The Property Of

Name: _____

Address: _____

City, State, Zip: _____

Homeroom Teacher: _____

Reagan Middle School
2009-2010 Student Handbook

Welcome to Reagan Middle School. The staff wishes you a productive and successful year. This notebook has been prepared to inform you of the various rules and regulations for which you are responsible. We all need to work together to create a school where all students can learn. Carefully read the information printed in this agenda. If you have questions regarding any section, do not hesitate to contact the administration for an explanation. Your cooperation and participation are necessary in making Reagan Middle School a school of which we can all be proud. Let's work together to make Reagan the best it can be.

2009-2010 School Calendar

August 17&18 (Monday-Tuesday).....Institute Days*
August 19 (Wednesday)……..…...First Day of Student Attendance (A.M. only)*
September 7..... .....Labor Day*
October 9..... .....Institute Day*
October 12.....Columbus Day*
October 16.....End of First Quarter
October—(See Schedule Below).....Parent-Teacher Conferences*
November 11.....Veteran's Day*
November 25-27 .....Thanksgiving*
December 18……..……End of First Semester
December 21-January 1 (Inclusive)…….…….…Winter Break*
January 4, 2010.....School Resumes
January 18.....M.L. King's Birthday*
February 15 .....President's Day*
March 1…….....Casmir Pulaski's Birthday*
March 12.....End of Third Quarter
March 29-April 5 (inclusive).....Spring Vacation*
May 27.....Institute Day*
May 31.....Memorial Day*
June 1-7.....Emergency Days

***School is not in session**

August 19, 2009
(First day of student attendance-1/2 day)

May 28, 2010
(Last day of student attendance
-pending unused emergency days)

Number of days school is in session
(no student attendance on this day)

August	11	February	19
September	21	March	19
October	21	April	19
November	17	May	20
December	14	June	5
January	19		185

(includes institute days and P/T conference days)

Parent-Teacher Conference Days

Wednesday, October 28th
All Schools…….12:00 (noon) -3:00 p.m.

Thursday, October 29th
All Schools……..4:00 p.m. -8:00 p.m.

Friday, October 30th
All Schools…….8:00 a.m. -12:-00 (noon)

School Improvement In-Service Days

(**A.M. Attendance Only**)
Sept. 15, Oct. 27, Jan 13, Feb, 10
March 18, Apr. 15, May 14

PERIMETER = 2L + 2W

The boundaries of Reagan School include Division Street (except for the houses between the school and street to the west), the entrance driveway, the railroad tracks behind the school, and all the athletic fields. No student is allowed to leave the school grounds during school hours without permission from the office.

WHAT IS SCHOOL TIME?

Students begin arriving at 7:45, with school starting at 8:15 a.m. School Time is defined as the time from which students take their first step out of their house on the way to school in the morning until they re-enter their house after school has been dismissed at the end of the school day. Half-day attendance is from 8:15 a.m. – 11:30 a.m.

7:45…….Students allowed on school grounds
7:45 – 8:05……..Breakfast Program
8:15…….Classes Begin
12:00 – 12:47……..Activity Time/5th Grade Lunch
12:00 – 12:47……..6th Grade lunch/Activity Time
11:15 – 11:57……..Activity Time/7th Grade lunch
11:15 – 11:57……..8th Grade lunch/Activity Time
2:40…….Classes End

ABSENTEEISM

Parents/guardians must call the Reagan Middle School office before 9:00 a.m. the day of child's absence. Please leave a message on the school's voicemail (284-7725) if you need to call after 4:00 p.m. or before 8:00 a.m. A student absent for any portion of the day due to a medical/dental appointment must provide a note from the professional office upon returning to school. District policy states that students who have been absent for three consecutive days, must present a physician's note upon return to school. If a physician's note is not supplied to the school, the absences may become unexcused.

