

RIVERSIDE MIDDLE SCHOOL

Student Handbook & Planner

2017 - 2018



Kevin Kirkman
Principal
kirkmank@billingssschools.org

Nathan Talafuse
Associate Principal
talafusen@billingssschools.org

3700 Madison Avenue, Billings, Montana 59101

Main Office: (406) 281-6000

Attendance Office: (406) 281-6004

Fax: (406) 255-3534

riversidemt.weebly.com

This Planner belongs to:

Name: _____ **Student ID#:** _____

Daily Schedule

| PERIOD | SUBJECT | A | B | ROOM # | TEACHER |
|----------------|---------|---|---|--------|---------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| Home Room | Time: | | | | |
| Lunch 1 2 3 | Time: | | | | |
| 5 | | | | | |
| 6 | | | | | |

This planner will assist you in organizing your daily assignments and activities, and will be used as your hall pass. **You are expected to take it with you to all classes!**

RIVERSIDE MIDDLE SCHOOL MISSION STATEMENT

High Level Learning starts with me. Every Class! Every Day!

No Excuses!

Attendance Matters!

REPORT CARD DATES

Six week grading periods

Oct. 6 Nov. 21
Jan. 12 Mar. 2
Apr. 20 June 1
Report cards will always go out the following week.
1st Semester – Aug. 24 – Jan. 31
2nd Semester – Feb. 1 – June 1



BILLINGS PUBLIC SCHOOLS K-12 GRADING SCALE

| | |
|-----------|----------|
| A+ 98-100 | C+ 78-79 |
| A 93-97 | C 73-77 |
| A- 90-92 | C- 70-72 |
| B+ 88-89 | D+ 68-69 |
| B 83-87 | D 63-67 |
| B- 80-82 | D- 60-62 |
| | F 50-59 |



Middle School Athletics Season 2017-2018 Dates

FALL I
Football, Cross Country, Softball
August 21, 2017- October 9, 2017

FALL II
Girls Basketball, Wrestling
October 16, 2016 – December 8, 2017

WINTER I
Boys Basketball
December 11, 2017 – February 6, 2018

WINTER II
Volleyball
February 7, 2018 - March 28, 2018

SPRING
Track
April 3, 2018 - May 22, 2018

* Dates are subject to change

CLASS TIMES

| | |
|---|-------------|
| Period 1..... | 8:10-9:06 |
| Period 2..... | 9:10-10:06 |
| Period 3..... | 10:10-11:06 |
| Period 4.....8 th Gr..... | 11:10-12:06 |
| 1 st Lunch/6 th /11:10-11:40..Adv.... | 11:44-12:14 |
| Adv: 11:44-12:14/2 nd Lunch/7 th ... | 11:40-12:10 |
| 3 rd Lunch/8 th ...12:10-12:40..HR... | 12:40-1:10 |
| Period 4.....6 th /7 th Gr..... | 12:14-1:10 |
| Period 5..... | 1:14-2:10 |
| Period 6..... | 2:14-3:10 |



LOCKERS

Please **DO NOT** give out your locker combinations. We recommend that you don't share with someone either. With cell phones, MP3 players, Ipods, Ipads and other electronics being brought to school, it is hazardous to keep them in your lockers when you are giving out the combination. If you are not careful with putting in your combination while others are around you it is possible for them to get the code as well.

WHERE STUDENTS CAN ASK FOR HELP!

Attendance Questions:

Attendance Secretary

Class Schedules:

7th or 8th Grade Counselors

Fees, Fines & Payments:

Office Secretary

First Aid:

School Nurse

Office Secretary

Illness:

Attendance Secretary

Lockers:

Homeroom Teacher

Lost & Found:

Office Secretary

Lunch Information:

Office Secretary

INFORMATION FOR PARENTS

When calling in an absence or you need to get a message to your son or daughter **please** use the direct line for attendance **281-6004** or **281-6000, Opt. 1.**

Sign up for Power School for Parents: www.riversidemt.weebly.com, this allows you to follow the progress of your student(s) Ex: Missing assignments, grades, attendance, etc.

