

**Riversprings
Middle School
800 Spring Creek Hwy.
Student Handbook**



2021-2022

**Main Office (850) 926-2300
Main Office FAX: (850) 926-2111
Student Services: (850) 926-2474
Student Services FAX: (850) 926-2188**

Dear Parents and Students,

I would like to take this opportunity to welcome you to Riversprings Middle School. It is an outstanding facility with an excellent faculty and staff. This handbook has been created in order to provide you with the information necessary to make decisions concerning a student's education in the 2021-2022 school year. Should there be questions which are not answered in this book, please call me at school and I will help you in any way I can.

Riversprings Middle School has developed a tradition of excellence over the past 21 years and with your continued support we will remain an outstanding place for children to grow and learn. I hope you have a great school year and "Go Bears!"

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Sandgren', with a large, stylized flourish extending to the right.

Joshua Sandgren

Principal

Riversprings Middle School

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WCSB VISION, MISSION AND CORE VALUES:

VISION STATEMENT:

We will provide a rigorous and appropriate education that results in success for all students.

MISSION STATEMENT:

We are committed to success for all students, teachers, staff, and our community.

CORE VALUES:

We will always:

- Make decisions based on the best interest of the students;
- Behave in an ethical manner;
- Prepare students for productive citizenship;
- Be willing to try innovative research-based programs;
- Employ highly trained and dedicated individuals who can work effectively in their assigned positions;
- Treat each person with dignity, and honor their right to be safe;
- Recognize the uniqueness and capability of each student;
- Set high expectations, and embrace a challenging curriculum;
- Celebrate our cultural heritage and the diversity that enriches our lives;
- Embrace (implement as an expected standard) technology to engage students and enhance education;
- Work to involve our community and all stakeholders in the educational process;
- Teach and practice responsibility and service to others;
- Teach students to be accountable for their own actions;
- Focus on continuous improvement for student achievement and professional growth;

We will never:

- Compromise or stop striving for excellence;
- Give up on a student.

RMS Daily Schedule

2021 - 2022

TAP	7:40 – 7:56
1 st Period	7:59 – 8:47
2 nd Period	8:50 – 9:39
3 rd Period	9:42 – 10:30
4 th Period	10:33 – 11:21

5th Period:

(1st -5th Period Class) 11:24- 12:14

(2nd -5th Period Class) 11:57- 12:47

1st Lunch 11:24 – 11:54

(All 6th grade students and 1/2 of 7th grade)

2nd Lunch 12:17– 12:47

(All 8th grade students and 1/2 of 7th grade)

6th Period 12:50 – 1:38

7th Period 1:41 – 2:30

Schedule is tentative and subject to change.

PARENTS' RESPONSIBILITIES AND RIGHTS

1. Parents should send their children to school in good health.
2. Parents are legally required to see that their children attend school between the ages of seven and sixteen.
3. Parents should report and explain all absences to the attendance clerk of the school.
4. According to Florida Statutes, parents are responsible for loss, destruction, or unnecessary damage to textbooks issued to their children.
5. According to Florida Law, parents are required to pay for school property damaged by their children.
6. Parents should respond to notices for parent conferences.
7. Parents should support school personnel in their efforts to discipline fairly.
8. Parents should bring to the attention of school authorities any condition which affects the welfare of their child or other children.
9. Parents should check on their child's progress - don't always wait to be notified by teachers.
10. Parents should send notes if they want their child to leave school early for doctors' appointments, funerals, etc.
11. Parents have the right to inspect and review all education records of their children.
12. Parents have the right of signing for the release of their children's records to other agencies.

GENERAL INFORMATION

ABSENCES:

1. Excused absences are absences resulting from:

- A. Illness or injury of the student. A certificate of illness from a licensed health care professional may be required in individual cases at the principal's discretion.
- B. Documented appointment with health care professionals.
- C. Death in Family.
- D. Trip with parents which cannot be arranged outside the regular school day.
- E. Religious holidays or services which are mandated for all members of the faith and which cannot be observed outside of the regular school day.
- F. School sponsored events or activities.
- G. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or the principal's designee.

- H. Pre-arranged absences that have been requested in writing and approved prior to absence by the principal or his/her designee in writing.
- I. Out of school suspension.

