



10254 California Rd., Bridgman MI 49106 269-465-5410, Fax: 269-466-0393

Dear Students,

Welcome to the new school year at F.C. Reed Middle School. We are excited to have you be a part of a very special learning environment here at F.C. Reed Middle School. This year you will have many opportunities to increase your knowledge and skills, to participate in a variety of activities, and to establish new friendships. We hold high expectations for your citizenship, academic achievement, and positive involvement in school activities.

We will consistently emphasize respect, responsibility, honesty, and safety at F.C. Reed Middle School. We look forward to your respect for the dedicated people and the high quality facilities around you each day. We expect that you will take responsibility for your daily actions and efforts in the classroom. One of your responsibilities is to carefully read the rules and regulations in this planner. The information in the planner is intended to provide guidance and structure for a successful experience in your middle school.

All of the employees at F.C. Reed Middle School are eager and willing to assist you each day. We want you to succeed in school and in life. Enjoy your middle school experience as you discover new talents and enhance your abilities. Let's have a great year together!

Teachers and Staff
RMS

F.C. REED MIDDLE SCHOOL MISSION STATEMENT

The mission of F.C. Reed Middle School is to be an accepting and nurturing environment which guides adolescent growth toward independence and responsibility, and encourages students to become contributing members of the community.

Inherent in this process is the students' development of self-esteem, basic skills, general knowledge, creativity, pride in quality of thinking and work, and effective interpersonal relationships.

What does the RMS mission statement mean?

The RMS mission statement commits the school community to work toward four goals.

1. RMS will create a school climate and culture that is accepting and nurturing for all students. The environment will emphasize and celebrate each child's unique abilities and talents. RMS faculty will value students who learn differently.
2. Students will demonstrate increased independence and responsibility. RMS will value students who actively advocate for their needs and make quality decisions on a daily basis. Staff members will promote these behaviors and offer positive feedback to students that attempt to become more independent, responsible, and display effective interpersonal relationships.
3. The RMS school community will encourage students to seek extended learning opportunities and become contributing members of the Bee community. RMS will value students who utilize civic responsibility, democratic ideals, and community service during the academic year.
4. RMS faculty will promote and foster increased self-esteem, general knowledge and skills, pride in thinking and work, and creativity.

How will the teachers and staff at RMS help me?

The RMS faculty and staff are a group of talented professional educators dedicated to our school. The Bridgman Board of Education believes in a culture of learning and respect.

A school is more than classrooms, teachers, students, books, and technology. Schools create environments that can either encourage or discourage learning. A positive culture of learning and respect is defined by the cooperative, collaborative, collegial atmosphere shared by students, teachers, administrators, staff, parents, and community. A culture of learning and respect promotes engaged inquiry, reflection, and the thoughtful investigation of ideas and practices.

A Culture of Learning and Respect:

- Celebrates positive learning experiences and accomplishments
- Emphasizes positive student learning and intellectual challenge
- Commits to inquiry by all in the classroom and the school
- Nurtures staff and student learning
- Responds favorably to student-initiated interests and questions
- Actively incorporates the consideration of new ideas and knowledge
- Actively encourages challenges to existing knowledge and authority
- Promotes continuous learning and continuous improvement
- Adjusts curriculum and teaching to student ability and interest
- Emphasizes student learning, not just requirements
- Encourages and supports positive contributions by any and all, large or small
- Avoids criticism and negativity
- Recognizes the integrity and uniqueness of each and all
- Nurtures considered reflection and fair evaluation of multiple approaches to knowledge

Daily Schedule

5TH and 6TH Grade

1 ST Hour:	8:00 a.m. - 8:48 a.m.
2 ND Hour:	8:50 a.m. - 9:38 a.m.
3 RD Hour:	9:41 a.m. - 10:29 a.m.
4 TH Hour:	10:32 a.m. - 11:20 a.m.
Lunch	11:20 a.m. - 11:50 a.m.
5 TH Hour:	11:53 a.m. - 12:41 p.m.
6 TH Hour:	12:44 p.m. - 1:29 p.m.
7 TH Hour:	1:32 p.m. - 2:17 p.m.
8 TH Hour:	2:20 p.m. - 3:05 p.m.