SCHOOL TELEPHONE USE

As a Riverside student, I may use the telephone in the main office only when it is absolutely necessary and with permission. I will keep my calls as brief as possible. **I will keep my conversations to a respectful tone and volume. I understand that any school employee may terminate my conversation at any time if I fail to act respectfully.**

If I am attending after school or evening activities, I will make **arrangements in advance** with my parents so that I do not need to use the telephone.

VISITORS

My parents and other adults are always welcome to visit the school. All visitors must buzz in and sign in at the main office before going anywhere else in the building.

TITLE I PARENT INVOLVEMENT PLAN

At Riverside Middle School, there is a strong school, home, and family communication component with our Title I students in order to help the student be successful. Sixth grade parents or guardians are first invited to the spring incoming seventh grade open house followed by an August open house event. Frequent phone calls are made to report academic and behavior progress of Title I students. Parents/guardians are frequently invited to team teachers' meetings to help determine the best educational plan for the child. In order to build relationships and partnerships, compacting forms which indicate responsibilities for each party are signed by school personnel, parents, and students. We encourage parents to contact their child's teachers if they have concerns and also, to be involved at Riverside because we understand that education begins at home.

Riverside's Highly Qualified Staff 2017-2018

| Degree + Credits | # of Teachers |
|----------------------|------------------|
| B.A. | 2 |
| B.A. +15 | 3 |
| B.A. +30 | 1 |
| B.A. +45 | 0 |
| B.A. +75 | 1 |
| B.A. +90 | 4 |
| B.A. +105 | 8 |
| M.A. | 3 |
| M.A.+15 | 5 |
| M.A.+30 | 5 |
| M.A.+45 | 12 |
| Nationally Certified | 1 |

**Billings Public Schools
2017 - 2018 - Updated and Approved 6-19-17**

| AUGUST 2017 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | P | P | P | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | 6 | |

| SEPTEMBER 2017 | | | | | | |
|----------------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | * | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | 20 | |

| OCTOBER 2017 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | * | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | P | P | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| | | | | | | |

| NOVEMBER 2017 | | | | | | |
|---------------|----|----|-----|-----|-----|----|
| Su | M | T | W | Th | F | Sa |
| | | | PTC | PTC | PTC | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | * | * | * | * | * | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | | 19 | |

| DECEMBER 2017 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | Sa |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | * | * | * | * | * | 30 |
| 31 | | | | | | |
| | | | | | 16 | |

| JANUARY 2018 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | Sa |
| | * | * | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | * | 13 |
| 14 | P | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

1st Sem = 89 days

| FEBRUARY 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | Sa |
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| 4 | 5 | 6 | 7 | 8 | * | 10 |
| 11 | * | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | * | | | |
| | | | | | | |
| | | | | | | 18 |

| March 2018 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | Sa |
| | | | | 1 | * | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | SD | * | 31 |
| | | | | | | |
| | | | | | | 20 |

| APRIL 2018 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | Sa |
| 1 | * | 3 | 4 | 5 | 6 | 7 |
| 8 | P | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | * | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |
| | | | | | | |
| | | | | | | 19 |

| MAY 2018 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | T | W | Th | F | Sa |
| | | 1 | 2 | 3 | * | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | * | 29 | 30 | 31 | | |
| | | | | | | |
| | | | | | | 21 |

| JUNE 2018 | | | | | | |
|-----------|---|---|---|----|---|----|
| Su | M | T | W | Th | F | Sa |
| | | | | | * | 2 |
| 3 | 4 | 5 | 6 | 7 | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

