regulations is outlined on page 20 of this handbook.

Cafeteria

There are designated lunch periods and students must eat during their assigned lunch period. Please observe the following rules in the cafeteria. Failure to do so may result in disciplinary action.

1. Have your money and number ready.
2. Students who use free/reduced lunch numbers under false pretenses will be subject to paying for that lunch and disciplinary procedures.
3. **Food purchased outside the school (Example: fast food) is not permitted in the cafeteria.**
4. No food or drink is to be taken from the cafeteria.
5. Everyone must return his/her paper, dishes, eating utensils, and trays when he/she has finished eating.
6. Book bags are not permitted in the cafeteria.
7. **Glass bottles should not be brought to school.**
8. Dress code guidelines apply during meal time.

9. Do not bring food items prepared at home to school to share with other students.

School Meals

Breakfast and lunch are served daily for the following prices:

Reduced Lunch:	\$.40
Breakfast:	\$.90
Lunch:	\$2.25

Students may prepay (cash or check) for meals for a week or more.

High school students who arrive before 8:10 are required to report to the media center.

Faculty Workroom

Only student office assistants are allowed in the teacher workroom. No other students are allowed in the teachers' workroom for any reason before, during, or after school.

Media Center

Students present in the Media Center will be expected to conduct themselves in a quiet and orderly manner. Failure to do so may result in suspension of library privileges. In order to be admitted to the Media Center, students must present their student planner, signed by the supervising teacher, unless a teacher accompanies them. If it is determined that the pass was forged, disciplinary action will result.

Fire and Tornado Drills

Fire drills are conducted each month throughout the school year (the fire alarm will be three short rings of the bell). A tornado drill will be conducted in the spring. One long ring followed by one short ring of the bell signals a tornado drill. Students assume a tucked position and cover their heads during a tornado drill. Check the posted instructions in each classroom indicating how to exit the building in case of fire or where to report for safety during a tornado. All students must walk silently and quickly to the designated area and wait for the signal to return to the building.

Administration of Medicine (Medicine Clerk, Data Manager, or School Receptionist)

Students required to take oral medications during school hours must have an official physician's medication form properly completed and on file in our office. This medication form requires written instructions, student's name, name of drug, dosage time, time of day medication is to be given, and signatures of the physician and parent. Parents are responsible for transporting to and from school all medicines to be administered by school personnel in a container properly labeled by the pharmacy or physician. The pharmacy label on the bottle must match the physician medication form exactly. All medication must be kept in the office. **No student is to have any medications, whether prescription or over-the-counter, on their person, unless authorized by the administration.**

Illness/Injury at School

Any student sick or injured at school must immediately notify school personnel. Parents will be notified. In case of injury, an accident report will be completed by the school personnel that witnessed the accident or were first notified of the accident. The accident report is to be turned in to the administrative assistant principal.

Insurance

School accident insurance plans selected by the Cumberland County Schools Board of Education are made available on an optional basis to the students. At the beginning of the school year, printed information and applications will be given to each student. The completed application forms must be mailed directly to the insurance company.

Student Fees

Any fee or charge due to be paid to any school in the system and not paid at the end of the school year shall be carried forward until the next school year, as such debts are considered to be debts of the student to the school system and not to a particular school. See homeroom teacher for the following fees:

1. The school provides a planner to every student.
2. Only locks acquired from RRCS may be used.
3. Students may purchase a mesh bag (authorized for carrying P.E. clothing).
4. Parking Permit - \$50.00 year
5. Special Events (i.e., Graduation invitations, cap and gown)
6. Lost or damaged materials, supplies, or equipment
7. Senior Dues are \$100.00 (senior dues are necessary and required obligation of every graduating senior, in order to cover the Senior Class's activities and ceremony expenses. Failure to pay dues will result in a student's exclusion from the Graduation Ceremony).

Textbooks

The State does not provide guidelines for assessing costs for lost or damaged textbooks. Therefore, this regulation for assessing costs for lost or damaged textbooks has been established by the Cumberland County School System.

1. Lost Book: 100% of the current price will be charged until the last year of use. At that time, the price charged would be the rebinding price (currently \$7.00).
2. Damaged Books, Unusable: Full price will be charged based on replacement needs.
3. Damaged Books, Usable: The amount collected will be assessed by the teacher based on the condition at the time the textbook was issued versus returned. Assessments will vary depending on the level of destruction incurred.
4. Full price charges will also be applied to any workbook that is lost or damaged beyond use. If the workbook is lost at the end of the adoption cycle no charge is necessary.

5. Rebinding Fee: The current rate is \$7.00 (subject to change).

Care of School Property

School property is state property, and therefore belongs to everyone. It should be treated with all due respect and care. Anyone who damages or destroys school property will be expected to pay for that property. According to the seriousness of the offense, additional disciplinary action may be taken.

Off-Limit Area

Certain areas on campus are off-limits to students during the school day.

1. Teacher workrooms
2. Bus parking lot
3. Student and faculty parking lots
4. Football bleachers and football field, softball and baseball fields
5. Gym, unless supervised
6. Cafeteria (except during lunch periods)
7. Shrubbery, grass and trees around the school

Students are not allowed to leave campus without proper authorization during the school day. Students who do this will face disciplinary action.

Emergency School Closing

In the event of inclement weather, school may be closed or may require a delayed starting time or an early dismissal. Local radio and television stations will announce these conditions and a ParentLink message will be sent home. The Cumberland County Schools website may also be accessed for updates.

