

RENFROE MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK

2007-2008

“Go Bulldogs”

PAWS

Prepared Daily
Awesome Attitude
+ Working Hard

= Success

Mr. Bruce Roaden
Principal

Ms. Mavis D. Ivy
Assistant Principal

Ms. Penny Ratliff
Instructional Lead Teacher

CITY SCHOOLS OF DECATUR

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WELCOME TO RENFROE

Dear Students:

Welcome to Renfroe Middle School! This year you will be a very important part of one of the finest middle schools in the country. Your teachers, administrators, and other school personnel are looking forward to working with each of you. This year, and all of your years at Renfroe, will be exciting, challenging, and filled with lots of new and varied experiences.

This handbook will provide you with everything you need to know about your school. Please sit down with your parent/guardian and read over it together.

Please make the most of this year. Apply yourself in every area. Give and receive respect. Be enthusiastic, motivated, and have a positive attitude towards school. Look for the many exciting opportunities and challenges that await you at RMS.

Let's work together to make this a successful year. You are a very special part of Renfroe Middle School!

Sincerely,

*Bruce D. Roaden
Principal*

PURPOSES

Guided by our mission statement, it is the purpose of Renfroe Middle School to:

- Provide an environment that offers equal opportunities for all students to succeed.
- Provide opportunities for developing self-management, self-direction, and self-evaluation, interpersonal relationships, and leadership ability.
- Provide exploratory, advisory, enrichment, and remedial programs to assist emerging adolescents in their search for personal identity and self-expression so that students may discover and pursue special interests and aptitudes, which will help them, make appropriate educational, career, and recreational decisions in the future.
- Provide experiences that will assist students in developing values in building a philosophy of life.
- Provide for two-way communication—school to parents, and parents to school—in every part of the school program.

PARENT INVOLVEMENT

City Schools of Decatur believes parents are their student's first teacher. Parents are encouraged to be as much a part of their child's education as possible. Opportunities for involvement may include the parent/teacher organizations at each school and parent education and support activities offered by programs, such as Pre-K, SIA, Title I, Even Start, and Family Connection.

The Family/School Partnership is a committee that consists of representatives from the many programs in Decatur that provides opportunities for parents to be involved.

The committee provides a vehicle for programs to collaborate their efforts to provide quality programs for parents. A Family/School Partnership Facilitator is available to work with parents individually and to provide parent programs.

PARENT TEACHER ASSOCIATION (PTA)

The Renfroe Middle School PTA, affiliated with the state and national Parent Teacher Association, is an association of parents, teachers, staff, and interested members of the community who are committed to the following:

- Long term development of the students, staff, buildings, grounds, and the community.
- Involvement of the greatest number of people in the decision-making process and program implementation of PTA events.
- Communicating information about school programs, events concerns, and policies to the PTA community.
- Serving as advocates for students to parents and staff; for staff to parents and students; for parents to staff and students.

PTA EXECUTIVE COMMITTEE

President
Co-Vice Presidents

Eric Tumperi
Tammy Browning
Rebekah Hudgins
Lavoughn Thomas
Lateefah Raheem
Julie Hotchkiss

Recording Secretary
Treasurer

SCHOOL IMPROVEMENT PROCESS

Southern Association of Colleges and Schools (SACS) School Improvement Process is an organization for school improvement and accreditation that integrates the basic principles of the school renewal process. It consists of three phases in each five-year cycle: Planning Phase, Peer Review Phase, and an Implementation Phase.

The School Improvement Process recognizes that each school has the professional capability to make the decisions, which affect the quality of education provided at the local school level. The process provides each school with the flexibility to capitalize on the talent of staff, parents and students.

If you are interested in being a part of the School Improvement Process, please call the Principal, Assistant Principal or Instructional Lead Teacher and leave your name and telephone number.

GETTING ACQUAINTED WITH RMS TEAMS

You will be assigned to a team each year at Renfroe Middle School. Here you will make good friends, and you will find that one of your best friends will be your team of teachers, whose desire it is to help you in every way in your school life.

Team activities include class meetings, assigning lockers, classroom sports, discussion of class problems, and activities connected with student body government. You will have one representative who will attend all Student Council meetings and report to you the policies and plans of your student body government.

Your team teachers will also provide academic advisement as needed.

COUNSELING

The Counselors will advise you about subjects throughout the time that you are enrolled here. Your counselors will always be glad to talk over any problems or answer any questions you might have.

What Does a Counselor Do?

- Works with individuals and groups
- Helps identify needs of children
- Encourages better student relationships
- Promotes positive attitudes and choices
- Aids teachers and parents in helping children
- Assists people in making better use of community resources
- Reviews test results to provide information about ability, need, achievements, and interests
- Assists students with growing process
- Coordinates efforts with other school specialists
- Coordinates referrals to outside agencies
- Provides in-service for faculty
- Participates in curriculum development
- Lends support to school, career, and personal plans
- Maintains confidences
- Provide “preventative” counseling

What Is The Purpose of Individual Counseling, Group Meetings, and Classroom Guidance?

- To help students develop self-understanding and self- awareness
- To build self-confidence and self-esteem
- To encourage students to recognize and make the best use of their capabilities
- To provide opportunities for students to feel successful
- To encourage students to recognize, understand, and work through learning difficulties
- To help students better adjust to school and other environments
- To develop students awareness of the world of work
- To teach students the decision-making /problem solving process

The counselors’ offices are open all day. Students and parents are welcome there at any time that they want help or information. Students should complete the form available in the counseling office to make an appointment with one of the counselors.

SOCIAL WORKER

Renfroe Middle School has one social worker assigned to work with students and parents. Our Social Worker is part of an interdisciplinary approach aimed at identifying and implementing strategies to enhance the academic success and well being of children and families.

