



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 our very special learning environment here at RMS. 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.

Teachers and staff members will consistently emphasize respect, responsibility, honesty, and safety during the 2018 – 2019 school year at F.C. Reed Middle School. We look forward to you demonstrating respect towards all members of our learning community and the high quality facilities around you each day. Furthermore, the RMS teachers and support staff 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 at the middle school.

All of the employees at F.C. Reed Middle School are eager and willing to assist you on a daily basis. 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!

Your partners in education,

The RMS Team

**F.C. REED MIDDLE SCHOOL VISION STATEMENT:**

*"Together, challenging our children to succeed."*

**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."*

***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 embrace 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, a hard work ethic, 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 and the community. 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” is defined by the following traits:

- 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

**F.C. REED MIDDLE SCHOOL DAILY SCHEDULE**

*What is the daily schedule at F.C. Reed Middle School?*

**RMS Daily Schedule:**

**5<sup>th</sup> and 6<sup>th</sup> Grade:**

1 <sup>st</sup> Hour:	8:00 a.m. – 8:48 a.m.
2 <sup>nd</sup> Hour:	8:50 a.m. – 9:38 a.m.
3 <sup>rd</sup> Hour:	9:41 a.m. – 10:29 a.m.
4 <sup>th</sup> Hour:	10:32 a.m. – 11:20 a.m.
Lunch	11:20 a.m. – 11:50 a.m.
5 <sup>th</sup> Hour:	11:53 a.m. – 12:41 p.m.
6 <sup>th</sup> Hour:	12:44 p.m. – 1:29 p.m.
7 <sup>th</sup> Hour:	1:32 p.m. – 2:17 p.m.
8 <sup>th</sup> Hour:	2:20 p.m. – 3:05 p.m.

**7<sup>th</sup> and 8<sup>th</sup> Grade:**

1 <sup>st</sup> Hour:	8:00 a.m. – 9:00 a.m.
2 <sup>nd</sup> Hour:	9:04 a.m. – 10:04 a.m.
3 <sup>rd</sup> Hour:	10:08 a.m. – 11:08 a.m.
4 <sup>th</sup> Hour:	11:11 a.m. – 11:56 a.m.
Lunch	11:56 a.m. – 12:26 p.m.
5 <sup>th</sup> Hour:	12:29 p.m. – 1:14 p.m.
6 <sup>th</sup> Hour:	1:17 p.m. – 2:17 p.m.
7 <sup>th</sup> Hour:	2:20 p.m. – 3:05 p.m.

## **F.C. REED MIDDLE SCHOOL DRESS CODE**

### ***Does RMS have a dress code?***

Yes, it does! If in the opinion of the RMS Principal (or designee), a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others; they may be removed from the educational setting. Students are expected to wear school appropriate clothing. Please review the specific guidelines included in the RMS Dress Code.

### **RMS Dress Code:**

1. Footwear is required at all times.
2. 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.
3. Students should be clean, maintain 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.
4. Hats, visors, bandanas, and sunglasses are not to be worn in the building.
5. Leggings are not permitted to be transparent, translucent, or have holes that are located above the mid-thigh. Leggings must be covered by a shirt or article of clothing that extends down to the student's palm of hand (when arms are extended straight towards the ground).
6. Unacceptable attire for school includes:
  - a. Clothing advertising or promoting alcohol and/or tobacco, racism, disrespect of authority, violence, inappropriate language, or sexually suggestive content.
  - b. Cleavage revealing clothing, bare shoulder shirts, tank tops, shirts with sleeves cut off at the shoulders, 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. Also, cut-off shorts, sagging pants, pajamas, chains or other accessories that hang from pants, and house slippers.
7. Unless given specific permission by a teacher, students' coats, jackets, and bags are to be placed in their personal lockers upon arrival to school and may not be worn or taken into classrooms.
8. Apparel, jewelry, accessories, 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 strictly prohibited.
9. The RMS Principal reserves the right to implement a temporary winter dress code at the middle school to ensure that RMS students are dressed in a manner that keeps them warm and safe.

### ***How should I dress for school at RMS?***

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much?
2. Does my clothing advertise something that is prohibited to minors and/or adults?
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?
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 RMS Dress Code?

First hour teachers will monitor adherence to the RMS Dress Code and notify students when they are in violation of the RMS Dress Code.