Definition Student Absences

1. Excused Absences, when proper procedures are followed
   - 1.1 Illness
   - 1.2 Death in family
   - 1.3 Other family emergencies
   - 1.4 The School Principal has the right to determine what constitutes an excused absence

2. Pre-arranged: These require a written letter from the parent or guardian two (2) to five (5) days prior to the absence. ALL WORK MUST BE TURNED IN PRIOR TO THE ABSENCE (unless teacher states otherwise).
   - 2.1 Vacations (Cannot be longer than 5 days)
   - 2.2 Pre-arranged absences with the approval of the principal
   - 2.3 Pre-arranged absences are not allowed for students referred to Lee, Ogle, DeKalb Intervention System (LODIS)
3. Absences requiring a parent or guardian to check the student out through the office
   - 3.1 Doctor or dental appointment
   - 3.2 Court appearances
   - 3.3 Leaving school for any reason during the day
4. Students must get permission from the school nurse before leaving due to illness and must sign out through the office.
5. Unexcused Absences: (truancy)
   - 5.1 Any normally excused absences where procedures are not followed
   - 5.2 Truancy
   - 5.3 Oversleeping
   - 5.4 Missing the bus
   - 5.5 Car problem
   - 5.6 Going out of town
   - 5.7 The school board does not authorize nor condone "skip days"

5.8 A parent's call does not make the absence excused if the reason for the absence is not excusable.

NOTE: The above lists are not all-inclusive. Situations not covered above or exceptions to the above will be dealt with on an individual basis with an administrator.

TRUANCY

A parent will receive a truancy letter when the student's total absences equal ten percent of the number of school days in session. For example, if a student is absent five out of the fifty days school has been in session, the student is considered truant. Reagan Middle School's procedures for truancy will be cumulative for the entire school year: two (2) unexcused tardies equal one (1) unexcused absence, all of the student's classes will be considered together for truancy purposes, after ten (10) absences a doctor's note stating specific dates and medical reasons for the student absence will be required to excuse each absence. If no doctor's note is supplied, the absences become unexcused. Reagan Middle School's truancy policy is on file in the school's office.

TARDY POLICY

1st Hour Tardies:

Two (2) unexcused tardies will equal one (1) unexcused absence. When a student is late for school, s/he must check into the office by using door #1 and report directly to the office. The office staff will give the student a pass to class and the unexcused tardy will be recorded in the student's file. A student with excessive tardies will receive consequences by the administration. 1st hour tardies will start over every quarter.

Class Hour Tardies:

A student is considered tardy when he or she is not in the classroom when the class hour begins. Records for classroom tardies will be maintained by each teacher and every quarter the tardy amount will start over.

1st Tardy: Warning
2nd Tardy: 15 minute detention with teacher
3rd Tardy: 30 minute detention with teacher
4th Tardy: Referral to administrator

NURSE

Reagan Middle School is fortunate to have a full-time school nurse. The school nurse is responsible for treating school related injuries or illnesses that occur during the school day. When medical attention is required, students are to have a signed pass from a teacher. No student is allowed in the nurse's office without a signed pass. If the student does not have a pass, he/she will be sent directly back to class. If your child has a serious illness or injury requiring hospitalization, please contact the school nurse to inform/update her on the health of your child. District policy states that students who have been absent for three consecutive days, must present a physician's note upon returning to school. If a physician's note is not supplied to the school, the absences may become unexcused.

WE'LL DO OUR BEST TO HELP

Students are encouraged to come to the office with any problem. The principal, assistant principals, counselors, secretaries, school nurse, and teachers are available to provide services to students. Before going to the office, students should have permission and a pass from their instructors.

COUNSELING SERVICES

Reagan Middle School counselors are available for students having issues that interfere with their education. Students with personal/family, social/emotional, or academic issues can request to see a counselor during the school day or may be referred by a teacher. Parents will be contacted if a student has requested to see the counselor more than five times. Parent/guardians are welcome to contact your child's counselor with any questions or concerns.