7TH and 8TH Grade

1 ST Hour:	8:00 a.m. – 9:00 a.m.
2 ND Hour:	9:04 a.m. – 10:04 a.m.
3 RD Hour:	10:08 a.m. – 11:08 a.m.
4 TH Hour:	11:11 a.m. – 11:56a.m.
Lunch	11:56 a.m. – 12:26 p.m.
5 TH Hour:	12:29 p.m. – 1:14 p.m.
6 TH Hour:	1:17 p.m. – 2:17 p.m.
7 TH Hour:	2:20 p.m. – 3:05 p.m.

DRESS AND GROOMING EXPECTATIONS

Does RMS have a dress code?

Yes, in the opinion of the principal (or designee), a student has selected a manner of appearance that disrupts the educational **Does** process or presents risk to themselves or others; they may be removed from the educational setting. Students are expected to wear school appropriate clothing. Specific guidelines include:

1. Shorts and mini-skirts are to be mid-thigh length or longer. (Mid-thigh is defined as finger-tip length.) Garments shorter than mid-thigh must be worn with spandex-like apparel. When wearing spandex-like apparel including leggings, students must be covered by a shirt, sweater or skirt that must be mid-thigh in length.
2. Students should be clean, maintaining good hygiene and be well groomed. Dirty clothing, body odor and offensive perfumes can cause disruptions in the classroom, as students may be unable to concentrate.
3. Hats, visors, bandanas, and sunglasses are not to be worn in the building.
4. Unacceptable attire for school includes:
 - a. Clothing advertising alcohol and/or tobacco, racism, disrespect of authority, violence, inappropriate language or sexually suggestive;
 - b. Tight-body or cleavage revealing clothing, torso revealing shirts, bare shoulder shirts, tank tops, spaghetti strap tops, bare midriffs, clothing that reveals bra straps or underwear, and open mesh shirts;
 - c. Ripped, frayed and torn clothing that is located above mid-thigh length, cut-off shorts, sagging pants, pajamas, chains or other accessories that hangs from pants, and house slippers;
5. Outdoor coats, jackets and book bags are to be placed in lockers upon arrival to school and may not be worn or taken to classrooms. (Unless given prior permission by the teacher.)
6. Apparel, jewelry, notebooks, or grooming, instruments, which by virtue of color, arrangement, trademark, insignia, logo, symbol, slogan or other attributes denote membership in gangs which advocate drug use, violence, disruptive or criminal behavior are prohibited.

Students who are representing F.C. Reed Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

How should I dress for school at RMS?

Students should consider the following questions when dressing for school:

(First hour teachers will monitor adherence to RMS dress code and advise students.)

1. Does my clothing expose too much?
2. Does my clothing advertise something that is prohibited to minors?
3. Are there obscene, profane, drug-related, gang-related, violence-related or inflammatory messages on my clothing?
4. Am I dressed appropriately for the weather? (i.e. wearing clothing that exposes arms or legs to severe cold temperatures during recess)
5. Do I feel comfortable with my appearance?
6. Does any accessory attached to my clothing or worn as jewelry violate any part of the middle school dress code?

What happens if I have a problem with the dress code at school?

The principal will make the final decision, but any faculty member will be willing to help. Usually students are asked to change into more appropriate clothing and return to class. Occasionally, parents are called to help resolve the problem.

EMERGENCY CLOSINGS AND DELAYS

School officials will announce school closings and 2-hour delays by 6:30 a.m. We will use the instant alert system to notify parents, so it is important that we have your current phone number. **Please notify the office when your address, telephone number, email address or emergency contact information changes.**

Closings and delays will also be announced on Mid-West Family Broadcasting Stations: WSJM-FM 94.9, WSJM-AM 1400, WIRX-FM 107, Y-COUNTRY 97.5, The Coast 98.3, COSY-FM 103.7 Television stations WSBT 22, FOX 28 and WNDU 16.

In the event of a two hour delay, school will begin promptly at 10:00 a.m., the building will be open at 9:35 a.m., and no breakfast will be served.

CLASSWORK AND HOMEWORK POLICY

Do teachers assign homework at RMS?

Yes, classwork and homework are required in all classes. Homework is designed to be an extension of the learning that occurs in the classrooms. If there are any questions about homework, individual teachers may be contacted by phone or email.

What do you consider homework?

Homework is an out-of-class task a student is assigned as an extension of classroom work.

Why do teachers assign homework?

