

**RICHMOND HEIGHTS MIDDLE SCHOOL**

**STUDENT-PARENT HANDBOOK 2008- 2009**

Mona Bethel Jackson, Ed.D.  
Principal

15015 S.W. 103rd Avenue  
Miami, Florida  
33176

Telephone: (305) 238-2316  
<http://rhms.dadeschools.net>

**This School Agenda belongs to:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town \_\_\_\_\_  
Phone \_\_\_\_\_  
Student # \_\_\_\_\_ Advisement # \_\_\_\_\_

## SECTION A - GENERAL

### WELCOME

This school year at Richmond Heights Middle School promises to be a most exciting and successful one for you. We are excited about the return of our students and staff. We welcome the new students, teachers, and administrators. As we embark on this journey, we must be prepared to meet the challenges that lie ahead. During the 2008-2009 school year, the teachers, administration and students will be diligently working to raise achievement. Our theme for the year is - "R<sup>3</sup>A: Richmond Raiders Raise Achievement." We have great expectations and confidence that we can continue to achieve academic excellence. I firmly believe that every child can learn and will learn if placed in a nurturing environment.

The Richmond Heights Middle School staff and faculty plan to work closely with you. We encourage parents to become involved in the school and we look forward to helping your child reach his/her maximum potential.

Have a great year,  
Mona Bethel Jackson, Ed.D., Principal

### Staff

Dr. Jackson.....Principal	Ms. Friedman.....6 <sup>th</sup> /8 <sup>th</sup>
Ms. Maxwell ..... Ass't Principal	Ms. Wilson .....6 <sup>th</sup> /7 <sup>th</sup>
Mr. Ford ..... Ass't Principal	Ms. Frawley .....Career Spec.
Ms. Williams..... Sec./Treas.	Ms. Milian .....TRUST
Ms. Ambrose.....Registrar	Ms. Johnson .....Counselor
Ms. Wright..... Secretary	Ms. Hicks ..... MSW
Ms. McEady ..... Attendance.Sec.	Ms. Weiner, ..... MSN, ARNP
Ms. Meadors ..... Magnet Sec.	Ms. Hurley ..... LPN

**TELEPHONES**

Main Office..... (305) 238-2316  
Attendance Office..... (305) 238-2316, EXT. 2222

**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

Mr. Agustin J. Barrera, Chair  
Ms. Perla Tabares Hantman, Vice-Chair  
Mr. Renier Diaz de la Portilla  
Ms. Evelyn Langlieb Greer  
Wilbur "Tee" Holloway  
Dr. Martin Karp  
Ms. Ana Rivas Logan  
Dr. Marta Pérez  
Dr. Solomon C. Stinson

Angelique Gayle - Student Advisor

Rudolph F. Crew, Ed.D., Superintendent

Ms. Neyda G. Navarro, Regional Center VI  
Assistant Superintendent

## **MISSION STATEMENT**

Richmond Heights Middle School's mission is to improve upon students' abilities to read, write, comprehend, and articulate through an integrated curriculum which will prepare all students for the diversely multicultural and technological world of the twenty-first century.

## **HISTORY**

Richmond Heights Middle School (RHMS) is located in a predominantly African-American suburban community in southwest Miami-Dade County, Florida. It was envisioned by local community leaders who were eager to provide additional educational experiences for its youths. It is situated on 23.10 acres and was named for the contiguous community. It was established in 1963 and opened its doors during that year under the leadership of Dr. Edward J. Arahill who later became principal of Miami Killian Senior High School and Miami Sunset Senior High School. Dr. Arahill set the tone for the principals who would follow him. These distinguished individuals served the school with pride and commitment while striving for academic excellence. They enriched the lives of the many students who studied here. The school's principals were Dr. Edward J. Arahill, Harold Knott, Dr. Dwight Witty, Lonnie Coleman, Dr. Fred Rodgers, Freddie Woodson, Lucille Bentley, Lemmie Deliford, Willie J. Harris (former RHMS student), Charles E. Hankerson (former RHMS student), and Mona Bethel Jackson (former Frank C. Martin Elementary student). The current principal, Dr. Mona Bethel Jackson, was reared in Richmond Heights.

Richmond Heights Middle School has grown from a small junior high school, which housed grades 7-9, to a science zoo magnet, which currently has over 1150 students in grades 6-8.

The students at Richmond Heights Middle School have won numerous honors for the school since its inception. The school boasts an exemplary physical education program, including modern dance; full-time gifted program; science zoo magnet and many other outstanding programs. The students are very involved in community service projects such as collecting food baskets for the holidays, hurricane assistance to Honduras, and collections to free the slave children in Sudan. Some of the students have assisted with a tree-planting effort in the community while others have performed at local agencies.

The school is an integral part of the community and many local organizations utilize the school's facilities when hosting events.

Richmond Heights Middle School's colors are blue and white, and the mascot is the Raider. Its theme is R<sup>3</sup>A: Richmond Raiders Raise Achievement.

#### **ADVISOR/ADVISEE PROGRAM**

All students at Richmond Heights Middle School belong to a team and to an Advisor/Advisee group. These groups consist of a small number of students who interact directly with their teacher each day. Activities include silent reading, developmental writing and math experiences, discussions on behavior, decision-making, respect for self and others, involvement in community awareness, national and international happenings, and career awareness. An advisement coordinator assists in the development of these activities along with the help of the Team Leaders and an Advisement Steering Committee.

As a result of these activities, students are better informed, have improved self-images, and increased respect for self and others. They feel more comfortable with their peers and better able to discuss personal concerns. Consequently, they are better prepared to face the challenges of high school and be effective and involved citizens of tomorrow.

### **MIDDLE SCHOOL**

Middle School is a transitional school between elementary and high school. It provides the transescent student between the ages of 10-14 with specialized programs and instructions designed to meet his/her needs.

Major components of this program include:

- Interdisciplinary teams
- Advisor/Advisee programs
- Individualized learning
- Team-related activities

The middle school concept helps students to develop a positive attitude, academically, physically, socially, and emotionally.

### **SPECIAL NOTICE**

Coral Reef Senior High is off limits to Richmond Heights Middle School students at all times, unless permission is granted by Coral Reef Senior High staff. Students who are seen on that campus will be considered as "defiant" and will face disciplinary action per the Student Code of Conduct.

## **SECTION B - SCHOOL AND DISTRICT POLICIES**

### **ATTENDANCE**

Student attendance is the key to success. Students have two types of absences, excused and unexcused, as defined by the Miami-Dade County School Board. Students are expected to:

- ? be present at school each and every day;
- ? attend class as scheduled;
- ? arrive to school and class(es) on time; and
- ? demonstrate appropriate behavior and readiness to learn.

#### Attendance Defined

- A. School Attendance - Students are to be counted in attendance only if they are actually present or engaged in a school-approved educational activity.
- B. Class Attendance - Students are to be counted in attendance if they are physically present in class or have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.
- C. Tardiness – It is a reasonable expectation that in order for a learning activity to exist, each student must arrive to class on time. Accumulated unexcused tardies will be counted towards the threshold for initiating attendance review.

#### Absences Defined

Excused absences are the following:

1. Student illness
2. Medical appointment
3. Death in the family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed

5. School-sponsored event or activity previously approved
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or the principal's designee

#### Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence.

#### Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course will have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. Unexcused absences do not require that the teacher provide make-up work for the student. However, the Attendance Review Committee may assign educationally-related activities to mitigate the loss of instruction time.

**Eighth Grade Party** - Any eighth grade student or guest who has excessive unexcused absences (10 or more) and/or suspension from school **will not be permitted** to attend this affair.

#### **STUDENT SUPERVISION**

Students will be under **adult supervision from 8:30 a.m. until 4:30 p.m.** Please do not leave your child at school before or after these hours unless prior arrangements have been made through the administration.

#### **VISITORS**

The school policy is to accept only those visitors who have legitimate business at school. Parents and visitors must register in the office and will be given a visitor's pass. Parents are always welcome. Anyone who does not have lawful or legal business to conduct will be considered to be trespassing. Trespassers will be referred to the police. Visitors are expected to leave promptly when their school business is completed.

#### **PARENT COMMUNICATION**

Parent-teacher conferences build a strong communication system with the parents of our student body. To arrange a conference, call the grade level counselor in the Guidance Office. The telephone number is (305) 238-2316. Conferences should be scheduled at least 24 hours in advance. Most parent conferences are held by teams before school. Please follow the guidelines to facilitate the process:

1. If your child is having a problem in a particular class, please call the school and leave a message for the teacher who will return your call as soon as possible.
2. If you are interested in knowing the academic and social progress of your child, please contact your child's counselor or team leader.
 

