



**Richards Middle School**  
An International Baccalaureate School

# **2023-2024**

# **Student Handbook**

**Dr. Duane Wizzard, Principal**

**Ms. LaTasha Stigger, Assistant Principal**

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## **School Song**

### **We Are the Warriors**

We are the Warriors, we stand together  
And fight our battles 'til victory.

We're representing responsibility and excellence,  
professionally.

We use our talents and gain the knowledge  
To reach our standards in every way.

We're moving forward with opportunities to have success  
from day to day.

\* \*

We're ever-leading, high-achieving  
Richards \* \* \* Warriors!

## **Letter from the Principal:**

Dear Warrior Parents and Students,

We are thrilled to extend our warmest greetings to all of our returning students and extend a heartfelt welcome to our new students and families. The beginning of a new academic year is a time filled with excitement, opportunities, and the promise of new beginnings. Our dedicated staff has been working diligently throughout the summer to prepare for your return, including refining our curriculum, designing engaging lesson plans, and enhancing our school facilities to offer an enriching and dynamic learning experience. Our goal is to ensure that every student at Richards Middle School is provided with the highest quality education, empowering them to reach their full potential and become lifelong learners.

As parents and guardians, your partnership is vital to your child's success. I invite you to maintain open lines of communication with your child's teachers and our staff. We value your involvement, feedback, and support as we work together to provide the best possible educational experience for your child. Please make it a priority to attend our upcoming parent-teacher meetings, school events, and parent education workshops. Together, we can ensure that your child thrives academically, socially, and emotionally.

Should you have any questions, concerns, or suggestions, please do not hesitate to reach out to me or any member of our staff. I look forward to meeting and getting to know each of you as we embark on this exciting educational journey together.

Wishing you a fantastic school year!

Warmest regards,

Dr. Duane Wizzard  
Principal, Richards Middle School

# Calendar

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-31 Summer Break  
4 Independence Day Observed

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-4 Teacher Planning/Staff Development Days(PK-2)  
1-7 Teacher Planning/Staff Development Days(Secondary)  
2-7 System-wide Verification Days  
7 In-person grades PK-2(Phase-In)  
8 1st Day of School/1st Semester Begins

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day  
7 Progress Report



**2023-24**  
**School Year Calendar**

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Virtual Learning Day(No school PK-2)  
9 Teacher Planning/Staff Development Day  
11 End of 1st Nine Weeks  
13 Report Cards

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 Veterans Day  
13 Progress Reports  
20-24 Thanksgiving Break

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 1st Semester Grading Period Ends  
21-29 Winter Break

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2 Winter Break  
3 Teacher Planning/Staff Development  
4 2nd Semester Begins  
8 Report Cards  
15 Martin Luther King Jr. Day

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

6 Progress Report  
16 Teacher Planning/Staff Development  
19 Presidents Day

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 End of 3rd Nine Weeks  
13 Report Cards

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Spring Break  
18 Progress Reports

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	


15-18 Graduation  
21 Last Day of School/Report Cards (Elementary)

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-28 Summer Break

- Student/Teacher holiday
- Semester Start Dates
- Teacher Planning/Staff Development/Student Holiday
- Virtual Learning Day
- Progress Reports/Report Cards
- In-person Phase-In for Students

# Bell Schedule

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">Richards Middle School</h2> <h3 style="margin: 0;">Bell Schedule</h3> </div>  </div>		
TIME	CLASS PERIOD	AMOUNT OF TIME
7:20-7:40	Teacher PL	20 MIN
7:40-8:10	Breakfast / Move to 1st	30 MIN
8:10-9:30	1 <sup>st</sup> Period / ILT-SEL	80 MIN
9:30-9:35	Staggered Transition to 2 <sup>nd</sup> 6 <sup>th</sup> - 9:27 AM 7 <sup>th</sup> - On Bell 8 <sup>th</sup> - 9:32 AM	5 MIN
9:35-10:30	2 <sup>nd</sup> Period	55 MIN
10:30-10:35	Staggered Transition to 3 <sup>rd</sup> 6 <sup>th</sup> - 10:27 AM 7 <sup>th</sup> - On Bell 8 <sup>th</sup> - 10:32 AM	5 MIN
10:35-11:30	3 <sup>rd</sup> Period	55 MIN
11:30-11:35	Staggered Transition to 4 <sup>th</sup> 6 <sup>th</sup> - 11:27 PM 7 <sup>th</sup> - On Bell 8 <sup>th</sup> - 11:32 PM	5 MIN
11:35-1:10	4 <sup>th</sup> Period A Lunch - 11:35-11:55 B Lunch - 12:00-12:20 C Lunch - 12:25-12:45 D Lunch - 12:50-1:10	95 MIN
1:10-1:15	Staggered Transition to 5 <sup>th</sup> 6 <sup>th</sup> - 1:07 PM 7 <sup>th</sup> - On Bell 8 <sup>th</sup> - 1:12 PM	5 MIN
1:15-2:10	5 <sup>th</sup> Period	55 MIN
2:10-2:15	Staggered Transition to 6 <sup>th</sup> 6 <sup>th</sup> - 2:07 PM 7 <sup>th</sup> - On Bell 8 <sup>th</sup> - 2:12 PM	5 MIN
2:15-3:10	6 <sup>th</sup> Period	55 MIN