2nd Sem = 91 Days

Graduation Dates

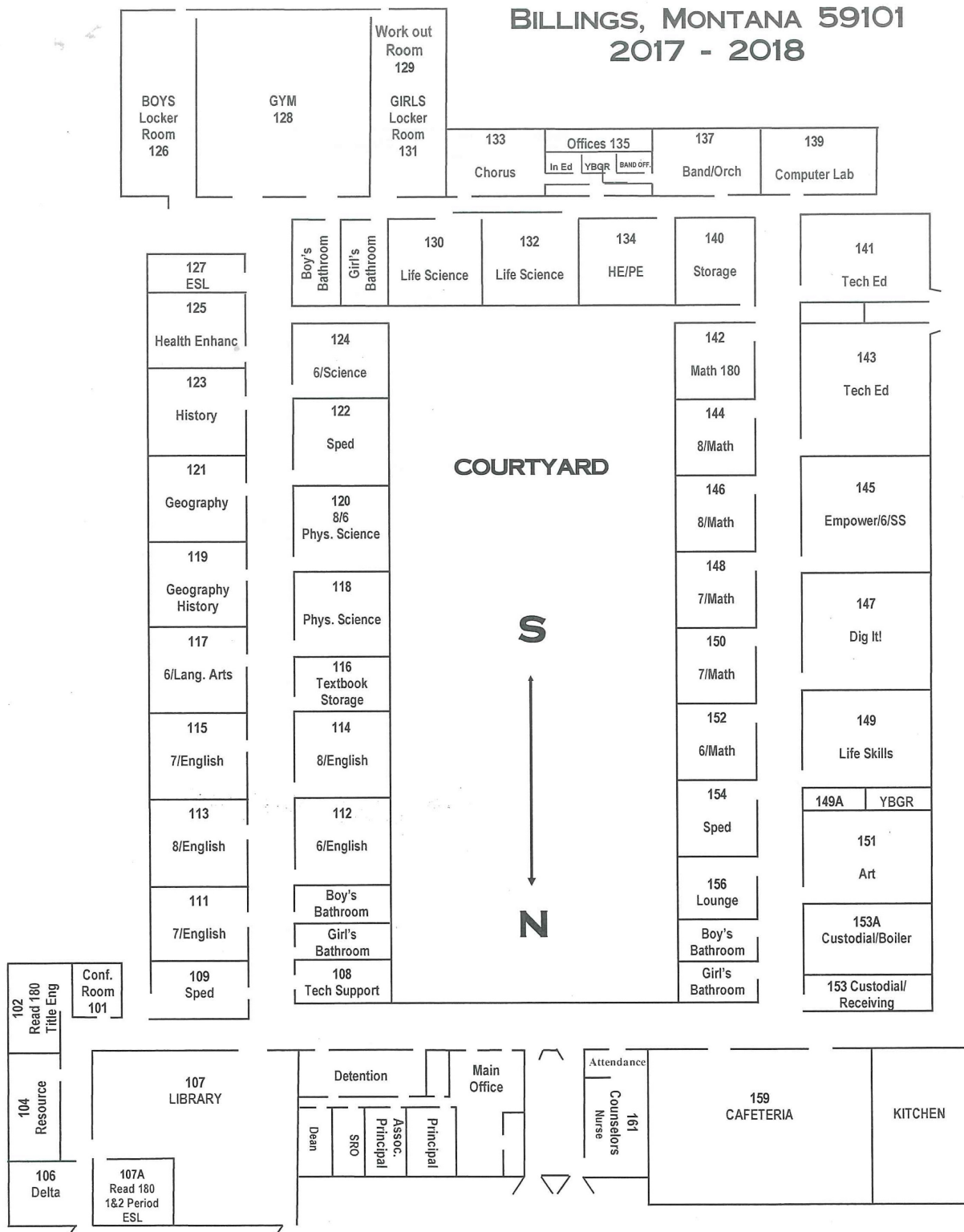
West - 10:00 - May 27
Skyview - 2:00 - May 27
Senior - 6:00 - May 27

Note: Wed. Nov. 1st is Parent Teacher Conferences for Elem and PLC for MS & HS



| | |
|--|---|
| October 12 and 13 | Middle School Parent Teacher Conferences |
| NOTE: Wednesday PLC's replace the former elementary and middle school 1/2 days | Wed. Professional Learning Community Meetings - School Dismissal - 1 hour earlier than normal time. |
| Aug. 24, June 1 | First and Last Day of School |
| Last Day of School - June 1st is early release for elementary, middle school and high school | |
| Nov. 20, Feb. 28, June 1 | Elementary, End of Trimester |
| Snow Day - This will be a vacation day unless we are required to make up a school day lost due to poor weather earlier in the year. If we are required to make up a day, this vacation day will become a required day of attendance. | SD |
| Aug. 21 - 23, Oct. 19 - 20, Jan. 15, Apr. 9 | PIR Days |
| November 1, 2, 3 | Elementary Parent Teacher Conferences |
| Sept. 4, Nov. 22 - 24, Dec. 25 - Jan. 1, 2, Feb. 9 & 12, Mar. 29, 30, Apr. 2, May 4, May 28. (Total = 18 days) | Vacation or Holiday |
| Oct. 6, Nov. 21, Jan. 12, Mar. 2, Apr. 20, June 1 | Six-week Grading Periods - HS & MS |
| Jan. 11, 12, May 31, June 1 | High School Semester Testing - Early Release - 12:40pm |