2. **Make-up Work for Absences**

Any student who misses a class with an excused absence may make up the work missed. Procedures for making up work are:

- A. The student and/or parent must contact each teacher by the end of the second day after returning to school to obtain make-up work.
- B. Failure to obtain make-up work within the two days and complete it within two weeks will result in the student's loss of the right to make up the work for full credit (at teacher discretion how much less to count work).

3. **Unexcused Absences**

- A. Three unexcused tardies to school of more than 20 minutes each will be counted as one full unexcused absence.
- B. Students who have three or more unexcused absences during a nine week grading period may be assigned to either After School or In-School Detention.

Please refer to the Student Code of Conduct for further information on attendance

ACCIDENTS: Injuries to students or teachers as a result of accidents at school must be reported immediately to the main office. An accident report must be filled out immediately by the teacher in charge. Insurance claims will not be given to students.

Injury to a student should be reported immediately to the teacher in charge. First aid will be administered if necessary. If the injury is of a serious nature, the parents will be contacted, or the child will be taken to the family doctor or hospital.

BREAKAGE AND DAMAGES: Riversprings Middle School is your school, your home away from home. You should strive to help keep it clean and be proud of it. Unsightly appearances reflect directly upon the whole student body. Students who willingly deface property by writing on walkways or walls, breaking equipment, or abusing school buses, will be subject to rigid disciplinary action, including payment for replacement or repair of the damaged item.

BUS INFORMATION: Any student eligible to be transported is expected to abide by rules of conduct for riding the bus and other vehicles in order to assure the safety of all students, these rules may be found in the Code of Conduct. Failure to abide by these rules will result in the student being reported by the driver to the principal. The principal has the authority to suspend and/or recommend to the Superintendent the expulsion of students from bus riding privileges. Students who have been suspended or expelled from bus transportation shall be required to attend school. Transportation shall be the responsibility of the parent or guardian.

CAFETERIA: All students must eat in the cafeteria, unless permission is granted from the principal to eat elsewhere, including those who bring their own lunch. When eating lunch, good manners should be used. Students should refrain from loud talking, "horse play", loitering, or breaking line. No food or drinks purchased in the cafeteria may be taken from the cafeteria.

Breakfast and lunches are provided at no charge to the students. Students who want a la carte items will be charged for each item purchased.

LUNCH RULES: DO NOT run, wear hats, remove food or drinks from the cafeteria, walk between the tables, break line, seat more than five students per bench, sit with your feet in the aisle, shout, take previously purchased items through the line (you will be charged for any item which passes the cashier), horseplay, arm wrestle, or throw things. You are expected to treat the cafeteria staff with respect and failure to do so will be dealt with severely.

Dress Code

According to the Wakulla County School Board Code of Student Conduct, a student's mode of dress and grooming in the school shall meet standards of decency, modesty, personal hygiene, and safety, and be conducive to maintenance of a proper educational environment. Accordingly, excessively revealing clothes and costumes or accessories which tend to distract fellow students in the pursuit of their educational activities or disrupt the normal activities of the school will be prohibited. The following specific rules are observed:

1. Any shirt which cannot be tucked in and/or leaves the stomach bare is prohibited.
2. Shirts, tops, blouses, jackets must cover all aspects of the bosom, chest, back and sides with straps at least 3 inches wide on each shoulder. Cleavage should not be visible. Tank tops, tube tops, halters or spaghetti straps are not permitted as a primary top. If a jacket or other covering is worn over the top, the shirt, blouse, or dress underneath must meet the dress code.
3. Pants or shorts which are obviously **too large or too small** for the child and which tend to hang below the waist are prohibited. At no time should a student's mode of dress expose their underwear. If a belt is needed it should be worn.
4. Shorts or skirts should be no more than approximately 3" above the knee.
5. Shoes must be worn at all times. Shoes that come off the foot easily are not allowed for safety purposes. Hats, scarves and headbands shall not be worn in school.
6. Shirts with indecent or suggestive wording or pictures are prohibited.
7. Clothing or other accessories that advocate or advertise the use of tobacco, alcohol or drugs are prohibited.
8. Bandannas shall not be worn or displayed in any manner except those approved by the principal or assistant principal.
9. Chains used for belts or wallets are prohibited.
10. No pajamas, nightshirts, bedroom slippers, etc.
11. Holes in pants shall show **NO** skin or underwear above the knees.
12. Tights, leotards, yoga pants and/or leggings must be covered by a top that extends to the mid-thigh area.