TRANSPORTATION

Buses

Riding a school bus is a privilege. Students causing a disruption on the bus and/or near the bus stop will receive consequences. Severe cases of bus disruption will result in the suspension from riding a school bus. Students riding a bus should arrive at their bus stop no more than five minutes before the bus departure time. A non bus-riding student will not be permitted unless there is an extenuating circumstance. Students riding a bus other than their assigned bus or a student

requesting to leave the bus at a point other than his/her normal destination, must submit a note to the bus driver. The note must be signed by a parent/guardian and by a Reagan Middle School administrator.

Bicycle Guidelines

Reagan Middle School students are allowed to ride their bikes to school. Students are to lock their bikes on the bike rack during the school day. Bikes are not allowed to be placed elsewhere on school property. Reagan Middle School is not responsible for the destruction, damage or loss of a student's bike. Students are requested to follow these rules:

1. Obey all traffic laws.
2. Only one person allowed on a bike.
3. Ride single file on the street .
4. Place your bike on the bike rack.
5. Only remove your own bike from the bike rack.

ACADEMICS

Assignment Notebook

Reagan Middle School requires each student to have a school provided assignment notebook. The notebook is to keep track of daily class assignments. Students must take the assignment notebook home daily so parents/guardians may check the notebook for monitoring and updates on academics. Parent/guardians may also use the assignment notebook as a communication tool with the teacher. If an assignment notebook is lost, a new one must be purchased in the office for $5.00. Assignment notebooks are not allowed to be altered, such as, removing passports, cutting, folding, or manipulating the notebook size. Any student choosing to alter the assignment notebook will be required to purchase a new one and receive appropriate consequences.

Homework

Homework policies are established by each individual classroom teacher; therefore refer to the syllabus that was distributed to your child the first week of school. Students will be allowed one day to make-up homework for every day absent. Parent/guardians of students who have an extended illness or hospitalization should contact their child's counselor for homework collection. If absence due to illness exceeds ten consecutive days, the District will arrange for tutoring services.

Homework Collection

The building will be open until 5:30 p.m. for students/parents to pick up necessary materials from lockers and worksheets which are available in folders outside each teacher's door. After 3:30 p.m., door #1 is locked and all students must enter using door #16, which will remain open until 5:30 p.m. Assignments, materials and/or textbooks cannot be collected by the school office. If a student has been absent for three or more consecutive days, please contact the student's counselor regarding homework.

Grade Points

A+ = 12	A = 11	A- = 10
B+ = 9	B = 8	B- = 7
C+ = 6	C = 5	C- = 4
D+ = 3	D = 2	D- = 1
	F = 0	

Challenge Classes are weighted at .51 due to students working on higher level content, at a quicker pace. Band is weighted at .51 due to the expectation that students will maintain a passing grade in their current special class, as well as band. Students leave their special class two days a week to attend band during that same class period. A special would be consistent with art, music, or computers.

Grading Scale

A+ = 100	A = 95 – 99	A- = 94
B+ = 93	B = 88 – 92	B- = 87
C+ = 86	C = 76 – 85	C- = 75
D+ = 74	D = 70 – 73	D- = 69
F = 68 and below		

Honor Roll

Superior: 10.340 – 12.510
Outstanding: 8.980 – 10.339
Honorable Mention: 7.490 – 8.979

Progress Reports

Progress reports will be given to students in the middle of each quarter. Student grades can be viewed on the HomeLogic site on the Reagan Middle School Home Webpage. If you are not signed up for HomeLogic, please contact the Reagan office for more information. Dixon Public Schools web address is as follows: www.dixonschools.org

Report Cards

Report cards are issued following every nine weeks. The 1st quarter report card should be picked up by the parent/guardian during scheduled conferences. 2nd and 3rd quarter report cards will be sent home with the student and must be signed by a parent/guardian and returned to school the following day. 4th quarter report cards will be distributed on report card day.

