Richmond College Prep Schools

Middle School Student Handbook 2026-2027

School-Wide Expectations

At Richmond College Prep, we…

1. Use Respect
2. Use Kind Words
3. Use Self Control
4. Use Good Judgment
5. Use our Toolbox "Tools"
   And have Lion P.R.I.D.E.
   (Perseverance, Respect, Integrity, Determination, Empathy)

Middle School Dress Code

Middle school students must follow the complete dress code every day in order to attend class. The dress code includes:

- **plain light blue or navy blue collared shirt or T-shirt** and **khaki or navy blue pants, shorts, skirts, or jumpers. *Jeans and sweatpants are not permitted.***
- proper shoes (sneakers/tennis shoes). Teachers will call home and ask for a change of shoes to be brought to school if a student wears slippers, open-toed shoes (like sandals), Crocs, slides, slip-on Uggs or shoes with high heels.

If a middle school student comes to school without the appropriate top or bottom, they must come to the office to call home for someone to bring the appropriate attire. If someone cannot bring their clothes, the student will borrow a uniform from the Dean of Students.

Accessories and jewelry which contain offensive symbols, signs or slogans, degrade on the basis of identity (i.e. race, religion, ethnicity, gender, disability, or sexual orientation), contain language or symbols supporting sex, drugs, alcohol, or tobacco, and impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn. Additionally, students should not have acrylic nails, as it is a safety hazard.

Behavior Incentive System

This year we will be using ClassDojo points to reward students for positive behavior and academic preparedness. Students will also be able to use their points to purchase from the student store. If a student is in good academic standing (no DNPs), has followed all expectations outlined below and receives no referrals, they will be eligible to attend the monthly student socials. The expectations are as follows:

- Coming to class on time (passing period)

- Coming to class prepared (with pens/pencils, notebooks, or other materials necessary for class)
- Coming to school in **full uniform** (see dress code)
- Turning in phones, AirPods and other electronics **every day**
- Taking care of chromebooks and using them responsibly
- Remaining in assigned areas (for example:during lunch and transitions)
- Maintaining all grades above a C-

Adjustments will be made and communicated as necessary. Families will be notified by the classroom teacher if their child is ineligible to attend the social and why. Our goal is to support students by holding high expectations for their academics and behavior. Students have until the 25th of every month to earn attendance to the social.

Classroom Dojo

Our classroom uses Class Dojo. Class Dojo is a system of communication that involves students earning positive points for things like showing perseverance and respect. Positive behavior will be rewarded. Families will be invited to sign up to view the behavior of their student, as well as to send and receive messages from their teacher.

Documenting Concerning Behaviors

When a concerning or unsafe behavior occurs, it will be documented as an incident report or referral depending on what occurred. A copy of any written reports will be sent home to families. Teachers will communicate incidents and referrals. Administrators will communicate referrals that require a suspension. Automatic referrals are given for extreme behaviors such as physical fighting, using foul language towards a teacher, using racial or discriminatory slurs, purposefully destroying school property and **BULLYING, which RCP identifies as repeated teasing towards a student that has been reported and documented multiple times.**

Minor interruptions in learning will be addressed using the teachers accountability ladder. If the behavior becomes a pattern, it will be communicated via ClassDojo with families. Here is an example of an accountability ladder.

Step #1	Verbal Warning
Step #2	Move to another desk/area of the classroom
Step #3	Reflection sheet
Step #4	Call home and/or Admin

Student Supports

- Students who struggle to complete homework more than one time a week will be recommended to attend Homework Center at the teacher's discretion. If the student participates in sports, they may be ineligible to participate until they make up the missing work.
- Meetings will be scheduled for students who consistently struggle to meet expectations.
- Students in low academic standing (with a grade average of a D or lower) will be required to attend Homework Center at the teacher's discretion.

Resolving Conflicts

Students will resolve conflicts in a restorative, respectful way. Students who have a conflict will share and students who don't have a conflict will listen quietly. If the conflict involves someone who is not one of the two people speaking, then you must use pronouns and not their names. The following language will be used:

I have a conflict…	Someone has a conflict with me…
"I felt _____ when you _____."	"I heard you felt _____ when I _____." a) "My point of view is _____." b) "I take responsibility for _____."
"I need you to _____."	
Choice to A) shake hands B) walk away	

Cell Phones & AirPods

- **Cell phones/AirPods are NOT permitted** to be out, on, or used for any reason on the school campus between the hours of 7:30 am to 6 pm. This includes field trips. Cell phones/AirPods will be turned in at the beginning of each day during the homeroom period and will be stored by the teacher until the student goes home.
- If a teacher sees/hears a phone/AirPods, they will:
    - 1st time: Take the phone/AirPods and store it in the class bin and call home to notify parents.
    - 2nd time: Take the phone/AirPods to the Dean of Students. The parent will be called to come to campus to pick up the phone/AirPods. If the student walks home or the parent is unable to come to campus, the adult must speak to the Dean of Students over the phone to receive it.
    - 3rd time: Take the phone/AirPods to the Dean of Students. A referral will be written and a mandatory parent meeting will be scheduled with the Dean of Students.
- If a parent/guardian needs to contact a student during school hours because of an emergency, they may call the back office at (510) 235-2066 x222 and the student will be given a message or instructed to go to the office to call his/her parent.