The only exceptions to the dress code will be for Physical Education or the wearing of a uniform designed for athletic purposes.

TOYS, LASER POINTERS, CELL PHONES ELECTRONIC DEVICES, ETC:

These or similar items should not be brought to school without obtaining permission from the principal or unless necessary for a class activity. Cell phones can **ONLY** be used before and after school.

Student Use of Cell Phones/Wireless Communication Devices:

1. Personal cell phones may be brought to school with the following conditions applying:
 - a. Phones must be turned off and kept out of sight during school hours and while riding on school buses or using school transportation at any time.
 - b. If emergency calls to or from students are necessary, they should be placed through the school office and not to or from the student's cell phone.
 - c. Phones should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.). **The school is not responsible for lost or stolen phones.**
2. Violation of these provisions shall result in the confiscation of the personal telephone and its return only to the parent or guardian and/or other disciplinary

action. Subsequent or severe violations may result in further disciplinary action, including but not limited to suspension.

3. Use of cell phones for the purpose of cheating will result in disciplinary and academic consequences.
4. Use of cell phones for inappropriate photographs, inappropriate internet use, or threats may result in disciplinary consequences including but not limited to suspension, expulsion, and/or placement in the long-term disciplinary program, and possible criminal penalties.
5. Using wireless communication device to commit any criminal act may result in disciplinary action and/or criminal penalties.
6. Any form of investigated and confirmed misrepresentation or bullying/harassment used through cyber social networking such as Facebook may result in disciplinary consequences including but not limited to suspension, expulsion, referral to the long term disciplinary program, and/or possible criminal penalties.
7. Use of electronic devices for educational purposes must be approved by the principal or designee.

EMERGENCY DRILLS:

FIRE:

Safety drills will be conducted throughout the school year.

TORNADO:

Safety drills will be conducted throughout the school year.

LOCKDOWN/ACTIVE SHOOTER:

Safety drills will be conducted throughout the school year.

GRADES, REPORTING:

Report cards will be issued each nine weeks to report the progress of the student to the parent. The grading scale at Riversprings Middle School is as follows:

<u>Grade</u>	<u>Percent</u>	<u>Definition</u>
A	90-100	outstanding progress
B	80-89	above average progress
C	70-79	average progress
D	60-69	lowest acceptable progress
F	0-59	failure
I	0	incomplete

Progress Reports: Progress reports are sent out approximately four and one-half weeks into each nine weeks. These reports are sent to parents to let them know how the student is doing so that appropriate steps can be taken to insure good grades at report card time.

Homework: To improve academic skills and increase knowledge in a subject area, students will be assigned homework. Students should expect homework assignments by class.

Honor Roll: Students with high academic performance will be eligible for the honor roll. Each grading period, students earning all A's or A's and B's will be recognized for their achievement by placement on the Honor Roll.

Program of Study: All students are required to study reading, math, language arts, science and social studies. Physical education will be offered daily as well as Unified Arts, which includes art, band, chorus, and technology education. Students with failing grades are required to participate in a re-mediation program which may take the place of their Physical Education or Unified Arts program for a period of time.

Promotion: Students must meet the requirements of the pupil progression plan for the grade level on which they are enrolled. These skills are geared to the language arts and math areas. These skills are also closely related to the Florida Minimum Performance Standards.

If a student does not meet the standards set up in the pupil progression plan, he/she may be retained for summer school or retained in the same grade.

RMS READING REQUIREMENT 2021-2022

DATE DUE	WORD COUNT
8/27/21	35,000
9/17/21	70,000
10/8/21	105,000
10/29/21	140,000
11/19/21	175,000
12/17/21	210,000
1/28/22	245,000
2/18/22	280,000
3/11/22	315,000
4/15/22	350,000
5/6/22	385,000

The RMS Reading Program was established to support reading school-wide.

Students are allowed to participate in practices for their activity but cannot participate in a game or performance until the minimum word count is met.

Reading teachers have worked in unison with administration to create the word count. This is a minimum requirement for reading classes.

It is important to our RMS faculty and staff to create a solid foundation for reading before our students move on to high school.