Most homework has one or both of the following goals:

1. Homework is an opportunity for practice (or completion) of a skill or concept introduced in the classroom (and in some cases, unfinished classroom work).
2. Homework is an opportunity to practice a skill or concept differently than the technique used in the classroom.
3. Homework is designed to extend and reinforce classroom learning, encourage personal responsibility and self-direction in learning, develop good study habits, help students organize and budget time, and bring a closer connection between home and school communication.

How much time should I spend on homework?

RMS suggests that 5th, 6th, 7th, and 8th grade students should set aside time each night to work on homework and/or independent reading.

What should I do if my parents think I am spending too much time on homework?

If you are spending an excessive amount of time on homework, please speak with your teacher about deadlines and making good use of time during the school day. If you are feeling frustrated by the amount of work that you have at night; please have your parents draw a line under the last problem completed, have them sign and date the paper and return the assignment to your teacher. The teacher will be able to see where you are having difficulty and will contact your parents to discuss your assignments.

What can my parents do to help me at home?

Parents help most by providing a quiet place to study away from outside distractions. Setting aside a time for homework on a daily basis helps everyone develop good study habits. Parents need to make sure that homework is complete even if students are involved in extracurricular functions.

What is the “bottom line” in school homework?

The “bottom line” is that teachers and parents want the same thing for our students. We want RMS students to learn to work hard, be responsible, and earn an excellent education. Our students will be competing with students all over the globe for jobs in the 21st century. They must understand the need and the value of a “World Class” education. Getting into the habit of studying regularly will give our students a better chance of

achieving their personal best in school. As adults, we must insist that students form good study habits that will serve them well in school and in their adult life, beyond school.

Is make-up work accepted for credit?

Make-up work is the responsibility of the student. A student is expected to ask her/his teachers for the work missed during an absence. Sufficient time will be given for the completion of any missed assignments (two days for each day absent).

How do I make a request for homework?

If a student is absent for *more* than two days, homework may be requested by contacting the office (269-465-5410) and making a request. For quick and efficient service, we will follow these guidelines:

- A student has two days for each day absent to make up any missed work.
- Work/tests scheduled before your absence will be due/taken upon your return.
- Homework should be requested during an extended absence. Two days would be considered an extended absence.
- Work requested due to family vacations will be provided upon the student's return.
- Rather than disturb classes during the day for assignments, we ask that you give us a twenty-four hour notice for homework.
- When homework is requested, we appreciate having it picked up after school.

MIDDLE SCHOOL RETENTION

Can I be retained in middle school?

Yes, it is possible.

Why are students asked to repeat a grade at F.C. Reed Middle School?

The decision to retain a student rests with the building principal. Because the job of the middle school is to get students ready for success in high school, students are retained when they are not making progress towards high school readiness. The principal consults with parents, teachers, counselors, and administrators, but the principal will make the final decision.

What are some reasons why a student may not make adequate progress towards high school readiness?

If a student is injured or ill and she/he has to miss school for an extended length of time, sometimes it is better to repeat a grade, rather than having the pressure to “catch up.” Occasionally, a student will benefit from additional time to develop and mature. If a student doesn't apply themselves, they may not be able to demonstrate high school readiness.

What are the high school readiness standards?

High school readiness is demonstrated by a combination of student accomplishments:

1. Receive passing grades (A, B, C, D) in Math, English/Language Arts, Social Studies, and Science
2. Have a special education IEP that recommends a high school program and guarantees academic support in high school. Your grade placement will be determined by the Case Conference Committee

STUDENT AND SUPPORT SERVICES

Berrien RESA staff members and district personnel may periodically visit F.C. Reed Middle School to observe students and consult with teachers for the purposes of improving teaching practice and designing academic and behavioral interventions for students.

ATTENDANCE AND TARDINESS

Why are attendance and timeliness important at RMS?

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program at RMS.

We recognize, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

What should I do if I'm going to be late or absent?

The school requires that the office (269-465-5410) be notified in advance of such absences by the student's parent or guardian. The reason for the absence, tardiness, or early dismissal will be given in the note or telephone conversation. If absence or tardy is caused because of a doctor, dentist, counseling or court appointment, a note from the appropriate facility is needed to excuse the absence/tardy.