6th grade	Ms. Wilson	Ext. 2220
7th grade	Ms. Friedman/Ms. Wilson	Ext. 2217
8th grade	Ms. Friedman	Ext. 2216
Career Specialist	Ms. Frawley	Ext. 2260
TRUST Counselor	Ms. Milian	Ext. 2215
Counselor	Ms. Johnson	Ext. 2214

Parents are able to meet with teachers after they have made an appointment a minimum of 24 hours in advance.

**TARDY TO SCHOOL**

Students must be in their seats by the 9:00 a.m. bell. A student who is tardy must proceed as follows:

1. Report to attendance office and sign the tardy log. Student will receive an admit to class.
2. Bring a note of explanation signed by the parent/guardian. If lateness is due to problems with private transportation, it will be considered an unsatisfactory tardy. ALL STUDENTS WHO ARRIVE AT SCHOOL LATE DUE TO A MIAMI-DADE COUNTY SCHOOL BUS WILL REPORT TO THE ATTENDANCE OFFICE FOR A LATE PASS.
3. After accumulating two (2) unsatisfactory tardies, the student's conduct grade will be lowered one letter grade. Communication with the parent is made verbally or in writing.
4. Students accumulating four (4) tardies will have their conduct grade lowered to a "C" and will be referred to the administration. Student will be placed in SCSI by the administration.

5. After five (5) tardies, the student will be excluded from class until a parent conference is held.

### **DETENTION**

Detention may be given by teachers for reasons they deem necessary. A 24 hour notice must be given. Failure to serve a detention will result in a more severe punishment.

### **SCHOOL CENTER FOR SPECIAL INSTRUCTION (SCSI)**

The S.C.S.I. is for students who are repeatedly referred to the assistant principals for unacceptable classroom behavior. Assignments to the Center may be made as an alternative to suspension. Students will be assigned to this class for no fewer than three (3) consecutive days or more than ten (10) consecutive days.

If during the student's assignment to S.C.S.I., his behavior, attitude or attendance continues to be poor, he will be placed on outdoor suspension.

The authority set forth in Florida Statutes vest school administrators with the power to establish rules for discipline, develop understandings for the enforcement of obedience, and to enforce classroom regulations. Teachers and administrators have the right to use such means including the moderate use of physical contact as may be necessary to maintain discipline and to enforce school order and rules.

### **SUSPENSIONS AND EXPULSIONS**

Only the Miami-Dade County School Board, by law, has the right to

expel a student from school. Suspensions and/or expulsions may be issued when a student has possessed, used handled or transmitted a substance capable of modifying mood and/or behavior; possessed, used, handled, or transmitted a weapon, including but not limited to, a gun, knife, razor, explosive, ice pick, or club; used any article as a weapon or in a manner reasonably calculated to threaten any person, committed a serious breach of conduct, including but not limited to, an assault on school personnel or another pupil; a lewd or lascivious act; arson, vandalism or any other act which disrupts the orderly conduct of the school or school activity; engaged in less serious but continuing misconduct, including, but not limited to, the use of profane, obscene or abusive language or other acts that are detrimental to the educational function of the school.

#### **HOMEWORK POLICY**

Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular homework provides opportunities for developmental practice, drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self discipline. Homework should provide reinforcement and extension of class instruction, and should serve as a basis for further study and preparation for future class assignments.

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Homework assignments to exceptional students should reflect the needs of such students.

## **HOMEWORK ASSIGNMENTS**

Each team at Richmond Heights Middle School will provide students with a schedule for homework. This schedule will change as emphasis in the subject area changes.

Reading is recognized as a universal skill that relates to all subjects. Therefore, when specific homework assignments are not given, or when the homework assignment is completed in an expeditious manner, every student will read.

## **GRADING**

During a semester course, the student's final grade shall be determined as follows: 40 percent value for each of the two nine-week grading periods and 20 percent value for the final examination, with a provision for teacher override. In annual courses, the student's final grade shall be determined as follows: 20 percent value for each of the four nine-week grading periods, 10 percent value for the mid-term examination, and 10 percent value for the final examination, with a provision for teacher override.

Academic grades are to reflect the student's academic progress. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of the student's performance during a grading period. The Principal reserves the right to review a student's academic performance each semester to ensure continued academic progress.

## **REQUIREMENTS FOR PROMOTION**

All students in the sixth, seventh and eighth grades must pass all six (6) courses to be promoted. All students must have a minimum cumulative total of 15 -18 courses to be promoted to senior high school.

## STUDENT EVALUATION

Interim progress reports are issued every four-and-one-half weeks. Parents are to sign the progress report and return it to your child's homeroom teacher.

Interim Progress Reports will be distributed:

Week of 9/17/07  
Week of 11/26/07

Week of 2/19/08  
Week of 5/5/08

Report cards are issued at the end of each nine-week grading period. The following is an interpretation of letter and numerical academic grades:

Letter Grade	Percent Value	Interpretation	Grade Point Values
A	90 - 100%	Outstanding	3.5 - 4.0
B	80 - 89%	Good	2.5 - 3.49
C	70 - 79%	Satisfactory	1.5 - 2.49
D	60 - 69%	Minimal: improvement needed	1.0 - 1.49
F	0 - 59%	Unsatisfactory	.00 - .99

Effort: Based upon the degree to which a student works up to his/her ability.

- 1 = Outstanding effort
- 2 = Satisfactory effort
- 3 = Insufficient effort

Conduct: Based upon behavior under supervision of the teacher or other official school personnel.

A = Excellent behavior

B = Consistently good behavior

C = Satisfactory behavior

D = Improvement in behavior needed

F = Unsatisfactory behavior overall

#### **FCAT INFORMATION**

Sixth and seventh grades take FCAT and the norm-referenced tests. Eighth grade is a benchmark year for FCAT. Students must meet or exceed the standards and requirements of the state. Students who do not meet or exceed minimum requirements for FCAT in tenth grade will not graduate high school.

#### **IF "YOU"**

- Are absent...bring a note from home within 48 hours of absence. Take it to Attendance Office before school from 8:30 a.m. - 8:55 a.m.
- Feel sick...talk to your teacher, request a pass; report promptly to Attendance Office. Do not go without a pass.
- Have a doctor's appointment...bring a note to the attendance clerk.
- Are ill and your parents are not at home...you'll have to stay in the class or office. *Note:* Students are not to call parents without the secretary's permission. You are not to leave the school campus without permission from the office. Students who leave campus must sign out... accompanied by a parent or guardian.
- Are having a problem...talk to the assistant principal or counselor.
- Want to apply for free or reduced lunch...go to Attendance Office.

- Lose a textbook or other item...go to teacher and/or lost/found in the attendance office. Lost items of clothing remaining after the close of school will be donated to charity.
- Want to go out for sports...see the coaches before or after school.
- Need help with school work or have a personal problem...see a counselor before or after school. If it's urgent, talk to your teacher and request a pass.
- Are withdrawing from school...see the registrar.
- Move to another address...notify the registrar and present proof of new address (FPL bill).
- Lose something...bring it to the attention of the teacher that same period. Do not wait until the class is dismissed.
- Have a question regarding curriculum, please call teacher, department head, assistant principal in charge of curriculum, principal.
- Have a concern about your child's progress, call teachers, team leaders, counselors, grade-level assistant principal, principal.

Following this order will ensure best results.

## **SECTION C - MISCELLANEOUS INFORMATION**

### **ACCIDENT REPORT**

Parents, your child's health and well-being are important to us. You can buy Student Accident Insurance to provide coverage in the event your child is injured at school or on a field trip and needs immediate first aid, ambulance, emergency room, or doctor's attention. The cost is reflected in the accident insurance literature. We have sent an envelope and application for this coverage home with your child. Please attend to this important matter as soon as possible. Thank you.

Any student who is involved in an accident in school or at any school-sponsored activity should report it to the nearest staff member immediately and complete an accident report. Forms are available in the Attendance Office.