*If the school calendar is adjusted due to COVID-19, these dates will be adjusted.

GUM, CANDY, DRINKS AND SNACKS: These items are not allowed at school without specific permission from the principal. Drinks may be brought to school for consumption at lunch time only, and must be in the original un-opened containers. Drinks that are taken out at times other than lunch will be confiscated.

HALL PASSES: Students are not permitted to leave class to use the restroom or the water fountain without a hall pass from the teacher. Emergencies or illnesses require individual treatment. Students must develop the habit of bringing with them the books, pencils, paper, and any other materials required for class. Teachers will not excuse students from the classroom to go to their lockers for these materials.

HOMEROOM/TAP: Announcements will be made and attendance will be checked at this time.

ILLNESS AT SCHOOL: If a student becomes ill at school, the teacher should be notified. The student will be sent to the clinic with a pass and his/her parents will also be notified. The parents or guardian must sign the student out in the attendance office before leaving school due to illness.

LOCKS AND LOCKERS: Each student will be assigned a locker by his homeroom teacher. Students do not share lockers unless they are assigned to do so by a teacher. Students are required to purchase school locks. School officials have a master key available if students forget their combination.

BOOKBAGS: Students will be allowed to carry their books to and from school in book bags. During the school day, book bags will be kept in lockers. Book bags will not be brought into classrooms for space and safety reasons. Students will be given locker breaks and will not need to carry all their books to every class.

LOST AND FOUND: All unclaimed articles found in the building or on the school grounds should be turned in to the main office. Any person losing articles should go to the main office to check for them.

PARENT-TEACHER CONFERENCES: Riversprings Middle School students will

benefit greatly from coordinated home-school effort. Parental involvement is vital to a student's academic and emotional growth. Parents are urged to call the school when there is a concern about their children. Requests for parent-teacher conferences may be made through your child's homeroom teacher by calling the school at 926-2300.

RESALE ITEMS: Students may not bring any items to school for the purpose of selling the items to students or teachers without securing permission from the principal.

SCHOOL HOURS: The first bell rings at 7:35 a.m. with homeroom/TAP starting at 7:40 a.m. and dismissal at 2:30 p.m.

LOITERING: There is no supervision for students after 3:00 p.m. and students should not remain on campus after that time unless they are attending a school related function or activity. Permission must be obtained from the Shadeville Elementary principal if a student wants to enter the Shadeville school grounds during school hours.

TARDIES: Students who come to school late must have a note from their parents stating the reason for being late. An excuse other than sickness or family problems will be considered unexcused. The student who comes late (after homeroom has ended) must obtain an admit slip from the attendance office before entering class. Three unexcused tardies to school of more than 20 minutes (8:00 a.m.) will be counted as one full unexcused day.

Each student is expected to report to school and each class on time. Latecomers interrupt and disrupt the whole class. Teachers will inform students of their tardy policy, and students will be expected to observe that policy. Offenders of the policy should expect disciplinary action from the teacher and/or assistant principal. Teachers that release students late are responsible for writing passes for all students for their next period class.

TEXTBOOKS: Textbooks which are furnished by the State of Florida and the Wakulla County School Board are issued to students. Students are expected to properly care for their textbooks. In order to prolong the life of textbooks, students are expected to use book covers. If a book is lost or damaged, it must be paid for by the student or his parents. If a student owes for a textbook from the previous year, he/she will not be allowed to participate in any extracurricular activities until the old book is paid for or returned.

VISITORS & VOLUNTEERS: Any parent, guest, or other person not employed by Riversprings Middle School must gain admission to the building through the main office. Only the principal and assistant principals may give visitors authority to be on campus.

Students who are not enrolled at Riversprings Middle School are not permitted to remain on campus without a pass from the principal or assistant principal. Any such student found on the campus should be brought to the main office. Students are not allowed to bring visitors to school.

DISCIPLINE PROCEDURES

Since misconduct of any degree of frequency is undesirable and not conducive to a positive learning environment for all, students should understand that certain consequences are applicable to their behaviors. A wide range of alternatives are offered as consequences to infractions. Positive means of discipline will be used to solve behavioral problems whenever possible. Such actions include conferences by various school personnel to determine the nature of the student's difficulty and to provide assistance to the student in working out a plan to resolve the problem. Other alternative measures are available to impress upon the student that disruptions to the learning environment will not be tolerated. Because some behaviors are more serious and disruptive than others, the frequency, nature and degree of the misconduct as well as the age of the student will determine the specific disciplinary action to be taken. The principal or his designee will make the decision as to which alternative(s) properly suits the infraction.