RIVERSIDE MIDDLE SCHOOL
3700 MADISON AVE
BILLINGS, MONTANA 59101
2017 - 2018



COUGAR PRIDE

As a member of the student body of Riverside Middle School, I demonstrate **PRIDE** through:

- **Perseverance** – I will not give up on myself or others and will come to class daily, on time, and prepared to do my best.
- **Respect** – I will show respect for property and for other people's feelings through my words and actions.
- **Integrity** – I will be a trusted person who can be counted on to be honest in all my actions.
- **Dedication** – I will be involved in my school through clubs and activities, will keep it clean, and will dedicate myself to being a positive example for other students, guests and staff members.
- **Empathy** – I will respect and understand the differences of others by putting myself in their place, and will resolve conflicts by talking with a teacher or counselor.

SELF-RESPONSIBILITY

As a student, I have many responsibilities. I am responsible for coming to class prepared with my books and papers, for completing my homework assignments, and for studying for exams/tests. As a member of my school community, I also have responsibilities. I am responsible for the way I treat myself and others. I am responsible for the choices I make and the actions I take. I am responsible for maintaining a safe environment and letting staff know of unsafe activities.

CELEBRATING DIVERSITY

I understand that all students attending Riverside Middle School, regardless of race, color, national origin, religion, age, disability, or sex, may participate in educational programs and activities including but not limited to health, physical education, music, and vocational and technical education. Harassment of any kind (verbal, sexual, racial or physical) will not be tolerated at Riverside.

ASSEMBLIES

I have the opportunity to participate in a wide variety of entertaining and informative assemblies. We hold assemblies in the Cougar Dome and I agree to always sit with my assigned teacher in the assigned section of the bleachers. I will show respect by listening when presenters are speaking, by supporting RMS student and staff

achievements, and by continuing the proud tradition of being a welcoming and courteous member of RMS.

INCENTIVES

Riverside Guideline for Participation in Incentive Activities and Field Trips

1. No major or excessive number of write-ups; subject to administrative discretion
2. Students must be passing all classes with a 60% or higher; fresh start each quarter
3. Staff discretion for specific circumstances
4. Criteria is different between reward activities versus academic activities **

** Reward Activities are earned

** Academic Activities are school-related and all students attend unless there are administrative concerns.

ACTIVITIES AND STUDENT LEADERSHIP

Riverside has more than twenty co-curricular and extra-curricular clubs and activities for students (see Cougar Pennants and Pins for a list). Students interested in having a voice in their student government may run for Student Council. Elected council members are involved in making decisions regarding worthwhile school projects and events. Participation in activities helps broaden students' knowledge, skills, citizenship and leadership. And they are fun!

MAKING THE GRADE

At Riverside Middle School, we earn formal grade checks (report cards) at intervals every six weeks, and are cumulative until the end of each semester. It is important that my parent/guardian contacts teachers with any questions we might have about my classroom performance. To be a successful student, I must take responsibility for taking good care of my textbooks including keeping them covered at all times. I will be charged for books which get lost or damaged. I also will use my *Student Handbook & Planner* every day to keep track of my class assignments and other school activities.

COUGAR CERTIFICATE PENNANTS & PINS

Cougar Certificate Pennants and Pins may be earned by having a total of 120 points (7th and 8th graders) 100 points (6th graders). Certificates are earned in 6th grade, certificate and pennant in 7th

grade and certificate and pin are earned in 8th grade.