When a student arrives after 8:00 a.m., parents may be requested to accompany the child into the school office for sign-in; or parents may be contacted.

Being on time is a life skill important to each student's future. Schools have the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time. Promptness to class protects the teacher's right to begin the instruction on time for all students. Students are required to be in class on time. Tardiness to class is defined as not being physically in the room when the bell stops ringing. If, for some reason, the bells are inoperative, the teacher's discretion will be used. A student who is tardy for more than 10 minutes will be recorded as absent.

Truancy, excessive absence, or tardiness will result in a progressive discipline program targeted toward alleviation of attendance problems. The Berrien Regional Education Services Agency's truancy office monitors students' attendance and intervenes, when necessary.

Students absent from school or suspended during the day of an extracurricular activity may not attend or participate in that activity without approval from the principal.

HOME/SCHOOL COMMUNICATION

How are my parents notified of RMS activities and my school progress?

Bridgman Public Schools communicate with students' homes in many ways. Some of the regular communications include:

1. Report Cards are sent to homes following each grading quarter.
2. PowerSchool is available for parents to check students' grades, check attendance, and setup notifications.
3. Parent/Teacher Conferences are held in the Fall. Parents or teachers may also schedule conferences, when necessary.
4. Teachers are available via telephone/voicemail.
5. The website for F.C. Reed Middle School can be found on the Bridgman District website: www.bridgmanschools.com.
6. Mass emails are sent out by teachers in order to remind parents/students about important assignments, tests or class learning activities.
7. Students are encouraged to make use of their student planners by reviewing them with parents after every school day.
8. The instant alert system will be used to notify parents of important information such as school closings, meetings, conferences and emergencies..
9. The Bridgman Buzz is a quarterly newsletter that is available online at www.bridgmanschools.com.

How can my parents contact RMS?

Bridgman Schools provides many useful tools and suggestions:

1. Use PowerSchool to monitor homework and special projects (see above).
2. Make regular calls to the school office (269-465-5410) or the Guidance Counselor, (269-466-0238).
3. Send an email to the teacher stating your concern and request a reply or leave a message with the office by calling 465-5410.
4. Attend school functions and activities.
5. Schedule conferences with specific teachers.

Will I be able to use my cell phone or electronic device during school hours?

F.C. Reed Middle School realizes the importance of communication with your parents. The RMS personal cell phone/ electronic device policy includes a graduated privilege system based on grade level.

5th & 6th Grade:

Students may possess and use their cell phone or electronic device during lunch/recess, before and after school. Students may not possess or use their phone during instructional time in the classroom setting. Pictures and videos are not to be taken in class or on school property without staff or peer permission. ***The possession or use of personal cell phones or electronic devices is strictly forbidden in all locker rooms, bathroom areas, and any other area that privacy is expected.*** Students who violate this privacy policy will lose personal cell phone/ electronic device possession or use for the remainder of the school year.

7th & 8th Grade:

Students may possess their phone before school, after school, during instructional time in the classroom and recess/ lunch. Personal cell phones or electronic devices may not be utilized in the classroom setting without teacher permission. Pictures and videos are not to be taken in class or on school property without staff or peer permission. ***The possession or use of personal cell phones or electronic device is strictly forbidden in all locker rooms, bathroom areas, and other areas that privacy is expected.*** Students who violate this privacy policy will lose personal cell phone/ electronic device possession or use for the remainder of the school year.

If parents need to contact students during the instructional time of day, please call the middle school office at 269-465-5410. The secretary will get the message to your child without interrupting class instruction. If students need to contact parents for any reason during the instructional time of day, they can come to the office or use the phone in the teacher's room at the teacher's discretion. Misuse of cell phones during school hours will result in the following consequences:

1. First offense: Cell phone or electronic device will be brought to the office & picked up by parent;
2. Second offense: Cell phone or electronic device will be brought to the office & picked up by parent, and two silent lunches assigned;
3. Third offense: Loss of the privilege of bringing/ using a cell phone or electronic device on school property for the balance of the school year, and 1 ISS day assigned.

Why is my school agenda (daily planner) so important?

