

# Student Handbook 2017-18

**Dr. Jodi Green, Principal**  
**Mr. Stephen Walker, Assistant Principal (A-K)**  
**Mr. Jason Frech, Assistant Principal (L-Z)**



*Rucker-Stewart Middle School*

**Rucker-Stewart Middle School**  
**350 Hancock Street**  
**Gallatin, TN 37066**  
**615-452-1734**  
**Fax 615-451-5297**  
**Hours 7:40 - 2:40**

<http://rsm.sumnerschools.org/>  
[Sumner-bus.com](http://Sumner-bus.com)  
(For transportation information)  
Transportation Dept. 452-1520

## **Welcome to Rucker-Stewart Middle School**

I am so excited for this upcoming year at Rucker-Stewart Middle School. I have spent a total of 17 years in the middle school setting and feel confident that I can help you and your child get through these years successfully.

As a parent, you are a member of the team in educating your child. We encourage you to join the Parent Organization, attend events, and volunteer when needed. At home, you can also be a big help by taking the time to find out what your child is learning, help with homework, and just ask them about the day. Please join our Facebook, Instagram, and Twitter groups, as well as visit our website often. You will be amazed at the things your child will be learning and all that they are doing in school.

I look forward to a close relationship with you and your child. Please familiarize yourself with this handbook, as it is intended to help you get to know the school and how it works. Never hesitate to call your child's teachers if you have any questions regarding school procedures or your child's progress. If we can help you in any way, please let us know.

Sincerely,

Dr. Jodi C. Green, Principal  
Rucker-Stewart Middle  
615-452-1734

### **Rucker-Stewart Middle Student Dress Code**

Dress will be reasonable and in good taste for school environment. The principal or teacher will determine the definition of the above.

All students must follow the following standards of dress, but this does not necessarily constitute all standards of dress that students must abide by while attending school.

1. No leggings (unless with an appropriate length top or dress that is covering their private areas)
2. No sagging pants.
3. Pants with ANY holes are not permitted unless patched or worn with leggings underneath.
4. Sleeveless shirts are allowed as long as the shirt is three inches wide at the shoulder. No cut offs, muscle shirts, or spaghetti straps are allowed.
5. Girls should not wear clothes with low cut necklines.
6. Sheer/lace clothes may not be worn by any student unless they are worn over other garments.
7. Clothing with advertisements for tobacco, alcoholic products, suggestive slogans, racial connotations, or gang related items are not permissible.
8. No slogans or writing on the rear of shorts or pants
9. Cleated shoes or shoes with wheels are not permissible.
10. Head gear - Hats, caps, wristbands, bandanas, and sweat headbands may not be worn
11. Excessive jewelry, body piercings, nose or lip rings, extreme hair color, tattoos, along with writing on, painting, or coloring of the skin are distracting to the teaching and learning process and are not allowed at school. Jewelry that could be a safety threat is not allowed.
12. Extreme hairstyles are not permitted (Mohawks, writing in hair, etc...) – hair styles must be worn to allow eyes to be seen at all times.
13. Extreme make-up is not permissible at school.
14. Backpacks and string bags must be kept in lockers. Small purses are allowed in classrooms.
15. No sunglasses may be worn inside the building or on the head during school; unless doctor prescribed.
16. Chains of any type are not permitted.
- 17. STUDENTS THAT ARE NOT IN DRESS CODE WILL BE REQUIRED TO CHANGE. IF A STUDENT DOES NOT HAVE THE RESOURCES TO CHANGE, THEY WILL BE PLACED IN ISS.**

## **RUCKER-STEWART MIDDLE SCHOOL BYOD POLICY**

Parents and Students,

Rucker-Stewart Middle School has recently adopted a Bring Your Own Device (BYOD) policy for all of our students. We will be incorporating the use of items such as laptops, iPads, netbooks and other tablet devices with browsing capabilities for educational purposes only. Similar to other personally owned items, the school is not liable for the loss, damage, misuse, or theft of personally owned devices. Phones are not included as a device.