Visitors

Our school policy is to welcome visitors who have legitimate business at school. Visitors must report to the main office and sign in for authorization upon arrival. Visitors are allowed to visit designated areas only. Parents are always welcome at Reid Ross Classical School. Parents wishing to have a conference with a teacher/team must contact the teacher/team to make an appointment. Administrative approval is required before visiting a classroom. Visitors should not expect to speak with the teacher or student during this time. Instructional time is not the time for a conference. Students may not bring visitors to school.

School Standards

Promotion and Retention Policy (CC Board Policy IHE)

Middle School

Students in grade 6-8 must earn a passing grade of 60 or higher in English Language Arts, Math, Social Studies and Science. Additionally, students must earn a passing grade of 60 or higher in one of the following: Health/P.E., C.T.E., Cultural Arts, or any approved elective. Final promotion decisions shall be based on mastery of grade-level skills as measured by teacher assessments, North Carolina End of

Grade Tests, and other local and state recommended assessments.

High School

For promotion from grade nine (9) to grade ten (10), each student must pass a minimum of six (6) units of course credits. One (1) of these units must be in English.

For promotion from grade ten (10) to grade eleven (11), each student must pass a minimum of thirteen (13) units of course credit in grades nine (9) and ten (10). Two (2) of these units must be in English.

For promotion from grade eleven (11) to grade twelve (12), each student must pass a minimum of twenty (20) units of course credit in grades nine (9), ten (10), and eleven (11) and be in a position to graduate at the end of the regular school year. Three (3) of these units must be in English.

Transfer students who have been promoted under their previous school's standards will retain their pre-transfer grade level. They must meet local promotion standards for subsequent grade level promotion. North Carolina state and local graduation requirements must be met in order for students to obtain a Cumberland County Schools diploma.

Honors Courses

The overall purpose of Honors courses is to provide a more rigorous curriculum in which instruction is expanded and special activities focus appropriately on both depth and breadth of content. Instructors place additional emphasis on the application of content within each course and across related disciplines. Honors courses require advanced reading lists, advanced writing assignments, and independent study/projects. Additional activities may include follow-up assignments on enrichment activities and a portfolio collection of work. You may enroll in an Honors course if you possess the appropriate prerequisite courses and choose to participate in this more rigorous of study.

Advanced Placement Courses

Advanced Placement courses expose high school students to college-level curriculum. Students may study challenging subjects of interest in a variety of areas – Arts, English, Foreign Language, Mathematics, Science, and Social Studies. *In order to enroll in AP coursework, students must possess appropriate prerequisite courses and choose to participate in this advanced course of study. **No drops will be allowed unless there are extenuating circumstances that would cause the principal to approve the drop.** AP Exams are administered in the spring of each school year. Colleges and Universities may grant credit, placement, or both based on scores on the exams. Students enrolled in Advanced Placement courses are required to take the AP Exams given by the College Board in order to receive AP weighted credit. Students enrolled in AP courses have the option to take the AP Exam. If a student does not take the AP Exam then his/her final grade will be reduced by one letter grade.

Graduation Requirements

To graduate from the Cumberland County School system, a student must successfully complete the Future-Ready Core Course of Study requirements shown below in grades 9-12:

4 Credits – English I, II, III, IV

4 Credits – Mathematics (should include Common Core Math I, II, and III and a higher level math course with Common Core Math III as a prerequisite)

3 Credits – Science – Physical Science, Physics or Chemistry course, Biology, and an Earth/Environmental Science

4 Credits – Social Studies – American History: The Founding Principles, Civics, and Economics, World History and either American History I and American History II or AP US History and additional Social Studies course

1 Credit – Health and Physical Education

12 Credits – Elective Courses (Arts Ed, CTE, or AP Concentrations recommended)

Diploma – In order to graduate and receive a high school diploma, public school students must meet all graduation requirements and attain passing scores on proficiency tests adopted by the SBE and administered by Cumberland County Schools.

Transcripts – A student will be eligible for only a transcript in the event the student exits a Cumberland County High School program prior to completion of the requirements for a diploma or certificate. Transcripts shall include:

1. All courses completed and grades earned in grades 9-12
2. A record of school attendance during grades 9-12
3. Participation in special programs or any other information as determined by the Cumberland County Board of Education.

Make-up Assignments

Students are responsible for securing make-up assignments on the day they return. **All work missed due to a lawful absence must be made up upon the student's return to school and within three (3) days in high school and five (5) days in middle school.** All assignments that are not made up will be reflected in the student's grade. Late work policies will be outlined at the beginning of the year with each curriculum course guide.

Attendance Policy

State Law and Board policy require students to attend school daily and be present for all classes. Regular and punctual attendance is critical to student success in school. In order to be considered in attendance, a student must be present in school for the school day, or at a place other than school with the approval of the appropriate school official for the purpose of attending a school activity which has been officially authorized under the policies of the Board of Education. Such activities may include field trips, student conventions, musical festivals, or any similarly approved activity. The Cumberland County

Board of Education authorizes school principals to record as present those pupils attending school-related activities as designated by the Superintendent, providing the pupil's attendance at school-related activities has prior approval of the principal or the appropriate school official. A student shall be present at least one-half of the school day in order to be counted present for the entire day. Students are expected to be in school except for lawful reasons as explained below:

1. Student illness or injury
2. Quarantine
3. Death in the immediate family
4. Medical or dental appointments of students
5. Religious observance
6. Court/Legal Proceedings
7. Military Educational Leave
8. Educational opportunity (**prior approval by the principal is required**)

This information includes what every parent should know about school attendance and the law. North Carolina law requires all children who are enrolled in Kindergarten through 12th grade to attend school on a regular basis. When a child misses a day of school the parent/guardian must notify the homeroom teacher in writing within three days of the absence.