RMS Promotion Policy

Students are required to pass at least two quarters of every core subject – math, science, language arts, and social studies. If a student fails two quarters of any core subject, that student is eligible for summer school for that subject. All four core subjects are offered in summer school. If a student fails three or more quarters of any core subject, that student will be retained.

In addition, all mandatory summer school students will need to pay for summer school. If students are free/reduced, it would be a free or reduced cost. The current rate is $90 per class/hour. Reduced cost is $30 per class. Mandatory students would have to attend 4 ½ hours per day. Mandatory students must attend 90 hours of summer school. Students will be able to attend single or multiple subjects, based on need.

We will maintain the point system solely for honor roll purposes.

8th grade students not meeting promotion requirements will be prohibited from participating in the promotions ceremony and all other culminating promotion activities. This includes, but is not limited to trips, dances, etc.

BEHAVIORAL EXPECTATIONS

Reagan Middle School provides an environment that promotes and supports a student's educational, social and emotional needs. In order for this environment to be maintained all students at Reagan Middle School are required to show self-control and appropriate behavior. In the event a student poses an immediate risk to self or others, a staff member has the authority to intervene. When a student chooses not to meet behavioral expectations then appropriate consequences will be given.

Bullying

All students have the right to an educational atmosphere that is free from verbal and/or physical abuse. Bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created with the bully being stronger (or perceived to be stronger) than the victim and which causes a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts, or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors.

These behaviors are, but are not limited to:

Physical: hitting, kicking, grabbing, spitting

Verbal: name calling, racist remarks, put-downs, extortion

Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding or destroying another's papers or other possessions

Written: threatening e-mail, text messages, notes, and/or graffiti

Coercion: forcing other students into acts against their wishes

Sexual Harassment

Reagan Middle School will not tolerate sexual harassment toward or by another student or staff member. Sexual harassment is an unwanted verbal, nonverbal, or physical action of a sexual nature toward another. Severe cases of sexual harassment will result in suspension or expulsion. Any student who is/has been sexually harassed should contact a teacher, counselor, or administrator.

Defiance and Disrespect

Defiance or disrespect toward any Reagan Middle School staff member is not tolerated. Defiance and disrespect can be of a physical/verbal/nonverbal nature. Severe cases of defiance and disrespect will result in suspension. Please refer to the Discipline Matrix for further clarification.

Hallway Movement

1. Walk on the right side of the hallway.
2. Physical contact with another is not allowed.
3. Appropriate language and volume is required.
4. Keep the hallway free of academic and personal materials.
5. Your three-minute passing time is to be used to prepare for the next class.

Locker Usage

1. No beverages other than non-flavored water are allowed in locker overnight.
2. No food is allowed in locker overnight.
3. Books are not to be stored on top of lockers.
4. Only magnets can be used when decorating inside of a locker.
5. Sharing lockers for fifth and sixth grade students involves a mutual respect of each other's property.
6. Seventh and eighth grade students are not allowed to share lockers, as they are individually assigned.
7. To prevent theft, lockers are to be locked at all times.

Anti-Theft Combination

Keep lockers locked and neat. Report lockers that aren't functioning properly to the office.

If Something is Missing From Your Locker….

1. Forms for reporting missing articles are available in the main office. Reporting should be done immediately.
2. Before filling out a report, check the lost and found in the cafeteria.
3. Include witnesses and suspects, serial numbers, special identification marks and approximate cost when filling out report.
4. These reports will occasionally be forwarded to the police department.
5. Valuable stolen items should also be reported directly to the police department.

Restroom Usage

1. Students must use the restroom during passing time; restroom breaks during class will be at the teacher's discretion.
2. Use appropriate hygiene and wash your hands upon leaving the restroom.
3. Respect other's privacy.
4. When using the restroom during class time, return immediately back to your class and enter quietly.
5. Report inappropriate activity to a Reagan Middle School staff member immediately.