DISCIPLINE GRID

Disruptive behavior at Riversprings Middle School may result in a student receiving a form of disciplinary action. Disruptive behaviors have been grouped into major and minor classifications. Each classification is followed by a disciplinary procedure. This will be implemented by the administrator. This grid is a guideline. The consequences for these offenses and other inappropriate behaviors will be at the discretion of the administrator.

OFFENSE	1 ST OFFENSE	2 ND OFFENSE
1. Defacing school property	OSS	OSS
2. Altercation	ISS	ISS
3. Fighting	OSS	OSS
4. Forging signature	ISS	ISS
5. Insubordination toward	ISS	ISS
6. Possession of drugs/drug paraphernalia	OSS	Expulsion
7. Possession of alcohol/alcohol paraphernalia	OSS	OSS
8. Possession of tobacco/tobacco paraphernalia	ISS	PASS
9. Possession of weapon/weapon paraphernalia	OSS/possible expulsion or LTDP	OSS/expulsion
10. Profanity	ISS or OSS	ISS or OSS
11. Profanity toward staff	OSS	OSS

PARENT VISITATION:

Purpose

Education is a co-operative affair between home and school for the good of the child. Parents are encouraged to visit classrooms for the purpose of gaining an insight into operation, content of programs, and for the purposes of gaining an insight as to means of helping their own child. Parents are not expected to evaluate teacher effectiveness, nor may they have access to data on students other than their own child.

Guidelines

To avoid misunderstanding between parties concerned, the following guidelines for visits to the classroom must be followed:

1. An appointment will be made with the school administrator in charge of the elementary, middle, or secondary program, the teacher of the class to be observed and the parent a minimum of one week prior to the visit. This appointment will take place on time not considered instructional time of the teacher.
2. The parent/guardian will be briefed as to the lesson, its objectives and process of instruction to be used. This should avoid any misunderstanding.
3. The length of the visit will be prearranged, not to exceed 20 minutes.
4. No more than one (1) person at a time will be permitted to visit the room.
5. Parents/guardians visiting classrooms will be spectators, not participants.

Delegation of Responsibility

It is understood that the school administration reserves the right to refuse visitation to persons who are not parents, guardians, or to persons it considers disruptive to the education process.

Due to COVID 19 we will be unable to have volunteers in our buildings. The safety of our students and community is our top priority.

WITHDRAWALS:

The following are the policies for withdrawal from school.

1. The student must obtain a withdrawal form from student services on the last day of attendance.
2. A parent must either come to school to withdraw the student or be available by phone.
3. Books are to be returned by the student to individual teachers.
4. The withdrawal form must be signed by the student's teachers and the librarian, then returned to student services.

12	Public & inappropriate display of affection	ISS	ISS
13	Sex offenses	OSS	OSS/possible expulsion
14	Skipping	ISS	ISS
15	Stealing	ISS	OSS
16	Threatening a school employee	OSS/possible expulsion	Possible expulsion
17	Electronic Devices	Parent pickup	ISS
18	Under the influence	OSS	Pathways

In School Suspension (ISS) Procedures

1. Get all necessary materials from your locker
2. All students must sign-in when entering the ISS
3. Phones are checked in with the ISS instructor
4. Begin work immediately
5. All assignments must be completed (work shown and questions are answered in complete sentences)
6. Each student’s desk area must be clean prior to leaving the ISS classroom at the end of the day
7. ISS classroom rules will be posted and gone over with each student who has been assigned to ISS

Any student who has been assigned to **In School Suspension** will not be able to participate in any extracurricular activities until all days assigned have been completed.

PASS (Positive Alternative to School Suspension): Students may be assigned to a Positive Alternative to School Suspension (PASS) within the school district by the principal or designee for behaviors that would warrant an out of school suspension. Placement in the PASS program will not exceed 10 days. Students placed in PASS must successfully complete the assigned days before being allowed to return to Riversprings Middle School. The PASS program is a part of Wakulla Institute at the district office.