### **ACTIVITIES**

We encourage student involvement in extracurricular activities and are extremely proud of the achievements of our interscholastic sports program. Students may become involved in one or more of the following clubs and/or sports:

Band	Sports Club
Cheerleaders	Sports:
COPS	Basketball
Dance	Bowling
Drama	Cross Country
FBLA	Golf
FEA	Soccer
FFA	Softball
Journalism	Swimming
Keyboard	Tennis
NJHS	Track and Field
Orchestra	Volleyball
Role Models	Wrestling
Science	Student Council
Social Studies	Youth Crime Watch

### **ASSEMBLIES**

The keynote of good behavior in the auditorium is respect. Respect should be shown for property, performers, and fellow students. Assembly programs are planned as worthwhile and enjoyable experiences for the students;

however, audience reaction and cooperation determine the success of a program. The better the behavior of the audience, the more one will gain from the program.

Applause and laughter should occur at the proper times only, and in appreciation of the performers. Otherwise, interested silence is expected from the audience. To express your appreciation for outstanding performances, applause is the acceptable method. Whistling is poor etiquette. Students should enter the auditorium quietly and sit in their assigned seats.

#### **BICYCLES**

##### **ANY STUDENT RIDING A BICYCLE TO SCHOOL MUST WEAR A HELMET - IT'S THE LAW!**

Bicycles may be placed in the fenced area by the P.E. courts (north side of building). All bicycles are to be locked. Any bicycle accessories are to be left at home unless absolutely needed. The school will not be responsible for any lost or stolen bicycles.

#### **BLUE/WHITE ACTIVITIES**

Participation in the traditional Blue/White activities in November is based upon a criteria of acceptable grades in academics and conduct. You need to review these criteria and govern yourself accordingly.

#### **BUS INFORMATION**

The Miami-Dade County School Board furnishes school bus transportation to the following students:

1. Those who live more than two miles from school.
2. Those certified by a doctor as handicapped, regardless of distance from school.

Riding the bus to school is a privilege, which should not be abused by the students. The bus driver is responsible for the conduct and safety of all riders. Students may be temporarily or permanently suspended from the bus by an assistant principal or the school principal for conduct, which violates the rules.

In general, a student will receive **one** warning. If a student receives a second referral from the driver he/she will be suspended from the bus for three (3) days.

### **CLASSROOMS**

Our aim at Richmond Heights is to provide a classroom setting that is pleasant and conducive to learning. To this end, classroom rules are formulated which stress respect on the part of the student for himself and for others.

Active participation in classroom activities, courteous attention to whomever is speaking, proper care of classroom furniture and materials, and overt appreciation of the efforts of others all lend themselves to insuring a satisfying educational experience for all students in all classrooms. All teachers have complete authority over the student while on the school campus and the immediate school neighborhood.

### **DRESS CODE**

Our students will become productive citizens and leaders of the future. We are preparing them for college and the work place. It is imperative that they develop good grooming habits and understand the impact personal appearance has on a prospective employer.

We want our students to “dress for success”. Therefore, our dress code has the following restrictions:

1. No shorts of any length, skorts or culottes, capri pants, pajamas, or jeans with cuts or holes. Pants must reach ankles.
2. No tube tops, see-through blouses without a covering underneath, midriff tops, halter tops, tank tops, spaghetti straps on tops, or shirts below the hips in length.
3. No head coverings, including bandanas.
4. No low cut apparel.
5. No mini skirts or tennis skirts.
6. No clogs, thongs, sandals or other shoes without back support.
7. No clothing with written messages, symbols or pictures which relate to drugs, smoking, sex, alcohol, profanity, or in any way support illegal organizations.
8. No riding/cycling pants.
9. Dresses and skirts must be a length appropriate for the world of work.
10. Boys and girls must tuck in their shirts. Pants CANNOT be worn below the hips.
11. No radios, cassette players, cellular phones or beepers.
12. No sunglasses, scarves or hair rollers

#### **EARLY DISMISSAL FROM SCHOOL**

If a student becomes ill during the school day and needs to go home, he/she must report to his/her scheduled class, obtain an official hall pass from the teacher, and go to the Attendance Office to contact a parent/guardian. Only the person(s) listed on the student's emergency contact card may sign the student out of school. Upon return to school, the permit, signed by the student's parent/guardian must be presented to those teachers whose

classes were missed the previous day. Additional absences must be accompanied by an admit to class. **Students will not be signed out from school after 3:15 p.m.**

### **FIRE DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and leaves the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside.

### **GUIDANCE**

Richmond Heights Middle School provides an organized guidance program for all students. This program will attempt to assist students in solving their social and personal problems and will help them as well in educational and vocational planning.

It is hoped that students will utilize the guidance services at our school. Students are always welcome in the guidance office before, after, and during school if an appointment has been made in advance. To make an appointment with a counselor, a student should:

1. obtain a counselor request form from his/her advisement teacher
2. return the completed form to any teacher who will then send it to your counselor
3. your counselor will send for you

***Do not stop between classes to make an appointment or see your counselor.***

All students are assigned to counselors by grade level. Individual counseling is available at all times, and all students will be interviewed some time during the school year. Group guidance, peer group counseling, and occupational emphasis are also a part of our guidance program. Conferences with counselors are scheduled in several ways.

1. Counselor initiated
2. Student initiated
3. Teacher initiated
4. Parent initiated

### **HALL PASSES**

No student is allowed in the hall at any time during the school day without a pass written in ink on the official school pass form and signed by a teacher. **It must also include the student's name, date, time, and destination.**

### **HEALTH**

Students who feel ill must secure an appropriate pass issued by a teacher before they report to the administrative office. It is against state law for any faculty or staff member to issue any medication, including aspirin, to a student. Please do not ask for any medication.

### **LUNCH**

The services of the cafeteria are offered in order to give students a well-balanced breakfast and lunch. Hot serving lines and a special salad bar are available daily. Breakfast is served at 8:30 a.m. Students are to help in keeping the cafeteria clean. The following procedures are to be followed:

1. All students must be brought to the cafeteria and picked up by their teachers.
2. All students must sit at their assigned tables during the entire lunch period.

3. Students may leave their seats only to throw trash/trays into the garbage cans.
4. Students must follow the instructions of all adults in the cafeteria.
5. All food must remain inside the cafeteria.
6. Any student who needs to leave the cafeteria must have an approved hall pass.

### **MEDIA CENTER**

The Media Center at Richmond Heights Middle School operates on a flexible schedule, which allows students to visit, with a pass, at any time during the school day. In addition, the Media Center opens before school (8:30 a.m.) and remains open after school (4:00 p.m.) in order for students to borrow and return library materials. The Media Center provides a quiet and orderly place for students to study or conduct research.

Students may borrow two (2) books at a time, for a period of two (2) weeks. Students may renew materials if they are returned on time. However, in order to ensure the availability of library materials for the entire school population, the Media Center does charge overdue fines of ten (10) cents per school day. Students may not check out library materials if they have overdue books or outstanding fines.

### **SCHEDULE CHANGES**

Students have had ample time to consider which classes meet their interests and needs prior to the completion and approval of class schedules. THEREFORE, CLASS SCHEDULE CHANGES WILL NOT BE MADE, EXCEPT IN EXTREME CIRCUMSTANCES, WITHOUT ADMINISTRATIVE APPROVAL.

**RICHMOND HEIGHTS MIDDLE SCHOOL  
FLEXIBLE ROTATING BLOCK SCHEDULE**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
H R	H R	H R	H R	H R	H R	H R	H R	H R	H R	H R	H R
1	2	3	4	5	6	1	2	3	4	5	6
3	4	5	6	1	2	3	4	5	6	1	2
5	6	1	2	3	4	5	6	1	2	3	4

Top line represents days 1 - 12.

Homeroom/Advisement will meet daily.

The rotating cycle repeats every six days.

**TEXTBOOKS**

Textbooks are issued to each student. Students are responsible for their books. Charges will be made for lost or damaged books. For any lost textbooks, you will be charged for the replacement cost, which is the cost of a new book. Lost and/or damaged textbooks will be handled according to Miami-Dade County Public Schools' textbook guidelines. New/replacement books can be issued only after payment has been made.

**WITHDRAWALS FROM SCHOOL**

A parent or guardian who wishes to withdraw his/her child should follow this procedure from 8:30 a.m. - 12:00 noon:

1. Teachers and the registrar should be notified 24 hours in advance so that grades may be ready.
2. A withdrawal card must be obtained from the main office and a parent or guardian must come to the school to sign the card.
3. The withdrawal card must be completed and signed by all of the student's teachers and the librarian and returned to the registrar.