## **General Information**

Principal	Duane Wizzard
Assistant Principal	LaTasha Stigger
Academic Dean	Wendy Sands
Discipline Dean	Michael Smith
IB Coordinator	Kimberly Casleton
Academic Coach	Ebony McNeill
Media Specialist	Amy Moxley
School Bookkeeper	Tynikia Killings
Front Office Clerk	Samantha Kirkland
Student Services Clerk	Cathy Battle
Athletic Director	Daniel Purvis
Cafeteria Manager	Angelia Cardwell

### **School Counselors**

Guidance Director 7 <sup>th</sup> Grade A-L & 8 <sup>th</sup> Grade	Princess Crittenden
6 <sup>th</sup> Grade & 7 <sup>th</sup> Grade M-Z	Alexis Williams



# Attendance

## Attendance Laws and Policies

In accordance with Georgia Law O.C.G.A. § 20-2-690.1, any student of compulsory school age (15 years old and younger) with **FIVE (5)** unexcused absences will be referred to the school social worker. Georgia Law O.C.G.A. § 20-2-690.1(b) provides for penalties for any parent, guardian, or person in control of a child or children who shall violate Georgia Law O.C.G.A. § 20-2-690.1(b). Each day's violation of this law after the School District notifies the parent, guardian, or other person in charge of a child of **FIVE (5)** unexcused days of absence shall constitute a separate offense subjecting the person notified to the following measures:

1. Fine of not less than \$25 and not greater than \$100
2. Imprisonment not to exceed 30 days
3. Community service
4. Any combination of the above penalties

## Excused Absences

In order for students to be successful in school, they must be present. Regular attendance and punctuality are key factors that affect student success and achievement. **School hours are from 8:10 AM-3:10 PM.** Students are marked absent by class period. For those whose attendance exceeds 15 absences, regardless of whether these absences are excused or unexcused, retention for the following school year will be considered. Parents will be notified by the principal to attend a Retention Committee meeting.

Examples of excused absences include:

- Personal illness
- Death in the immediate family
- State- recognized religious holidays
- Mandates by government agencies
- Instances where attendance by a pupil would be hazardous
- Principal approved attendance at school related activities

In order for an absence to be excused, the student must submit a written excuse to include the date, parent signature, telephone number, and a statement of the nature of the absence. Failure to submit a note within 3 days will result in the absence being recorded as unexcused.

Only eight parent notes will be allowed for excused absences. After eight absences, a doctor's note is required in order for absences to be excused.



## **Make-up Work for Excused Absences**

It is the student's responsibility to arrange for make-up work with their teachers. Students must make arrangements for make-up work **within 3 days of returning to school following an absence**. If the student is present when the assignment is assigned, the assignment is due on the originally scheduled due date.

If a student requires an extended absence, parents should contact the appropriate school counselor to determine if the student requires homeschool/homebound services.

## **Unexcused Absences**

When a student returns from an absence without a note, the absence will be considered unexcused and will remain as such until a note is received. If a note is not received within **three (3) days**, the absence will remain unexcused. Unexcused absences include but are not limited to the following:

- Oversleeping
- Missing the bus
- Babysitting
- Family Vacations
- Skipping/Cutting Class
- Car Trouble
- Out-of-School Suspension
- Failure to bring in a Dr./Parent note for an absence within 3 days

### **Notes:**

- Family Emergencies without explanations and suspensions are considered unexcused absences. Please see an Administrator regarding any family emergency requiring a student to miss school.
- Students that are absent the day of an extracurricular activity (dance, sporting event, club meeting, etc.) are NOT allowed to attend and/or participate in the extracurricular activity.

## **Check In/Check Out Procedures**

### **Checking In:**

The doors to Richards Middle School open each day at 7:40 AM. All students should be in their assigned classes, seated and ready to begin instruction prior to 8:10 AM. After 8:15 AM, students are considered tardy and must report to the main office to check in and receive a tardy pass. Any student checking in after 10 AM must have a parent or guardian present.

\* Traffic in the car rider line does not count as an acceptable tardy. Students must be in their classrooms and in their seats at 8:15 AM.

## **Tardy to Class**

Students that are tardy to class after 1<sup>st</sup> period will be issued consequences by their respective teachers. Consequences may include but are not limited to phone notification to parent from teacher, detention, referral to Assistant Principal for parent conference, and in-school suspension.

\*Students with excessive tardies will not be eligible to receive perfect attendance recognition.

## **Checking Out**

Student Check-Out for appointments, or in the case of illness, takes place in the front office by individuals listed by the parent on the Check-Out Authorization Form. Identification will be required of persons checking out a student. Students who check in after 12 Noon and check out before 12 Noon will be counted as absent for that school day. Phone check-outs are not permitted. Students will not be called out of class until a parent/guardian has arrived at the school and identification has been checked.

**\*As per MCSD policy, students will only be permitted to check out after 2:10 PM with a documented appointment notice.**

## **Clinic**

Students that become ill during the school day should notify their teacher and the teacher will provide the student with a pass to the school clinic. The clinic worker will assist students and make a determination on if a call should be made to parents. **Students should not use their cell phones to call parents unless given permission by the clinic worker. Any student that is injured at school should immediately notify school personnel.**

The clinic provides first-aid and emergency care only. Medication schedules, when possible, should be arranged so that parents can monitor dosage at home. If medicine must be taken at school, parents must contact the school clinic worker or Student Services. All student medications **must** be kept in the clinic with the proper medication form on file from the parent. All medications should be submitted to the clinic as the student arrives at school and all medications should be in the original container. Students are not allowed to keep medication in their possession except as deemed necessary by medical professionals and cleared with the school clinic worker. **The school does not provide medicine of any kind for students. The Richards clinic worker is on campus from approximately 10:30 AM – 2:30 PM Monday through Thursday and 10:30 AM – 1:30 PM on Friday.**

\*If a student is ill with a fever, they must remain fever free, without medication, for 24 hours before returning to school. If a student checks out in the middle of the school day (due to fever) they should not return the next day.