The school agenda or daily planner is given to each student at the beginning of the school year. Agendas are like textbooks and will be kept in good condition throughout the school year. Students may customize them, but should never record words in bad taste, or otherwise abuse the planner. Students are required to carry the planner to every class and record their daily assignments. The planners are also passes to class, when needed. Parents are encouraged to check their student's planner daily to monitor homework completion and for communication from teachers. ***Use of the agenda is part of our goal to help students be organized and get support from parents.*** Students who lose their daily planner will need to purchase another from the school office for \$5.00 as soon as possible.

REMAINING AFTER SCHOOL

Can I just “hang out” at RMS after dismissal?

No, you may not be in the building after dismissal unless you are in a club meeting, sports, drama practice, library, or some other co-curricular activity with a teacher or coach present.

Students are to be under the supervision of a responsible adult at all times. Some choices for after school are:

1. Athletic teams
2. Chess Club
3. Glee Club
4. Science Olympiad
5. Lego League

STUDENT EXPECTATIONS

It is expected that F.C. Reed Middle School students will display good conduct and appropriate behavior. The Behavior Matrix shown below outlines the expectations for daily behavior that will be modeled and taught at the beginning of the school year and re-taught throughout each school year.

	<i>Bee Respectful</i>	<i>Bee Responsible</i>	<i>Bee Safe</i>
All School Settings	<ul style="list-style-type: none"> • <input type="checkbox"/> Respect school property • <input type="checkbox"/> Respect personal space and belongings • <input type="checkbox"/> Listen to adults the first time • <input type="checkbox"/> Dress appropriately • <input type="checkbox"/> Refrain from gossip and spreading rumors • <input type="checkbox"/> Show respect to guests • <input type="checkbox"/> Use a conversational voice and use appropriate language 	<ul style="list-style-type: none"> • <input type="checkbox"/> Stop and think • <input type="checkbox"/> Be there, be ready • <input type="checkbox"/> Help others • <input type="checkbox"/> Stay gum-free • <input type="checkbox"/> Leave electronic devices in locker and turned off • <input type="checkbox"/> Return items to Media Center by due date or will be charged the replacement cost of any item lost or damaged 	<ul style="list-style-type: none"> <input type="checkbox"/> Only staff opens exterior doors <input type="checkbox"/> Keep hands and feet to self <input type="checkbox"/> Walk while on school grounds <input type="checkbox"/> Use technology appropriately
Halls	<ul style="list-style-type: none"> <input type="checkbox"/> Pass politely and with manners 	<ul style="list-style-type: none"> <input type="checkbox"/> Have your planner for your hall pass <input type="checkbox"/> Keep the school clean <input type="checkbox"/> Move with a purpose to your destination 	<ul style="list-style-type: none"> <input type="checkbox"/> Stay to the right <input type="checkbox"/> Keep an aisle open
Commons	<ul style="list-style-type: none"> <input type="checkbox"/> Treat all adults serving food, running the cash registers, and supervising the lunchroom with full cooperation and respect <input type="checkbox"/> Line up at the end of the line <input type="checkbox"/> Stay in line <input type="checkbox"/> Maintain appropriate table manners 	<ul style="list-style-type: none"> <input type="checkbox"/> Clean up after yourself • <input type="checkbox"/> Wait your turn • <input type="checkbox"/> Know your lunch number • <input type="checkbox"/> Have payment ready <input type="checkbox"/> Pay for what you take <input type="checkbox"/> Buy what you touch <input type="checkbox"/> Keep food and drink in common area <input type="checkbox"/> Put garbage in the appropriate receptacle <input type="checkbox"/> In assemblies, sit quietly with feet on the floor <input type="checkbox"/> Applaud respectfully when appropriate (refrain from whistling, booing, and yelling) <input type="checkbox"/> Remain in seat until performance is over 	<ul style="list-style-type: none"> <input type="checkbox"/> Food stays on the table <input type="checkbox"/> Stay seated until permission is given to get up <input type="checkbox"/> Exit safely
Bus	<ul style="list-style-type: none"> <input type="checkbox"/> Respect the bus property <input type="checkbox"/> Respect your peers and the bus driver <input type="checkbox"/> Follow all the driver's instructions 	<ul style="list-style-type: none"> <input type="checkbox"/> Be on time to bus stop <input type="checkbox"/> Find seat quickly and stay there <input type="checkbox"/> Exit at your stop 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep aisles clear <input type="checkbox"/> Hands and feet to self <input type="checkbox"/> Honor personal space and belongings <input type="checkbox"/> Stay seated until the bus comes to a stop <input type="checkbox"/> Keep all food, gum, and candy in your backpack
Bathrooms	<ul style="list-style-type: none"> <input type="checkbox"/> Respect other people's privacy <input type="checkbox"/> Do not use cell phone 	<ul style="list-style-type: none"> <input type="checkbox"/> Put garbage in the appropriate receptacle <input type="checkbox"/> Be quick 	<ul style="list-style-type: none"> <input type="checkbox"/> Wash hands with soap and water <input type="checkbox"/> Water stays in the sink

How will problems be resolved?