Assemblies

1. Students will sit with classroom teachers and will listen and react respectfully.
2. Classroom conduct rules apply at assemblies.
3. Presence at an assembly is a privilege; it is to be treated as such.
4. While at assemblies, all students are a reflection of RMS. Behavioral disruptions will be dealt with accordingly.

DRESS CODE

Our dress code policy exists to improve and maintain safety for all those in attendance at Reagan Middle School. The policy is designed to prevent distraction within the educational environment. The purpose of adopting these standards is not to infringe on any individual student's rights but to ensure the maximum safety of everyone and encourage students to dress for success and learning and to attend school properly prepared to participate in the educational process. We appreciate your support.

Head

- Head apparel, except for religious or medical purposes, is not allowed to be worn inside the school building.
- Hats, handkerchiefs, and bandannas are not allowed in the building.
- Wearing of dark glasses or sunglasses within the school is prohibited.

Jewelry

- Body piercings may be prohibited if found to be a safety concern or a disruption to the learning environment.
- Chains and medallions are not allowed, whether or not they are part of a garment.

Shirt/Blouses/Sweaters/Tops

- When students are sitting, standing, or raising their arms, midriff skin must not be visible.
- Halter, tank, tube, low-cut, backless, spaghetti straps, and revealing blouses/tops/shirts are not allowed.
- Muscle shirts are not allowed.
- Shirts must overlap with the pants.

Shorts/Skirts

- Must be worn below the finger tips. Wearing tights or leggings under shorts/skirts is not a substitute for proper length.

Coats/Jackets

- Coats, jackets, nylon athletic pullovers and other outerwear are not to be worn in the building except when arriving or departing the school building.
- Physical Education teachers will notify students when jackets or coats need to be taken to class.

Jeans/Pants

- Must be worn properly at the waist and pants must overlap with the shirt.
- Pajama pants are not allowed.
- Pants with holes, rips or tears in front, back and above the knees are not allowed. Wearing tights, leggings or athletic shorts under pants is not a substitute for coverage.

Undergarments

- Should be worn, but cannot be visible. No undergarments can be seen (undergarments are any garment worn under the pants, shirts, or shorts)

Shoes

- Flip-flops (any shoe that has a strap between the toes and does not contain an ankle/back strap), athletic slides, slippers and high heeled shoes are not allowed for safety issues.
- Shoes with wheels are not allowed

Additional Guidelines:

- Backpacks, purses, or athletic bags may not be carried throughout the day.
- All clothing must be of appropriate size and length, fit neatly and be worn properly.
- No over sized or baggy clothing is allowed.
- Students are not allowed to place items within their kangaroo pockets (pockets in the front) of their sweatshirt. Students will be subject to disciplinary action if clothing is used to conceal objects.
- Hoods from clothing must be left down while in the building.
- Clothing, jewelry, or school supplies/accessories must not display:
  - racial or ethnic slurs/symbols
  - gang or cult affiliations
  - vulgar, obscene, subversive or suggestive language or images
  - promote products which students can not legally buy
  - Jewelry or accessories (wallet chains, rope, chains, studded bracelets/necklaces, dog collars, gloves and safety pins in clothing/body) are not allowed.
- Stickers and writing on one's body is not allowed.
- Students' bodies, clothing and shoes must be free of marker, pen, or other student-generated writing.

DRESS CODE VIOLATION

Students who appear at school wearing inappropriate clothing or who are inappropriately groomed will not be allowed to attend class until they make the changes necessary to meet the Reagan Middle School dress code requirements. Change could entail removing objectionable clothing items, wearing acceptable clothing provided by the school, or contacting parents/guardians to obtain appropriate clothing.

Prior to an office referral for a dress code violation, teacher will address the situation with the student and seek voluntary compliance with the policy. Voluntary compliance will be noted by the teacher and the student will not be referred to the office. Students will however be referred to the office when persistent violations occur.