The Social Worker will act as an advocate for students and families and support students and staff with such activities as consulting with parents, individual and/or small group counseling, crisis intervention, and serve as a member of the student support team. In addition, they participate on system wide committees and work in different program areas such as Safe and Drug Free Schools, Family/School Partnership, conflict resolution and programs for homeless families.

HEALTH

The school nurse and school secretary handles illness and injuries in the school office. We will try to notify parents when necessary. No aspirin or other medicine is given at school without a written request from a parent. Students are not to keep medication of any kind in their lockers. If you wish your child to take Tylenol or aspirin, please send a bottle and a note giving us permission to administer; all medication taken by students must be taken in the office with supervisory personnel. It is very important that we have the name and phone number of someone responsible to call in case of serious accident or illness. Please keep this up-to-date.

Students, if you become ill during the day, obtain a pass from your teacher to go to the office. The person there will determine if you should remain at school or go home; however, your parent(s) or guardian must be contacted before you can be allowed to leave school. Students must have written permission to be taken home by someone other than parent(s)/guardian.

PHYSICAL EDUCATION

Physical education classes are offered for student participation. Socks and tennis shoes are required daily for physical activities.

If you are unable to participate because of illness or an injury, you must make arrangements with the counselor to be excused. Students to be excused are to report to the principal's office with a written request from parents prior to 9:10 a.m. of the day they are to be excused. If you are going to be unable to participate for more than 3 days, a doctor's note will be needed.

DAILY SCHEDULE

Your daily schedule will be explained to you by your teachers at the beginning of each semester or grading period. You should keep a copy of your scheduled classes available at all times.

INSTRUCTIONAL PROGRAM

The following academic subjects are taught at Renfroe Middle School. All students are required to take mathematics, science, language arts, and social studies.

Mathematics – The mathematics program for sixth, seventh, and eighth grades are a skills and concept building program. Special emphasis is put on problem solving and higher order thinking skills. With each grade level, work becomes a little more difficult.

Science – Our science program is laboratory based with “hands-on” experiments. In sixth grade, seventh and eighth grade, an integrated science curriculum, including the study of life, earth, and physical science, is taught.

Language Arts – in Renfroe’s language arts classes, reading, literature, writing, grammar, and oral listening skills are emphasized. Students also experience public speaking and self-evaluation for each skill.

Social Studies – Students will study a different area of social studies each year. Sixth grade students concentrate on the Americas, Europe, Africa, and Oceania. Seventh grade students study Asia, Africa, and the Middle East. Eighth grade students study United States and Georgia History.

Health – The health course is designed to provide students with the opportunity to develop physical, mental, and social well being through the study of drugs, alcohol, tobacco, first aid, human sexuality, and consumer health.

Physical Education – The physical education program is designed to develop the physical, mental, social and emotional aspects of sixth, seventh and eighth grade students. This occurs through student participation in individual, dual, and team sports as well as, fitness-related and leisure time activities.

Spanish - Students will be recommended to take a particular level of Spanish bases on their skills and pretest.

Art – In the sixth grade, students are introduced to the elements of art: line, shape, form, color, texture, space, and value, through a variety of activities. In seventh and eighth grades students engage in activities, which include acrylic painting, weaving, pottery, and jewelry design.

Band – The band program at Renfroe Middle School exists to provide the means for motivated students to experience the creation and performance of instrumental music and to acquire the ability to appreciate music in a variety of styles. This is a year-long course

Video Production (7th Grade) – Students will create their own films and newscasts using digital videography equipment and editing software.

Computer-Keyboarding/Word Processing – is a course in which students learn (or review) proper keyboarding techniques, use a word processing program to type reports and letters correctly, and then practice basic desktop publishing techniques.

Computer-Advanced Word Processing -- is a course in which students use keyboarding and word processing to create more in-depth projects. Students must have had word processing in the 6th or 7th grade in order to be eligible for this class.

Desktop Publishing (6th grade) – This course offers an opportunity for students to become more proficient in using technology to present their final products in their core classes.

Math Solutions — This course focuses on remediation of basic Math skills and provides support for the general education Math curriculum. Students will also receive extra help in developing good test taking skills and maintaining useful study habits.

Website Design (7th grade) – Elective: Using Microsoft Front Page, students will learn the basic of Web site design using content from their core classes.

TUTORING

A variety of tutoring programs is offered at Renfroe and is available during the school year. Parents and students may contact the counseling office for information.

ACADEMIC SUPPORT PROGRAMS

Bridges (Gifted) – The gifted program at the middle school level, Bridges, serves as a transition from Links, the elementary program, to the high school program of independent study. The academic support to accelerate or compact curriculum, and opportunities for directed study.

Inclusion – The inclusion program serves students with disabilities. The inclusion teacher's primary function is to provide individualized instruction and support, which meets the student's needs to function in the regular classroom setting. The inclusion teacher works with the regular classroom team of teachers to enable the student to participate successfully in this setting.

Resource – The resource program serves students with mild to moderate handicaps. The resource teacher's primary function is to provide individualized instruction and support, which meets the student's needs. The resource teacher works with a team of teachers to develop and maintain academic as well as behavior management programs.

Student Support Team (SST) – The Student Support Team provides a forum for planning and implementing modifications to the regular education program that will enable a student to make continuous progress in the school setting. The SST consists of teachers, other professionals, parents, and, on occasion, students.

Speech – The speech-language instructor provides professional, comprehensive services designed to achieve maximum competence in communication for the speech-language impaired student. The speech-language program provides a continuum of service levels to meet the specific needs of all students with identified communication disorders.