## **School Visitation**

MCSD policy states that all visitors to a MCSD School must sign in at the school's front office and provide a valid, state issued, form of identification.

Parents will not interrupt classes or school functions with unannounced visits to meet with teachers. We encourage parents/legal guardians to visit our classrooms to observe their child's learning environment. If you are interested in scheduling a visit, please contact the appropriate School Counselor at least twenty-four hours in advance. Failure to schedule a visit will prevent you from being able to visit your child's classes.

When coming to the school for your scheduled visitation, report to the main office and a staff member will check you in and escort you to your child's classroom. If the class is testing, you will be asked to wait to enter the classroom until testing is completed or you will be asked to reschedule your visitation.

Classroom visitation time is not a time for you to meet with your child's teacher to ask questions or discuss concerns. It is also not a time for you to talk to your child or their peers. If you would like to schedule a conference with your child's teacher after your classroom visitation, email the teacher and a meeting will be scheduled.

**\*Administration reserves the right to deny visitation if warranted.**

## **Student Deliveries**

Richards Middle School does not allow outside food to be dropped off and/or brought to school for students unless it is for a class party/function and delivery has been scheduled with a teacher.

The front office will not accept or deliver homework, book bags, instruments, Chromebooks, or any other items that students have left at home. It is the responsibility of the student to ensure that they have necessary supplies to have a successful day at school.

Deliveries from outside commercial vendors, such as florists/balloons, are prohibited for students.

**\*If parents need to drop off items for after-school events, they must drop it off after 2:15 PM.**

## **Arrival/Dismal**

### **Bus Passes:**

MCSD Transportation schedules all bus routes and stops. Bus passes can be requested on the Muscogee County School District Website under Families and Students. Please allow one (1) to seven (7) days for bus passes to be approved.

### **Riding the Bus:**

Riding the bus is a privilege that may be revoked if bus rules are not observed, followed, and respected. All MCSD Policies apply to student behavior at the bus stop and on the bus.

Buses run on a tight schedule and will not be able to wait on students that are late to arrive at their assigned bus stop. Any student that is tardy to school due to late bus pickups will be allowed to eat breakfast and report to class without being marked tardy.

Students must enter and exit the bus only at their assigned bus stop. Students should not report to other bus stops.

If there are issues on the bus, parents should not confront the bus driver at the bus stop. Parents may contact the Transportation Department at 706-748-2876 regarding any issues or concerns that they may have with bus drivers or bus aides. If a parent has an issue with a situation that has occurred on the bus, they should contact an Administrator at Richards Middle School.

### **Car Riders:**

Students who are car riders should not arrive to school prior to 7:40 AM. There is no student supervision available prior to 7:40 AM. Car riders should be dropped off in the front of the school. Car rider drop off is NOT allowed in the bus loop. All students should be picked up by 3:25 PM unless they are staying after school for an after school activity/event. Students, who are transported by car, and are not picked up by 3:25 PM, may be subject to a consequence.

**\*When lining up for Car Rider drop off/pick up, parents should not block the driveway for through traffic.**

### **Walkers:**

Students who are walkers should not arrive to school prior to 7:40 AM. There is no student supervision available prior to 7:40 AM. Walkers should report directly to Richards Middle School. Students should not hang out on the fields at the back of the school. Loitering and socializing on campus before or after school is not permitted. When school is dismissed, walkers should immediately exit the campus. Students that fail to leave campus are subject to consequences.

## **After School Supervision**

Students are supervised after school only if they are participating in a school sponsored meeting or activity.

Any student staying after school for a school activity (i.e., detention, extra-help, club, athletic practice etc.), must be under the direct supervision of a teacher and should report to the teacher by no later than 3:25 p.m. Students participating in after school activities must report directly to the supervising teacher. If the student is found in the hallway after 3:25, they will be told to leave the building. Students should be picked up within 10 minutes of their activity's dismissal time. Students who are left waiting for transportation after an event has ended may be prohibited from attending future after school functions.

## **Academics**

Richards Middle School is committed to educating each student in our student body. To do this, it will take the support of our highly trained faculty and staff, supportive parents, and students who strive for academic excellence.

### **Academic Integrity:**

Academic dishonesty, in any form, will not be tolerated. Students who commit these acts may receive disciplinary consequences and/or will not be afforded the opportunity to make up the work for the assignment.

### **Grading Scale:**

A = 100-90 (Excellent)  
B = 89-80 (Above Average Progress)  
C = 79-70 (Average Progress)  
F = 69-0 (Unsatisfactory Progress/Failing)

### **Extra Credit:**

Extra credit is assigned at the discretion of the teacher. Extra credit will not be offered to students who have not submitted required assignments.

### **Missing Assignments:**

Failure to submit an assignment by its assigned due date will warrant the student receiving a zero for the assignment. The classroom teacher is given the discretion to allow students who fail to submit an assignment additional time to submit the assignment. If the teacher allows students to submit late work, they may face a penalty of points being deducted from their grade for submitting a late assignment.