First Dress Code Violation Referral: Office referral to Administrative Team, parent/guardian contact, and attire altered. Failure to comply with dress code policy will result in one day ALE.
Second Dress Code Violation Referral: Office referral to Administrative Team, parent/guardian conference, attire altered, and one day ALE. Failure to comply with dress code policy will result in two days ALE.
Third Dress Code Violation Referral: Office referral to Administrative Team, parent/guardian conference, attire altered, and two days ALE. Failure to comply with dress code policy will result in three days ALE.

Persistent and flagrant violations of the dress code will result in further consequences, such as multiple days in ALE, OSS and possible expulsion.

It is the administrative team or its designee's responsibility to insure that enforcement of the dress code is done consistently and respectfully. While it is inevitable that there will be differences of opinion regarding the appropriateness of a student's attire, students may be asked to change their clothing if it is determined by the Reagan Middle School Administrative Team to be distracting or inappropriate. The final decision of appropriate attire lies with the RMS Administrative Team.

BEHAVIORAL CONSEQUENCES

Detentions

Students who violate established rules will earn detentions and are required to serve those detentions. Failure to serve detentions will result in additional consequences according to the Reagan Middle School Discipline Matrix. If a student receives a detention from a staff member and fails to serve it, the detention will be doubled. If the doubled detention is not served, students will be issued an ALE, plus serve the doubled detention with the staff member.

Suspendable/Expellable Offenses

Discipline situations that deal with but are not limited to; violence, weapons, possession, use or distribution of illegal drugs, alcohol, tobacco or look a likes, bullying, sexual harassment and gross misconduct or insubordination are all offenses that could require a consequence of suspension from school for up to ten days. Offenses like these may also lead to expulsion from school. All decisions regarding student expulsion are determined by the Dixon #170 Board of Education.

FOOD PROGRAM

Meal Program

Students have individual confidential meal accounts. Replenishment of meal funds can be completed via the web (mylunchmoney.com) or by check or cash sent to the school. Students are required to know their identification number, as they will be responsible for entering their number for purchase.

Breakfast and Lunch

Breakfast is provided daily for all students from 7:45 – 8:05 a.m. The cost is $.80. All students eating breakfast must enter door # 3 and proceed directly into the cafeteria. Hot lunch is provided daily for all students. The cost is $1.75 per meal and milk is $.55. There are snack bar items available during lunch for a separate charge.

All students are to eat in the cafeteria unless they present a written request from their parents to go home for lunch and they live within 6 (six) blocks of school. These requests will be kept on file in the school office. Students are not allowed to go off school grounds anytime during the day except to go to their own homes for lunch.

SUBSTANCE ABUSE

Dixon School District has established a program to provide education, assistance, and support for students affected by substance abuse problems or dependency. A student or his/her family may contact either Reagan Middle School administration or a counselor for further information. A copy of the district's program is available at the district office.

TOBACCO POLICY

Reagan Middle School students found in possession and/or use of tobacco products including matches/lighters on school premises will be subject to disciplinary action by the administration. Suspension from school, along with law enforcement action, can be taken.

SEARCHES

Dixon School Board approves searches of the school and students on school property. School administrators and law enforcement authorities can search a student's desk, locker, and personal property without permission from the student.

RECIPROCAL REPORTING WITH LAW ENFORCEMENT

Illinois School Code requires a reciprocal reporting system between law enforcement agencies and schools. Therefore, it is the policy of Dixon Public Schools to share information regarding illegal or controlled substances, weapons, gang activity, serious crime or felony, or any other information that might be beneficial with local law enforcement agencies.

PHONE USAGE

Students will not be allowed to use the office phones for personal calls except in case of an emergency and/or have staff permission. The pay phone by the new gym is to be used with permission during school hours for essential calls. The conversations are to be brief. Students are encouraged to tape fifty cents to the inside of their lockers for phone calls.