Students who are representing F.C. Reed Middle School at an official function or public event may be required to follow specific dress requirements, including the expectations outlined in the RMS Dress Code. Usually, this applies to athletic teams, cheerleaders, bands, and other student groups.

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

The RMS Principal (or designee) will make the final decision, however all RMS staff members have the authority to send students to the office for dress code violations. When a violation occurs, 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**

### ***How are parents and students notified of school closings or delays?***

School officials will announce school closings and two 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 immediately when your address, telephone number, email address, or emergency contact information changes.*

Closings and delays will also be announced on the radio and TV:

*Mid-West Family Broadcasting Stations:* WSJM-FM 94.9, WSJM-AM 1400, WIRX-FM 107, Y-COUNTRY 97.5, The Coast 98.3, and 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. On these occasions, 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 may be required in 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 that is assigned to a student as an extension of classroom work.

### ***Why do teachers assign homework?***

Homework is designed to achieve or promote one or more of the following objectives:

1. Homework is an opportunity to practice a skill or concept introduced in the classroom.
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.

4. Homework helps students develop good study habits, learn how to organize and budget time, and encourages communication between home and school.

### ***How much time should I spend on homework?***

RMS suggests that 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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 students are spending an excessive amount of time on homework, please proactively contact the teacher about upcoming deadlines. If students are feeling frustrated by the amount of work that they have at night, please have a parent/guardian draw a line under the last problem completed, sign and date the paper, and email the teacher to notify them of the issue before the assignment's due date. Students should then return the assignment to their teacher. The teacher will be able to see where students are having difficulty and will contact the appropriate parent/guardian to discuss 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" with 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. Soon, RMS students will be competing with students from all over the globe for educational opportunities and jobs. 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 to achieve 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 future adult lives.

### ***How do I make a request for makeup work?***

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

- Assignments, projects, and/or assessments that were assigned or scheduled before a student's absence will be due/taken on the original scheduled due date. Teachers have the right to grant a student an extension when they deem appropriate.
- For work that is assigned during a student's absence, the student will have up to two days (for each excused absence that occurs) to make up any missed work upon their return to school. Homework should be requested during an extended absence. An "extended absence" is defined as an absence of two or more days.
- Students who miss school due to a family vacation will be provided makeup work upon their return to RMS. Teachers will not be expected to supply students with upcoming assignments for absences related to family vacations during scheduled instructional days.
- When homework is requested, we appreciate having it picked up after the school day is complete. During the school week, please allow for up to 24 hours for your makeup work request to be fulfilled by the RMS staff.

## **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 RMS Principal. Because the job of the middle school is to successfully prepare students for high school, students may be retained when they are not making sufficient academic progress towards high school readiness. The RMS Principal will consult with parents, teachers, counselors, and administrators when making decisions regarding retention. However, the final decision is reserved for the RMS Principal.

### ***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” during the next academic year. 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.

## **STUDENT AND SUPPORT SERVICES**

### ***Who will RMS teachers work with to support middle school learners?***

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 or designing academic and behavioral interventions for students.

## **ATTENDANCE AND TARDINESS**

### ***Why are attendance and timeliness important at RMS?***

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. It is necessary that a student be in attendance throughout the school day 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?***

F.C. Reed Middle School requires that the RMS office (269-465-5410) be notified in advance of 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 an 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. When a student leaves F.C. Reed Middle School during the middle of the instructional day, a parent/guardian is required to enter the building and sign the student out of school in the RMS office.

### ***What is the definition of being "tardy" at RMS?***

Students are required to be in class on time. "Tardiness" is defined as not being physically in the appropriate classroom and prepared to learn when class is scheduled to begin. A student who is tardy by more than 10 minutes will receive an unexcused absence. Please review the RMS Code of Conduct for consequences related to tardiness and unexcused absences.

### ***What are the consequences for not regularly attending school or being on time to class?***

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.

### ***Am I allowed to attend extracurricular activities if I am absent or suspended from school?***

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

## **HOME/SCHOOL COMMUNICATION**

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

F.C. Reed Middle School will communicate with students' homes in many ways. Forms of regular communication include:

1. The *RMS Weekly Bulletin*, which is a weekly electronic newsletter that is distributed to parents/guardians from the RMS Principal.
2. Electronic report cards, which are available to parents/guardians following each academic quarter.
3. PowerSchool, which is available for parents to check students' grades, check attendance, and setup notifications.
4. Parent/Teacher Conferences, which are held in the fall. Parents or teachers may also schedule conferences, when necessary.
5. Email, telephone calls, and voicemail. All RMS staff members check their email and telephones daily during the school week.
6. The website for F.C. Reed Middle School, which can be found on the Bridgman District website: [www.bridgmanschools.com](http://www.bridgmanschools.com).
7. Mass emails, which are sent out by teachers in order to remind parents/guardians and students about important assignments, tests, or class learning activities.
8. The RMS Daily Planner, which is provided to students for free. Students are encouraged to make use of their student planners by reviewing academic information with parents after each school day.