Problems at school will be addressed with the school's mission in mind. All parties have their rights, roles, and responsibilities.

CLASSROOM MANAGEMENT AND OFFICE REFERRALS

Bridgman students and teachers will have the opportunity to learn and teach in a safe, orderly, and enjoyable classroom environment. To maintain an optimal learning/teaching environment, all parties will be expected to do their personal best at all times.

What are the Student Responsibilities?

1. Understand the expectations of the school, family, and community regarding behavior at F.C. Reed Middle School.
2. Learn to apply honesty, active listening, positive conversation, and achievement of personal best in all school activities.

What are the Teacher Responsibilities?

1. F.C. Reed Middle School teachers will prepare appropriate lessons that further their students' mastery of the stated curriculum of the State of Michigan and Bridgman Area Schools.
2. Establish and maintain classroom rules and procedures that teach students to use respectful, responsible, and safe behaviors that lead to success in middle school, high school, college, the military, the workplace, family life, or any other civil endeavor.
3. Correct and/or reteach positive behavior to students who are misbehaving.
4. Inform parents of students' unsafe, disrespectful, or irresponsible behavior. Log discipline using the student behavior report form.
5. Refer students to the building principal who commit gross infractions or chronically violate school or classroom rules.
6. Participate in professional meetings regarding student behavior.
7. Assist with the implementation of student behavior plans.
8. Supervise non-instructional areas by interacting with students in positive ways, whenever possible; cover supervision post with colleagues, keeping someone on duty during all passing times, remind students to proceed to class before the warning alarm sounds; close classroom door after the bell; record attendance and student tardiness consistently.
9. Manage classrooms to maximize usable instructional time and model appropriate school attitudes and behaviors.

What are the Parent Responsibilities?

1. Provide a home environment that emphasizes the importance of behaving in a safe, respectful, and responsible manner.
2. Support the school's efforts to teach its students to be successful in the classroom.

What are the Principal's Responsibilities?

1. Maintain a safe, orderly, and productive learning environment.
2. Support the efforts of teachers and parents to teach students behaviors and habits that will lead to future success.
3. Implement discipline procedures in a consistent manner. Consequences may include a Silent Supervised Lunch (SSL), In School Suspension (ISS) or Out of School Suspension (OSS).

What are the classroom rules?

RMS teachers' classroom rules may differ slightly, but they will be similar to the following set of school rules:

1. Be prepared to do your personal best with the opening assignment immediately after tardy signal sounds.
2. Each student is required to have:
 - a. Pen or pencil
 - b. Notebook paper

- c. Textbook, journal, homework
 - d. Planner
 - e. Earbuds
3. Education research states that five behaviors boost student's abilities to pay attention. These behaviors are referred to as SLANT: 1) sit up straight, 2) lean forward, 3) ask and answer questions, 4) nod your head, and 5) track the speaker.
 4. Keep hands, feet, and verbal put-downs to yourself at all times. Respect and protect others and their property.
 5. Cooperate with teacher's instructions immediately, the first time they are given.

What happens if I don't follow the classroom/school rules?

Remember, our primary purpose at RMS is not to assign negative consequences, but to provide positive support for consistently good behavior. Realistically, however, there will be consequences for bad behavior choices. Each situation will be assessed individually, investigated, and the student code of conduct will be implemented fairly. The RMS student code of conduct outlines all discipline consequences and is posted on the RMS webpage.

RMS GRADE SCALE

GRADE	CUTOFF
A+	99.5
A	92.5
A-	89.5
B+	86.5
B	82.5
B-	79.5
C+	76.5
C	72.5
C-	69.5
D+	66.5
D	62.5
D-	59.5
CR	
F	
I = INCOMPLETE	
N = NO MARK	
NC – NO CREDIT	