#### **STUDENT BEHAVIOR**

All students are expected to abide by the Code of Student Conduct at all times. The use of abusive or profane language in school and/or at school activities is prohibited. Any student involved in a fight, including food fights, before school, after school, or when participating in a school-sponsored activity on or off campus will be suspended. Students who commit a breach of conduct or continued defiance of school authority and policies may lose educational privileges by suspension and/or expulsion.

#### **ASSERTIVE DISCIPLINE**

This year Richmond Heights Middle School will continue a school wide assertive discipline plan. It will establish a classroom structure and routine that will provide the optimal learning environment. Appropriate behavior will be required so that the needs of all children will be met. The success of the program will depend on help from parents, teachers, students, and principal.

The discipline committee, in cooperation with the teachers, have recommended the following desired (observable) behaviors:

- Follow rules and policies at all times.
- Attend all classes on time daily.

- Follow individual classroom procedures.
- Treat and be treated by school personnel with respect and in a dignified manner.
- Be prepared for class.
- Contribute to the care of the classrooms, furnishings, and textbooks.

Teachers will communicate with the home about the consequences of the student's behavior.

Students will not bring to school radios, tape or record players, computer games, felt tip markers, baseball or any other trading cards or spray cans.

All items confiscated will be returned to parents only.

Beepers and electronic pagers are not permitted.

Students will not bring to school, candy, gum, chips, etc., nor sell or distribute food, candy, jewelry or any other merchandise on school grounds.

#### **ELECTRONIC EQUIPMENT**

No radios, beepers, tape players, cassettes, cameras, ipods, record players, or other A/V equipment is to be brought to school. Unauthorized use of cellular telephones will result in confiscation. Parents will be required to collect the cellular telephone from an administrator.

#### **SLAM BOOKS**

Students are not permitted to bring to school nor to create at school any slam books.

#### **GRAFFITI**

Marking on any school property will result in a minimum three-day outdoor suspension and restitution.

### **ZERO TOLERANCE FOR SCHOOL RELATED VIOLENT CRIME**

The Florida Board of Education has established a zero tolerance policy on school violence, crime, and the use of weapons as a part of a comprehensive approach to reducing school violence. It is an effort to provide an environment that is drug-free and protects students' health, safety, and civil rights as stated in Goal Five of the State Education Goals. The goal emphasizes the personal responsibility of students and the necessity of involving all stakeholders, including parents, in achieving this goal.

This policy requires school districts to invoke the most severe consequences provided for in the Code of Student Conduct in dealing with students who engage in violent criminal acts, such as homicide (murder, manslaughter); sexual battery; armed robbery; aggravated battery; battery or aggravated battery on a teacher or other school personnel; kidnapping or abduction; arson; possession, use, or sale of any firearm; or possession, use, or sale of any explosive device on school property, on school sponsored transportation, or during school sponsored activities.

In addition to this Zero-Tolerance for school related crime, Section 232.425(3)(a)4, F.S. places certain restrictions on affected students' participation in interscholastic extracurricular activities. This statute states that "...a student must maintain satisfactory conduct and, if a student is convicted of, or found to have committed a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities is contingent upon established and published school board policy."

## CODE OF STUDENT CONDUCT

### What violations disrupt the educational process?

**The Code of Student Conduct** defines distinct violations identified by principals, administrators, teachers, students, and community members, which are representative of those acts that frequently cause disruption of the orderly educational process.

It should be pointed out, however, that this list is not all-inclusive and a student committing an act of misconduct not listed will be subject to the discretionary authority of the principal.

A major consideration in the application of the **Code of Student Conduct** is to identify the most appropriate disciplinary action for bringing about positive student behavior. To that end, the violations have been divided into six groups, and a variety of administrative actions, dependent upon the severity of the misconduct, have been recommended or mandated. Before, during, and after the implementation of any disciplinary action, student services personnel such as counselors, school social workers, and psychologists play a vital role in assisting the student in resolving any problems influencing his/her behavior.

The principal or teacher, or both, consistent with the powers delegated to them, have the authority to take additional administrative action if, in their opinion, the nature of the misconduct warrants it. In addition, school administrators have the prerogative to seek the waiver of any portion of or all mandatory disciplinary action through the Division of Alternative Education. Those parties

who are directly involved with the incident shall be informed of the reason(s) for requesting a waiver.

The Superintendent upon conferring with appropriate school, region, and district staff, the parents, and student, may return a student, who was 15 years old or younger at the time of the commission of the offense which led to his/her expulsion or waiver of expulsion and placement in the Work Back Program, to a regular school program after the student has proven to have performed successfully for one semester or more in an opportunity school or other alternative program.

The selected students will be monitored and returned to an opportunity school, or an alternative placement at any time their behavior is unacceptable.

The student's expulsion or remainder of time under a Work Back Agreement would not expire until the full time prescribed.

The following charts describe the violations and the disciplinary actions. When the violation calls for a disciplinary action, all or any part of the appropriate plan is to be implemented. If the violation indicates a mandatory action, all parts of the required plan must be administered unless any part is not applicable.

## **BEHAVIORS**

**LEVEL I Behaviors** are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.

### **LEVEL I**

#### **Disruptive Behaviors**

- Unauthorized location
- Confrontation with another student
- Cutting class
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Failure to comply with class and/or school rules
- Possession of items or materials that are inappropriate for an educational setting \*
- Inappropriate public display of affection
- Repeated use of profane or crude language (general, not directed at someone)
- Unauthorized use of electronic devices
- Violation of dress code

#### **Special Notes**

- \* See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.

- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

**Level II Behaviors** are more serious than Level I because they significantly interfere with learning and/or the well-being of others.

## **LEVEL II**

### **Seriously Disruptive Behaviors**

- Cheating/Misrepresentation
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting\*
- Failure to comply with previously prescribed corrective strategies
- False accusation
- Fighting (minor)
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school grounds without permission
- Joining clubs or groups not approved by the School Board
- Libel
- Petty theft (under \$300.00)
- Use of profane or provocative language directed at someone
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Slander
- Vandalism (minor)

### **Special Notes**

- \* See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

**LEVEL III Behaviors** are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

### **LEVEL III**

#### **Offensive/Harmful Behaviors**

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment)\*
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)\*\*
- Hazing (misdemeanor)
- Possession or use of alcohol and/or controlled substances
- Possession of simulated weapons
- Sexual harassment\*\*
- Trespassing
- Vandalism (major)

#### **Special Notes**

- **All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.**
- \* Bullying infractions do not require a SPAR
- \*\* Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.

**LEVEL IV Behaviors** are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.

#### **LEVEL IV**

##### **Dangerous or Violent Behaviors**

- Battery against a non-staff member
- Grand theft (over \$300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Other major crimes/incidents
- Sale and/or distribution of alcohol and/or controlled substances
- Sex offenses (other including possession and/or distribution of obscene or lewd materials)

#### **Special Notes**

- **All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.**

**LEVEL V Behaviors** are the most serious acts of misconduct and violent actions that threaten life.

#### **LEVEL V**

##### **Most Serious, Dangerous or Violent Behaviors**

- Aggravated assault
- Aggravated battery
- Armed robbery
- Arson
- Assault/Threat against M-DCPS employees or persons conducting official business
- Battery or Aggravated battery against M-DCPS employees or persons conducting official business\*
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school\*
- Sexual battery
- Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons.\*

##### **Special Notes**

- **All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.**
- The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.
- \* Mandatory one year expulsion.

## **RANGE OF CORRECTIVE STRATEGIES**

The principal or designee **must** select at least one of the following strategies from **PLAN I**. Principals may authorize use of **PLAN II** for repeated, serious or habitual Level I infractions.

### **PLAN I**

- Parent/guardian contact \*\*
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Detention or other Board-approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- School Center for Special Instruction (SCSI) \*\*\*
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in an informal counseling session related to the infraction
- Behavior Plan

### **Special Notes**

\*\* Good faith attempt must be made immediately to contact parent/guardian by telephone.

\*\*\* Send written notice to parent/guardian within 24 hours via U.S. mail.

The principal or designee **must** select at least one of the following strategies from **PLAN II**. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN. Principals may authorize the use of **PLAN III** for repeated, serious or habitual Level II infractions.

#### **PLAN II**

- Parent/guardian contact \*\*
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior
- Suspension from school for one to five days\*\*\*
- Diversion Center

#### **Special Notes**

\*\* Good faith attempt must be made immediately to contact parent/guardian by telephone.

\*\*\* Send written notice to parent/guardian within 24 hours via U.S. mail.

The principal or designee **must** select at least one of the following strategies from **PLAN III**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN. Principals may authorize the use of **PLAN IV** for repeated, serious or habitual Level III infractions.