The guidelines are as follows:

1. Points earned WILL NOT be carried over each year.
2. Points can be achieved in the following manner:
 - Honor Roll: 30 points for each semester.
 - Merit Honor Roll: 20 points for raising GPA by .5 percentage points on 3.0 & under
 - Athletics: 20 points for completion of each athletic season (managers are included).
 - Music 7/8: 40 points for each group.
 - Clubs 6-8: 40 points for each group.

LIST:

Honor Roll

- 1st Semester
- 2nd Semester

Music

- Jazz Band
- Swing Choir
- Honors Band/Orchestra

Athletics

- Basketball
- Cross Country
- Football
- Softball
- Track
- Volleyball
- Wrestling
- Managers

Clubs

- Builders Club
- Chess & Games Club
- Drama Club
- Geography Bee
- Math Counts
- Many Nations Club
- ReAct Club
- Spelling Bee
- Student Council
- Tech Ed Club
- Yearbook Club
- Science Club

RMS ALTHETICS

BOYS:

6th Grade: Cross Country, Wrestling, Track (Basketball with Park & Rec)

7th Grade: Football, Cross Country, Wrestling, Basketball, Track and Manager of any sport.

8th Grade: Football, Cross Country, Wrestling, Basketball, Track and Manager of any sport.

GIRLS:

6th Grade: Cross Country, Volleyball, Track (Basketball with Park & Rec)

7th Grade: Cross Country, Softball, Basketball, Volleyball, Track and Manager of any sport.

8th Grade: Cross Country, Softball Basketball, Volleyball, Track and Manager of any sport.

COUNSELING

My counselors provide counseling and information to individual students and small groups. They provide group guidance in a number of classes throughout the year. There are two counselors on our staff; one assigned to the seventh grade and one to the eighth grade. Each counselor will be assigned to 6th graders as well. Parents may request a meeting with school counselors concerning their children by calling 281-6000.

Smoking/Drugs/Alcohol

If I wish confidential counseling or referral to outside agencies for drug and/or alcohol abuse, I will see my counselor. I will not have cigarettes or chewing tobacco in my possession at any school. Because the school district is concerned about my health, I realize that I cannot smoke on school grounds or at school activities. I also cannot be under the influence of, possess, use, give, sell, or exchange any drugs or alcohol. I know that the use or possession of drugs or alcohol on Riverside Middle School property will result in suspension or possible expulsion from school.

SCHOOL NURSE

Riverside has school nurses who are in the building only on a part-time basis. If I am ill at other times, I must see the secretary or counselor in the nurse's office, or the secretary in the attendance office. If I need to take medication during school hours, I will notify the nurse or the office secretary. I will have the appropriate form(s) completed, leave my prescription medicine in the main office, and will go to the office at the prescribed time to take my medicine.

The school nurse or office staff does not provide medication of any kind, including aspirin

Fevers

Children with fevers of 100 degrees or greater should be kept home or will be sent home until the next day after running a fever.

Bacterial Infections

Children with bacterial infections should be treated with antibiotics for 24 hours before they return to school AND should be free of symptoms (sore throat, rash, fever, etc.).

ALL ELECTRONIC DEVICES

Students are encouraged **not** to bring electronics (cell phones, music players, video & hand-held devices, etc.) to school. The school will not be responsible for the loss or replacement of these items. If students still choose to bring electronics devices with them, they should be turned off and

stored in the student's hallway locker as soon as the student enters the school, and remain there during school hours. They are not to be placed in gym lockers. **Possession or use of any of the above devices between 8:00 and 3:31 will result in confiscation or the device.**

Consequences apply to both the owner of the device, and to the student who used or was in possession of it (if other than the owner). Do not lend electronic devices to others. **I understand if my parents need to contact me, they may call the main office or the attendance office and a message will be sent to me during the school day.**

The following consequences will occur for violation of this policy:

1st Offense: Phone confiscated, phone back at end of the day in the office

2nd Offense: Phone confiscated, lunch detention, phone back at end of the day in the office

3rd Offense: Phone confiscated, 30 minutes after school detention, phone back after three school days or parent pickup

4th Offense: Phone confiscated, 60 minutes after school detention, parent pickup required.