TYPES OF ABSENCES

There are two types of absences: excused (lawful) and unexcused (unlawful). An absence must fall into one of the following eight categories to be excused:

1. **Illness or Injury:** The student is physically unable to attend school due to an illness or injury.
2. **Quarantine:** The isolation of the student ordered by the health department/board of health or medical physician.
3. **Death in the Family:** The death of an immediate family member such as parents, siblings or grandparents.
4. **Medical/Dental Appointment:** Not for routine hour-long appointments, but for extensive appointments involving medical procedures.
5. **Court:** The child must be present for court proceedings or an administrative hearing.
6. **Religious Observation:** The tenets of a religion to which a student and his/her parents adhere, require or suggest observance of a religious event.
7. **Educational Opportunity:** The purpose of the absence is to take advantage of a valid educational opportunity such as travel by the student. An educational opportunity form is required for prior approval by the principal. A student report must be turned in within five days of the last absence.

8. Military Deployment or Reunification: The child's parent/guardian is deploying, redeploying or home on leave. Not to exceed five (5) days of absences.

FROM THE SCHOOL SOCIAL WORKER

The school social worker will contact you by letter, phone or home visit when your child has reached at least three (3) unexcused absences or ten (10) excused absences.

REQUIRED BY LAW

The social worker will send out three contact letters for unexcused absences.

1. The first letter is for three unexcused absences. These absences received a code of unexcused because a note was not received from the parent stating one of the eight valid absence reasons.

2. The second letter is sent home for six unexcused absences. These absences have accumulated from the beginning of the student's school year. This letter is signed by the principal.

3. The third letter is for 10 unexcused absences. This letter notifies the parent of a conference with school personnel. This meeting is an effort to resolve the attendance concerns before punitive action.

Revised 08.25.14

AFTER THE TEN DAY LETTER

If attendance concerns continue after the 10-day meeting, then the social worker may proceed to the following actions:

1. Truancy Mediation Council. The social worker will request for a formal mediation at the Cumberland County courthouse. The parent/guardian will meet with school personnel, social services, court representatives, juvenile services, mental health counselors and any agencies involved with the student. This will give all parties a chance to discuss the situation and come to a mutually satisfactory solution.

2. District Court. The social worker may elect to proceed with court action. This action brings all parties in front of a judge to discuss the noncompliance with the compulsory attendance law. This could result in jail time as well as fines.

EXCESSIVE EXCUSED ABSENCES

Students accumulating 10 excused absences are sent a letter of Excessive Excused Absences. A physician's note will be required for all future absences. Failure to provide a

physician's note will result in the absence being coded unexcused. Parents/guardians may submit a letter from a physician stating that the student has a chronic illness that will cause the student to be absent more than 10 days in a school year.

MAKE-UP ASSIGNMENTS

It is the student's responsibility to make up missed classroom assignments within five days of returning to school. Please contact your teachers immediately.

ATHLETIC ELIGIBILITY

To be eligible for PFMS sports, you must be in attendance for 85% of the previous semester. Student-athletes may not attend practice or games on days they are absent.

CONTACT YOUR SCHOOL SOCIAL WORKER

Your school social worker will assist your family in overcoming any barriers that may be keeping your child from coming to school. Address issues early, so the school year will be successful for your child and family!

MORNING TARDY POLICY

Please refer to page 2 of the student planner for full details of the morning tardy policy. Students are tardy starting at 8:30 a.m. and must sign in at the front office with a parent before reporting to class.

PARENT PORTAL

Keep track of your child's attendance by accessing the parent portal at Parent Home Base Portal.

You will receive sign-in information from your child's homeroom teacher.

Please check for special restrictions under each lawful reason. Documentation will be required to be considered lawful. Acceptable documentation can be a doctor's note with the signature, date, and time of appointment; subpoena; or parent/legal guardian's note with the student's name, date, days of absences, reason for absence, and parent or guardian's signature. Documentation should be given to the homeroom teacher the day the student returns to school after an absence. If the note is not received explaining the absence within three (3) days after the student returns to school, the absence will be coded as an **UNLAWFUL** absence. All other absences not defined above as **LAWFUL** are coded unlawful.

Check In Policy

Parents **should not** drop students off before 7:30 a.m. Students are not allowed in the building without permission from a teacher or an administrator before 7:30 a.m. High school students will report to the media center and middle school students will report to the cafeteria until the bell rings at 8:10 a.m. **Students who arrive at school after classes are in session must report to the front office with a parent or legal guardian to sign in and secure an admittance pass to class. If a parent or legal guardian does not accompany the student to check him/her in, the student will receive an UNEXCUSED tardy.**

Check Out Policy

Only a parent/emergency contact may check a student out. Parents/emergency contacts must provide a photo ID when checking the student out. Students will not be called to the office for checkout until the parent/guardian reports to the office for identification. No check outs will be allowed after 3:00 p.m.