### **PLAN III**

- Parent/guardian contact\*\*\*
- Suspension from school for one to ten days\*\*\*\*
- Permanent removal from class (placement review committee decision required)
- Diversion Center
- Recommendation for alternative educational setting
- Recommendation for expulsion

### **Special Notes**

\*\*\* Good faith attempt must be made immediately to contact parent/guardian by telephone.

\*\*\*\* Send written notice to parent/guardian within 24 hours via U.S. mail.

The principal or designee **must** use the following strategies from **PLAN IV**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

#### **PLAN IV**

- Parent/guardian contact\*
- Suspension from school for one to ten days\*\*
- Recommendation for alternative educational setting
- Recommendation for expulsion.

#### **Special Notes**

- \* Good Faith attempt must be made immediately to contact parent/guardian by telephone.
- \*\* Send written notice to parent/guardian within 24 hours via U.S. mail.

The principal or designee **must** use the following strategies from **PLAN V**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

#### **PLAN V**

- Parent/guardian contact \*\*
- Suspension from school for ten days \*\*\*
- Recommendation for expulsion

#### **Special Notes**

- \*\* Good faith attempt must be made immediately to contact parent/guardian by telephone.
- \*\*\* Send written notice to parent/guardian within 24 hours via U.S. mail.
- This level of infraction may result in an expulsion requiring School Board action.

## **GLOSSARY**

All students and parents/guardians must understand that, in addition to taking corrective strategies at the school level, certain criminal and/or disruptive behavior must, by Board Rule, be reported to appropriate police authorities and to the Miami-Dade Schools Police Department (School Board Rule 6Gx13- 4A-1.21).

### **1. Administrators:**

Adults in school with executive authority to manage the day-to-day business. They include the principal and assistant principal, among others. School administrators have a responsibility to make schools run smoothly.

### **2. Alcohol:**

Mind-altering or mood-altering beverages, including but not limited to beer, wine, wine coolers, vodka coolers, liquors, etc. Possession, use, sale, or distribution of alcohol or controlled substances will result in corrective actions at school and may lead to arrest and criminal penalties.

### **3. Arson:**

Willfully, or while committing any felony, causing damage to a building, structure, or dwelling by fire or explosion.

### **4. Assault/Threat:**

An intentional, unlawful threat by word or act to do violence to another, coupled with the apparent ability to do so, and doing some act, which creates a well-founded fear in the other person that such violence is imminent.

### **Aggravated assault:**

An assault with the use of a weapon or with the intent to commit another felony. Using a weapon to attempt harming someone is aggravated assault.

**5. Battery:**

Actually and intentionally touching or striking another against his or her will, or intentionally causing bodily harm to another.

*Under Florida law, battery that causes great bodily harm, permanent disfigurement, or permanent disability is called "felony battery." Under the law, battery, felony battery, and aggravated battery are distinguishable.*

*\*Assault and/or battery committed against a staff member require a mandatory recommendation for expulsion. Administrators distinguish battery from fighting by reporting an incident as battery only when force or violence is carried out against a person who is not fighting back or is merely attempting to shield his or her body from attack.*

**Aggravated battery:**

Intentionally or knowingly causing great bodily harm, permanent disfigurement, or permanent disability to another, or committing battery against another with the use of a deadly weapon.

Injuring someone who is physically disabled to the point where he/she cannot fight back might constitute aggravated battery.

**6. Behavior:**

The way people act or react or the way they conduct themselves. There is certain behavior that is acceptable at school and certain behavior that is unacceptable at school. The Code of Student Conduct will help you distinguish between them.

**7. Bullying/ Harassment:**

Repeatedly using hostile, intimidating, domineering, or threatening behavior with the intent or purpose of physically or mentally hurting another individual. Bullying occurs within an interpersonal relationship characterized by an imbalance of power (physical or psychological). Unwanted and repeated written, verbal, or physical

behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment.

**8. Burglary/ Breaking and Entering:**

Entering a building, structure, or dwelling with the intent to commit an offense therein, without license or invitation to enter, unless the structure is open to the public, or remaining in a building, structure, or dwelling after permission has been withdrawn, surreptitiously with the intent to commit an offense.

**9. Cheating:**

Using unauthorized answers or sources to receive credit for schoolwork. Some examples are looking at someone else's paper, copying from your notebook when you are supposed to use only your memory, or copying someone else's homework because you did not complete yours.

**Plagiarism is a form of cheating when you present another person's words or ideas as your own without giving the originator credit for the information. Some common examples of plagiarism are copying information from a book without using quotation marks and without including a bibliography at the end of the assignment listing the sources used. All information in academic assignments that is not common knowledge must be cited and documented. An example of common knowledge is: Miami is a city in Florida.**

**10. Complaint:**

A verbal or written disagreement or concern about something that is alleged to be unfair.

**Complaint procedure:**

A series of steps taken to try to resolve a complaint. The parent-teacher conference was held as required by the complaint procedure process.

**11. Confrontation:**

An argument or squabble.

**12. Controlled substances (Drugs):**

Mind-altering or mood-altering drugs, including but not limited to marijuana, cocaine, heroin, various pills, etc. Possession, use, sale, and/or distribution of controlled substances will result in corrective strategies at school and may lead to arrest and criminal penalties.

*\* Chapter 893, Florida Statutes (Drug Abuse Prevention and Control) provides a more extensive list of controlled substances.*

**13. Corporal punishment:**

The use of corporal punishment is prohibited in Miami-Dade County Public Schools. This prohibition extends to parents/guardians on school grounds.

**14. Corrective Strategies/ Disciplinary Actions:**

Methods or steps used to help students learn how to follow school rules and to protect the safety of everyone at school. Corrective strategies helped him practice better school behavior before he received a suspension.

**15. Counselor:**

A school employee whose job responsibilities include providing advice to students.

**16. Cutting class:**

Not going to class when you are supposed to be in class.

**17. Defiance:**

Refusing to follow the directions of authority figures within the school, such as administrators, teachers, office workers, custodians, volunteer parents/guardians, cafeteria workers, and others.

**18. Destructive device:**

Any bomb, grenade, mine, rocket, missile, pipebomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage; any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled; any device declared a destructive device by the Bureau of Alcohol, Tobacco, and Firearms; any type of weapon which will, is designed to, or may readily be converted to expel a projectile by the action of any explosive and which has a barrel with a bore of one-half inch or more in diameter; and ammunition for such destructive devices, but not including shotgun shells or any other ammunition designed for use in a firearm other than a destructive device.

**19. Detention:**

A corrective strategy wherein a student must spend time at school, either before or after the regular school day or on a Saturday.

**20. Disciplinary Actions (also referred to as Corrective Strategies):**

Methods or steps used to help students learn how to follow school rules and to protect the safety of everyone at school. The student consequences for disciplinary actions according to the Code of Student Conduct are designed to assist students in improving their behavior.

**21. Disruption:**

Behavior that disturbs the learning and/or safety of others in class, on the school bus and at the bus stop.

**Disruption on campus/ Disorderly conduct:**

Behavior that seriously interferes with an orderly learning environment or poses a threat to the safety of others, including but not limited to making a false fire alarm. Initiating or participating in a brawl at a school event is a disruption on campus that can lead to serious disciplinary consequences.

**22. Distribution:**

Giving out, sharing, dispensing to others.

**23. Drugs:**

Mind-altering or mood-altering beverages or substances, including but not limited to alcohol, marijuana, cocaine, heroin, pills, etc. Possession, use, sale, or distribution of controlled substances that results in corrective actions at school may lead to arrest and criminal penalties.

**24. Due process:**

A series of steps taken to protect one's rights under the law. For example, students who are expelled have the right to know about the charge made against them, the right to explain their side of the story, and the right to appeal the decision of an administrator. **Due process is required by School Board policy.**

**25. Electronic devices:**

Any device that is powered by electricity or a battery, which is not required by the curriculum and includes items such as but not limited to compact disc players, MP3 players, headphones, cellular phones, PDAs, and cameras. Unauthorized use of electronic devices can disrupt the learning process.

**26. Enforce:**

To compel observance of a law or rule. All schools must enforce Florida's laws, as well as the Miami-Dade County School Board's rules.

**27. Expulsion:**

A corrective action that means that you are no longer allowed to attend your current school.

**28. False accusation:**

An untrue and serious statement about a teacher, staff member, or any other person. False accusations are serious when they can hurt the professional reputation of others or otherwise get in trouble that they do not deserve.