Expectations:

1. Students will only use appropriate technology at teachers' discretions.
2. Students will only use appropriate educational applications on their device (i.e. not games and/or non-- school related tasks and functions).
3. Students are not to call, text message, email, or electronically communicate with others from their personal device.
4. Students are permitted to access the school's network through personal devices, not private networks. More information will be provided to students for accessing the available network

Students not following expectations for use of personal devices will face school disciplinary measures.

### **ACCEPTABLE STUDENT USE OF PERSONALLY OWNED DEVICES**

#### **Definition of Acceptable and Unacceptable Devices**

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images.

- Examples of acceptable personally owned devices shall include but are not limited to: iPad, Nook, Kindle, other tablet devices with at least a 7 inch screen; laptop and/or netbook computers.
- Examples of unacceptable devices in this policy shall include but are not limited to: gaming devices or consoles, laser pointers, and modems or routers.

#### **Inappropriate Communication**

Inappropriate communication includes, but is not limited to, the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students

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- Information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment
- Personal attacks, including prejudicial or discriminatory attacks
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others
- Knowingly or recklessly posting false or defamatory information about a person or organization
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a student is told to stop sending communications, that student must cease the activity immediately.

### Usage Terms

- Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only.
- The school shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school.
- **The school reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.**
- Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action.
- All school students shall review this policy and associated technology guidelines before students utilize any school and/or personally owned devices. The school reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school- sponsored events.
- Students must be aware of appropriateness of communications when using district or personally owned devices.
- Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.
- **The school expressly prohibits use of personally owned devices in locker rooms, restrooms, and nurses offices.**
- **Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, or criminal charges.**
- Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, LTE or other content service providers. Personally owned devices must access the internet via the school's wireless network, provided by and monitored by Sumner County Schools.

## **REGISTRATION**

An official State of Tennessee Immunization form signed by a health care provider (doctor or Health Dept.) must be given to the school prior to attending. **Children who do not have the official state form will not be permitted to attend school.** Those children moving to Tennessee from another state must present the TN form before attending. Forms may be obtained from your doctor or the Health Department.

A physical examination is required of all children attending public school for the first time. The physical examination section of the official State of Tennessee Immunization form must be signed by a health care provider (doctor or Health Dept.) and given to the school prior to attending.

The Sumner County Board of Education requires a certified copy of the birth certificate at the time of registration in a public school. This copy should have a state identification number at the top. A school copy will be made for the child's record.

All students who attend RSMS must be zoned for RSMS. Proof of residence will be requested each year. If you are attending RSMS out of zone, you must have the proper paperwork approved by Dr. Green.

**Teacher requests cannot be guaranteed.** There are a lot of circumstances involved with creating class rosters for our school. Additionally, every teacher here will do their part to help maximize your child's learning and positively influence their education.

## **CHANGES TO STUDENT INFORMATION**

Please notify the school immediately if there is a change in your address, telephone number, custody or person to contact in an emergency. This information is very important in the event your child becomes ill, injured, or school is dismissed early.

## **SCHOOL HOURS**

7:45 A.M. – 2:45 P.M.

## **VISITORS**

Parents and visitors are welcome to visit the school at any time. The Sumner County Board of Education policy on visitors to a school states: "All visitors will report to the school office when entering and receive authorization and a visitor's badge for your visit elsewhere in the building." All visitors should have a name badge at all times.

## **BEFORE SCHOOL**

1. No child should arrive at school before 6:45 A.M.
2. Doors open and student supervision begins at 6:45 A.M.

## RUCKER-STEWART MIDDLE SCHOOL

3. Car riders are to be dropped off at the front of the school. When the line stops please allow your child to exit the car onto the sidewalk.
4. DO NOT PARK and walk students into the building. This will help to provide a safe, secure, and efficient drop off of students.
5. Students eating breakfast should report to the cafeteria.
6. All other students will report to the gym.
7. Students will be released from the gym at 7:30 A.M.