Morning Tardy Policy to School

Cumberland County School Regulation 4400-R Unexcused Tardies/Early Release

The regulation states, "For purposes of the compulsory attendance law and/or Student Code of Conduct reasons, a student will be considered unlawfully absent for one school day when the student accumulates unexcused tardies and/or unexcused early releases occurring on six or more school days in excess of thirty minutes each day."

"A student will also be considered unlawfully absent if the unexcused tardies and/or unexcused early releases accumulate to twenty percent or more of the school days in a calendar month."

"This regulation shall not apply to tardies and early releases excused by the principal, or designee."

Students are expected to be in their class by 8:30 a.m. each day except for the following lawful reasons in which **documentation is required** at check-in or check-out:

1. Student illness or injury
2. Quarantine
3. Death in immediate family
4. Medical or dental appointments of students
5. Religious observance
6. Court/Legal Proceedings
7. Military Educational Leave
8. Educational opportunity (prior approval by the principal is required)

Also be reminded that Reid Ross Classical is a school of choice and parents must provide timely transportation to and from school each day. Failure to provide transportation may result in your child being transferred to his/her home school.

Transfer from Reid Ross Classical School

Parents or legal guardians of students transferring from Reid Ross Classical School to another Cumberland County School must appeal to Cumberland County Schools Student Assignment Office prior to withdrawing to initiate the withdrawal process. Students are responsible for returning textbooks and library books to the appropriate teachers. Teachers will not take books from students before the student's withdrawal is approved. All paperwork must be given to the Registrar and the teachers must receive the Registrar's withdrawal form before a student can withdraw. Outstanding fees or fines must be paid prior to a student's transfer.

Student Activities

Students may participate in extra-curricular activities provided they are in good academic standing (GPA 2.0 or above) and have transportation available after the activity is over. Should a student's transportation not be reliable, the coach/sponsor can remove them from the activity until they can arrange more consistent transportation. All students must have a completed field trip permission form to go on a field trip. The following academic activities are available but are not limited to for students:

- High School Marshalls
- High School Key Club
- High School National Honors Society
- High School Tri-M Music Honor Society
- High School Mathletes: Mu Alpha Theta Honor Society
- Young Ladies of Grace
- Ladies of Grace
- Middle/High School Men of Distinction
- Middle/High School Pep Squad
- Middle School Battle of the Books
- Middle School National Junior Honor Society
- Middle School MathCounts
- Middle/High School Art Club
- Middle/High School FBLA
- Middle/High School Forensics
- Middle/High School Quiz Bowl
- Middle/High School Science Olympiad
- Middle/High School Student Government Association
- Middle/High School A.Y.P.Y.N. Clubs

Performing Arts Performance Expectations

Band, Chorus, Dance, Orchestra, and Theater are performing Arts classes. Every student is required to attend all special rehearsals and performances. These classes cannot perform effectively with members missing.

Four Exceptions:

1. Personal illness
2. Suspension from school
3. Family emergency
4. Prior Commitment

In these cases, once a concert date has been given, the director must be notified (via a written note, e-mail or phone

call from a parent/guardian) no later than **3 days after the date** has been announced. Please check your calendars carefully to avoid conflicts. If a performance is missed, an alternate assignment will be given.

Community Service

High School students are required to perform community service each semester, in order to receive the CCS Volunteer Honor Cord and "S" on the RRCS transcript. The hours required vary per grade level, and students will be notified of hours of community service required each year. Community service must be performed outside the school curriculum, and report forms are available at school and on the RRCS website.

Senior Honor Cords and Awards

Seniors are eligible to receive many awards and cords of distinction. Latin System Graduation Honors are determined by the weighted GPA at the conclusion of the first semester of senior year. For information on eligibility and type of awards offered see the counseling department.

Academy of Scholars (AOS)

Based upon class rank and size, a pool of top ranked 11th grade students will be invited to participate. The students and their parents will be provided with the AOS Program guidelines and will be asked to affirm their commitment to the seminar attendance by signing a Participation Agreement Form. Upon satisfactory submission of all forms, students will be admitted to the Academy.

Any AOS student missing one session without the AOS Coach's permission will relinquish their membership in AOS.

Junior Marshal Selection

The Junior Marshal Coordinator will run junior transcripts in the second semester. The top junior candidates will be invited to become marshals. Should the junior decline, the next name on the rank list will be invited to be a marshal.

General Information

Announcements

Announcements related to school and student affairs will be made each day. Furthermore, parents may access the school website www.rrcs.ccs.k12.nc.us Facebook: Reid Ross Page, or our Twitter feed @theross4. All announcements are to be submitted to the administration for approval.

Fundraising

Only school-approved clubs and organizations are entitled to have fundraising activities. The Reid Ross Classical School administration must approve all fundraising activities.

Messages

For security reasons, messages will **not** be delivered to students. A parent, guardian or contact person may come to school and deliver the message to the student once their identity is confirmed.

Posters

All posters, pictures, announcements, etc., must be directly related to educational opportunities of school events/activities.

All of the above items must be approved by the administration.

Lost and Found

Personal belongings found on school grounds will be turned into the ice room in the gymnasium area or the front office. Items not claimed at the end of each semester will be donated to a charitable organization.

Confiscated Items

Any item taken from a student will be catalogued and secured in the attendance office. A confiscated item must be picked up by a parent/guardian.

Backpacks/Computer Bags/Large Purses

In an effort to ensure the safety of all faculty, staff, and students of Reid Ross Classical School students will not be permitted to carry non-see through backpacks, computer bags or purses large enough to carry a textbook. These bags may be brought to school for the purpose of transporting educational materials and then **stored in the locker** to be retrieved at the end of the day.