EXTRA CURRICULAR ACTIVITIES

There are several extracurricular activities available at Renfroe Middle School. We believe that students must maintain satisfactory grades in order to remain in/or to participate in extracurricular activities. The goals for these activities are:

- To expand the students' interests
- To enhance the students' self-concepts and allow them to experience success and possibly excel in areas in addition to academics
- To help students understand the correlation between leisure activities, special interest, and prevocational skills

The following sports activities are available at Renfroe Middle School:

Cheerleaders	Football
Volleyball	Girls Softball
Baseball	Track and field
Tennis	Baseball
Basketball	Soccer

Wrestling Cross Country
JV-LaCross (8th grade)

CLUBS AND ORGANIZATIONS

School sponsored clubs, which meet after school, are usually over by 5:15.m. Bus transportation is available to transport students to their home school at 5:30.m. Parents should pick up students by 5:30 p.m. Students who have no means of getting home should not stay after school for club activities.

BASKETBALL AND FOOTBALL GAMES

Basketball and Football games are school-sponsored activities, and we expect students to follow all school rules whether the game is at home or away. Any student who refuses to cooperate with our rules will be asked to leave and will be suspended from further games. Students under suspension (ISS or out of school) are not eligible to attend games or other out of school events (after school).

ELIGIBILITY

A student who has passed a minimum of five subjects and has acceptable grades in conduct the previous grading period is eligible to participate in athletics and other extra curricular activities. Any student receiving an “F” in conduct in only one subject, class, etc., shall write a letter of appeal and may have his/her case referred to an Appeal Committee appointed by the Principal. It shall be the responsibility of the committee to determine whether this student is eligible for athletic competition for the following 9 weeks. The Appeal Committee’s decision is final. A student receiving two or more “F’s” shall not have the privilege of having his/her case referred.

Any student retained the previous year may not participate in any extracurricular activities the first 9 weeks.

Students participating in sports must have a current physical form signed by a physician and insurance on file in the assistant principal's office prior to the first day of practice.

Any student who is suspended from school or who is assigned in School Suspension will not participate in the scheduled sports activity for that week.

BUS RULES FOR EXTRA CURRICULAR ACTIVITIES

Any student who travels on a bus provided by the school to a school sponsored event or athletic contest shall return on the bus at the conclusion of the event. The following exceptions apply only to events or contests, which end after 3:30 p.m.

- (a) A student may leave the group with his or her parent or legal guardian after the parent or guardian notifies the sponsor or coach in person at the event.
- (b) A student may leave the group with the parent or legal guardian of another student only if the student has written permission from his or her parent or guardian, which has been presented, to the sponsor or coach the previous day.

3:00 PROJECT AND SUMMER DAY CAMP

The Decatur Recreation and Community Services Department is pleased to offer the Decatur 3:00 Project After School Program for Renfroe Middle School students. This program is offered Monday—Friday during the school year from 3:45 p.m. – 6:00 p.m. This exciting opportunity focuses on youth development through the following curriculum areas:

Academic Enrichment

Recreation

Community Service, Conflict Resolution

Activities are both educational and recreational in nature, with field trips and speakers playing an important role in the program. Activities are structured, with supervised “free time” built in the schedule. Through the community service component, youth will have the opportunity to make a positive impact on their community.

The program is housed in the cafeteria and gym at Renfroe, and also utilizes the Media Center, classrooms, ball fields, and the Decatur community. During the summer, The Decatur 3:00 Project shifts gears and expands to an all-day camp offering options of four two-week sessions. The same curriculum is utilized during the summer as is during the after school program.

Students wanting to participate must sign up with the City of Decatur Recreation and Community Service Department. For information, please call 377-0494.

HOMework

Homework equips the student with skills and attitudes essential in promoting personal, social, and academic growth. It provides the student with the opportunity to demonstrate understanding of specific skills. Be aware that the amount of homework varies from teacher to teacher and from night to night. Homework may be classified into three areas.

1. Assignments that reinforce the instructional programs
2. Assignments that develop and enrich thinking skills
3. Assignments that provide practice and skill development

The goals of homework are:

1. To utilize resources outside of the classroom
2. To build new concepts and refine those previously learned
3. To stimulate creative and individual thinking
4. To encourage extension and application beyond the classroom
5. To provide challenging activities which contribute to intellectual growth
6. To acquire techniques in the process of problem solving
7. To reinforce skill development through practice
8. To build self-confidence through increased responsibility
9. To emphasize the importance of organizational skills and time management.

Suggestions for Students:

1. Sit down with a parent to discuss Homework Policy
 - a. Arrange time and place for homework to be done
 - b. Have no phone calls or TV during study time
 - c. In planning homework time, plan for extracurricular activities such as sports, clubs, band, etc.

- d. Homework is students responsibility
2. Read and follow directions to be sure you understand the assignment before you leave the classroom.
3. 'Be sure you have all materials needed before starting (pencils, books, paper, etc.)
4. Prepare for tests by doing the work, reviewing notes and textbook day by day.
5. Complete all work neatly and correctly
6. Turn homework in on time
7. When you are absent, find out what assignments have been missed
8. Pay attention and utilize class time.
9. Share your work with your parents to see if they have suggestions for improvement

SCHOLARSHIP

Parents are informed of school progress every four and a half weeks in the grading period by progress report and every nine weeks by report card. These reports must be signed by your parent or guardian and returned to school. Students will be charged a replacement fee for duplicate copies.

Following is the grading system used:

A – Excellent	A = 90-100
B – Above Average	B = 80-89
C – Average	C = 75-79
D – Unsatisfactory	D = 70-74
F – Failure	F = Below 70

Letters or cards will be sent to parents between grading periods, indicating a deficiency and/or outstanding student progress in scholarship or citizenship. Parents are encouraged to confer with the student, the counselor, or the respective teacher about deficiencies and progress. Conferences with teachers are arranged by calling the teacher or the secretary in the counseling office.

Principal **Honor Roll** – Students with A’s in all subjects at the end of each nine weeks and including A’s in conduct.

Honor Roll – Students with A and B averages in all subjects and conduct.