PATHWAYS: Students may be involuntarily assigned to Pathways as an academic or behavior intervention, or as an alternative to suspension and/or expulsion (Grades 6-12), or if they demonstrate problems with discipline which include gross insubordination; disruptive, assaultive or violent behavior; substance abuse; weapons on campus; behaviors which persistently interfere with the learning of self or others; or other serious offenses in or out of school, including those which result in involvement with the Juvenile Justice system.

A student assigned to Pathways cannot be on the campus of or participate in any activities, extracurricular or otherwise, in any of the Wakulla County schools for the duration of his/her placement in Pathways, including if withdrawn or not attending. Students may be allowed to attend paid school events not occurring during school hours unless that privilege has been revoked. Driving privileges must be applied for through the Principal.

If a parent or guardian chooses to withdraw his/her student from the Wakulla County school system, the time assigned for attending the Pathways will still have to be fulfilled at Pathways before the student may return to any of the other Wakulla County schools.

The assignment to Pathways may be extended if the student has not complied with Pathways' policies or has failed his/her classes, as determined by the Case Review and Reassignment Committee.

PHYSICAL EDUCATION

RULES AND REGULATIONS:

1. **Report all accidents or injuries to your instructor immediately.**
2. Be attentive to roll call, announcements and instructions.
3. Be respectful, courteous, and cooperative with the teachers and fellow students.
4. Maintain good behavior at all times, avoid all forms of horseplay.
5. Take proper care of all personal and school equipment.
6. Participate fully in all activities during P.E. "Stay with your class."
7. **Chewing gum is not allowed at RMS.** This is especially important in P.E. for safety reasons. **NO GUM!!! First offense for chewing gum is a warning; second offense is lunch detention; third offense is a referral.**
8. No students are allowed in the locker room without adult supervision or permission.
9. Each student will be assigned a locker. Sharing lockers will only be allowed by the coaches.
10. A one-time P.E. lock rental fee of .99 cents will be charged. Students are required to pay for lost P.E. locks before another lock is issued.
11. No book bags are allowed in the gym or locker room at any time. P.E. is not responsible for lost or stolen items which are not locked up.
12. No jewelry is allowed during P.E. Example: no hoop earrings, rings, nose rings, tongue rings or necklaces. Watches and post earrings are an exception.

POLICIES AND PROCEDURES:

Grades:

1. Student class grades will be based on the following criteria:
 - A. Prepared for class.
 - B. Participating in assigned activities.
 - C. Completion of tests and evaluations.
2. Conduct grades are based on sportsmanship, leadership, respect for authority and returning correspondence such as deficiency reports, parental permission forms, etc.
3. Three points will be taken off for each day a student does not dress out in shorts, t-shirt, sweat pants, or proper shoes and is not excused.
4. If a student is wearing shorts but no P.E. shirt, one point is deducted from their grade.

5. If a student is not wearing the proper P.E. shorts or shoes, three points will be deducted from their grade.
6. If not dressed out for any reason, the student possibly will be asked to do an assignment in P.E. or home, such as a brief report, essay, summary of class lesson or completion of words written from the dictionary. Points will be given for the assignment if completed when due.

P.E. Attire: To be successful in P.E., students must follow these guidelines:

1. Tennis shoes with decent ankle support (NO flip-flops, Sperry's or hard heeled shoes).
2. Solid black, white or gray ankle socks or regular socks.
3. All Students at RMS will be required to purchase a P.E. uniform from the P.E. department for class. The P.E. uniform will consist of P.E. **Shorts** and **Shirts** which will be sold for \$20.00 per set. Individually they can be purchased for: shorts \$12.00 and shirts \$10.00. All students must have a labeled **RMS** P.E. shirt and pair of shorts.
4. Sweats can be purchased outside of school, but must be solid colors without any logos or advertisements. (Colors can be navy, green, black, white or any type of gray.)
5. For security reasons, all shorts and shoes should be labeled with the student's name on the inside.
6. Rental of P.E. clothes will include shirt .25 cents, shorts .25 cents and socks .25 cents. Collateral is a necessity. Rentals must be returned at the end of your P.E. class, and then your collateral is returned to you.
7. On Friday or the end of each school week, all P.E. clothes are to be taken home and washed. Students are required to start each week with clean P.E. clothes.