**29. False fire alarm:**

Any action that causes people to believe that there is a fire or threat of a fire when there is not.

**30. False report/ Bomb threat:**

Any action that causes people to believe that the school is under a serious threat, including but not limited to explosives and weapons of mass destruction. Students who make an illegal false bomb report could be expelled and receive serious criminal penalties.

*Chapter 790.162 and 790.163, Florida Statutes (Weapons and Firearms), further define the making of a false threat or report.*

*\*Making a false report requires a mandatory recommendation for expulsion for not less than one year and may lead to arrest and criminal penalties.*

**31. Felony:**

A serious crime, often punishable by imprisonment exceeding one year. Many of the infractions in the Code of Student Conduct are also felonies under criminal law and are punishable as such.

**32. Fighting:**

Two or more students trying to physically hurt each other. Fighting often begins with a disagreement between students that can be solved without fighting. (See Fighting Minor and Fighting Serious)

**Fighting (minor):**

Occurs when two or more students engage in physical force against each other and

- they stop when an authority figure gives them a verbal command to stop,
- there are no injuries that require medical attention as a result of the fight.

**Fighting (serious):**

Occurs when two or more students engage in physical force or violence against each other and

- they become so enraged that they do not stop when given a verbal command to do so,
- physical restraint is required,
- someone is injured to an extent that requires immediate first aid or medical attention.

Serious fighting must be reported to school police. Any serious fighting incident that causes injury or requires medical attention would result in a suspension.

*If the principal or designee determines that one student or a group of students attacked someone who did not fight back, the aggressors should receive punishment for battery, aggravated battery, and/or bullying, depending on the facts, and will likely be arrested. Otherwise, administrators will report all other incidents involving mutual participation as Fighting (Serious) without regard to who was the original aggressor.*

**33. Firearms:**

Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any such firearm muffler or firearm silencer; any destructive device; or any machine gun. Students shall be expelled for bringing firearms to school.

**34. Forgery (written misrepresentation):**

Making, altering, or signing a document with the intent to defraud or signing another person's signature without the person's consent.

**35. Freedom:**

The power to make your own decisions. Freedom is usually accompanied by responsibility.

**36. Gambling:**

Participating in games of chance for money and/or other things of value.

**37. Gender:**

Male or female (boy or girl).

**38. Grievance:**

A formal complaint.

**39. Harassment:**

Conduct directed at a person that causes him/her to feel intimidated or verbally, mentally, or emotionally abused, or that causes him/her substantial emotional distress. What some people think is "just joking around" might constitute harassment if the person at whom it is directed is distressed by it. Repeated harassment is bullying.

**Harassment (Civil Rights):**

Harassment directed at someone because of his or her gender, race, color, religion, ethnicity, national origin, political beliefs, marital status, age, sexual orientation, social and family background, language, pregnancy, or disability.

**Harassment (Sexual):**

Refer to "Sexual Harassment" in this glossary for a specific definition.

**40. Hate crime:**

A crime committed against someone that is motivated by hatred of his/her personal characteristics or perceived characteristics, such as religion, color, sexual orientation, ethnicity, ancestry, and/or national origin. Hate crimes are similar to harassment (civil rights), but they involve other serious crimes committed against someone. See "Other Major Crimes/Incidents."

**41. Hazing:**

Pressuring or coercing another student into violating laws.

- Any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student.
- Any activity that would subject another student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.
- Any act of hazing that causes risk of serious bodily injury or death is a misdemeanor.
- Any act of hazing that results in serious bodily injury or death is a felony.

**Hazing is not allowed in school.**

**Hazing (felony):**

Any act of hazing that results in serious bodily injury or death.

**Hazing (misdemeanor):**

Any act of hazing that causes risk of serious bodily injury or death.

**42. Hearing:**

A proceeding of relative formality where different sides of a story are presented to a person who makes a decision about what happened and what to do.

**43. Homicide:**

The killing of one person by another.

**44. Inappropriate items:**

Items unsuitable for school because they tend to disrupt the learning environment.

**45. Inappropriate public display of affection:**

Engaging in unsuitable, intimate, sexually-suggestive behavior (like kissing and touching), in agreement with someone else, in places where others are likely to be present, such as hallways, stairwells, classrooms, school buses, etc. Engaging in this type of behavior in hidden places is also inappropriate, and depending on the circumstances, may constitute a more serious infraction. See Sexual Offenses (Other) in this glossary.

**46. Infraction:**

The breaking of a school rule; a violation; an infringement.

**47. Instigative behavior:**

Behavior that incites or urges others to do something wrong.

**48. Intimidate:**

To make another person afraid. Intimidation can sometimes be considered harassment or bullying.

**49. Kidnapping/ Abduction:**

Taking and holding people against their will. After the abduction the kidnapper asked for a \$10,000 ransom to release the prisoner.

**50. Joining clubs or groups not approved by the School Board:**

Students must receive prior consent from administrators before organizing school clubs or groups. A group of students was reprimanded for joining a club or a group not approved by the School Board, such as a fraternity or a gang.

**51. Lewd:**

Vulgar, indecent, improper, or naughty and of a sexual nature.

**52. Libel:**

A writing (including computer-typed), picture, sign, or any other form of print that is false and capable of injuring another person's reputation through publication and/or distribution.

**53. Misrepresentation:**

An untrue statement or action that is made to deceive or mislead.

**54. Obscene material:**

Material that is indecent, lewd, and improper for school.

**55. Other major crimes/incidents:**

Major incidents not otherwise defined in this glossary. Serious or harmful incidents resulting in the need for law enforcement intervention. Students may be disciplined for off-campus felony offenses in certain circumstances. Commission of crimes that results in corrective actions at school may lead to arrest and criminal penalties. (e.g., gambling, if incident requires police involvement)

**56. Person conducting official business:**

Any person who is on M-DCPS property or at an M-DCPS sponsored event to work, to assist students or employees, or to perform any function associated with education in Miami-Dade County. Students shall be expelled for battery/assault/threat or aggravated battery against any M-DCPS employee or person conducting official business.

**57. Possession:**

Having control or ownership.

**58. Property:**

Something that belongs to someone else or a group of people.

**59. Profane:**

Vulgar, crude, indecent.

**60. Provocative:**

Disrespectful conduct or words that tend to cause anger, rage, or humiliation in the person at whom they are directed.

**61. Reprimand:**

An explanation of how a behavior is inappropriate and a warning of the future consequence for doing it again.

**62. Responsibility:**

An expectation, duty, or obligation to behave a certain way.

**63. Review:**

Reconsider. To check-over or rethink a decision.

**64. Right:**

A privilege; a fair and just claim. All students have the right to learn.

**65. Robbery:**

The taking of money or property from another through use of force, violence, assault, or putting in fear.

**Aggravated robbery:**

The taking of money or property from another through force or fear and causing serious injury during the robbery.

**Armed robbery:**

The taking of money or property from another through use of force, violence, assault, or putting in fear and while having a weapon.

**66. Sale:**

Distribution or sharing for money or profit in return.

**67. School Board personnel/School staff:**

Any employee who works in a school or for the School Board of Miami-Dade County, such as teachers, administrators, counselors, office staff, cafeteria workers, custodians, etc. *Violence against school board personnel is grounds for expulsion and may result in criminal penalties.*

**68. Sexual battery:**

Using force or the threat of force to touch, feel, or hurt someone in a sexual way against his or her will, or to use force to attempt to do so. Touching another person's private body parts without his/her consent is sexual battery.

• *Also refer to Sexual Offenses (Other) for other sexual acts.*

**69. Sexual harassment:**

Displaying unwanted and repeated conduct of a sexual nature that substantially interferes with a student's academic performance and/or creates an intimidating, hostile, or offensive school environment, or causes discomfort or humiliation for that student.

**70. Sexual offenses (Other):**

Sexual contact in a lewd manner. A variety of actions can be characterized as sexual offenses at school. Examples include, but are not limited to:

- Possessing and/or distributing obscene or lewd materials at school;
- Exposing or touching private body parts in a lewd manner;
- Touching someone else's body in a lewd manner;
- Voyeurism (e.g., secretly looking at someone in the restroom or locker room without his/her knowledge);
- Consensual sexual activity on school grounds between students who are 16-years-old or older;
- Any type of sexual contact with a student who is under age 16 years old.

*\*Under Florida law, students who are under 16 years of age cannot legally consent to sex.*

**71. Slander:**

Speaking false words that are capable of hurting another person's reputation, community standing, office, trade, business, or means of livelihood.

