

Louise Radloff Middle School Parent & Student Handbook



Chekquita Johnson.....Principal
Tammy Becker.....SPED Assistant Principal
Brian Howe.....6th Grade Assistant Principal
Ron Moore.....7th Grade Assistant Principal
Rasheedra Nelson.....8th Grade Assistant Principal
Chekema Hector Connections/ESOL Assistant Principal
Shayna Times Gear Up Assistant Principal

School Hours

Students.....8:50 AM – 4:00 PM
Front Office.....8:15 AM – 4:15 PM

**3939 Shackelford Rd.
Duluth, GA 30096
<https://www.gcpsk12.org/Page/2224>
678.245.3400**

Louise Radloff Middle School

Vision:

To ensure that each student has the academic and leadership knowledge and skills necessary to graduate from high school performing at levels that will allow successful entry into and completion of post-secondary work.

Mission:

Louise Radloff Middle School will become a collaborative learning community, preparing all students to be successful throughout high school, college, and careers in order to positively impact our larger society.

Belief Statements:

At Louise Radloff Middle School, we believe

- Our core business is teaching and learning.
- All children can develop personal leadership skills to lead themselves and others.
- All children can learn at or above grade level.
- All children will reach their learning potential.
- The school effect is important and has a profound impact on every child's life.
- A quality instructional program requires a rigorous curriculum, effective teaching, and ongoing assessment.
- All children will be taught in a safe and secure learning environment.

At Louise Radloff Middle School, we believe that the RMS team member will:

- Provide engaging and rigorous learning experiences supported by technology for our students
- Develop positive relationships with our students and our community
- Engage in goal setting with students to ensure success in all academics
- Support a safe and secure learning environment by implementing our school wide behavior plan

ATTENDANCE

Regular school attendance is essential for a quality education. The time missed from class results in a loss of many educational experiences. To be successful in school, students must be on time to school, remain in school until the end of the day, and be at school every day possible. We encourage you to make every effort to schedule dental and doctor appointments after regular school hours. Students arriving after 9:25 A.M. are counted tardy. In order to be counted present, a student must attend at least half of the school day (approximately 3 hours, 20 minutes). The cutoff time is 12:40 P.M.

Students will be considered truant after five (5) unexcused absences. Also, students who are 14 years of age and above, and have 10 or more unexcused absences, will be unable to obtain, keep, or renew a driver's or learner's permit. Excessive absences/tardies may warrant an attendance review committee meeting with the county social worker to review an attendance plan.

Check In

When a student arrives late to school, he/she must sign-in at the front office. It is not necessary for parents to accompany students to the office; however, the school must have a note indicating why he/she is late. The note should be given to the front office. The student will be given a hall pass to class after signing in.

Check Out

If a student is to be checked out prior to dismissal, parents must come to the office **before 3:30 P.M.** and ask the school secretary to call for the student. The parent must sign the student out before the student can leave the building. Proper identification is required. It is helpful for the parent to know which class the student is in at the time the parent wants him/her dismissed.

Excused Absences

In the case of a necessary absence from school, a student must bring a written excuse from parent/guardian stating the reason for the absence. This excuse must be given to the front or grade level office on the day the student returns to school. Excuse notes for multiple periods of absence are not allowed.

State Board of Education Rule 160-5-1-.10 defines the following as excused absences:

1. Personal illness or attendance in school endangers a student's health or the health of others. (i) Local boards of education may require students to present appropriate medical documentation upon the return to school for the purpose of validating that the absence is an excused absence.
2. A serious illness or death in the student's immediate family necessitating absence from school. (i) In the event of a serious illness in a student's immediate family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
3. A court order or an order by a government agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety (For Gwinnett County Public Schools, the closure of schools for hazardous conditions may only be made by the Superintendent for the purposes of excused absences.)
6. Local boards of education shall count students present when they are serving as pages for the Georgia General Assembly.
7. Public school students whose parent or guardian is in military service and who is being sent overseas for active duty or returning from active duty are allowed five excused absences per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such deployment or during leave.

Unexcused Absences

Family trips are deemed unexcused and must be recorded as such.

If a student accumulates 10 or more unexcused absences a Student Attendance Review committee meeting will be held. Excessive unexcused absences may warrant a doctor's note for future absences.

For work missed during absences due to prearranged unexcused trips, **the student is responsible** for the following:

- 1) Staying current with his/her classes and completing assignments;
- 2) Taking tests over material covered during his/her absence if the teacher so desires;
- 3) If an assignment sheet is given prior to absence, it is expected that work will be turned in the day the student returns.

BALLOONS & GIFTS

If students receive balloons or other gifts during the academic day, those items will remain in the front office for parent pick-up. Balloons are also a safety issue and may not be allowed on the school bus.

BREAKFAST

All students have the option to receive a free breakfast.

BYOD: Bring your own device

RMS is a bring your own device school for instructional purposes. Electronic devices that are not intended for instructional use or are used without the consent of the teacher are not allowed. Students assume all liability for devices and must adhere to the acceptable use policy of GCPS. RMS is not responsible for the loss or damage of devices including cell phones.