Medical Excuses: Students will be excused from dressing out for medical reasons only. Parents may request that a student be excused for medical reasons by writing a note to the P.E. teacher. A parental note is acceptable for up to three days. Long term excuses or serious injuries will require a note from a doctor or the school nurse. The school nurse plays a big role in excusing a student from dressing out and or participating after the three excused days.

LIBRARY POLICIES

1. The library is open for student use from 7:40 a.m. until 2:30 p.m. on regular school days.
2. Students must come to the library with their teacher or with a pass signed by their teacher.
3. Students who come with passes must sign-in immediately upon entering the library. When their task is complete, they will sign-out. They will write the name of the teacher who gave them their pass on the sign-in/out sheet.

4. Once in the library, students with passes may not leave for any reason other than to return to class.
5. Students are expected to adhere to the Student Code of Conduct while in the library. Any student who is causing a disruption in the library will be sent immediately back to class.
6. All books and materials must be checked out at the circulation desk before they are taken from the library.
7. Books may be checked out for a period of one week, but books may be renewed as needed. Books cannot be renewed unless they are scanned at the circulation desk. Books must be brought back to the library to be renewed.
8. **Returned books** must be placed in the **book return bin** located in the circulation desk. **NEVER** return the books to the shelves. Students may return books to the library before the tardy bell, between classes, and after school, as well as while in the library with their teacher or on a pass from a teacher.
9. Reference books and magazines may be checked out overnight and must be returned the next school day before the tardy bell.
10. Lost or damaged books will be paid for at the current replacement cost of the book.
11. Computer use in the library is governed by the Wakulla County School Board's Management Information Service Student Network Contract.
12. The ONLY uses for library computers are research, word processing and presentation creation, and accessing the electronic library catalog. Students are **NOT** allowed to use library computers to check e-mail, access social networking (such as Facebook), or play games.
13. Students will use computer terminals to access Destiny, the electronic catalog. The catalog is available as a direct link on any library computer, or is available remotely from any computer via the Wakulla School District web site (www.wakullaschooldistrict.org)

STUDENT SERVICES AND SPECIAL SERVICES

A focal point of the middle school program is the emotional and personal development of the students. Developing a sense of self-acceptance and appreciation for others, learning to make decisions and solve problems, and maintaining meaningful and satisfying relationships are vital components in becoming full functioning human beings. To help our students to develop in these areas, a school wide guidance program is offered.

The Associate Dean of Student Services or Social Worker is available to discuss personal, educational or vocational problems with students or parents. Students may request appointments by coming by Student Services.

Parents are encouraged to contact the school at 926-2300 for conferences regarding their children. Conferences with parents and teachers may also be coordinated through Student Services.

A variety of services are available to assist students with special needs:

The school psychologist provides psychological and education assessments for students experiencing learning and/or behavioral difficulties.

The vision teacher provides vision screening for students with symptoms of eye problems.

The speech and hearing clinician tests students for possible speech and hearing problems and provides therapy for students with speech and language problems.

The exceptional student program includes special class instruction for students with unique learning needs.

Health Services

The Wakulla County Health Department and Riversprings Middle School will be providing the following school health screenings at no cost:

Vision Screening: This screening is offered to all students in grade 7 and is designed to determine the ability of your child to see as well as most children of the same age.

Hearing Screening: This screening is offered to all students in grade 7 and is designed to determine the ability of your child to hear as well as most children of the same age.

Scoliosis Screening: This screening is offered to all students in grade 6 and 7 and is designed to detect if your child has curvature of the spine. A professional look at your child's back when your child stands upright and bends forward. Parents will be notified if there appears to be a problem and encouraged to see a doctor of their choice for a complete examination.

If a parent does not wish his/her child to take part in a screening, the school should be notified of this request in writing.

STUDENT RECORDS

Riversprings Middle School maintains records on each student in order to trace student progress from year to year. These records include permanent and temporary information as specified in School Board Policy.

With regard to these records, each parent, guardian or adult student has the following rights, as specified in Florida Statutes (Section 228.093(3)), and State Board of Education Administrative Rules (Section 6A-1.955):

1. Right of access. Should you wish to inspect and review your child's records at any time, you may arrange to do so by making an appointment with the school principal.
2. Right of waiver of access.