Citizenship – A’s and B’s in conduct

CONDUCT

Citizenship reports are made every nine weeks and accompany the scholarship grade. The following comparison explains the meaning of the various marks:

A—Excellent	D—Unsatisfactory
B—Good	F—Failure
C—Fair	

A—Excellent

This student consistently demonstrates all of the expected behaviors (follows classroom and school rules) in and outside of the classroom without assistance/guidance from authority. This student consistently demonstrates respect for himself/herself, peers, teachers, staff members, administrators, and any guest in the building.

B—Good

This student demonstrates all of the expected behaviors (follows classroom and school rules) in and outside of the classroom the majority of the time. This student may need assistance and reminders occasionally to bring his/her behavior back in line.

C—Fair

This student generally demonstrates many of the expected behaviors (follows classroom and school rules) in and outside of the classroom but often needs assistance and reminders to bring his/her behavior back in line. This includes denial of privileges, special seating arrangements, silent lunch, and detention.

D—Unsatisfactory

This student does not demonstrate the expected behaviors (follows classroom and school rules) in and outside of the classroom and disrupts the teaching/learning process. This student consistently needs assistance and reminders to bring his/her behavior back in line. This student may serve in time out, be removed from the classroom, and have a conference with teachers, parents, and administrators as a result of his/her behavior. This student's behavior may cause him/her to be excluded from participation in school events and activities.

F—Failure

This student demonstrates all of the behavior issues listed under D (unsatisfactory). Additionally, this student has chosen to break school and classroom rules on a daily basis. This student has demonstrated no improvement in his/her behavior as a result of teacher or administrator intervention. This student demonstrates little regard for authority and exhibits lack of respect for himself/herself, peers, teachers, and administrators. This student's behavior may cause him/her to be excluded from participation in the athletic program in accordance with school policy, as well as, other school activities and events.

Citizenship grades of "D" or "F" are considered unsatisfactory. Parents are encouraged to confer with the student, the counselor, or the respective teacher about such marks.

PROMOTION

In order to be promoted to the next grade, students will be required to have a yearly average of 70 or higher in four of the five core subjects.

8th grade students must pass the Reading and Math portions of the CRCT in order to be promoted.

MEDIA CENTER

The RMS library exists to support the middle school curriculum, as well as, to support reading for enrichment and pleasure. The Renfroe library is used heavily by individual students, small groups, and whole classes, which may all, be present at once, working on different assignments simultaneously. We expect users to allow others to work without disturbing them.

When teachers send students to the library, the students must have a library pass signed by their teacher with the date, time, and purpose of the visit. Students will be signed in and out by library staff and will return the signed pass to their teacher.

The library opens from 8:00 am to 4:00 pm, Monday through Friday. Teachers may request additional after school hours for specific projects. Occasionally, when other activities have been scheduled in the library, the library will not be open before and/or after school.

Students may check out up to 3 books for a 2-week period and are responsible for the condition of materials that they use and for prompt return. Books overdue for over 20 days are subject to fines (\$.05/day). Students must pay for any lost or damages materials, so please take care of the book. Replacement cost for hardbound books is \$15 and \$5 for paperback books. Students with overdue books or outstanding fines may be prevented from attending school events, such as dances and field trips. Students who end the year with unpaid library fees or unreturned books may have their final report cards held until library obligations are met.

All school computers, in classrooms, labs, and the library, must be used for instructional purposes only. Internet use in the library is restricted to research for school projects. Responsible and appropriate computer use is expected of all Renfroe students. In appropriate computer use may result in loss of computer privileges and/or disciplinary action. Parents of students in fourth grade and above who do not want their children to use the internet without direct teacher supervision shall make that request in writing to the school.

SERVICES

Lost and Found

A “Lost and Found” is maintained in a room reserved for this purpose at the school. Please bring articles to the office, and inquire there for lost articles. Students are advised to mark sweaters, coats, and other personal belongings so that they may be identified if misplaced.

Lost Lunch Money

If you lose your lunch money, please ask the lunchroom cashier to loan lunch money to you. This is to be paid back the following day.

FIELD TRIPS

At various times in the year, teachers and the PTA plan field trips to enhance academic experiences. Students with appropriate conduct will be allowed to participate with the proper-signed permission forms. Donations will be requested to help with the cost of the trips.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, as amended, gives parents, guardians, and eligible students, as defined by the act, the following rights:

1. the right to be told by the school system of their rights under this act
2. the right to prevent disclosure of personally identifiable information without prior written consent
3. the right to inspect and review educational records

4. the right to challenge the content of any educational record and to have certain hearing rights if administrators deny their challenge.

(Policy JR: Students Records)

ASSIGNMENTS WHEN ILL

Parents wanting assignments for an ill student should call by 9:00 a.m. Assignments may be picked up between 3:45-4:00 p.m.

NEW STUDENTS

An immunization certificate, proof of residency, and a birth certificate are required for entrance as a new student. New students must also present a report card or withdrawal sheet from their previous school. Out-of-state students must present a health-screening certificate. The student's social security number will also be requested.

TUITION STUDENTS

Students whose parents or legal guardians are not legal residents of Decatur and who have written permission from the Superintendent to attend City Schools of Decatur are required to pay tuition. The rate will be established at the beginning of each school year and the monthly amount specified will be due and payable in the superintendent's office on the first day of each calendar month of the school year (September through May-nine monthly installments). Students who are late in paying tuition may be removed from the rolls. All tuition students must also meet high standards of behavior.

PARTIES AND GIFTS

Social functions are not authorized during the school day. The school and teachers will not sponsor parties away from the school. If private parties are planned by students they must be organized outside the school. Students are requested not to bring gifts to any teacher or other member of the school staff. Gifts, flowers, balloons, etc. are not to be delivered to students at school.

SOLICITING AND SELLING ON CAMPUS

Prior approval of the Principal and of the Superintendent is required before soliciting or selling may be permitted on the school campus or in school buildings (or by school groups or school benefit).