**72. Smoking:**

Holding a lighted cigarette (cigar, etc.), drawing in and exhaling the smoke of tobacco, or use of any tobacco product.

**Smoking cigarettes is unhealthy.**

**73. SPAR:**

School Police Automated Reporting system for infractions that will be reported to school police.

**74. Stealing/Theft:**

Knowingly obtaining or using the property of another with the intent to temporarily or permanently deprive the owner of its use or benefit.

**75. Student Government:**

A group of students chosen by other students to represent the entire student body. The Student Government Association should present their yearly plan of activities to the school administration.

**76. Suspension:**

A corrective response to serious behavior to avoid where the student is not permitted to attend the regular school program.

**77. Symbol:**

Something that stands for something else.

**78. Theft:**

Knowingly obtaining or using the property of another with the intent to temporarily or permanently deprive the owner of its use or benefit.

**Petty theft:**

Knowingly obtaining or using the property of another under \$300.00 in value with the intent to temporarily or permanently deprive the owner of its use or benefit.

**Motor vehicle theft:**

Taking a motor powered vehicle without permission. The student drove the teacher's car from the parking lot and then was arrested for motor vehicle theft.

**Grand Theft:**

Stealing something over \$300.00 in value.

**79. Threat/Assault:**

An intentional, unlawful threat by word or act to do violence to another, coupled with the apparent ability to do so, and doing some act, which creates a well-founded fear in the other person that such violence is imminent.

**80. Tobacco product:**

Any product made from tobacco, including but not limited to cigarettes, cigars, and chewing tobacco.

**81. Trespassing:**

Entering and/or remaining upon a school campus, school transportation, or at school-sponsored events off campus or other School Board property without authorization or invitation to enter or remain, including students who are suspended or expelled.

**82. Vandalism:**

The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.

**Major: resulting in damages over \$1,000.00.**

**Minor: resulting in damages under \$1,000.00.**

**83. Violation/ Infraction:**

The breaking of a school rule; an infringement. For every behavior violation there is a recommended corrective strategy.

**84. Violence:**

Physical force used to injure, damage, or destroy.

**85. Weapons:**

Any instrument that can be used to inflict serious harm on another person or that places another person in fear of serious harm. Examples include but are not limited to all types of firearms (weapons used to shoot with, such as guns), dart-guns, stun guns, dirks (daggers), knives\*, metallic knuckles, clubs, tear gas guns, chemical weapons or devices, bombs, aerosols, and other destructive devices (any item that can explode or cause destruction, such as grenades, mines, rockets, or missiles). This definition excludes simulated weapons.

**\*Although common pocket knives are not classified as weapons under the Florida criminal code, M-DCPS students are prohibited from carrying pocket knives on school property. School Operations/Alternative Education will determine the appropriate disciplinary action to apply based on the item that is confiscated.**

Everyday objects can become weapons if they are used to seriously harm or attempt to seriously harm someone.

*\*Chapter 790.001, Florida Statutes (Weapons and Firearms), provides a further definition of weapons.*

**Simulated weapons:**

Any instrument that looks like a weapon but is not a weapon. Toy guns are simulated weapons.

**Weapons possession, use, sale, or distribution:**

Having, using, selling, or distributing any instrument or object that can inflict serious harm or place a person in reasonable fear of serious harm. See “weapons” above. Possession, use, sale, and/or distribution of weapons that results in disciplinary action at school may lead to arrest and criminal penalties. **Weapons are prohibited to provide a safe environment for all students.**

*\*Under Florida’s Zero Tolerance law, no person, unless part of one’s law enforcement responsibilities, shall bring upon school property or have in his or her possession, while on school property, any firearms, weapons or other destructive devices as defined in Florida Statute 790.001. Pursuant to Florida State Statute 790.115(2)(a)3, this prohibition shall include any firearm or weapon securely encased in a vehicle or other private conveyance on a campus. Possession, use, sale, or distribution of firearms that results in disciplinary action at school may lead to arrest and criminal penalties.*

**86. Witness:**

A person who saw something happen.

**87. Zero Tolerance:**

A principle that violence will not be tolerated at school, during school activities, on school property, or on school-sponsored transportation.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

OFFICE OF ALTERNATIVE EDUCATION

BUREAU OF EDUCATION

2008-2009

- \* The notice of suspension must be mailed to the parent.
- \*\* Criminal acts shall be reported in accordance with the directives contained in the document Procedures for Promoting and Maintaining a Safe Learning Environment.
- # THE POSSESSION, USE, OR SALE OF A FIREARM OR EXPLOSIVE DEVICE ON SCHOOL PROPERTY MAY ALSO RESULT IN CRIMINAL PENALTIES IN ADDITION TO SUSPENSION, EXPULSION OR OTHER SCHOOL DISCIPLINARY ACTION.

## **TEAMS**

In keeping with the middle school concept, Richmond Heights Middle School will be organized in teams. Each student will be placed on a team. Teams will have names and colors and will compete in academic as well as non-academic contests. This concept is aimed at addressing a child's academic, emotional, and social growth. Ultimately we hope to instill pride in self, school, and community.

My Team's name \_\_\_\_\_

My Team's colors \_\_\_\_\_

My Advisement Teacher \_\_\_\_\_

## **TEAMING**

1. Each student is placed on a team when the master schedule is initiated.
2. Each team's four academic core teachers share a common planning period.
3. The core teachers are responsible for the instruction of a team of approximately 150 students.
4. Each team assumes its own identity by choosing names, colors, and logos.
5. Core teachers and elective teachers are available as a team for parent and student conferences.
6. Each team is responsible for developing its own assertive discipline program which results in consistency within the team.
7. Core teachers unify their subjects through interdisciplinary units.
8. Field trips are planned to enhance interdisciplinary units.

9. School-wide field trips are scheduled to promote team unity.
10. Monthly meetings and assemblies are planned for each team.

### **SUGGESTED TIPS FOR PARENTS**

Self-assurance and confidence are important traits for students. Studies indicate that students who feel good about themselves are better able to withstand peer pressure to become involved in poor behavior.

Every parent wants his/her child to grow up to be a healthy, happy, successful adult. Parents are very important to their child's development. Here are some ideas to help you ensure your child's success in school.

1. Get to know your child's teacher.
2. Talk with your child's teacher/counselor about problems. What happens at home affects how a child does in school.
3. Make sure your child gets enough sleep so that he/she will be alert in school.
4. Find out what is expected of your child. Become familiar with the courses in which he/she is enrolled. Know about homework - How often will it be assigned? How much can be expected to be assigned? What types of assignments will be given? Set a regular time and place for homework.
5. Limit the amount of television programs your child views. Studies indicate that the students who perform best in school view the least television.

6. Suggest that your child read at home each day. Read with the child and/or have the child read to you, a sibling, a relative or friend. Encourage your child to visit the local library.
7. Plan special time with your child. Many parents work now; therefore, time together may be less than before. Make your time together quality time. Talk and listen to your child.
8. Make sure that your child attends school each day. A child who is absent from school often misses a day of learning that cannot be replaced. Make your child see that school is important.
9. Expect that your child will do well in every subject. Don't share your attitudes about courses. Don't tell him/her that math was hard for me so you will have problems, too.
10. Encourage your child to behave in school. The more time teachers spend with discipline, the less time they have to teach.
11. Praise your child for good work, good effort, and good behavior at home and at school. Give lots of praise. Emphasize the things your child does right.
12. Be sure that your child has materials (books, paper, pencils) for school.

If a parent gives acceptance, encouragement, praise, help, time, trust, respect and love then a child becomes self-confident, builds positive self esteem, accepts responsibility and develops positive relationships with others.

### **RICHMOND HEIGHTS MIDDLE SCHOOL STATISTICS**

- Approximately 1120 Students
- Exemplary Teachers
- Daily Advisement Period
- Six Teams – 185 Students Each
- Active PTSA

### **What Makes Us Great?**

Richmond Heights Middle School offers its students a variety of experiences and opportunities.