If a student is absent, and the absence is excused, the student has three days to make arrangements with their teacher for any missing assignments. If the student fails to make arrangements within the three-day time frame, they may face a point deduction or they may lose the right to submit the missing assignment.

### **Infinite Campus:**

Parents and students can access student's grades, assignments, and attendance online through Infinite Campus (student) and Infinite Campus Parent Portal (parents).

Students can log on to Infinite Campus by doing the following:

- 🔗 Go to the MCSD website
- 🔗 Click "Families & Students"
- 🔗 Click "Infinite Campus Student Portal"
- 🔗 Students log on is their GTID and their pre-selected password

Parents can log on to Infinite Campus by doing the following:

- 🔗 Go to the MCSD website
- 🔗 Click "Families & Students"
- 🔗 Click "Infinite Campus Parent Portal"
- 🔗 Enter Parent Portal log on information

If you have forgotten your Parent Portal Username and Password, parents may obtain that information by calling the Richards Middle School Main office. Please be aware that when obtaining your Parent Portal information, you will be asked to verify information that may include but not limited to, the last 5 digits of the students social security number, telephone numbers on file, students date of birth, etc.

### **Parent/Teacher Conferences:**

Conferences to discuss academic progress or any other matter with teachers may be scheduled by contacting the appropriate teacher with the conference request (via email or you may call the main office and leave a message for the teacher). Parent conferences can be scheduled in person or via Zoom.

### **Progress Reports/Report Cards:**

Progress Reports and Report Cards are posted on Infinite Campus every 4 ½ weeks (progress reports) and 9 weeks (report cards)..

### **The Georgia Milestones Assessment (GMA):**

The Georgia Milestones Assessment is one measure of academic achievement required by the State of Georgia. The Georgia Milestone Assessment seeks to assess content mastery via four (4) levels of performance. The results are shared with parents and act as a guide in student placement for the next school year.

## **Cafeteria**

The Richards cafeteria provides nutritious, well-balanced meals each day. **100% of Richards Middle School students are provided breakfast and lunch at no charge.** Parents may place funds on their students account to cover the costs of any extra foods that the student may want to purchase from the cafeteria (i.e., chips, drinks, ice cream, etc.).

As a lunch option, students may bring a lunch from home. All extra foods must be purchased with cash. Competitive food may not be brought for students per Georgia law. Carbonated drinks, chewing gum, and candy are not to be brought to school.

### **School Nutrition Program (SNP)**

**The Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.**

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, elimination of the consumption of fried foods, foods containing > 35 % sugar by weight, and FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, and fat free and low fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. Food shall not be used as a reward or punishment and shall prohibit the use of candy and other food rewards for academic performance or good behavior. **Fundraising efforts** shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. **Restaurant containers are not allowed in the cafeteria.**

### **Community Eligibility Provision (CEP)**

The Community Eligibility Provision (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. 41 of our schools are CEP schools. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2386 to see if your student's school is a CEP school.**

## **Paying for School Lunch**

Muscogee County SNP no longer accepts personal checks as payment for meals in our cafeterias. Payments may be made by cash, money order, cashier's check, traveler's check, or on-line via **our online payment system, My School Bucks**, using your credit or debit card.

Pre-pay for your child's school breakfast, lunch, and a la carte food items. On-line payments include a transaction fee per school site. You must know your child's birthdate and/or PersonID Number from Infinite Campus (available at the school office). Allow 24 hours for payments to be posted to your child's account. From the Muscogee County School District web site, on the home page, click on the Families tab, then click on the **My School Bucks** link to access our online payment system.

## **School Meal Prices:**

BREAKFAST PRICES	
Elementary, Paid	1.00
Middle/High, Paid	1.25
Reduced	.30
Adult, MCSD Staff	1.50
Adult, Outside MCSD	2.00
LUNCH PRICES	
Elementary, Paid	2.45
Middle/High, Paid	2.70
Reduced	.40
Adult, MCSD Staff	3.75
Adult, Outside MCSD	4.50
Free and reduced priced meals for breakfast and lunch are available for eligible students.	
Applications can be picked up at the School	

## **Food Purchases**

Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students bringing a lunch from home may purchase milk, juice, water, or ice cream.

## **Charging Meals**

Charging meals is discouraged, but may be necessary in certain cases. Elementary students will be allowed to charge a total of three breakfasts and three lunches. Middle and high school students will be allowed to charge a total of one breakfast and one lunch. If your child reaches his/her charge limit and does not have money in his/her account, and does not have cash with which to purchase their meal, an alternative meal will be provided. **There is no provision for**



**adults to charge.** No charges will be accepted for a la carte items. **Students will not be able to charge any meal after May 1<sup>st</sup> through the duration of the school year.** It is necessary that all outstanding charges be paid to the cafeteria Manager prior to the last day of school. Please respond promptly to messages that you receive, both written and phone calls, regarding charges on your student's account.

### **Menus**

Monthly menus can be found on the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

### **Special Dietary Needs**

MCSD School Nutrition will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet**. The Special Dietary Needs Prescription Form **must be** completed and signed by a licensed physician or an active 504 Plan for a student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school so check with the Nutrition Manager at your student's school for specific information.