TEXTBOOKS

Each student is responsible for each textbook, which is issued to him/her. Normal wear from the use of the textbook is expected; however, any excessive damage to these textbooks will result in the students being fined an appropriate amount. If the textbook is lost, the student will be required to pay for the lost book prior to being issued another one.

INDEBTEDNESS

In order for grades to be posted on report cards students must clear all debts and financial obligations. In this respect it should be noted that each student is financially responsible for the particular book he/she was issued if he/she is unable to return it to school authorities when called for.

WITHDRAWAL AND TRANSFER

The procedure for withdrawing takes about one hour. It is as follows:

1. A parent or guardian must accompany the student
2. Obtain appropriate forms from the secretary
3. Have the withdrawal form filled out by each teacher
4. Return all schoolbooks and property. Pay all fees owed.
5. Get signature of librarian
6. All fees and textbook fines must be paid before records can be released

SEARCHING STUDENTS

Book bags brought to school can be searched at the discretion of the administrators. Lockers and desks are the property of the school system and can be searched at the discretion of the administrators. Students can be searched if there is reasonable suspicion (information given to an administrator that a student has something that will be harmful to others).

ATTENDANCE

The school is legally required to keep record of each student's attendance. Pupils who have been absent for any portion of the school day after 8:45 a.m. must report to the office for an attendance slip before going to class. According to Georgia Law, schools are required to notify parents/guardian when their child accumulates 5 unexcused absences, and for any unexcused absence after 5, penalties ranging from \$25.00 to \$100.00 may be imposed on the parent. In addition, students who accumulate 10 unexcused absences in a semester (do not have to be consecutive) are to be reported to the state for denial or revocation of drivers license. It is very important for students to be at school, on time, every day in order for them to be successful in their studies. In the event of a legitimate absence, the parent or guardian must send a signed note to the school so that the absences can be classified as excused. Students must be in attendance at least 4 periods of the day to be counted present.

AFTER SCHOOL DETENTION PROGRAM

Students who arrive at school after 8:45 a.m. without an excused tardy may be assigned to after school detention from 3:30 – 4:30 p.m. Students who violate conditions in the City Schools of Decatur Code of Conduct may also be assigned to after school detention. The detention will be held on Monday, Tuesday, Wednesday and Thursday. Written notification will be given to students prior to their assignment to detention.

LEAVING SCHOOL DURING THE SCHOOL DAY

Regular attendance, except in the case of legally excused absences, is compulsory under state law. Students may not leave the school campus after they have arrived without permission. If it is necessary for a student to leave school during the school day, the procedure is as follows:

- (a) Bring a note for approval to the office signed by a parent or legal guardian explaining the reason why leaving school prior to the end of the school day is necessary and the time of departure.
- (b) The student's name will be included in the daily absence report under the checkout listing.
- (c) Any student leaving the campus before the end of the school day must secure permission from an administrator and sign out in the school office.

ABSENCES

Absences of more than twenty days during the school year will normally result in the student being retained at the same grade for the next year. However, if absences in excess of twenty are covered by excuses in writing signed by a physician or dentist, the student will be given the opportunity of making up the work that was missed and participating in final examinations.

Excuses for absences that are twenty or less will be accepted if they are signed by the parent or guardian of the student. Upon receipt of the excuse by the homeroom teacher, the student will be given a pass authorizing him/her to make up the work that was missed due to the absence. It is the responsibility of the student to secure the necessary excuse from his/her parent, guardian, physician or dentist.

Absence from a class or from school is either excused or unexcused. State law provides that absences for the following reasons may be excused:

1. Personal illness
2. Serious illness in the immediate family
3. Death in the immediate family
4. Religious holidays

State law provides that all absences, including suspension, are unexcused.

Bring a note for approval to the office signed by a parent or legal guardian explaining the reason why leaving school prior to the end of the school day is necessary and the time of departure. The phone number of parent or legal guardian should be included on the note so the office can call if necessary.

Excuses may be received and marked "accepted but unexcused." These excuses will permit the student the opportunity of making up the work that was missed; however, the absence will be counted as unexcused.

STANDARDS OF BEHAVIOR

As a middle school student, you will be expected to behave in a manner reflecting your age and maturity. Standards of behavior have been purposely set high in order to maintain the businesslike atmosphere necessary for a good learning environment.

The enforcement of discipline is a function of the administrators, teachers, and other staff members. Every effort will be made to limit disciplinary action to that which is necessary, fair, and appropriate for the misconduct, which has occurred. Such factors as the student's general attitude, cooperation, and past record in conduct and academics will be considered in arriving at a decision as to the action to be taken in a particular case. Disciplinary action may include conference with student and/or parents, detention, suspension, and referral to a Tribunal Panel. The school may address student conduct and violation of school rules while students are at school, on the way to and from school, and at school events.

CHARACTER EDUCATION PROGRAM

HB 605-Improved Student Learning Environment and Discipline Act mandates that every school have a Character Education Program which covers the following twenty-seven traits; courage, patriotism, citizenship, honesty, fairness, respect for others, kindness, cooperation, self-respect, self-control, courtesy, compassion, tolerance, diligence, generosity, punctuality, cleanliness, cheerfulness, school pride, respect for the environment, respect for the creator, patience, creativity, sportsmanship, loyalty, perseverance and virtue. Renfroe will introduce each trait as part of its Word For The Week/Thought For The Day. Teachers will also address each trait during their instruction.

ACADEMIC INTEGRITY

School authorities recognize academic integrity and honesty as essential elements of a properly functioning school. Accordingly:

1. No students will receive unauthorized assistance in preparation of and/or in the execution of his/her assigned work.
2. No student will give unauthorized assistance to another student.
3. Students cheating or providing assistance on an assignment may receive an "F" for an academic or conduct grade in the subject. This will depend on the circumstances and the discretion of the teacher.