CLINIC

Radloff Middle School has a full-time clinic worker; however, we do not supply any medications. All medications received from parents in the clinic must be supplied in the original container (no loose pills in a plastic bag). Prescription medication (including inhalers) must have a pharmacy label. The clinic worker will be responsible for dispensing daily medication which must be age appropriate according to the directions on the label.

All medication must be transported to/from RMS by a parent/guardian, not students. A medical form must be completed and signed by the parent/guardian before any medication can be administered. The medication and form should be taken to the clinic immediately upon arrival to school.

CLUBS & ACTIVITIES

RMS offers a variety of clubs and activities, both before and after school. Our website has up to date information.

DRESS FOR EXCELLENCE

Student dress should not cause any distraction from the instructional program. Students are encouraged to dress appropriately for the school setting, suitable to weather conditions, and in good taste. Short skirts, short shorts, or halter tops/crop shirts are not considered appropriate dress for school. Hats, bandanas, and sweatbands should not be worn in school. Students should not wear any clothing that advertises alcoholic beverages, drugs, or violence. Students should wear shoes that allow for safe travel. High heels will not be allowed on the gym floor. The leadership team has the discretion to determine if clothing or attire is distracting from the instructional program. Students and parents will be asked to assist in making the attire suitable for a learning environment.

DRIVING LAW

TEENAGE AND ADULT DRIVER RESPONSIBILITY LAW

(House Bill 681)

The Teenage and Adult Driver Responsibility Law (House Bill 681) requires that the local school district central office report to the Department of Public Safety a student who: (1) has more than ten consecutive school days of unexcused absences in any semester; or (2) has been suspended from school for threatening, striking, or causing bodily harm to a teacher or other school personnel; possession or sale of drugs or alcohol on school property; or possession or use of a weapon on school property. Upon receiving this report, the Department of Public Safety will revoke or will not issue your driver's license or driver's permit. All students 15 through 17 years old are required to bring a notarized Certificate of Attendance form when they go to apply for a driver's license or permit. These certificates may be obtained from the school attendance clerk. A nominal fee of \$2.00 will be charged, payable by cash to Radloff Middle School.

ELIGIBILITY

Only academically eligible 7th and 8th grade students are allowed to participate in tryouts, practices, exhibitions and game events. Academic eligibility is determined on the first day of the semester and is based on students having passed four of five courses the previous semester. (Connections = 1 course)

FIELD TRIPS

When students are on field trips, they represent both Radloff Middle School and Gwinnett County Public Schools. It is imperative that students are on their best behavior. **If your child has repeated discipline infractions and/or administrative referrals during the course of the school year, he/she may not be permitted to attend the field trip, or you may be asked to chaperone your child on the trip.**

GRADING: see individual teacher syllabus

Student academic progress is reported on progress reports as a numerical average. The following scale is used:

A	90- 100	(excellent progress)
B	80-89	(above average progress)
C	74-79	(average progress)
D	70-73	(below average progress)
U	0-69	(unsatisfactory progress)

HANDICAPPED ACCESS/MOBILITY IMPAIRED

Gwinnett County Public Schools wishes to meet the needs of all our students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact the principal of your local school.

HARASSMENT

Harassment and/or bullying are not tolerated. If a student feels that another student is harassing him, it should be reported immediately to a teacher, counselor, or administrator.

HELP SESSIONS: begin at 8:15 AM on designated days

All Core classes of MA, LA, SC, and SS will be offered Monday – Thursday (excluding holidays)

Students should attend the help session on the assigned day. Students will not be admitted to classrooms before 8:50 AM on non-help session days unless they have obtained a pass from their teacher. Students who arrive early will be required to go to Silent Study Hall in the Media Center, which begins at 7:30 AM.

HONOR ROLL

An Honor Roll is posted each semester to recognize all students who have earned all A's or A's and B's on their progress report.

Honor Rolls for Academic Achievement

All A's - Students earning all A's for first and second semester.

All A's and B's – Students earning all A's & B's for first and second semester.

End-of-Year Award Programs - Grade level award programs honoring students' achievements are scheduled during the month of May.

LOCKERS

Lockers are not the private property of the students. Lockers are issued to students as a service and for their convenience. Students are responsible for the contents of their lockers. Lockers may be searched at any time without the student's consent.

LOST AND FOUND

Lost and found is located in the clinic. To claim lost articles students should see a member of the custodial staff for assistance with their lost clothing. Any unclaimed clothing is given to a charitable organization at the end of each semester (December and May).

LUNCH

Students \$2.50 - daily \$.40 - milk only

Reduced Student Lunch \$.40 – daily \$2.00 - five days

Charge policy: Students are responsible for paying any incurred charges. When a student's charges reach \$5.00, they will be provided a peanut butter and jelly sandwich with milk. Checks or cash for your child's account should be taken to the cafeteria in the morning. The student's seven-digit student ID number is needed to properly credit the account. For assistance, please contact **Mrs. Murray, Café Manager at 678 -245-3430**. For your added convenience, an online prepayment system is available at www.mypaymentsplus.com.