### AFTER SCHOOL

1. Car riders and walkers will be dismissed at 2:45 P.M. First load bus riders will be dismissed at 2:50 P.M. Second load bus riders will be dismissed when the bus arrives. Students dismissed before 2:45 P.M. will be considered “Early Dismissal”.
2. Please remain in your vehicle. Do not get out of your car and walk up to the car rider group. Please stay in line and we will call your child to your car.

### GENERAL RULES

The following school rules are in effect for the safety of students, personnel, and visitors. Our goal is for students to receive the maximum benefits from each school day. These rules apply to all students:

1. During the lunch block, all hallways are “quiet” zones and students will not speak in the hallway when going to and from lunch.
2. Every student in school will follow the instructions of all teachers and assistants at all times and in all places.
3. All adult school staff members will be addressed as Mr., Mrs., Ms., Miss, or Dr.
4. Students should not bring any items that are dangerous or appear dangerous. (This includes pocket knives or any other weapon.)
5. There will be no fighting of any nature at school.
6. Students may not trade, sell, or purchase items from other students at school. **(The school will not be held responsible if this rule is broken.)**
7. No student will leave school without proper office check out.
8. Running in halls, classrooms, or cafeteria will not be permitted.
9. There will be no loitering or playing in the restrooms, parking lots, or school grounds before or after school hours.
10. **TOYS AND GUM ARE PROHIBITED.** Students are only allowed to have water in a see through container. If these items are brought to school, they will be kept until the end of day when a parent may come to collect them.

### CELL PHONES

**STUDENTS ARE NOT PERMITTED TO USE CELL PHONES DURING SCHOOL. THESE DEVICES WILL BE TAKEN UP AND HELD IN THE OFFICE FOR PARENTS TO PICK UP.**

- 1<sup>ST</sup> Offense – Cell phone turned into office; student may pick up at the end of the day.
- 2<sup>nd</sup> and Subsequent Offense – Cell phone turned into office; parent/guardian must pick up.

**These devices may be turned over to law enforcement at anytime.**  
**Please refer to the Sumner County Board policy.**

**CODE OF BEHAVIOR AND DISCIPLINE**

Please refer to Sumner County Board policy JC.

**BUS RULES**

All pupils are under the authority of the bus driver. According to the regulations of the Sumner County Board of Education, students **MUST** obey the driver and the rules! Failure to do so can result in a student not being permitted to ride a school bus. All students who ride school buses should ride the same bus every day unless they have permission from the office.

**Riding a bus is a privilege.**

Disciplinary Action, which may include **SUSPENSION FROM THE BUS**, may be taken toward students who break rules:

1. Disorderly conduct
2. Use of improper language or disrespect to the driver
3. Out of seat when bus is in motion
4. Refusal to obey driver's directions
5. Head or arms extending from the bus
6. Tampering with bus parts
7. Unnecessary noise
8. Scuffling or fighting
9. Other causes as they may arise
10. Taking pictures or videotaping other students

Students who are written up on a bus will receive one verbal warning; any additional write ups will result in a bus suspension.

**Students, who are written up 3 times on the bus will be suspended 5 days. Additional write ups will result in a 10 day suspension or possible removal from the bus based on the principal's discretion.**

*Transportation's Phone Number: 615-452-1520*

**Administrative Consequences:**

Willful and persistent violations of school rules will be dealt with immediately. These consequences are issued following classroom interventions and administrative warnings. Students receiving administrative consequences are made well aware of their inappropriate behavior. The following table identifies the progression and purpose of each action.



RUCKER-STEWART MIDDLE SCHOOL

<b>Administrative Consequence</b>	<b>Purpose</b>
Detention	Provide student additional time outside of the learning day to work off misconduct.
In-School Suspension	Provide students with an alternative learning environment through isolation. Students must come up with a solution to help prevent the behavior.
Out-of-School Suspension	The most serious offenses will be handled through OSS.
Appearance before the Disciplinary Board	Students with willful and persistent misbehavior or zero tolerance actions may be referred to the Disciplinary Board for placement at the RT Fisher Alternative School.