Cell phones and Other Electronic Devices

Cell phones are the only electronic device allowed at Reagan Middle School. Cell phones are to be turned off upon arriving to school and must be off from 7:45 a.m. to 2:40 p.m. Reagan Middle School staff has the authority to confiscate visible and audible cell phones during the school day. Should the cell phone be confiscated, students will receive their cell phone at the end of the school day. Please refer to the Discipline Matrix for cell phone consequences. Other electronic devices are not allowed at school and Reagan Middle School staff has the authority to confiscate them. The device will be given to an administrator, and parents are allowed to pick these devices up at Reagan Middle School. Reagan Middle School teachers will give written permission to students when their curriculum requires an electronic device for a class project. Students must have this written permission with them when the item is brought to school.

OTHER IMPORTANT INFORMATION

Leave It in the Bank

Limit the amount of cash you bring to school. If a large amount is necessary, write a check. Lost cash is rarely recovered.

Secret Code

Mark clothing, coats, and shoes with your name in a visible place. Include a phone number. Also place another mark or number you are familiar with in a secret, hidden place for identification if a stolen article should be recovered. On gym shoes make a notch on the side or sole of the shoe for easy identification.

Student Directory Policy

It is the policy of Reagan Middle School to share directory information with law enforcement, social service, and military agencies. Parents must notify the Reagan Middle School Administration by September 15, if they do not want this information shared with these agencies.

Sex Offender Information

Public Act 94-004 requires public schools to notify parents that information regarding sex offenders is available to the public. Parents may access this information at: www.isp.state.il.us/

Persistently Dangerous Schools

Under section 9532 of NCLB, the state of Illinois has adopted policy to give options to individuals and groups if the school that they are attending is found to be persistently dangerous. In order for a school to be found persistently dangerous, it must meet the following criteria for two consecutive years: 1) have violence related expulsions greater than 3% of the student enrollment, 2) have one or more students expelled for bringing a gun or a weapon to school as defined in 18 USC 921 and 3) Have 3% or more of students who have become the victim of a violent crime while in school or while attending a school sponsored activity. Students who are the victims of a violent crime are immediately eligible for transfer to another district school.

Equal Educational Opportunities

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Further, the District may not enter into agreements with any entity or any individual that discriminates against students on the basis of sex. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Homeless Students

Homelessness exists in our community. A combination of high housing costs and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect and family conflict. Children and families who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds and others. Their lack of permanent housing can lead to potentially serious physical, emotional and mental consequences. The school district will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. The district will also follow the requirements of the McKinney-Vento Act.

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

   Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

All student records are open to parental inspection. Parents wishing to review their child's records shall contact the school to make an appointment with the principal. The principal or other designated school personnel will then explain and interpret the student records to the parents. All student permanent records shall be kept for sixty years after graduation or withdrawal from the district. Temporary student records will be destroyed five years after graduation or withdrawal from the district. Parents have the right to request copies of official records pertaining to their child.

PPRA Model Notice and Consent/Opt-Out for Specific Activities

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Dixon #170 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

5th and 6th Grade Health and Hygiene Curriculum

As a part of our health curriculum, all fifth and sixth grade students will be viewing videos (15-20 minutes in length) during the spring of each school year. These videos have been previewed and approved by the district. The girls will be viewing "Girl Stuff" in which they will learn about personal hygiene and the physiology of menstruation. Boys will be viewing "Boy Stuff" which is specifically designed for males in upper elementary school. The videos contain information on personal hygiene and also emphasize body changes during puberty.

The videos "Girl Stuff" and "Boy Stuff" and the related materials are available for your review. If you would like to view the videos or material, please contact the school nurse.

If for any reason you would prefer that your child NOT participate in this program, please notify Reagan Middle School in writing.

Visitors

All doors are locked during the day. All visitors to R.M.S. must enter through door #1 and report directly to the office. Visitors are required to sign in and will be issued a badge that shall be made visible to all people while they remain in the building. Upon leaving the building, visitors must sign out in the office and return their badge to the office personnel.