HALL CONDUCT

- A. Running, pushing, or shouting will not be tolerated in the hall
- B. Keep to the right, especially at corners
- C. Walk at a steady pace, but do not run
- D. Do not disturb classes already in session
- E. Keep all exits, entrances and stairs clear

HALL PASSES

Students must have a hall pass that is signed, timed and dated from the teacher when in the hall during class time. Hall passes will be issued on a basis of one pass to one student.

CLASSROOM PROCEDURES

- A. At the beginning of each class, students are required to be in their seats with sharpened pencils, books, and other materials, ready for work. Students are expected to be on time to all classes.
- B. Students are required to be neat and clean, and keep their books, desk and floor space around them in the same manner. A student and his/her parents are held responsible for any willful damage to school property, including textbooks
- C. Students are to enter and leave classrooms in an orderly manner. Running and pushing are not allowed. Students are not to leave until their teacher dismisses them.
- D. Gum, candy, snacks, and soda are not allowed at school even as part of a lunch. If they are brought they will be confiscated.
- E. Students will not be excused from class without a pass.

PURSES, BOOKBAGS, AND COATS

Large purses, (small purses may be carried) book bags and coats shall be kept in lockers and will not be allowed in any classroom.

LOCKERS

Your locker is the only place you have to keep your personal belongings. Lockers are assigned by team teachers at the beginning of the year. Each student will be issued a locker at the beginning of the school year. Lockers are subject to inspection and search by school officials. Lockers are also subject to random searches by trained narcotics dogs. Anyone tampering with a locker that does not belong to him/her will be disciplined. You MUST:

- A. Keep your combination to yourself
- B. Never share your locker with anyone. We have sufficient lockers for every student
- C. Keep your textbooks and notebooks in your locker when you are not using them.
- D. Do not overstuff your locker; it may not open if you do. Keep coats clear of the door when closing it.
- E. Keep your locker clean. All items can be placed into and removed from the locker easily.
- F. Plan your day. You will not have time to go to your locker after every class. You will have to carry books for several classes.

VALUABLES

Large amounts of money or items of value (jewelry, radios, cell phones, etc.) should not be brought to school. Care should be exercised, especially in home economics, art, technology education, band, and physical education to see that personal items and projects are stored and cared for in a secure manner to prevent loss or damage.

WALKING TO SCHOOL

When walking to and from school, stay on the sidewalk. If there are no sidewalks, walk toward the oncoming traffic. Always walk straight to and from school. Hitchhiking is illegal.

RAILROAD TRACK

Crossing the railroad track in front of the school is not allowed. Students should cross the track at the designated crossing at the light or at Agnes Scott College underpass.

TRAINS BLOCKING CROSSINGS

It is suggested that you leave home early enough so that you will arrive at school on time. Use the Agnes Scott College underpass if the train stops. **NEVER CRAWL UNDER OR CLIMB THROUGH A STANDING TRAIN!!!!!!**

SCHOOL BUS

Students who live more than one and one half miles from school are eligible to ride the school bus. Rules of proper and safe conduct apply while riding the bus. Rules are given to each bus student at the beginning of the year. Failure to abide by them may result in the loss of the privilege. Bus schedules are available in the office.

ARRIVAL AT SCHOOL

Students not riding the buses should not arrive on campus any earlier than 8:05 a.m. Students who wish to eat breakfast at 8:00 a.m. must sit at the designated breakfast table and return to the assigned area for your grade level after eating. Breakfast is served until 8:20 a.m.

DISMISSAL FROM SCHOOL

Normally, students should finish at lockers by 3:30 p.m. and must leave the building immediately after each afternoon. Exceptions to this rule are as follows:

1. Students assigned detention hall.
2. Approved student assistants who are working for teachers, the librarian, or the office
3. Students who are waiting for the school bus in the assigned location
4. Approved club or activity meetings that are being held in specific rooms.
5. All other activities that are cleared in advance through the Principal's Office

6. Students doing make-up work in a classroom
Students must have a note from their teacher stating permission to stay after school.

EARLY CHECK OUT

If you need to be dismissed early from school, bring a note signed by a parent stating when you should leave and who will pick you up. Give the note to your first period teacher to turn in with the attendance slip. Include a phone number where your parent can be reached for verification. Students sign out of school in the office. Students who report to school after 8:30 a.m. must check in first at the office and then with their first period teacher.

EMERGENCY DRILLS

Charts are posted in each classroom, which indicate the exits and safe areas to be used for fire drill and tornado drills.

A fire drill is held twice in the first month of school and then once every month. Students are expected to file out of the building in an orderly manner without talking or running. Classes will remain on the grounds until the “all clear” signal.

All schools participate in the statewide tornado drill.

RESTROOMS

Teams will work out restroom break times. In the case of an emergency during class, the teacher may give you a pass and have you sign out to go to the restroom.

CAFETERIA

The cafeteria is operated on a non-profit basis and serves many students every day during the fourth or fifth period. The following rules should be observed:

- A. Come to the cafeteria with your class as directed by the teacher
- B. Stand in line quietly until served.
- C. Sit at your assigned table and remain seated until you empty your tray
- D. Talk only with those at your table
- E. Upon completion of your meal, clean up food scraps and articles from the table and in the immediate vicinity of your chair. Empty your tray into the trash cans. Return your tray to the window. Utensils should be put in the pan on the table
- F. Return to your assigned table. Do not visit other classes
- G. Loud and disruptive behavior in the cafeteria is out of order and is not allowed. Reasonable standards of behavior and common courtesies are expected of all who eat here.
- H. Food and drink are not permitted outside the cafeteria. State law prohibits students from bringing canned and bottled soft drinks. Any kind of drink in a glass container is prohibited. Lunch that is brought from home must be kept in the locker of the student until it is taken to the cafeteria for consumption. If a student brings lunch, it must be nutritious.

- I. Gum and candy are not allowed in the cafeteria or any part of the school building or campus.
- J. Do not bring food, drink, gum, candy, etc. to school except as proper school lunch as stated in “H” above.
- K. Ice cream may only be purchased by students to eat with their lunch.
- L. Do not bring food or drink for lunch in the cafeteria purchased from “fast food” restaurants.