### **Seamless Summer Option**

SNP provides breakfast and lunch at various schools throughout the district during the summer. Please check the web site or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

# Discipline


## Expectations for Student Behavior Discipline Plan

# RICHARDS MIDDLE SCHOOL

Reppin' Richards  
#REP50



### School-Wide Behavior Expectation Matrix

 RESPONSIBILITY	Halls	Restrooms	Cafeteria	Bus/Car
EXCELLENCE	<ul style="list-style-type: none"> <li>--Know your destination</li> <li>--Take the shortest route</li> <li>--Know and follow traffic patterns during class changes</li> </ul>	<ul style="list-style-type: none"> <li>--Ask permission to use the restroom</li> <li>--Know procedure for obtaining a pass</li> <li>--Know your target and flush</li> </ul>	<ul style="list-style-type: none"> <li>--Follow given procedures</li> <li>--Stay in your assigned table/seat</li> <li>--Pay for what you purchase</li> </ul>	<ul style="list-style-type: none"> <li>--Know and follow all MCSD bus safety rules</li> <li>--Listen carefully for bus/car riders being called</li> <li>--Go directly to your bus/car</li> </ul>
PROFESSIONALISM	<ul style="list-style-type: none"> <li>--Walk on the right side of the hallway</li> <li>--Move purposefully</li> <li>--Talk quietly</li> </ul>	<ul style="list-style-type: none"> <li>--Keep restrooms clean</li> <li>--Respect your school's property</li> <li>--Use restroom and leave promptly</li> </ul>	<ul style="list-style-type: none"> <li>--Clean up after yourself and others</li> <li>--Recycle and reuse when possible</li> <li>--Move purposefully when entering or exiting</li> </ul>	<ul style="list-style-type: none"> <li>--Follow the directions an adult gives you the first time</li> <li>--Look for opportunities to assist other students</li> </ul>
	<ul style="list-style-type: none"> <li>--Arrive on time</li> <li>--Respect others' personal space by keeping hands/feet to self</li> <li>--Monitor tone and use kind words</li> </ul>	<ul style="list-style-type: none"> <li>--Practice good personal hygiene</li> <li>--Be mindful of others waiting</li> <li>--Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>--Respect cafeteria and janitorial staff</li> <li>--Monitor volume of voice and topic of discussion</li> <li>--Respect others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>--Monitor tone and topic of conversations</li> <li>--Report problems to driver/principal</li> </ul>

PBIS = Positive Behavioral Interventions & Support

## **PBIS Acknowledgement System (Reppin' Richards)**

Students will earn 3 REP points for showing and/or displaying the correct behavior in the four areas listed on our school-wide matrix (halls, restrooms, cafeteria, and bus/car areas). Teachers will use the PBIS Rewards System to keep up with REP Points both in their classrooms and in the 4 areas on our school-wide matrix. On Fridays, Dr. Wizzard will announce the winning grade level with the highest REP Points for the week and will draw 5 students' names from each grade level. These 15 students will be presented with a prize and a fist bump. At the end of each nine weeks, the grade level with the most REP Points will receive an on-site celebration. The REP Point Grade Level Totals will be displayed on a bulletin board near the cafeteria for all to see which grade level is in the lead. We will have 3-4 off campus celebrations in which students can use their REP Points to purchase.

If needed to improve school-wide attendance, we have an Attendance Challenge each week where the grade level with the least number of missed days gets an extra 1,000 points per week. If needed to improve bus behavior, we have added a Bus Referral Competition to be held the last month of each nine weeks. The buses with the lowest number of referrals will be put into a drawing to win a pizza party for their bus.

## **Definitions of Consequences for Disruptive Behaviors**

### **OSSP**

- Students who are suspended out-of-school are prohibited from attending or participating in any extra- curricular sports events, concerts, dances, clubs, etc. This includes practicing for such events. Penalties may include additional ISS or OSS days and possible criminal trespass charges. **Parents of students assigned out-of-school must meet with a school administrator or restorative counselor prior to returning to class.**

### **ISSP**

- Students are assigned to ISSP, in room 401, by the school administration for Level I and II offenses and are to report to the cafeteria before homeroom. Students are supervised by the ISSP technician while they work independently on class assignments. In order for students to return to class, they must (1) fulfill the time in ISSP and (2) complete all assignments. Students assigned to ISSP are considered present and are given every opportunity to complete the same work that their peers are doing in class.

### **Lunch Detention**

- This three-day consequence is assigned by the school administration and is held in the ISSP room, #401. Lunch Detention students receive a 'carry out' lunch, and report to ISSP. The ISSP technician supervises the students for 20 minutes while they eat and returns them to their classes.

### **Teacher Detention**

- Every teacher/team has a detention plan for their classes. Parents are to be notified and the contact recorded in Infinite Campus.

## **Infractions & Consequences**

Because students are learning to assume responsibility for their actions, it becomes the duty of the school to discipline the student when inappropriate behaviors occur. The following infractions and consequences mirror the contents of the Muscogee County School District Behavior Code and Discipline Policy Book, which is distributed to students. A parent and the student must sign that they have received the MCSD handbook.