MAKE-UP WORK

When absent it is the student's responsibility to ask for assignments missed. It is the student's responsibility to turn in make-up work. My eClass will provide assignments and information for the student.

PROGRESS REPORTS

Progress Reports

Teachers will send home grade reports at every 3 week intervals. The grade report envelopes should be signed and returned to the teacher by the following school day.

Formal Grade Reporting (Report Cards)

*1st semester: Formal report card to go home in January.

*2nd semester: Formal report card to go home with students on the last day of school.

PARENT PORTAL

Updated grades are available via the Parent Portal, and parents are strongly encouraged to monitor their child's grades on a regular basis.

The LRMS School-wide Classroom Managed Discipline System

Radloff Middle School Student Behavior Management Plan

Radloff Middle School Expectations:

- Follow the 3 R's at school and all school related events
 1. Be Ready
 2. Be Respectful
 3. Be Responsible

Classroom expectations:

1. Enter quietly, keep hands to self and be seated.
2. Have all materials out and be ready to learn.
3. Follow classroom rules and procedures
4. Follow teacher directions the first time given.

Consequences for not meeting expectations:

- Step 1 – Teacher/staff warning given, teacher completes Minor Incident Report (M.I.R.) Form
- Step 2 – Silent lunch, teacher completes M.I.R. Form and contacts parent.
- Step 3 – On Team Isolation, teacher completes M.I.R. Form and contacts parent.
 - ❖ On team isolation is for the duration of that class period.
- Step 4 – Off team isolation, teacher completes M.I.R. Form and contacts parent.
 - ❖ Off team isolation is for an entire school day and will begin the next school day.
- Step 5 – Administrative Referral, teacher completes M.I.R. Form and contacts parent. Attach all associated M.I.R.'s to the referral and submit to the assistant principal.

SCHOOL SAFETY

We take a proactive approach to school safety. Included in this effort are the following:

- Fire drills
- Bus evacuation drills
- Tornado drills
- Crisis plan
- Lock down drill
- Supervision during class changes
- Limited access to building
- Cluster security and resource officer
- Police security at basketball games
- First Response for medical assistance
- Student check-out procedure
- State immunization requirements
- Random locker checks
- Monitoring of bus arrival and dismissal
- County help hot line (770-822-6513)
- First aid and health information through Health classes
- Counseling services based on student need or in time of crisis

STUDY HALL

Students arriving between 8:00- 8:45 AM will report to the Media Center for study hall. **Student drop off is at the front of the school building. Please do not drop students off before 7:30 AM.**

TELEPHONE

If a student needs to use the telephone, there is a designated phone for this use in the grade level offices. Classroom instruction cannot be interrupted to call students to the office to talk on the telephone. Emergency messages will be delivered to the student via the teacher.

TEXTBOOKS, EQUIPMENT AND INSTRUMENTS

All materials, textbooks, equipment, and instruments are purchased by the taxpayers of Gwinnett County through Gwinnett County Board of Education. LMS is authorized by the School Board to issue and/or loan materials, textbooks, equipment, and instruments to students for their use during the school year.

The student and his/her parent are responsible for returning the materials at the end of each school year when an inventory is taken. Students will be charged for items lost or misplaced. If students cannot locate missing items and fail to pay for replacement, loss of school privileges could result (i.e. celebrations, field day, dances). If the item is later found, a refund will be given.

The student and his/her parent are also responsible for losses, damages, or vandalism, whether accidental or purposeful that occurs to any material, textbook, equipment, or instrument that has been issued or loaned to a student.

TRADING OR SELLING ITEMS

Students are not allowed to sell or trade items at school. The school should also not be used as a place for distributing items sold outside the school. Distribution of non-school materials is not allowed.

TRANSPORTATION

Any change in dismissal requires a **written note**. If transportation arrangements for students need to change due to a critical need, you must send a written note to your child's teacher. In this note, you need to include the following information: your child's name, your name, his/her usual transportation home, the new arrangements home and your signature. We cannot accept requests by phone or e-mail to alter arrangements. A transportation change form must be issued from the school office in order for a student to ride a different bus. Transportation change requests are reserved for one time hardships or critical needs.

VALUABLES BROUGHT TO SCHOOL

Students are not to bring valuables or large sums of money to school. Students are strongly encouraged to lock all valuables in their classroom/PE lockers. **For students who bring valuables, cell phones, and/or money to school, the risk is to be assumed by the student and his/her parents.**

WALKERS AND CAR RIDERS

Students are required to have a car rider/walker pass visible to staff members as they leave campus. Car rider/walker passes are issued to students upon the receipt of a note signed by the parent granting permission. Car riders and walkers are dismissed prior to bus call. Parents who provide their child's transportation should use the parking lot in front of the school for pickup and roundabout for delivery. A single lane policy is in effect; **cars and buses loading or unloading students may not be passed.**