Inappropriate Use of Items on School Property

Any device disruptive to the school environment to include electronic devices, including but not limited to: cell phones, tablets, headphones, earbuds, laptop computers, digital cameras, and laser devices **will not be displayed or utilized while on school premises between the hours of 8:30 and 3:40**. The only exception to these rules is the following: the device is being utilized for educational purposes as approved by the classroom teacher and/or school administration. **High school students** are allowed to use devices in the morning

prior to the 8:10 bell and at lunch but must respect and follow teachers' individual electronics policies in each classroom. Devices may be used on the school bus at the discretion of the bus driver.

Physical Education

Physical Education is a required class. Students are required to dress out for participation. "Dressing Out" means changing from the school uniform into appropriate clothing for physical activity and changing back into the uniform after class. The items that you will need are as follows.

- **T-Shirt:** A clean, white, pullover shirt. Tank tops and half shirts will not be permitted
- **Shorts:** A clean pair of navy athletic shorts that is acceptable in length and fullness for freedom of movement but will stay in place without being held by the hand or belt. Shorts made of denim or other heavy material with zippers are not appropriate.
- **Pants:** Sweat pants or jogging pants may be worn during cold weather days at the teacher's discretion.
- **Socks:** Clean, white, athletic socks only.
- **Shoes:** Rubber-soled tennis shoes. No open-toed shoes, boots, or other casual shoes will be allowed.

Team/Club/Senior Shirt/Sweatshirt Days

Every Friday students may wear their current school year tea/club shirt/sweatshirt with their uniform pants. Only those students that are current members of that club or team are allowed to wear the shirt on Friday. Seniors with privileges may wear their "Senior Gear" on Fridays ONLY.

High School Athlete Game Day Dress Code

Any high school students who have a game on Monday-Thursday may wear their school uniform or professional dress. Professional Dress is defined as: a pants-suit, dress, skirt and blouse, or dress pants with an oxford shirt and tie.

Leaving and Returning to Campus

Once students have arrived on campus before, during, and/or after school that are **NOT** permitted to leave and return unless permission has been granted by the administration.

North Carolina Virtual Public School

High School students may take classes through the North Carolina Virtual Public School. Students must have a 3.0 unweighted GPA, counselor, parent, and principal approval prior to registration. Students who register for a VPS class that is offered at Reid Ross Classical will be required to pay for the VPS class.

Reid Ross Classical School: Grading & Reporting Guidelines and Practices

Guideline 1: Relate grades to the achievement of the course/grade level standards.

- o RRCS course/grade level standards will provide the basis for determining grades for each course and grade level.

Guideline 2: Use agreed-on performance standards as the reference points when determining grades.

- o The meaning of grades, whether letters or numbers, will be derived from clear descriptions of performance standards (e.g., proficient, "B").
- o Student's grade will be based upon major forms of assessments (unit tests, projects, performances, etc.) and minor forms of assessments to homework, quizzes, class work etc.
- o Final Exams may be administered in high school and will count 20% of a student's final grade as stated in the course syllabus. No Exemptions.
- o Students will earn the grade based upon accomplishment of the goal, which means a bell curve cannot be used.

Guideline 3: Separate achievement from all other dispositions and behaviors.

- o ALL students will complete ALL work assigned to a level that is considered quality by the teacher.
- o Grades will be based solely on achievement of course/grade level standards. Student attendance, effort, potential, participation, improvement, attitude, and other behaviors will be reported separately from achievement using the comments in PowerSchool.
- o Grades will be based on individual, not group, achievement.

Guideline 4: Sample student performance. Don't score everything & don't include all scores in grades.

- o Grades will be determined primarily on a combination of assessments. The use of authentic assessment is highly encouraged.
- o Use rubrics, assessments checklists, and other types of scoring guides to provide feedback on various types of performance tasks and authentic summative assessments (e.g., products, projects, and other performances).

Guideline 5: To determine grades at the end of the grading period, use professional judgement when considering the body of evidence.

- o To support the education of our **middle school students**, it is recognized that a grade below 55% puts our students in a position of certain failure.
- o Therefore in recognition of the need to give middle school students an opportunity to succeed, a grade of no lower than 55% will be the minimum grade for the report card grade for the first two quarters. **On rare occasions at the discretion of a site team, a third quarter report card grade of 55% can be given rather than the lower grade earned by the student for that quarter. The principal of the teacher can't give the third quarter report card grade of a 55% without consent of the site review team.**
- o To support the education of our **high school students**, it is recognized that a grade below 55% puts our students in a position of certain failure.
- o Therefore in recognition of the need to give high school students an opportunity to succeed, a grade of no lower than 55% will be the minimum grade for the report card grade for the first two quarters. **On rare occasions at the discretion of a site team, a third quarter report card grade of 55% can be given rather than the lower grade earned by the student for that quarter. The principal or the teacher can't give the third quarter report card grade of a 55% without the consent of the site review team.**

Guideline 6: Use of quality assessments and properly record evidence of achievement.

- o Use varied assessment (i.e. labs, essays, speeches, presentations, projects, etc.) that meet rigorous design criteria.
- o Use appropriate tools (e.g., rubrics, portfolios, checklists, etc.) to evaluate and maintain evidence of achievement.

Guideline 7: Involve students in the assessment and grading processes throughout the learning cycle.