**Detention**

Detentions will be assigned by teachers or principals in the building.

Detention must be within 5 school days. Absences do not extend the assigned completion time.

**Failure to serve the detention will result in the assignment of one (1) day of in-school suspension.** The day and time for detention is listed below.

Tuesday – Thursday (2:45<sub>PM</sub> – 3:45<sub>PM</sub>)

Excessive detentions will result in a day of ISS. For extenuating circumstances, please contact Mr. Frech or Mr. Walker in advance to reschedule a detention to avoid missing the detention due date and receiving ISS.

**Extreme Behavior Referrals:**

Some actions demand immediate attention from the administration. An office referral will be issued to any student for violations of rules related to inappropriate language, physical contact to students (fighting), direct disrespect to an authority figure, damage to property, theft, dress code violation, etc.

**In-School Suspension**

The principal may suspend any pupil from attendance in a class or classes at the school pursuant to the in-school suspension policy adopted by the Board of Education.

ISS provide students an opportunity to receive credit for their academic work while being disciplined. The student will spend the assigned time in a designated area under a very strict set of rules and will be required to do all work for the classes missed. **A student who violates the rules in ISS is subject to OSS.**

ISS Rules are listed below:

- Report to ISS before 7:45
- Students will complete all classroom assignments
- Bring all items (backpack, books, paper, pencil, etc...) to ISS before 7:40
- No talking, sleeping, refusing to work, speaking without permission, or communicating with other students

Automatic OSS for violating the following in ISS:

1. Assault (verbal/physical)
2. Property Damage
3. Sexual Harassment
4. Leaving without permission
5. Illegal Items
6. Total Disrespect

**Positive Reinforcement:**

The key to a successful disciplinary system is to illustrate inappropriate conduct through the rewards gained by maintaining behavior that is respectful and responsible. A positive reinforcement incentive for students will be awarded to students as they are caught being safe, respectful, and responsible. Ram Raves will be handed out and students will be able to purchase snacks and things every other week. Each nine weeks students may buy their way into an activity with Ram Raves. Students who do not have discipline consequences (detention, ISS, or OSS) and do not have a D or F at the end of each nine weeks will participate in the reward celebration as well.

**TENNESSEE CODE ANNOTATED 49-1309**

Any principal or principal-teacher of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspension may include, but shall not be limited to:

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct or vulgar or profane language;
3. Violence or threatened violence against any person or any personnel attending or assigned to any public school;
4. Willful or malicious damage to real or personal property of any person attending or assigned to said school;
5. Inciting, advising, or counseling of others to engage in any of the acts, herein before enumerated;
6. Marking, defacing, or destroying school property;
7. Possession of a pistol, gun, or firearm on school property;
8. Possession of a knife, etc., on school property.
9. Assaulting a principal or teacher with vulgar, obscene, or threatening language;
10. Unlawful use, possession, or distribution of barbitol or illegal drugs;
11. Any other conduct prejudicial to good order or discipline in any public school.
- 12.

<b><i>ADA Coordinator</i></b>	<b><i>Title VI &amp; Title IX Coordinators</i></b>	<b><i>Section 504 Coordinator</i></b>
Ms. Norma Dam	Ms. Katie Brown (if student to student) Mr. Naomi Aitchison (if adults are involved)	Mrs. Selena Elmore

**LUNCHROOM BEHAVIOR**

1. Proper behavior and manners are to be exercised at all times in the lunchroom.
2. Students must follow the directions of the lunchroom duty monitors.
3. Only family members may eat in the cafeteria with students. Students are not allowed to bring friends to the side tables to eat lunch with their family.
4. Food from restaurants (McDonald's, Subway, Sonic, etc...) is not permitted in the cafeteria. If you wish to eat with your child (and we do encourage this), please purchase a school lunch or bring a sack lunch from home.