5th Offense: School confiscated, 1 day in school suspension, parent pickup required

Further Offenses: Subject to the discretion of administration as per the Billings Public Schools District Acceptable Use Policy

LIBRARY MEDIA CENTER

The Library Media Center offers students and faculty access to a wide variety of resources, including books and articles in print and on the web. We also carry picture files and provide interlibrary loan services with other schools as well as Parmly Billings Library. Students are encouraged to use these materials whenever possible.

The Library Media Center opens each school day at 8:05 AM and closes at 3:45 PM.

Students are welcome to use the library before and after school to work on class assignments and pursue personal interests, but once regular classes are in session a permission slip, or pass, signed by a teacher is mandatory. The Library Media Specialist will sign your pass when you are ready to return to class.

Each student may check out up to five (5) books at a time. Books and magazines are checked out for a TWO-week period of time and renewed if no one has placed a reserve notice on the title. Please do your best to return or renew books on or before the due date.

Citing Sources

Students must remember to cite the information they have used from library sources. When work is not cited, it is considered plagiarism. Plagiarism is considered cheating and will be treated as such. Luckily, the website, Son of Citation Machine (<http://citationmachine.net>) is available on the Riverside web page to help you

do this. You will learn how during Library Orientation. Students are expected to do their own work. Copying off another student's paper, using resources without crediting the original author, re-using another student's paper, lending out your own paper or copying information without taking notes and paraphrasing the facts are considered cheating and will be treated as such.

Copying = Cheating = Discipline!

HOMEWORK & COUGAR CAFÉ

It is crucial that students complete academic work in a timely manner to demonstrate their understanding of content, gain necessary knowledge and build a habit of organization, self-management and timeliness. Students have many opportunities to get assistance from staff before, during and after school as well as Advisory (30 minutes daily, before or after lunch). If students do not complete and turn work in on the due date, they will be required to attend Cougar Café, a homework completion room staffed by teachers and paraprofessionals. Cougar Café is scheduled during lunch and Advisory for a total of 60 minutes. Lunch will be provided and charged to the student's lunch account.

SATURDAY SCHOOL

Saturday School is a detention study hall and will be used as a chance for students to improve their academic standing. Saturday School will be assigned to students for the following conduct:

- Tardies
- Truancy
- Not attending assigned Cougar Café
- Multiple assignments to Cougar Café
- Reluctant learners

Students will be notified the Thursday prior to Saturday School verbally and given a Saturday School notice slip with the date of assigned Saturday School. Parents/Guardians will be notified by phone or email by a school administrator. A student who misses Saturday School due to illness must present a verifiable note to the Attendance Clerk on the first day upon returning to school. Saturday School will then be re-assigned only once. In case of family emergency, a parent may reschedule this assignment **ONE TIME** by phone (281-6040). Only parents/guardians may reschedule. If another Saturday School is missed, disciplinary consequences will be issued. Saturday School hours are from **8:00 a.m. to 11:30 a.m.**

SATURDAY SCHOOL (Cont.)

Students are expected to meet in front of the school to be escorted in. Students who fail to show up by 8:20 a.m. will not be allowed in and will be re-assigned.

ATTENDANCE

At Riverside, attending school regularly and being on time for classes affects what I learn and is necessary for success in school, and later in life. It is my responsibility to find out what I missed, and to complete and turn in that work receiving one day extension for each day I was absent. If I knew about the work before I left, the work is due upon my return. My absence may require me to spend time before or after school with my teacher. I will only be out of class for an emergency, a call slip from the office, a school activity or by teacher request. When I leave class, I know I must have a teacher pass or my planner pass signed. I can only go where my pass indicates.

Excused Absences:

When it is necessary for me to miss school, my parent/guardian should call the attendance office (281-6004) by 10:00 AM. Excused absences include illness, family emergencies, school-sponsored functions or other absences approved by parent/guardian and school administration. If my parent/guardian cannot make a phone call that morning, he/she should write a note to the Attendance Secretary. I will give the note to the secretary when I return to school. If I am absent for more than ten (10) days in a semester, I will be required to submit medical documentation.