PERSONAL APPEARANCE

There is a definite relationship between good dress habits, good work habits, and proper school behavior. All students are expected to be neat and well groomed at school. Students should wear neat and clean attire that is in good taste.

Examples of inappropriate dress are:

- Clothing with excessive tears or rips
- Exposure of excessive skin (including cleavage and midriffs)
- Spaghetti straps
- Biking shorts, tight shorts, tight pants, see-through pants, tank tops, fishnet, halter tops
- Skirts or shorts more than three inches above the knee
- Excessively baggy pants
- Obscene clothing or jewelry, suggestive writing or symbols, advertising/exhibiting illegal substances and weapons.
- Hats worn indoors.
- Body piercings

The dress code will be enforced for all school activities, (field trips and concerts). If in doubt about the appropriateness of your dress attire do not wear it to school or to school activities.

Students who are violation of the dress code will be placed in ISS for the remainder of the school day.

STUDENT DETENTION BY TEACHER

Teachers may detain students after school in order to make up work or for infraction of certain class rules. Failure to attend detention will result in other disciplinary actions.

PROCEDURES FOR TARDIES

When a student arrives to school after 8:45 a.m. the student must check in through the office before going to a class. Family emergencies and illnesses are excused tardies. All other are unexcused, for example, “I overslept,” “I missed the bus” and “I ran an errand.” Students late to school do not receive perfect attendance. Every 5 unexcused tardies equal 1 unexcused absence. Those students with excessive tardies will be referred to the counselor and social worker.

CLASSROOM TARDIES

Renfroe Middle School's school wide discipline plan will be used to address tardies committed by students. Excessive tardies to class may result in a lower conduct grade.

VISITORS TO SCHOOL

Parents and other interested citizens are welcome on campus. They must, however, notify the office 24 hours in advance of their visit and limit their visits to 45 minutes in a classroom. On the day of the visit, check in with the office so that the administration is aware of authorized visitors. Visitor passes must be obtained from the office.

Students from other schools and out of town guests of middle schools students are not permitted to visit the school or classes.

Any person who loiters about or near a school is considered a vagrant and the police will be called if the person does not leave when instructed to do so. **THIS INCLUDES STUDENTS FROM OTHER SCHOOLS.**

INSURANCE

All students participating in a sport are required to carry student insurance approved by the school.

Accident insurance for students shall be available through the Principal's Office. Information will be sent home the first week of school. Students who want to enroll after the beginning of school should obtain an insurance application from the office.

SCHOOL DRESS CODE

There is a definite relationship between good dress habits, good work habits, and proper behavior. All students are expected to be neat and well groomed at school. To create the most optimal learning environment for all students, please take note of the following guidelines for school dress:

1. Clothing; pants or jeans with pre-cut holes, intentionally torn or excessively torn material are inappropriate.
2. Clothing displaying or advertising alcohol or tobacco products, drugs, 'gangster wear', gangs, obscene language, vulgar language, ethnic slurs, profanity or sexually suggestive items are not permitted.
3. Tight or immodest clothing is unacceptable.
 - a. No bare midriffs, backs or shoulders
 - b. No spaghetti straps
 - c. No excessively low necklines
 - d. No transparent clothing

- e. Skirts must be no shorter than 3 inches above the knee. Leotards and tights may be worn under skirts/dresses as long as the length of the skirt adheres to this length.
 - f. No biking shorts, tight shorts or tight pants
 - g. Shorts are appropriate if they are no shorter than the length of the longest finger tip. Shorts made of spandex, hemmed or are folded up higher than the above length and track or running shorts are not appropriate.
4. Excessively baggy pants or pants that ‘sag’ are not appropriate. A belt must be worn.
 5. No hats, caps or wave caps, wristbands, rubber bands or headbands may be worn in the building. Additionally, bandanas are unacceptable apparel.
 6. Head scarves and other decorative materials may not be wrapped to cover the entire head, unless affiliated with religious organizations or cultural beliefs.
 7. Sunglasses may not be worn inside of the building unless prescribed by a doctor.
 8. Undergarments should not be visible at any time.
 9. No body piercings: no eyebrow or nose piercings.

The dress code will be enforced for all school activities (field trips and concerts). If in doubt about the appropriateness of your dress or attire, do not wear it to school or to school activities.

Students who are in violation of the dress code will be placed in ISS for the remainder of the school day.

Parents: Please be sure to remember that the middle school age is a time of rapid growth. Some clothing that was initially appropriate and properly fitting at the beginning of the school year may be too short or too tight by the spring semester.

RENFROE MIDDLE SCHOOL STANDARDS OF BEHAVIOR

Renfroe Middle School is committed to maintain a safe, supportive environment for everyone in the community. Every community member is expected to act with integrity in accordance with the principles of responsibility and respect. The focus of our student behavior system is on teaching sound decision making and promoting positive behavior. We value truthfulness, taking responsibility for one's actions and learning from one's mistakes. As a middle school student, you will be expected to behave in a manner reflecting your age and maturity. Standards of behavior have been purposely set high in order to maintain a businesslike atmosphere necessary for a good learning environment.

The enforcement of discipline is a function of the teachers, administrators and other staff members and parents/guardians. Every effort will be made to limit disciplinary action to that which is necessary, fair, and appropriate for the misconduct, which has occurred. Such factors as the student's general attitude, cooperation, and past record in conduct and academics will be considered in arriving at a decision for a particular infraction. Students who demonstrate behavior disruptions in the class will be involved in a variety of progressive discipline consequences that will begin with the student's teachers. Parents will be contacted initially by the teachers. Mandatory parent conferences with the teacher(s) and administration and grade level counselor may be held. Please refer to the City Schools of Decatur Code of Conduct for further details of the progressive discipline procedures.