9. The instant alert system, which will be used to notify parents of important information such as school closings, meetings, conferences, and emergencies.
10. The *Bridgman Buzz*, which is a quarterly newsletter that is available online at [www.bridgmanschools.com](http://www.bridgmanschools.com).

### ***How can my parents contact RMS?***

F.C. Reed Middle School recommends that parents use the following methods to contact the middle school:

1. Use PowerSchool to monitor students' Product and Process grades.
2. Call the RMS office (269-465-5410) or the RMS School Counselor (269-466-0238).
3. Send emails to teachers stating your concern and request a reply.
4. Leave a message for a teacher with the RMS office by calling 269-465-5410.
5. Attend school functions and activities.
6. Schedule conferences with specific teachers.

## **CELL PHONES, WATER BOTTLES, AND DAILY PLANNERS**

### ***Can I use my cell phone or electronic device during school hours?***

F.C. Reed Middle School realizes the importance of communication with your parents. Accordingly, students have access to a phone in the RMS office which can be used to communicate with parents/guardians throughout the instructional day. Parents/guardians may also contact the RMS office to communicate messages to their student(s). The RMS personal cell phone/electronic device policy includes a graduated privilege system based on grade level:

#### **5th & 6th Grade:**

Before school (7:30 am – 8:00 am) students are expected to keep their cell phones stored and turned off in their backpacks and may not use cell phones or non-school issued personal electronic devices in the morning prior to classes. Students will be expected to store cell phones and non-school issued personal electronic devices in their lockers during the remainder of the instructional day (turned off). Cell phones and personal electronics will not be permitted in the RMS cafeteria or on the RMS playground. Students may not possess or use their phone during instructional time in the classroom setting. Students may possess and use their cell phone or non-school issued personal electronic device after school only. Pictures and videos are not to be taken 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 could lose personal cell phone/electronic device privileges for the remainder of the school year and will be subject to the RMS Code of Conduct.

#### **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 could lose personal cell phone/electronic device privileges for the remainder of the school year and will be subject to the RMS Code of Conduct.

***How can parents/guardians communicate with their student during the school day if students don't have access to their cell phone?***

If parents need to contact students during the instructional time of day, please call the RMS office at 269-465-5410. The secretary will get the message to your child without interrupting class instruction. If students need to contact parents/guardians for any reason during the instructional time of day, they can come to the RMS office or use the phone in the teacher's room at the teacher's discretion.

***Am I allowed to bring in outside drinks to F.C. Reed Middle School?***

Outside soda, coffee, sports drinks, tea, and other non-water beverages will not be permitted in classrooms or hallways during the instructional day. Students may bring a transparent water bottle to school and utilize the bottle filling stations throughout the building to carry and consume water throughout the school day. Outside beverages, non-transparent containers, and unlabeled, suspicious liquids may be confiscated by the RMS Principal or their designee.

***Am I expected to bring my RMS daily planner to school every day?***

Yes. Students should bring their planners to school every day.

***Why is it important to bring my RMS daily planner to school every day?***

The RMS daily planner is given to each student at the beginning of the school year. Students' planners should be kept in good condition throughout the school year. Students are required to carry the planner to every class and are expected to record their daily assignments. Parents are encouraged to check their student's planner daily to monitor homework completion and for communication from teachers. The RMS planner is used to issue passes to class, when needed. Use of the RMS daily planner is part of our goal to help students be organized and receive support from parents. Students who lose their daily planner will need to purchase another from the RMS office for \$5.00 as soon as possible.

**REMAINING AFTER SCHOOL**

***Can I just "hang out" at RMS after dismissal?***

No. Students may not be in the building or on the RMS playground after dismissal unless they are in a supervised club meeting, sports practice/competition, Visual and Performing Arts (VPA) practice, School Counseling event, or are participating in another extracurricular activity with a teacher or coach present. The RMS Principal expects all students to be out of the building by 3:15 pm.