School Grounds and Appointments:

I understand that I am to remain on school grounds from the time I arrive in the morning until school is dismissed in the afternoon. If I choose to leave campus without permission, I realize there will be a consequence. If I need to leave school for an appointment, my parent/guardian will call the attendance secretary or I will bring a note on the morning of the appointment and give it to the attendance secretary. If I am late because of an appointment, I will bring a doctor's note and check in immediately with the attendance secretary.

Unexcused Absences:

If no contact has been made with my parent/guardian, I will be assigned an unexcused absence. A note or telephone call from my parent/guardian in the same day can change the unexcused absence to an excused absence. **I know that unexcused absences are serious and I will be assigned an hour detention for each class period missed.**

Examples of unexcused absences (truancy) include, but are not limited to:

- leaving the building without checking out in the office
- oversleeping; car trouble; "missing the bus"
- not reporting to assigned area.

CLASSROOM WORK FOR ALL UNEXCUSED ABSENCES MAY BE MADE UP. HOWEVER, THE WORK MUST BE TURNED IN ONE DAY AFTER RETURNING TO SCHOOL.

Excusing Absences in Advance:

If I know in advance that I will be absent, I will take a note from my parent/guardian to the attendance office two or three days before my expected absence. The attendance secretary will give me a clearance slip which I must ask all of the teachers, whose classes I will miss, to sign. I will arrange for make-up work with each teacher and return my signed clearance slip to the attendance office. In cases where I am home for three (3) days or more, the attendance office will get the assignments and materials for my make-up work if my parents or I request them. It is important the request be made before 10:00 AM or it may be difficult to have all assignments and books ready for a parent to pick up by 3:31 PM.

TARDY POLICY

The tardy policy will be as follows:

1. Any student who is tardy to class will receive a warning on their 3rd tardy.
2. The following sequence will be followed after the above:
3. 4th tardy – 30 minutes after school detention
4. 5th tardy – 45 minutes after school detention
5. 6th tardy – 60 minutes after school detention
6. 7th tardy – 60 minutes after school detention
7. 8th tardy – 60 minutes after school detention
8. 9th tardy – 60 minutes after school detention
9. 10th tardy – ½ day in-school suspension
10. 11th tardy – ½ day in-school suspension
11. 12th tardy – 1 day in-school suspension
12. 13th tardy – 1 day in-school suspension
13. 14th tardy – 1 day out-of-school suspension
14. 15th tardy – 1 day out-of-school suspension and PARENT CONFERENCE WITH ADMINISTRATOR
15. *Subsequent tardies determined by outcome of Parent Conference.*
16. **The Tardy Policy starts over each semester.**

DISCIPLINE

As a Riverside student, I know the best discipline is self-discipline. I am proud of the opportunities and activities I have, to show that I can make responsible choices. **I will follow the Riverside traditions of courtesy, cooperation, friendliness, and respect.** In the event that I need help with my self-discipline, I realize that I will receive appropriate consequences for my behavior. I know that Riverside Middle School uses a "step" approach to school discipline and the consequences become more severe with each additional misbehavior. Some misbehaviors, although serious enough to warrant a consequence, may, at the discretion of the administrator, not be cause for a step. Some behaviors may not only earn a step, but may result in additional consequences and/or loss of privileges. These are the steps that are used when I need help with my self-discipline:

- Step 1:** I will serve 30 minutes after school detention.
- Step 2:** I will serve 45 minutes after school detention.
- Step 3:** I will serve 60 minutes after school detention, plus a parent/administrator conference will be held.
- Step 4:** I will serve ½ day of in-school suspension.
- Step 5:** I will serve 1 day of in-school suspension.
- Step 6:** I will have 1 day out-of-school suspension.
- Step 7:** I will have 2 days out-of-school suspension.
- Step 8:** I will have 3 days out-of-school suspension.
- Step 9:** I will have 4 days out-of-school suspension.
- Step 10:** I will have 5 days out-of-school suspension.
- Step 11:** I will have the maximum suspension allowed by law.

REMOVAL FROM CLASS

If I am sent out of class I am to go directly to the Detention room and will remain there until I am dismissed or have spoken with an administrator.

REMOVAL FROM BUS

I understand that I need to act maturely on all school transportation vehicles. If I use inappropriate behavior, I know that my riding privileges may be suspended and I may also have additional consequences.