As students must learn their core academics, they must also learn how to make the best decisions in their daily interactions with other students and their teachers at school. Here are some guiding questions that may be considered in helping us to make the right decisions:

- ❖ Are my words and actions safe for myself and others?
- ❖ Are my words and actions helping to create a supportive environment where others feel comfortable and accepted?
- ❖ Are my words and actions showing care and respect for myself and others?
- ❖ Are my words and actions showing care and respect for the physical environment?
- ❖ Am I being honest with myself and others?
- ❖ Am I taking responsibility for my behavior?
- ❖ Have I learned from my mistakes?

RENFROE MIDDLE SCHOOL



DISCIPLINE PLAN

School discipline has two main goals:

- ✓ *To create an environment conducive to learning.*
- ✓ *To ensure the safety of staff and students.*

PAWS

**PREPARED DAILY
AWESOME ATTITUDE**

+ WORKING HARD

= SUCCESS

Students must:

- *Dress appropriately for school by following the dress code guidelines.*
- *Walk in the halls. Running is a potential danger for injuries and causes disruption.*
- *Keep hands, body, and objects to themselves. Doing so prevents injury and disruption.*
- *Be courteous. Be respectful toward peers and staff.*
- *Leave candy and gum at home. Gum and candy that are not a part of a school activity are prohibited on school campus because they may cause damage to school property.*
- *Not wear head coverings including, but not limited to caps and hats, unless they are necessary for safety in certain classes, health or religious reasons.*
- *Not possess electronic devices, laser pens, or any sort of toy during school hours. They cause distractions and are often lost or damaged.*
- *Follow the City Schools of Decatur Code of Conduct for technology usage. Use of the online network is a privilege.*
- *Follow the rules in the City Schools of Decatur Code of Conduct. Unacceptable behaviors outlined in the Code of Conduct will be subject to disciplinary actions.*
- *Keep cellular telephones, camera telephones, and or pagers turned off and kept out of sight inside a pocket, book bag, locker, purse or similar container. It may not be used or allowed to emit any ring tone or other noise on school grounds during school hours. Possession and use of such devices disrupts the educational process. School board employees will not be held liable for wireless communication devices (camera telephones, cell phones, or pagers) that are lost, stolen, or confiscated.*

RMS DISCIPLINE CONTRACT

The rights of the individual student to learn and teachers to teach will be protected at all times. Any student behavior, which interferes with, this right will be subject to the appropriate disciplinary actions. Please go over the following rules and contract in the RMS HANDBOOK with your child and/or children. I have gone over its contents with him/her, and understand that the following behaviors will be expected of my child while on the way to and from school, at school or at a school function not held at Renfroe.

My Child Will

- show respect to himself/herself, peers, and all school personnel;
- be honest in the preparation of his/her work;
- respect the rights of others;
- practice non-violence and expect the same from other;
- only use appropriate language and not use profanity, derogatory words or gestures;
- use his/her locker only and not share with others;
- be on time to school and to class with proper materials and a positive attitude;
- bring a book bag to a locker only and for use to carry books to school and from school;
- take proper care of any school property, including textbooks and library book;
- leave all electronic devices (beepers, radios, etc.) and valuables at home
- only wear clothing that is the appropriate length for school and without obscene, suggestive writing or symbols, or improper advertising;
- practice good grooming habits in the restroom only;
- observe all school and classroom rules;
- only enter the building before school or remain after school with proper authorization;
- only be in the hallways during the school day with proper conduct and authorization;
- follow all school bus rules and directions of the driver, while riding the bus;
- refrain from gambling, use or possession of illegal drugs, including alcohol, or bringing anything to school or enroute to/from school that could be considered a weapon;

- refrain from verbally or physically threatening anyone; and
- refrain from verbal or physical sexual harassment
- My child and I, as members of the RMS learning community, agree to support the ideals expressed in the school mission statement

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

CLOSING REMARKS

Guided by our mission statement, the philosophy of education at Renfroe Middle School is to provide students with the best education possible. We strongly encourage a display of courtesy, respect, and good manners from everyone. Every student who attends this school will be given the opportunity to develop to the fullest possible extent of his/her individual capacity and will be encouraged toward creativity and self-expression.

Your middle school years should provide many new and pleasant education and extracurricular experiences for you. There are many exciting projects as well as clubs and activities in which to participate.

The entire staff at Renfroe is happy you are here. Each staff person will be available to provide you with assistance if you need it. Please feel free to call on teachers, counselors, principals, and other school personnel to help you make your stay at RMS a pleasant and productive experience.

Dr. Carl G. Renfroe

Renfroe Middle School is named for Dr. Carl G. Renfroe, an outstanding citizen in Decatur. Dr. Renfroe was born on July 5, 1910 in Statesboro, Georgia. He finished high school in 1927, and then earned a Bachelor of Science Degree in chemistry in 1931 from Emory University. He furthered his education by receiving a Masters Degree from Duke University in School Administration, an Educational Specialist Degree from Peabody College in Nashville, and a doctor of Philosophy Degree in School Administration from the University of Georgia.

Math and science were Dr. Renfroe's favorite subjects when he taught high school students. In the small schools, Dr. Renfroe taught all subjects except foreign languages and home economics. Dr. Renfroe was principal in Vidalia for three years, in Fitzgerald two years, and in Griffin four years. He was in the U. S. Navy during World War II for four years. After the war, he returned to Georgia and was Principal in Waynesboro for seven years.

Dr. Renfroe moved to Decatur and became Principal of Decatur High School in 1953 and stayed in that position for six years. When Mr. Amsler, the Superintendent of the City Schools of Decatur, retired in 1959, Dr. Renfroe became Superintendent. He served in that capacity for sixteen years until his retirement in 1975 at the age of 65 years old.

Carl G. Renfroe Middle School was built in 1972. He lived his life to the fullest, centering it on family, neighbors, community, and civic organization.