- o Ensure that students understand in advance how their grades will be determined with clear rubrics, examples of work, sharing of goals/objectives.
- o Involve students by communicating their achievement and progress via weekly progress reports, PowerSchool, self-reflection and goal setting.

Dress Code Guidelines

CODE OF CONDUCT

It is the responsibility of all students to adhere to the Cumberland County Schools Dress Code Guidelines at all times and to show respect for the spirit and intent of the Dress Code Guidelines. From 8:30 to 3:40 the Dress Code Guidelines will be enforced.

The Administration of RRCS reserves the right to keep any confiscated dress code violation items/articles and have them picked up by a parent/guardian.

Professional dress days will be defined as: Girls in pants-suit or dress and boys in an oxford shirt and tie with dress pants or dress code pants.

Free Dress Days will be defined as: Students wearing clothing that does NOT disrupt, disturb, interfere with the peace, order and/or discipline within the learning environment.

THE ADMINISTRATION HAS DISCRETION IN MAKING JUDGMENTS RELATING TO THE APPROPRIATENESS OF DRESS, TO INCLUDE JEWELRY. THE APPEARANCE OF OUR STUDENT BODY REFLECTS UPON THE CLIMATE OF OUR SCHOOL. STUDENTS ARE EXPECTED TO ADHERE TO STANDARDS OF DRESS AND GROOMING THAT ARE ACCEPTABLE IN A POSITIVE LEARNING ENVIRONMENT.

DRESS CODE VIOLATIONS PROCEDURES



It is the expectation of the administration and teachers of RRCS that all students are in compliance with the Dress Code Guidelines. Students should be in proper dress upon arrival to school and be ready for the day by 8:30. Disciplinary action for students who are not complying with the Dress Code Guidelines will be taken in accordance to the frequency of the offense as it relates to the Cumberland County Schools Student Code of Conduct.

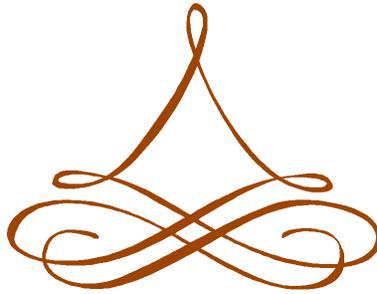
If a student is not in compliance with the Dress Code Guidelines by 8:30 a.m. but **CAN** fix it, his or her teacher or administrator on duty will provide the student with a Uniform Violation. If a student is not in compliance with the Dress Code Guidelines by 8:30 a.m. and **CANNOT** fix it the student will report to ISS and call for someone to bring the proper item and wait there until the item is brought to school.

All dress code violations are documented and once a student accumulates three tickets, disciplinary action will be taken according to the guidelines described below.

- o Third Dress Code Violation – Administrative conference with parent and student and two days of In School Suspension.

- o Subsequent Dress Code Violation – Parents of the student will be notified and the student will be assigned In School Suspension.

TARDY PROCEDURES



It is the expectation of the administration and teachers of RRCS that all students arrive at each class on time. Students should be in the room when the tardy bell rings to begin class. Disciplinary action for students who are tardy will be taken in accordance to the frequency of the offense as it relates to the Cumberland County Schools Student Code of Conduct. Teachers, during their planning periods, will assist in the issuance of tardy passes to students who are late to class.

If a student is not in his or her class at the ringing of the tardy bell, a teacher will provide the student with a pass to enter class. All classroom tardies are documented and once a student accumulates three tardies, disciplinary action will be taken according to the guidelines described below.

- o Third Tardy – Administrative conference with parent and student and two days of In School Suspension.
- o Subsequent third tardy – Parents of the student will be notified and the student will be assigned In School Suspension.

Please note that our school will continue to follow the 10/10 policy, as outlined regarding students leaving class the first 10 and last 10 minutes of class.

6 Rules of Reid Ross Classical School

Disrespect

Disrespect includes but is not limited to the following:

- o Getting loud with an adult or student
- o Arguing
- o Talking Back
- o Disrupting Class
- o Noncompliance

First (1st) time – Call home

Second (2nd) time – Administrative Referral

It is your job to show respect at all times and with everyone (young and seasoned).

Disruption

Disruptions include, but are not limited to the following:

- o Yelling out
- o Arguing with teacher
- o Excessive talking
- o Making noises during class
- o Being loud
- o Aggressive behavior toward other students

First (1st) time – Call home

Second (2nd) Time – Call home **and** lunch detention

Third (3rd) Time – Call home **and** after school detention

Fourth (4th) Time – Call home to inform parent of referral to administration

It is your job to allow others and yourself to get the best possible education we can provide.

Tardy

Every teacher will issue tardy slips for those not in the room when the bell rings.

Third (3rd) time – Conference with student, call home and 2 days of ISS

Subsequent 3rd tardies – Call home and possible out of school suspension

Unprepared

You must come to class with all materials daily to include: textbook, planner, notebook, composition book, and journal.

First (1st) time – Conference with student

Second (2nd) time – Call home

Third (3rd) time – Call home **and** lunch detention

Fourth (4th) time – Call home **and** after school detention

Fifth (5th) time – Call home to inform parent of referral to administration

It is your job to come to class prepared daily.

Homework

You must come to class with all homework completed, when assigned.