School administrators will take into account frequency, severity, grade level, and prior disciplinary problems when overseeing student discipline. **This list is not intended to be exclusive, but exemplifies behaviors that will be addressed. Please also note that all consequences, for all infractions, will be at the ultimate discretion of school administration.**

<b>Level III Offenses: Personal and Property Safety</b>	
<ul style="list-style-type: none"> <li>● Fighting</li> <li>● Tobacco Use/Possession (including possessing lighters and matches)</li> <li>● Indecent Exposure (including extreme dress code violations)</li> <li>● Sexual Misconduct</li> <li>● Severe AUP Violations</li> <li>● Gang-related Activity</li> </ul>	<p>1st Offense: 3 days OSSP 2nd Offense: 5 days OSSP 3rd Offense: 10 days OSSP</p> <p><b>Fights of an extremely violent nature may result in 10-day suspension, tribunal, police charges, or any combination of the three.</b></p> <p><b>Gang-related activities will be referred to MCSD Discipline Tribunal &amp; a police report will be filed</b></p>
<ul style="list-style-type: none"> <li>● Major Vandalism</li> </ul>	<p>1st Offense: 3 days OSSP &amp; restitution 2nd Offenses: 5 days OSSP &amp; restitution 3rd Offense: 10 days OSSP; refer to MCSD Discipline Tribunal, restitution &amp; file a police report</p>
<ul style="list-style-type: none"> <li>● Weapons (as noted in the MCSD Behavior Code and Discipline Policy Handbook, to include pellet/toy guns)</li> <li>● Assault of School Employee</li> <li>● False Fire Alarm</li> <li>● Bombs/Terroristic Threats</li> <li>● Arson</li> </ul>	<p>1st Offense: 10 days OSSP; refer to MCSD Discipline Tribunal &amp; file a police report</p>

<ul style="list-style-type: none"> <li>●Bullying (written/verbal/cyber)</li> <li>●Threat/Intimidation</li> </ul>	1st Offense: Bullying Incident Report completed by Admin.; mandatory counselor conference 2nd Offense: 3 days ISSP; mandatory parent conference 3rd Offense: 3 days OSSP; 4 <sup>th</sup> Offense - 10 days OSSP and refer to MCSD Discipline Tribunal
<ul style="list-style-type: none"> <li>●Sexual Harassment (written/verbal)</li> </ul>	1st Offense: 1 day ISSP AND mandatory counseling 2nd Offense: 3 days ISSP; mandatory parent conference 3rd Offense: 3 days OSSP 4th Offense - 10 days OSSP and refer to MCSD Discipline Tribunal

<b>Level II Offenses: Misrepresentation</b>	
<u>Note: Due to the nature of the behaviors that fall under Level II Offenses, conduct points will be</u>	
<ul style="list-style-type: none"> <li>●Theft</li> </ul>	1st Offense: 3 days OSSP & restitution 2nd Offenses: 5 days OSSP & restitution 3rd Offense: 10 days OSSP & restitution
<ul style="list-style-type: none"> <li>●Forgery/Academic Dishonesty</li> </ul>	1st Offense: Contact parent - refer to Honor Council
<ul style="list-style-type: none"> <li>●Skipping School/Class</li> <li>●Leaving Campus</li> </ul>	1st Offense: Warning / Contact Parent 2nd Offense: 2 days ISSP 3rd Offense: 5 days ISSP 4th Offense: 3 days OSSP
<ul style="list-style-type: none"> <li>●Selling of Items</li> </ul>	1st Offense: Lunch detention 2nd Offense: 1day ISSP 3rd Offense: 3 days ISSP 4th Offense: 5 days ISSP
<ul style="list-style-type: none"> <li>●Misbehavior in ISSP</li> </ul>	1st Offense: Administrative warning 2nd Offense: OSSP remaining days
<ul style="list-style-type: none"> <li>●Skipping Detentions (3)</li> </ul>	Teacher Detention 1st Offense: Lunch detention 2nd Offense: 1 days ISSP 3rd Offense: 3 days ISSP

●Bus Referral	1st Offense: Parent contact / Warning 2nd Offense: 1 days off bus 3rd Offense: 3 days off bus 4th Offense: 5 days off bus 5th Offense: 7 days off bus  6th Offense: 10 days off bus and possible expulsion from bus for the remainder of the semester.
●Tardiness to School	3rd Tardy: Parent called by school Every 5th Tardy: Assignment to lunch detention and/or a referral to the school social worker and /or other support agencies
●Attempting to Fight/Play Fighting	1st Offense: Administrative counseling 2nd Offense: 3 days ISSP 3rd Offense: 5 days ISSP 4th Offense: 3 days OSSP

#### **Level I Offenses: Disruptions**

<ul style="list-style-type: none"> <li>• Dress Code Violation</li> <li>• Profanity</li> <li>• Gum/candy</li> <li>• Misconduct (severe class disruption that interferes with the educational process)</li> <li>• Blatant Verbal Defiance/Disrespect</li> <li>• Tardy to Class</li> <li>●Inappropriate Display of Affection</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with Student</li> <li>• Counselor Referral</li> <li>• Refer to IB Coordinator (if the student is an IB student)</li> <li>• Parent Contact/Conference</li> <li>• Detention Assigned</li> <li>• Grade Level Time-out</li> <li>• Behavior Contract</li> <li>• Silent Lunch</li> </ul> <p>All majors require administrator consequence, parent contact, and signature.</p> <p>Teachers will make contact with parent, hold a detention, a conference, or other consequences before an office referral is filed.</p>
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#### **Cell Phone Infractions:**

Cell phone procedures are designed to provide a learning environment that is conducive to teacher and learning without interference. Cell phone use during the course of the instructional day is not allowed in areas such as, but not limited to, hallways, cafeterias, bathrooms, and locker rooms. **No cell phones should be seen throughout the day.**