- Science Zoo Magnet, Global Studies Magnet, Agriscience Magnet
- Music Program (community service, introduction to symphony and opera via cooperative learning; District competitions)
- Drama (District and State competitions – achieved superior ratings – 2008); Critics Choice Award – Danielys Alfaro, 2008
- Advisement Program
- Community Involvement (Richmond Heights Crime Watch, Highway Patrol – COPS Program, Retirees Mentoring Program, 5000 Role Models, Drug Enforcement Agency, Dairy Queen, Papa John's Pizza, Hot Wheels, Citibank, Community Development Corporation, Homeowners Association, 100 Black Men of South Florida)
- Individual/Group /Preventative Counseling
- Recipient of grant monies for special and innovative programs
- Physical Education
- Diverse Sports Programs
- Clubs
- Incentives - Go For the Blue and White Honor Roll and Student of the Week

- CROP (College Reach Out Program with FIU and MDCC)
- Peer Mediation Program
- A+ Advanced Learning System
- Visitations with noted authors, and artists
- Health Connect and Miami Children's Hospital partnership initiated 2007-2008
- Parent Workshops
- Technology Grant 1994
- United Way National Middle School Champions for Student/Employee/Campaign 2000; Employees 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008
- Dance Troupe (performed at State Capitol in Tallahassee, local schools, churches, Orange Bowl Fed-Ex halftime (2002, 2003, 2004, 2006) Bob Marley Festival [1996-97], UTD Martin Luther King Celebration [1996-97], Health and Physical Education Conference in Orlando [1994-96], elementary school in Melbourne, Florida [1994-95] and recipient of numerous awards)
- Full-time Gifted Program – received Third place in division – Odyssey of the Mind (2004)
- Science Fair Awards (State winners); Discovery Challenge – National Finalist
- SECME Award – Math
- County Championship – Boy's Varsity Basketball – 2008
- County Championship – Girl's JV Basketball – 1998 and 1999
- County Championship - Wrestling – 1998, 2000 and 2008
- County Runner-Up Wrestling – 1999
- County Championship – Girls Varsity Track & Field
- 1<sup>st</sup> and 2<sup>nd</sup> Place – Brain Bowl
- Vocational Program (business, and agriscience)
- Teen Violence Intervention Program (National Council of Jewish Women and Delta Sigma Theta Sorority, Miami Alumnae Chapter) – 2001
- Professional Development

- Flexible Block Scheduling
- Youth Fair participants/winners
- Media Center (Accelerated Reader, Internet, Academy of Reading, extensive reference collection, electronic catalogs)
- Computer Lab (interdisciplinary program ALS software, FCAT Explorer, Glencoe and Gozmos)
- "Do the Write Thing" Essay Contest – District winner – Lydia Carr, 2008; trip to Washington, D. C.
- Great Teach-a-thon Participant – 2006 – 2008 (Burger King, Coastal Construction, etc.)
- Standardized test scores are above the district's standard statistics
- National Board Certified Teachers
- Hosted Superintendent's Honors Music Festival, 2005, 2006
- Teen Zoologists at Metro Zoo
- Annual Career Fair
- Community Service (letter writing to Firemen in N.Y. – 2001; raised money to free slave children in the Sudan; Leukemia penny drive; book drive for homeless children; food baskets for needy families; toy drive – Neva King Cooper; served the homeless – Camillus House, etc)
- PAC Program at FIU (7<sup>th</sup> and 8<sup>th</sup> grade students - math and science)
- Pubished Candlelights for the Middle School Students' World (book) – 2002
- Weather Expo 2003
- Social Studies – Rookie Teacher of the Year Finalist, 2003 and 2008
- District Principal of the Year – First Runner-up, 2002-2003 – Dr. Mona Bethel Jackson
- Hosted Comstock Middle School (Dallas, Texas) – Best Practices – 1-28-08
- District Teacher of the Year – First Runner-up, 2000-2001 – Ms. Lois Seaman

- Miami-Dade County Public Schools Performance Excellence Award 2002 - Gold Award
- Track and Field Junior Varsity Boys Winner, 2003
- National Cheerleading Association – Second Place – Large Junior High/Middle School 2003
- Mascot – Raider
- School Colors: Blue and White

**Recognition for:**

- Outstanding Student United Way Contributions
- Outstanding Employee United Way Contributions
- Nominated: NABSE Demonstration Schools/Communities Initiative – 1999
- Model Middle School Physical Education Program 1998 – 1999
- Fairchild Challenge – Honorable Mention 2006, 2007, 2008

**Recipient of Funded Programs:**

- Citibank Success Fund (Dade Public Education Fund)
- Exxon/SECME Mini-Grant 1998-2001
- The Education Fund – 2004, 2005
- Best Buy
- ESOL Technology Grant – Achieve 2000 – 2006
- Mobile Oil – 1997-98, 1998-99
- Q-ZAB Grants
- Fairchild Tropical Gardens – 2007, 2008
- Arts for Life 2007

**RULES FOR IDENTIFICATION CARDS**

Identification cards have been distributed to faculty, staff, and students of Richmond Heights Middle School. This is another measure that the school has initiated to ensure safety in the building.

Listed below are the rules for the Richmond Heights Middle School identification cards for students, faculty and staff.

1. Students, faculty and staff must wear identification cards around the neck at all times. A student cannot wear the identification card of another student.
2. Identification cards must be worn on the blue lanyard issued with the card or another that is approved by administration. No other type of lanyard is acceptable.
3. Identification cards must be surrendered to a teacher, security or administration upon demand.
4. Identification cards must be returned to Mrs. Ambrose, registrar, if a student transfers.
5. Identification cards must be surrendered to an administrator if a student receives outdoor suspension. The administrator will return the identification card upon the student's return.
6. Identification cards must be returned to the main office if an employee is terminated.
7. If an identification card is found, it is to be returned to the Media Center.
8. Lost identification cards will be replaced at a cost to students.
9. Replacement identification cards will be made during the second block every Wednesday. Temporary identification cards will be issued until a replacement card can be made.
10. Identification card lanyards are replaced at a cost to students.

11. Refusal to wear an identification card will result in . . .

- First offense - warning
- Second offense - parent contact
- Third offense - parent conference
- Fourth offense - administrator
- Fifth offense - referral for CSI

If you have any questions please contact the principal at (305) 238-2316.

### STUDENT CLASS SCHEDULE

	TIME	SUBJECT	TEACHER	ROOM NO.
Advisement				
1 <sup>st</sup> period				
2nd period				
3rd period				
4th period				
5th period				
6th period				

#### **BLOCK BELL SCHEDULE**

9:00 – 9:25      HR/AA  
9:29 - 11:20      Block I  
11:25 - 1:45      Block II\*  
1:50 - 3:40      Block III

#### **TRADITIONAL BELL SCHEDULE**

Advisement      9:00 – 9:30  
Period 1          9:34– 10:24  
Period 2          10:28 – 11:18  
Period 3\*        11:22 – 12:58

Period 4	1:02 – 1:52
Period 5	1:56 – 2:46
Period 6	2:50 – 3:40

\* also includes a thirty minute lunch break

## **FAMILY RIGHTS AND PRIVACY ACT**

The Family Rights and Privacy Act is a federal law. The intent of this law is to protect the accuracy of student educational records. Under this law, parents have the right to inspect, release and challenge information contained within the student's educational records. Without prior consent, only authorized individuals having legitimate educational interest will have access to confidential and other kinds of information contained in those records. The Board-approved directive for implementing the provision of the Family Rights and Privacy Act is contained in the document "Student Educational Records," and is available through the Division of Student Services, Miami-Dade County Public Schools.

Parents are guaranteed the right to inspect and review their children's records and to obtain copies of them under federal and state laws. Parents are guaranteed a right of "meaningful" access to copies of their records. The parent's rights extend to any lawyer, lay person, or advocate whom the parent authorizes to represent him or her. Access must be granted within 30 days from the initial request.

### **Non-Discrimination Policy**

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964, as amended** - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.

**Age Discrimination in Employment Act of 1967 (ADEA), as amended** - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

**The Equal Pay Act of 1963, as amended**, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

**The Pregnancy Discrimination Act of 1978**, prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

**School Board Rules 6Gx13-4A-1.01, 6Gx13-4A-1.32, and 6Gx13-5D-1.10** prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

*Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.*

Revised 6/11/04

**Student-Parent Contract**

We strive to provide a safe and productive environment for our students at Richmond Heights Middle School. Parents, we ask that you read the student agenda with your child to ensure that the school code of conduct, dress code and school and district policies are fully understood and implemented.

After you have read the student agenda, please sign below with your child and return to your child's advisement teacher.

Thank **you** and **we** look forward to a successful New School Year!

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\_\_\_\_\_

Student Name

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Student Signature

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Parent Signature

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Date

**RICHMOND**

# **RAIDERS**

***SCHOOL AGENDA 2007-2008***