First (1st) time – Conference with student

Second (2nd) time – Call home

Third (3rd) time – Call home **and** lunch detention

Fourth (4th) time – Call home **and** after school detention

Fifth (5th) time – Call home to inform parent of referral to administration

It is your job to come to class prepared daily. It is your job to get work that was assigned while absent.

Dress Code

You must come to class dressed in the appropriate school uniform daily.

It is your job to follow the CCS dress code.

RRCS Parking Permit

Parking Permit # _____

Cost: \$50 year

Student's Name _____ Parent's Name _____

Address _____

Year _____ Make/Model _____ Color _____ Plate # & State _____

RULES AND REGULATIONS

Parking on school grounds is a privilege, not a right. Parking privileges may be revoked as a consequence for violating parking rules or for violating student behavior policies, school standards or school rules as outlined in this handbook. Student cars parked on school property may be searched in accordance with policy 4342, Student Searches

- o Speed limit on campus is 10 mph. Reckless Driving in any manner will not be tolerated
- o All students must park in assigned spaces in the student parking lot.
- o All drivers must recognize that pedestrians have the right of way.
- o All student cars will be locked.
- o All student drivers may not return to the vehicle at any time during school hours.
- o All drivers must display their permit with the logo and number facing the wind shield at all times by placing it in the left corner of the dashboard.
- o Drivers will not loan, borrow, give, or sell their permit to another student.
- o No smoking in the student parking lot.
- o Students will not sit in vehicles or loiter in the parking lot once you are on school grounds.
- o Students are not allowed to park cars on school grounds before 7:00 a.m.

Vehicles are subject to be towed at owner's expense if rules are not followed.

IMPORTANT: All student drivers who are disciplined for skipping school, coming to school late, or leaving early without checking in or out, or parents' fraudulent note for checking in or out, will lose their parking privileges indefinitely. This includes students who drive and check in and out on a consistent basis and those leaving campus during lunch periods that have not properly checked out. Parking permits may be purchased during the whole year, but the price will remain the same.

I have become familiar with the rules and regulations for parking at Reid Ross Classical School. I pledge that I will abide by all the rules set forth. I understand that failure to abide by these rules is justification for canceling this agreement and for other disciplinary action to be taken including but not limited to suspension of the Parking Permit and paying a fine of \$10.00 to have the Parking Permit reinstated.

Parent Signature

Date

Student Signature

Approval of Permit Signature

() License

() Insurance

() Registration

RRCS Traffic Pattern

Speed Limit: 10 mph

Students with a valid parking permit will turn into Lane 2 from the Ramsey Street entrance and park in their assigned parking space.

Anyone dropping off students in front of the school will need to use the Lynn Avenue entrance and stay in Lane 1. If you enter from Ramsey Street and are in Lane 2, you must exit through the student parking lot. **ONLY LANE 1 PASSES IN FRONT OF THE SCHOOL AND EXITS.** Lane 1 may also use the exit before the circle.

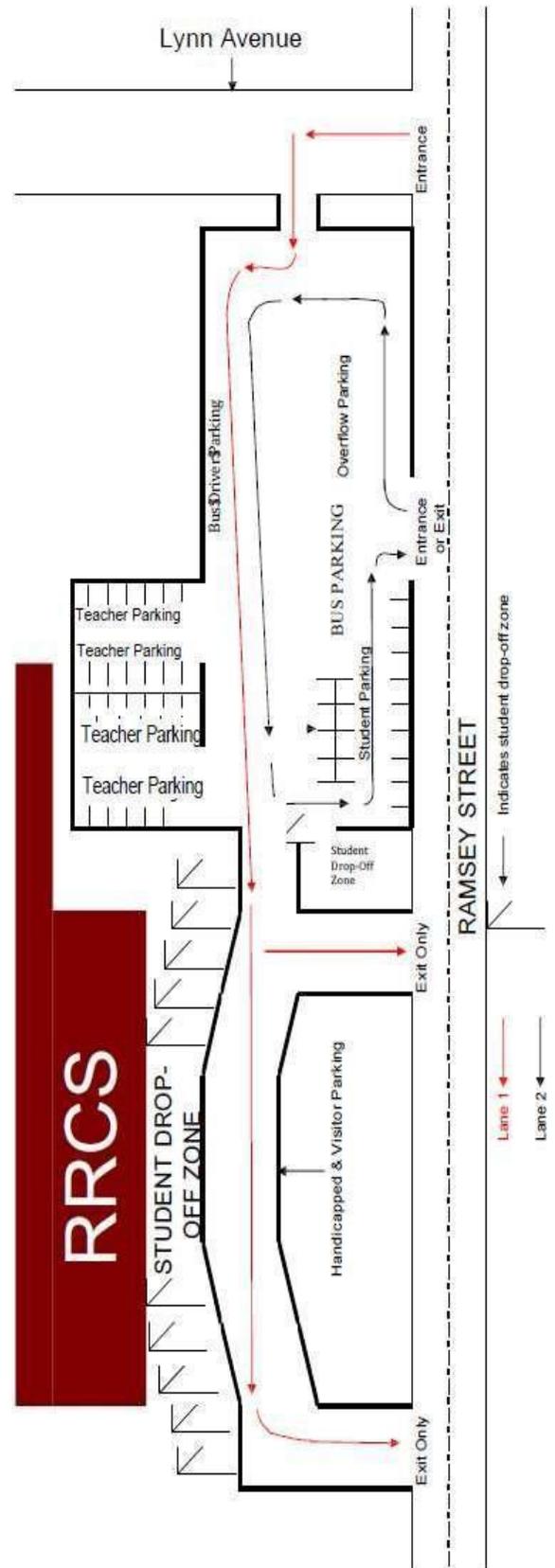
Pull forward as far as possible along the Drop-Off Zone in front of the school. The Drop-Off Zone begins just prior to the front sidewalk and ends at the end of the sidewalk near the end of the traffic circle in front of the school. **DO NOT LEAVE GAPS BETWEEN YOUR CAR AND THE CAR IN FRONT OF YOU.**