**1<sup>st</sup> offense:** Parent notified via phone and notification letter which must be signed and returned. Student pick up at the end of the day

**2<sup>nd</sup> offense:** held in office for 2 school days, parent must pick up (no exceptions)

**3<sup>rd</sup> offense:** held in office for 4 school days, mandatory parent conference with Admin, parents must pick up (no exceptions)

**4<sup>th</sup> offense:** held in office for 7 school days, ISS for two days, letter sent home to parent, parent pick up

**5<sup>th</sup> offense:** held in office for 10 school days, Oss for two days, parent conference

**\*Richards Middle School asks parents to stand united with us on these consequences. For any offense where the student cell phone is held in the office, if the parent/guardian does not want the cell phone held for the above listed duration, then the parent/guardian chooses for his/her child to accept in school suspension in lieu of the phone being held.**

## **Dress Code**

Richards Middle School follows the Muscogee County School District dress code guidelines. The school dress code is designed (1) to ensure safety; (2) to refrain from any mode of dress which distracts from the learning environment; and (3) to reflect self-pride and pride in our school. The dress code must be followed at all school functions on and off campus. The Richards Middle School faculty and staff will work diligently to address all dress code violations as soon as they are noticed to limit the disruption of learning.

**In addition to the MCSD policy, the following is a summary of Richard Middle School's dress code:**

### **Shirts:**

- ⦿ No undergarments are to be worn as outer garments
- ⦿ No midriffs should be exposed
- ⦿ No see-through shirts/blouses (layering is acceptable)
- ⦿ No tank tops, spaghetti straps, tube tops, or cut-off tops

### **Pants, Dresses, Skirts, & Shorts:**

- ⦿ Pants are to be worn on or above the waist; **NO SAGGING**
- ⦿ If pants can be worn properly on or above the waist, no belt is required.
- ⦿ No pajama bottoms
- ⦿ No see-through pants are allowed or sheer panels in pants above the knee
- ⦿ Holes may be worn in pants below the knee. Any additional holes must be covered with fabric behind them or tape. **No skin should ever be visible above the knee.**
- ⦿ No PE/athletic shorts are allowed except for in PE
- ⦿ Leggings may be worn, but the shirt must be long enough to fully cover the student's bottom. No see-through leggings may be worn

- Dresses, skirts, and shorts may be no shorter than three (3) inches above knee (even if worn over leggings). Splits in dresses or skirts may be no higher than the top of the knee even if leggings are worn underneath

**Other:**

- No head or face coverings may be worn (examples include, but are not limited to bandanas, hoods, do rags, sweat bands, knitted hats) with the exception of medical purposes or religious attire. [8.8.23]
- Items such as chains on a belt, wallet, etc. and items with spikes are not allowed
- No excessively oversized clothing is allowed
- Crocs may be worn but they must be worn in sport mode with the strap around the heel
- Flip flops, rubber slides, bedroom slippers and shower shoes are not allowed. Shoes with heels higher than two (2) inches are not allowed
- Students are not allowed to wear clothing that contains offensive or obscene symbols, signs, slogans or words degrading any gender or any cultural, religious, or ethnic values. Clothing which contains language or symbols oriented toward violence, sex, drugs, alcohol, hate, profanity, or tobacco may not be worn on campus. “Fake” alcohol or drug advertisement is also disallowed.

**\*The Richards Middle School Administration reserves the right to determine proper dress and may take necessary action at any time.**

**Dress Code Consequences:**

The following consequences will be issued for repeated dress code infractions:

- 1<sup>st</sup> offense:** Warning to student- Parent contact and student must change
- 2<sup>nd</sup> offense:** Lunch Detention- Parent contact and student must change
- 3<sup>rd</sup> offense:** Parent Conference with Admin-Lunch Detention and student must change
- 4<sup>th</sup> offense:** Office Referral: ISS for 2 days
- 5<sup>th</sup> offense:** Office Referral: OSS for 1 day
- 6<sup>th</sup> offense:** Office Referral: OSS for 2 days
- 7<sup>th</sup> offense or more:** Office Referral: OSS for 3 days, referral to Tribunal for chronic misbehavior.

**Social & Academic Opportunities**

Social and Academic Opportunities for students to explore special talents or interests are available throughout the school year. Some of the clubs and organizations offered at Richards are:



Academic Bowl Team	National Junior Honor Society*
Art Club	Orchestra
Band	Peer Helpers**
Broadcast Team	Reading Bowl
Builders Club	Science Fair
Chorus	Science Olympiad
Drama	Social Studies Fair
Green Club	Spanish Club
Math Team	Student Council
Model United Nations	Warriors for Christ
Movie Maker	Writers Club
National History Day	Yearbook Staff

\* Students must meet eligibility requirements for National Junior Honor Society

\*\* Peer helper requirements below

### **PEER HELPERS:**

Peer Helpers are chosen by our school counselors from student applications. Selection is based on the application, the interview, 1st nine week progress report, and teacher evaluations. Students must not have an “F” on report cards prior to the application. Peer helpers are expected to demonstrate good behavior and respectful attitudes both with peers and with adults. They are also expected to fully participate in all meetings and scheduled activities. Peer helpers must also adhere to the following requirements:

- Grades must not fall below a “C” average in any class per nine weeks. If this occurs, the peer helper will be suspended and possibly terminated from the program.
- If a Peer Helper receives an “NI” or “U” in conduct for a nine week term, or receives administration detention, he/she will be placed on probation. If given ISSP, he/she will be given probation and possibly expelled from membership. If given OSS, he/she will be expelled from membership.