3. Right to challenge the content of any record. If agreement concerning the record cannot be reached a hearing will be held.
4. Right of privacy. Only qualified people may see your child's records without your prior written consent.

In addition, Riversprings Middle School maintains the following directory information for release to the general public: student's name, address, telephone number (if it is a listed number), date and place of birth, major field of study, participation in officially recognized activities, sports weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. If you do not wish any or all of this information on your child to be printed, notify the school principal in writing within 15 days.

The district's policy on education records of pupils and adult students is available for review in the principal's office.

Section 39. Pledge of Allegiance

1003.44 Patriotic programs; rules.—

(1) Each district school board may adopt rules to require, in all of the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. [1006.07\(2\)](#) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes, as provided by Pub. L. ch. 77-435, s. 7, approved June 22, 1942, 56 Stat. 377, as amended by Pub. L. ch. 77-806, 56 Stat. 1074, approved December 22, 1942.

Educational Choice Option

FS 1003.3101: If a parent or guardian wishes to request his or her child be transferred to another classroom teacher, they will need to contact the principal or the principal's designee. This does not give a parent the right to choose a specific classroom teacher. Schools will approve or deny the transfer within 2 weeks after receiving a request. If a request for transfer is denied, the school must notify the parent and specify the reason for the denial.

2019 - 2020 School Financial Report
Educational Funding Accountability Act, Sec. 1010.215, F.S.

Wakulla County School District
 Riversprings Middle School

	School		District		State	
		%		%		%
Federal	\$ 378,528	8.88%	\$ 5,645,645	12.60%	\$ 3,455,068,063	12.67%
State/Local (Excludes Lottery)	\$ 3,880,795	91.06%	\$ 39,134,283	87.35%	\$ 23,794,030,921	87.23%
Lottery	\$ 573	0.01%	\$ 4,877	0.01%	\$ 2,905,724	0.01%
Private	\$ 1,909	0.04%	\$ 16,973	0.04%	\$ 24,816,286	0.09%
TOTAL	4,261,806	100%	44,801,778	100%	27,276,820,994	100%

	School		District		State		Total School Costs
		%		%		%	
Operating Costs							
Teachers/Teacher Aides (Salaries/Benefits)	\$ 4,068		\$ 4,059		\$ 5,156		2,320,551
Substitute Teachers (Salaries/Benefits)	See Footnote (1)						
Other Instructional Personnel	952		753		1,121		543,074
Contracted Instructional Services	154		226		228		87,598
School Administration	390		558		621		222,422
Materials/Supplies/Operating Capital Outlay	181		205		225		103,053
Food Service	431		585		522		245,732
Operational and Maintenance of Plant	1,140		1,132		1,018		650,487
Other School Level Support Services	156		154		228		88,889
TOTAL SCHOOL COSTS	7,472		7,682		9,119		4,261,806

	School		District		State		Total School Costs
		%		%		%	
Additional Detail Information							
Teacher/Teacher Aides (Salaries/Benefits)	\$ 3,356		\$ 3,478		\$ 4,303		1,547,159
Basic Programs	3,266		291		5,386		1,829
ESOL Programs	7,089		6,277		7,964		771,563
Exceptional Programs			2,499				
Vocational Programs							
Adult Programs							
Materials, Supplies, Operating Capital Outlay							
Textbooks	\$ 51		\$ 49		\$ 67		29,267
Computer Hardware and Software	68		67		42		38,961
Other Instructional Materials	23		42		37		13,009
Other Materials and Supplies	38		37		4		21,815
Library Materials and Supplies	6		4				3,612
(1) Total Cost of Substitute Teachers:	\$ 19,895						

District Costs: The amounts above represent only school-level costs. No district-level costs have been included. District costs such as transportation and administration for Wakulla school district totaled \$5,972,569 or \$1,230.39 per FTE.

Wakulla County Schools

COMMITTED TO SUCCESS

NON DISCRIMINATION STATEMENT

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation.

The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Angie Walker, Executive Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; 850.926.0065; angela.walker@wcsb.us.

WAKULLA COUNTY SCHOOLS
P.O. Box 100
69 ARRAN ROAD
CRAWFORDVILLE, FL 32326

PHONE: 850.926.0065
FAX: 850.926.0123