Physical Contact

- No prolonged hugging, or physical contact
- No sitting on laps, no kissing, and no groping
- No physical contact in the classroom

Food Policy

- During school hours, no dessert food (ex: cookies, cakes, cupcakes). Chips, sunflower seeds and gum are also not allowed.
- **NO peanut or tree nut products allowed on campus**
- Water, milk, or 100% juice only
- Food cannot be heated at school, which includes the use of the hot water dispenser.
- Students are not allowed to use the school phone to request food from home.
- Breakfast ends at 8:00am for all grades.
- No DoorDash or UberEats
- Parents will be contacted by the teacher for violation of these policies.

When and how to use the school restroom:

- Students will be given the opportunity to use the restroom during lunch, passing period and independent work time. Students will **not be allowed** to use the restroom during instructional time.
- Students will use the bathroom hand signal (fingers crossed) to let their teacher know that they need to use the restroom. They will be given a hall pass and must **use the middle school bathroom only.**
- Students should report any missing toiletries, messiness or vandalism to their teacher immediately.
- Students who are found misusing restroom time (i.e. taking too long, playing in the bathroom or walking around campus) may be categorized as ditching.
    - 1st time: Warning and conversation
    - 2nd time: Incident report & call home
    - 3rd time: Referral, call home and parent meeting

Passing Period

Passing Period is exactly 5 minutes. It is your responsibility to use it wisely. Students will clean off their desk, pick up any trash in their area and gather their materials for their next class. During this time, students may grab a drink of water or go quickly to the bathroom. They must stay in supervised areas during this time. If a student is repeatedly late to class after the passing period, they may become ineligible for the student socials and their family will be contacted.

Chromebooks and Headphones

Students are responsible for taking care of their chromebooks. Each student will be assigned a chromebook number. After using their chromebook, it should be returned to its designated spot and plugged in. If students have trouble following chromebook expectations, they may lose their chromebook privileges and be ineligible to attend the monthly socials. If a student breaks or damages their assigned chromebook, they will be responsible for repairs and replacements. All classrooms are equipped with headphones. ***Students should not bring earphones or headphones from home.***

Absences

When students are absent, the parent should call the school to excuse the absence. It is THE STUDENT's RESPONSIBILITY to find out what assignments and homework were missed. Students are expected to have those assignments completed and turned in within the amount of time agreed upon with the teacher.

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Grades

Gradebook: Assignments and tests are recorded in an online gradebook in Google Classroom. Parents can connect to Google Classroom via email. (Please share your email with your child's teacher to get access.

Grade calculation: Homework, classwork, tests, and behavior all contribute to your final ELA, Math, Science, Social Studies, PE and Elective grades. Your grade is calculated as **10% homework, 20% classwork, and 70% tests/projects.**

Turning in Homework: Homework must have your first and last name on it. If a student is missing more than one homework assignment within a week, they may be required to stay for homework center after school. If a student is missing homework and would like to make it up, it is **their responsibility** to connect with the teacher to receive the assignments missed. If they do not complete missing homework in the time frame discussed, they will receive a zero for the assignment. The teacher *may* provide opportunities for extra credit if asked, but it is not guaranteed.

Safety Drills and Procedures

Fire drill: Stop everything; stand up and head for the door quickly, but without running or pushing. Walk in a quiet, straight line to our spot. Get in line order in a safe manner. Wait patiently, calmly, and quietly while in-line outside until we are allowed to return to the building.
Earthquake Drill: Stop what you are doing and get under your student desk. Cover your head and neck at all costs.
Other Drills: Stop what you are doing and silently listen and follow directions.

End of the Day Procedure

Students must be picked up by 3:05pm if they are going home, otherwise they will wait in their classroom in Homework Center until they are picked up. Students waiting to be picked up **must** participate in the Homework Center. Students are not allowed to leave campus and come back to participate in afterschool activities.

8th Grade Activities and Promotion

In order to participate in end of year activities and promotion ceremony, students are expected to follow Richmond College Prep's values and code of conduct, and receive no DNPs (less than 60%) on their final report card. Ineligibility to participate in 8th grade activities and promotion will be up to the discretion of the director.

Student Handbook CONTRACT FORM

I understand the classroom policies and expectations for RCP Middle School. I understand what is expected in this class to attain success and take full responsibility for all that is required in accordance with what was written in this handbook. I understand that parts of this handbook may be adjusted as needed, and this will be communicated with students and families.

Student Name _____

Student Signature _____

Parent/Guardian Name:_____

Parent/Guardian Signature:_____

Parent/Guardian preferred method of contact (please keep numbers updated):

Phone: _____

Email:_____

****Tear off this page only and return to homeroom teacher by Friday, August 21, 2026.****

****PLEASE SEE & SIGN REVERSE SIDE OF THIS FOR CELL PHONE POLICY****

Cell Phone CONTRACT FORM

I understand the cell phone policies and expectations for RCP Middle School. I understand that if I bring a cell phone to school, I will turn it in to my homeroom teacher at the beginning of the day. It will be taken away if it is seen, heard, or used on campus after 8:00 am. I am aware that if my phone is confiscated repeatedly, that my parents must be involved to retrieve my phone and a disciplinary referral may be made. I understand that Richmond College Prep is not responsible for any lost, stolen, or broken phones or any other electronics.

Student Name _____

Student Signature _____

Parent/Guardian Name:_____

Parent/Guardian Signature:_____

Parent/Guardian preferred method of contact (please keep numbers updated):

Phone: _____

Email:_____

****Tear off this page only and return to homeroom teacher by Friday, August 21, 2026.****