**SEARCH AND SEIZURE**

Backpacks, lockers and other storage areas, containers and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, and dangerous weapons or for any property that does not belong to the student.

**CAFETERIA PAYMENT POLICY**

Students may only charge lunches for two consecutive days. This is a county policy. Please send money in promptly. Payments to the cafeteria can be made by sending cash or checks on Monday of each week to the cafeteria manager. Please put money in an envelope with student's name, amount enclosed, and purpose of the money on Monday of each week to give to the cafeteria manager. Make checks payable to RSMS Cafeteria. As a parent, prepayments can be made using a credit card online through [WWW.MEALPAYPLUS.COM](http://WWW.MEALPAYPLUS.COM)

If paying lunch fees with a credit card at [www.mealpayplus.com](http://www.mealpayplus.com) a small fee of 4.75% of the lunch payment will be charged. To create an account, you must use your student's 7 digit student ID number. The student ID number can be found on a student's report card or class schedule.

The school encourages students to pay for their meals by the week or by the month.

To check your cafeteria account balance or if you have any questions about the cafeteria, please call the cafeteria.

**WEAPONS & DANGEROUS INSTRUMENTS**

Please refer to Sumner County Board policy JCBF.

**STUDENT TELEPHONE USE**

Students may use an office phone in case of an emergency.

**DISCRIMINATION, HARASSMENT & RETALIATION**

It is the Sumner County School Board policy that all students and employees shall not be subjected to unlawful discrimination, harassment or retaliation. It is committed to safeguarding the right of all students and employees within the school system, on school campuses, at school events, and on school buses to learn and work in an environment that is free from all forms of discrimination, sexual harassment and harassment.

Please refer to Sumner County Board policy CD.

**CARE OF SCHOOL PROPERTY**

**Both students and parents are legally responsible for the abuse of school property.**

### **TEXTBOOKS/WORKBOOKS**

Textbooks are issued by the school for the time needed. Any textbook or library book abused, damaged, or lost, must be paid for by the student to whom it was issued. When individual textbooks aren't assigned, online textbooks are located on the school website or available for checkout in the library.

### **STUDENT ATTENDANCE K-12**

For complete information, refer to Sumner County Board of Education JB K-12

**For absences of a full or part day to be considered excused**, a written note from the parent, guardian or doctor must be provided. After an accumulation of five days excused absences, the parent/guardian must file more formal documentation with the principal to assure classification as an excused absence. For illness or hospitalization that exceeds ten (10) consecutive days, homebound instruction should be applied for by the parent/guardian after the first five (5) days. **Unexcused absences** are absences which are not verified or which do not meet valid reasons for absence. All out of school suspensions are unexcused.

Please try to make all doctor and dentist appointments after school hours. Students with any tardies or early dismissals, though counted present for the day, will not receive credit for perfect attendance

Every parent/guardian or other person residing within the State of Tennessee and having control or charge of any child or children between the age of six (6) and seventeen (17) years, both inclusive, shall cause such child or children to attend public or non public school, and in event of failure to so shall be subject to penalties.

Because Sumner County Schools have a fall break, Christmas break, and spring break, family trips, mission trips, and vacations that occur during school will be **unexcused** unless there are extenuating circumstances. Prior permission for these trips must be approved by Dr., Green **BEFORE** the trip occurs.

If students are in attendance every day for a week, they will receive a "White Ram Rave" Once a month students can buy their way into our attendance celebrations.

### **TARDINESS AND MAKE UP WORK**

Students will be dismissed from the gym at 7:30. Classes begin at 7:45 A.M.

Students arriving after 7:45 must get a tardy slip in the office. **Since it is very disruptive when students come into class late**, any student that accumulates 6 unexcused tardies to school will receive a detention. Students that continue to be tardy will receive further discipline either detention or ISS.