IMPORTANT: To maximize traffic flow and avoid delays, it is important that all students exit their vehicles and enter the school building as soon as their vehicle has the opportunity to stop in the Drop-Off Zone. **REGARDLESS OF WHERE ALONG THE SIDELAKE THEY HAVE STOPPED.**

Once the students are dropped off, proceed to the nearest Ramsey Street exit.

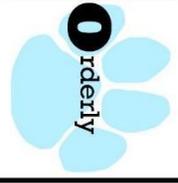
CAUTION: Students are NOT to be dropped off anywhere on campus EXCEPT in the designated Drop-Off Zone. Failure to follow this policy will result in students being exposed to unregulated traffic. **CAUTION:** All foot traffic MUST use the designated crosswalk areas at the north end of the parking lot, where a staff member will stop traffic to allow them to cross safely.

In the afternoon, students with parents waiting in Lanes 1 and 2 may walk down the left side of the parking lot to their rides.



Reid Ross Classical Middle School Expectations Matrix

 Respectful	Classroom Respect the ideas, belongings, and personal space of others. Electronic Free Zone	Transition Areas Use good language Headgear off Electronic Free Zone Listen when being spoken to by an adult	Cafeteria Use good table manners Be kind to cafeteria workers	Restroom Keep it clean Be mindful of the privacy of others	Assemblies Stay Focused on the speaker or guest Electronic Free Zone	Buses Be kind to your bus driver and peer Use inside voice and appropriate language Take all of your belongings with you Keep the bus clean
	Classroom Enter into the classroom in an orderly fashion Stay in your assigned seat Raise your hand to be acknowledged Obey the classroom rules and procedures.	Transition Areas Move quickly and peacefully 2-3 minute locker limit Use correct in and out doors Walk on the right side of the hallway Keep your hands and feet to yourself	Cafeteria Enter and Exit in an orderly fashion in a straight line Stay in your place in line Stay in your seat Use your inside voice	Restroom Only 3-4 students in the bathroom at a time Use the bathroom for its intended purpose	Assemblies Enter quickly and quietly Sit in assigned area	Buses Must have buses loaded within 5 minutes Only bus riders enter into the bus lot Keep your belongings out of the aisle Stay in your seat

 Orderly	Classroom Come prepared and ready to learn with all materials Remain on task at all times Complete all assignments on time	Transition Areas Passes required during class time	Cafeteria Sit at assigned homeroom tables for breakfast and lunch Keep your area clean Lunch cleaners clean tables and floors within 4 minutes and return to class	Restroom Return to class promptly Report any problems	Assemblies Exercise self-control	Buses Ride assigned bus only Get off/on assigned bus stop Be on time and walk briskly to the
	Classroom Think before you act Review your daily lessons each night Set goals Are my daily choices helping me achieve my goals Am I making safe choices daily?	Transition Areas Think before you act Be pro-active and make smart decisions	Cafeteria Think before you act Be pro-active and make smart decisions	Restroom Think before you act Be pro-active and make smart decisions	Assemblies Think before you act Be pro-active and make smart decisions	Buses Think before you act Be pro-active and make smart decisions

 Accountable	Classroom Think before you act Review your daily lessons each night Set goals Are my daily choices helping me achieve my goals Am I making safe choices daily?	Transition Areas Think before you act Be pro-active and make smart decisions	Cafeteria Think before you act Be pro-active and make smart decisions	Restroom Think before you act Be pro-active and make smart decisions	Assemblies Think before you act Be pro-active and make smart decisions	Buses Think before you act Be pro-active and make smart decisions
	Classroom Come prepared and ready to learn with all materials Remain on task at all times Complete all assignments on time	Transition Areas Passes required during class time	Cafeteria Sit at assigned homeroom tables for breakfast and lunch Keep your area clean Lunch cleaners clean tables and floors within 4 minutes and return to class	Restroom Return to class promptly Report any problems	Assemblies Exercise self-control	Buses Ride assigned bus only Get off/on assigned bus stop Be on time and walk briskly to the

 Reflective	Classroom Think before you act Review your daily lessons each night Set goals Are my daily choices helping me achieve my goals Am I making safe choices daily?	Transition Areas Think before you act Be pro-active and make smart decisions	Cafeteria Think before you act Be pro-active and make smart decisions	Restroom Think before you act Be pro-active and make smart decisions	Assemblies Think before you act Be pro-active and make smart decisions	Buses Think before you act Be pro-active and make smart decisions
	Classroom Come prepared and ready to learn with all materials Remain on task at all times Complete all assignments on time	Transition Areas Passes required during class time	Cafeteria Sit at assigned homeroom tables for breakfast and lunch Keep your area clean Lunch cleaners clean tables and floors within 4 minutes and return to class	Restroom Return to class promptly Report any problems	Assemblies Exercise self-control	Buses Ride assigned bus only Get off/on assigned bus stop Be on time and walk briskly to the