## RMS 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>
<i>All School Settings</i>	<ul style="list-style-type: none"> <li>• Respect school property</li> <li>• Respect personal space and belongings</li> <li>• Listen to adults' instructions the first time</li> <li>• Dress appropriately</li> <li>• Refrain from gossip and spreading rumors</li> <li>• Show respect to guests</li> <li>• Use a conventional voice and use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Stop &amp; think</li> <li>• Be there, be ready</li> <li>• Help others</li> <li>• Leave electronic devices in locker and turned off during class</li> <li>• Return items to the Media Center by due dates</li> </ul>	<ul style="list-style-type: none"> <li>• Only staff members should open exterior doors</li> <li>• Keep hands and feet to self</li> <li>• Walk while on school grounds</li> <li>• Use technology appropriately</li> </ul>
<i>Halls</i>	<ul style="list-style-type: none"> <li>• Pass politely and with proper manners/behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Have planner to use as a hall pass</li> <li>• Keep the school clean</li> <li>• Promptly move with a purpose to your destination</li> </ul>	<ul style="list-style-type: none"> <li>• Stay to the right when walking</li> <li>• Keep an aisle open</li> </ul>
<i>Cafeteria</i>	<ul style="list-style-type: none"> <li>• Treat all adults serving food, running the cash registers, and supervising the lunchroom with full cooperation and respect</li> <li>• Line up at the end of the lunch line and do not push or shove other students</li> <li>• Stay in line</li> <li>• Maintain appropriate table manners</li> <li>• Clean up lunchroom mess</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Wait your turn</li> <li>• Know your lunch account number</li> <li>• Have lunch payment ready</li> <li>• Pay for what you take, do NOT steal</li> <li>• Buy what you touch</li> <li>• Keep food and drink in the cafeteria</li> <li>• Deposit garbage in the appropriate receptacle</li> </ul>	<ul style="list-style-type: none"> <li>• Keep food on the table</li> <li>• Do not throw food</li> <li>• Stay seated until permission is given to get up</li> <li>• Exit safely</li> </ul>
<i>Bus</i>	<ul style="list-style-type: none"> <li>• Respect the bus property</li> <li>• Respect your peers and the bus driver</li> <li>• Follow all the driver's instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time to bus stop and bus line</li> <li>• Find seat quickly and remain seated on the bus</li> <li>• Exit at your assigned bus stop</li> </ul>	<ul style="list-style-type: none"> <li>• Keep aisles clear</li> <li>• Keep hands and feet to self</li> <li>• Honor personal space and belongings</li> <li>• Stay seated until the bus comes to a stop</li> <li>• Keep all food, gum, and candy in your backpack</li> </ul>
	<ul style="list-style-type: none"> <li>• Respect other people's privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Put garbage in the appropriate receptacle</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands with soap and water</li> </ul>

<i>Bathrooms</i>	• Do not possess or use cell phones or take pictures	• Be prompt and return to class	• Keep water in the sink • No horseplay
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## **CLASSROOM MANAGEMENT AND OFFICE REFERRALS**

Bridgman students and teachers have the right 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 fulfill their responsibilities and meet standards for conduct.

### ***What are students' 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 teachers' 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 Public Schools.
2. Establish and maintain classroom rules and procedures that align with the RMS Code of Conduct and 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 who commit gross infractions or chronically violate school or classroom rules to the RMS Principal.
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.
9. Whenever possible, cover supervision post with colleagues to keep someone on duty during all passing times.
10. Manage classrooms to maximize usable instructional time and model appropriate school attitudes and behaviors.

### ***What are parents' responsibilities?***

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

### ***What are the RMS 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 when class is scheduled to begin.

2. Each student is required to have:
  - a. Pen or pencil
  - b. Notebook paper
  - c. Textbook
  - d. Notebook or journal
  - e. Homework
  - f. Planner
  - g. Chromebook
  - h. 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?***

Problems at school will be addressed with the school’s mission and vision statements in mind. All parties have their rights, roles, and responsibilities. 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 RMS Code of Conduct will be implemented fairly. The RMS Code of Conduct outlines potential discipline consequences and is posted on the RMS webpage.

**F.C. REED MIDDLE SCHOOL GRADING SCALE**

***How are grades calculated at F.C. Reed Middle School?***

**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	