## **Additional Information**

### **Book Bags:**

Students will not be allowed to carry bookbags to class each day. They may bring one to school each day but it must be placed in their locker each morning.

### **Cell Phones:**

Cell phone usage is not allowed in school unless they are being used for educational purposes and have been approved by the teacher. Students may ask to use the telephone in the main office if parent contact needs to be made. **No cell phones should be seen throughout the school day.**

**Cell phones should be placed in student's lockers each day. Any student seen with a cell phone will have their devices turned in to Student Services.**

AirPods, earbuds, headphones, etc. are not to be worn in the hallway. They may be utilized in the classrooms at the teacher's discretion. If seen, these devices will be confiscated due to non-compliance and will be held to the cell phone infraction policy.

**\*Richards Middle School assumes no liability for the loss, damage, misuse, or theft of personal electronic devices.**

### **Chromebooks:**

All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must be responsible for their Chromebook/Case/Charger at all times. In an effort to be good stewards of taxpayer dollars, students must be responsible for the care of their Chromebook and not damage it in any way. Chromebooks are to be carried in a case at all times when not in use. Students who damage Chromebooks and/or accessories can be assessed a replacement fee as per Board (see MCSD Board Policy JS: Student Fees, Fines, and Charges).

### **Personal Student Logins:**

Students are provided login information that may be used anywhere in the school where students use a computer. This Login information (username and password) gives each student specific access to computer software and is not to be shared with any other student. **Students are responsible for ALL activities committed under their student Login.** Consequences for misuse will be issued.

### **Fees**

Students will be held responsible for the proper care of all books, supplies, Chromebooks, and accessories or equipment furnished to them by the school. A student who defaces, damages, or loses school property shall be required to pay for the damage or loss (see MCSD Board Policy JS: Student Fees, Fines, and Charges).

A Parent/Student must pay all fees and fines owed to the school in a timely fashion. Parent/Student must clear all fines or fees during the year the fines are assessed. Fines must be paid/cleared where they were assessed and before moving to the next level in school.

### **Guidance Services:**

Guidance services provide interventions for behavior, academic or personal issues through (1) teacher/parent referral; (2) classroom guidance. Appointments are made by emailing the designated counselor, consulting with the counselor in person, or submitting a referral form.

### **Hall Passes:**

Hall passes are required for a student to leave the classroom. Students are expected to remain in class for maximum learning opportunities; thus, restroom and water breaks should not interfere with instruction. Halls will be monitored during the school day. Any student caught in the hallway without a pass will be considered skipping and will be issued a consequence accordingly.

### **Hallway Safety:**

All students are expected to remember to do their part to see that our school is safe and orderly.

- All adults at Richards Middle School are to be treated as if they are your teacher
- Walk to all destinations
- Keep to the right in the hallway at all times
- Be mindful of other classes while in the hallway (use your quiet voice)
- Treat every student, faculty, and staff member and their personal property with **RESPECT.**

### **REMEMBER THAT YOU ARE ALWAYS REPPIN' RICHARDS**

### **Lockers:**

Hall lockers will be used this school year. Lockers will cost \$20 and will include a Richards Middle School shirt. Students will have assigned times to go to their locker. Any student at their locker outside of their assigned time will be issued consequences. It is each student's responsibility to ensure that they have all supplies needed for each class. Passes to lockers during class will not be issued.

### **Media Center:**

Media Center hours are from 8:15 AM until 3:10 PM. Books may be checked out, with the required school ID card, during this time. Periodicals may be checked out with special permission from the librarian. The person to whom the item is checked out is responsible for its delivery back to the media center and for any damage to the item unless otherwise reported.

**Always inspect a book before you check it out.**

### **PE Requirements:**

PE course grades include participation and appropriate dress. Although there is no required uniform for any PE class, t-shirts, shorts, and sneakers are expected to be worn. PE shorts should fall three inches above the knee. Health classes will be scheduled intermittently.

### **PTA:**

Richards Middle School has an active, thriving, and extremely involved PTA. Membership dues are \$7. All parents are encouraged to join. If you need additional information or are interested in joining the PTA, visit their website at <http://sites.muscogee.k12.ga.us/richards/pta-main-page/>.

**Student Accident Insurance:**

Student Accident Insurance is offered to all students in the Muscogee County School District. This insurance is available to you at a nominal fee. If you are interested, please contact the school office.

If you do not wish to take out Student Accident Insurance, your child's health insurance is your responsibility. The Muscogee County School District does not carry health coverage on students.

**Student ID Cards:**

Student ID cards with each student's picture are required for checking out library books, issuing PBIS points and for admission to dances. Lost ID cards (\$5), lanyards (\$2), and ID cases (\$1) can be replaced in the media center.

**The Warrior Weekly Newsletter:**

Emails are sent each Sunday evening during the school year to update stakeholders on Richards news. Telephone numbers and emails are acquired from Infinite Campus, the MCSD student information system. If you do not receive this weekly correspondence via phone or email, please update your contact information with our school office.

**ANNOUNCEMENT:** From The Business Affairs Office Muscogee County School District: The Asbestos Hazard Emergency Response Act (AHERA) Management Plan is available for scrutiny in the principal's office of each school.

**This institution is an equal opportunity provider.**