1. After the 5<sup>th</sup> unexcused absence: a letter will be sent to the parents.
2. After the 6<sup>th</sup> unexcused absence: a conference will be required with the parent, student and administration. A contract will be signed by all parties.

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3. After the 7<sup>th</sup> unexcused absence: a letter will be sent to the parents and the director of attendance.

Students are **expected** to arrive on time and remain for the full day.

### **Students must be here all day, every day, in order to have perfect attendance.**

It is the student's responsibility to make up all work assignments missed and to arrange a convenient time with the teacher for making up tests and projects. If the student has been absent for 3 or more consecutive days, a parent may call the school to request the student's make up work. If you call to request, please make sure you come pick it up and make sure your child completes the assignment.

### **EARLY DISMISSAL**

If a student needs to leave school early due to illness or for a doctor's appointment, a parent or other designated adult must come to the office to sign the child out. Students will not be called out of class until a parent or other designated adult is here to pick them up. **Any person taking your child from school must be listed on your child's registration card. They will be asked to show proof of identification.**

### **Students must be here all day, every day, in order to have perfect attendance.**

In the event that school closes early during the school day, we will send your student home the way he or she usually gets home.

If it becomes necessary to postpone school due to bad weather, or any other reason, the announcement will come from the Director of Schools.

**The announcement will be made over the radio, television, and on the county social media sites (often before we know it).**

### **LIBRARY**

The library's goal is to provide a comfortable, friendly atmosphere in which students can conduct research, study, and read for both academic learning and personal enrichment.

**The library accepts donations of books provided they are appropriate for student use and are in good condition.** The librarian retains the right to accept or reject any donation based on the needs of the library.

### **BIRTHDAYS/SPECIAL OCCASION GIFTS**

We do allow students to receive gifts on birthdays and special occasions. **If you choose to send these items to your child, these items will be held in the office and he or she will need to be a car rider on that day. They may not take balloons and flowers on the school bus.**

### **CRISIS PLAN**

Rucker Stewart Middle School has a crisis plan on file in the office and in every classroom in the case of an emergency.

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued at the end of each nine week grading period. This report indicates all academic grades and other pertinent information. Please sign your child's report card and send it back to school the next day.

- A = 93 to 100
- B = 85 to 92
- C = 75 to 84
- D = 70 to 74
- F = 0 to 69

Progress reports will be sent home every 4 ½ weeks. Your child's teacher will give you that information at the beginning of the school year.

You may also check your student's progress through **parent portal**.

### **PARENT CONFERENCES**

Sumner County provides two days for parent conferences: September 18<sup>th</sup> and February 20<sup>th</sup>. Teachers sometimes call for extra conferences. If you would like to set up an additional conference, be sure to send a note, e-mail, or call the school office to arrange an appointment.

### **HEALTH**

If a student is injured outside or in the classroom, emergency first aid will be administered. We are not to remove splinters or treat infections, sore throats, and stomachaches. We cannot remove ticks. Superficial wounds will be washed with soap and water and covered with Band-Aids when necessary.

**All medications must be turned into the school nurse in the original packaging, with the correct medication form filled out by the parent; prescription medicine must be accompanied by doctors' orders. The school does not provide any medications for student use.**

### **MEDICATION**

According to board policy, ALL prescription and non-prescription medication will be kept in the office for dispensing purposes. Non-prescription medication will not be given to a child unless the parent fills out the form for non-prescription medications and provides the medicine in the original container. Prescription medication that must be taken at school can only be given after the parent fills out and signs the prescription form and physician's signature is obtained. The container must have a pharmacy label. If a child is to receive a morning dose of medication, you must give that dose before school. Please do not call to ask us to give your child his/her morning medicine. The school will not administer antibiotics that are to be given 3 times a day. These are to be given before school, after school, and at bedtime.