THESE GUIDELINES ARE A FRAMEWORK AND NOT MEANT TO BE ALL INCLUSIVE.

REAGAN MIDDLE SCHOOL

Student Behavior Management Process

Prepare students, pre-correct potential misbehaviors, intentionally set the tone for the next event

↓

Observe and identify problem behavior. Problem solve with students

↓

Is the behavior teacher or office managed?

Teacher managed →

Redirect, Re-teach student Behavior. Warning

↓

Begin completing Minor Incident Report (MIR)

↓

Did the behavior change?

YES → Notice and reward correct behaviors

NO → Does the student have 3 MIR slips for the **same behavior** or 8 **combined team** MIR slips in the same quarter?

→ Complete (ODR) Office Discipline Referral. Attach ıor Incident Form. Refer ɯ administration.

Office managed →

Referring teacher completes referral form and sends the form to the office

↓

Administrator determines consequence

↓

Administrator follows through on consequence

↓

Administration follows up with referring teacher

Teacher Managed	vs. Office Managed
• Inappropriate language • Physical Contact / Minor Aggression • Disrespect / Defiance / Noncompliance • Disrespectful - Tone Attitude Body language • Dress Code • Tardy • Property Misuse • Technology School/ Student Property • Classroom Disruption • Other - Calling out Teasing / Put Downs Preparedness Refusal to work Minor dishonesty Minor disruption Unsafe or rough play PDA – hugging, holding hands • Severe Clause *	• Abusive Language • Fighting/Physical Aggression • Disrespect /Insubordination • Lying / Cheating • Harassment / Bullying • Disruption • Tardy • Skip Class / Truancy • Property Damage / Vandalism • Forgery / Theft • Dress Code Violation • Technology Violation • Inappropriate Affection / Location • Gang Affiliation • Use/Poss. Tobacco or Alcohol • Bomb Threat/False Alarm • Arson/ Use of Combustibles • Use/Poss. of Weapons • Other / Unknown

- ***Severe Clause** – students are removed from the classroom and sent directly to the office*
- ***Log all minors on Minor Incident Referral – teachers must contact parents / e-mail after initial warning..***
- ***Take concrete action to correct behavior (assign detention, behavior reflection writing, clean desks)***
- ***Have corrective action (s) correspond to the behavior being corrected***

REAGAN MIDDLE SCHOOL
PBIS MATRIX

UNIVERSAL RULES	BE RESPECTFUL	BE RESPONSIBLE	BE READY
AM ARRIVAL	Follow adult directions promptly Voices low or no Keep your feet, hands, and other objects to yourself	Keep track of your belongings Enter through your assigned door Stay seated Sit smart	Be prepared Be on time
RESTROOM	Voices low or no Keep your feet, hands, and other objects to yourself Flush Wash your hands Respect school property	Use your agenda Put litter in its place	Ask permission at appropriate times Use during passing time
HALLWAYS	Voices low or no Keep your feet, hands, and other objects to yourself Walk Stay to the right Softly close lockers	Keep track of your belongings Put litter in its place Get it and go	Keep locker organized
CAFETERIA	Follow adult directions promptly Voices low or no Keep your feet, hands, and other objects to yourself Use appropriate language Respect school property Use manners	Sit smart Put litter in its place	Have your lunch number or money ready
PM DISMISSAL	Voices low or no Keep your feet, hands, and other objects to yourself	Keep track of your belongings Keep a safe distance from traffic	Pay attention Stay in bus line
NURSE OFFICE COUNSELOR	Voices low or no Be patient	Use your agenda Sign in and out correctly	Clearly state your needs
ASSEMBLIES	Follow adult directions promptly Keep your feet, hands, and other objects to yourself Be a good audience	Enter safely Face front	Sit in your assigned section
BUS	Follow adult directions promptly Voices low or no Keep your feet, hands, and other objects to yourself	Keep track of your belongings Stay seated Sit smart Face front	Pay attention Enter and exit safely