### **MONEY**

## RUCKER-STEWART MIDDLE SCHOOL

Students should not carry money to school except to buy meals or make to turn in money for school activities. Students should not have large sums money on them at any time. **THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR MONEY LOST OR STOLEN ON SCHOOL PROPERTY.**

### **LOST AND FOUND**

All lost and found items are to be turned in or claimed through the school office. For the prompt return of misplaced items, we ask that you put your child's name on textbooks, folders, books, bags, jackets, lunch boxes, electronic devices, and any correspondence. Periodically all unclaimed lost and found items are given to charity.

### **FIELD TRIPS**

When field trips are taken, parents may be asked to attend to help chaperone students. Students are required to ride the bus to and from the field trip with their classmates.

Poor student behavior may prohibit a student from participating in a field trip.

All adult chaperones must provide their own transportation and may follow the buses. Siblings will be unable to attend Rucker Stewart field trips. These school trips are designed for a specific grade level and should be used as an opportunity for parents to bond with their child's class. Please do NOT bring siblings to school field trips.

### **LEAVING THE BUILDING**

At no time should a student be outside the building without permission. A student should only be in the parking lot if he/she has been dismissed from school.

### **STUDENT USE OF TOBACCO**

Sumner County Board policy JCBC.

Student shall not use or possess tobacco products in any form while on school property, attending or participating in a school-sponsored event, while on school buses to and from school, or on school buses to and from school-sponsored events.

On the first offense, a student shall automatically be suspended from school and possibly the student shall be required to appear before the Sumner County Schools Disciplinary Hearing Authority.

### **ADDITIONAL RULES DISCLAIMER**

The items outlined in this handbook represent most of the important rules and regulations that help govern Rucker-Stewart Middle School. These rules and regulations will be reviewed and revised on a periodic basis. Other problems or matters not covered in this handbook will be handled in a manner the administration and faculty deem appropriate or necessary.

New School Board policies may override rules and regulations stated in this handbook.

## **BYOD PERMISSION FORM 2017-18**

*Parents who wishes that their child use a personally owned electronic device within Rucker Stewart Middle School must read and sign this agreement and submit to the classroom teacher.*

1. The student takes full responsibility the device. The school is not responsible for the security of the device.
2. The student will be responsible to register their device with their 1<sup>st</sup> period teacher. Teachers will record serial number and name of device.
3. The student is responsible for the proper care of their personal device, including any costs of repair, replacement, or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any policies, administrative procedures, or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student must comply with teachers' request to shut down or close the screen of any device at any time.
7. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of the teacher.
8. The student should only use their device to access relevant files.
9. The student will use the district's secured wireless network. Use of 3G & 4G wireless connections is not allowed.



## OFFICE COPY

2017-18

**(Please sign and return this page)**

The purpose of the student handbook is to inform students and parents of the rules and procedures of being a student at Rucker Stewart Middle School. Please read the following handbook very carefully. Students are expected to abide by the accepted rules contained herein.

As the parent or guardian of this student, I have read the handbook and explained the policies/rules to my child. I understand that if my child violates any of the rules, school disciplinary action will be taken either by the teacher or by the principal.

STUDENT NAME (please print)\_\_\_\_\_

STUDENT SIGNATURE (please print)\_\_\_\_\_

DATE\_\_\_\_\_

PARENT/GUARDIAN NAME (please print)\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE (please print)\_\_\_\_\_

DATE\_\_\_\_\_

## BYOD POLICY

Student's Name \_\_\_\_\_

I understand and will abide by the **BYOD** policy and guidelines. I further understand that any violation of the guidelines may result in the loss of network and/or device privileges as well as other disciplinary action.

Student's signature\_\_\_\_\_ Date\_\_\_\_\_

As a parent, I understand that my child will be responsible for abiding by the BYOD policy and guidelines. I have read and discussed them with her/him and he/she understands the responsibility he/she has in the use of his/her personal device.

Parent's signature\_\_\_\_\_ Date\_\_\_\_\_