

## RPCS MIDDLE SCHOOL BASIC PARENT INFORMATION

**(Please save for future reference. Consult the Red Book for more details.)**

### **COMMUNICATION**

Your daughter's advisor is your main contact point for most issues. Although advisors do have phone extensions, the best way to reach them promptly is either through email or by leaving a message with the Middle School Administrative Assistant.

### **DAILY SCHEDULE**

Attendance is taken by 8:05. We recommend that students be dropped off around 7:45 to ensure that they have time to get ready for the day. Dismissal for Middle Schoolers is at 3:30 – no earlier! Optional activities are offered from 3:30 to 4:30. Students on campus after 4:00 and not in a supervised activity are required to attend the After-School Study Hall for 6th, 7th and 8th graders. (See below.)

### **ABSENCE AND LATENESS**

1. Absence due to illness must be reported to the school each day of illness. The Middle School Administrative Assistant should be telephoned by 8:30 a.m. If an illness indicates a prolonged absence, a telephone call to Mrs. Moore is requested.
2. When a student is absent, she should email her teachers, make arrangements with a classmate to collect her assignments and books, or check faculty web sites. In the event of a lengthy absence, the Middle School Administrative Assistant can assist in the process.
3. Advisors will take attendance. On even days, they will take attendance in the Sinex Theatre; on odd days they will take attendance in Advisory. Students who arrive after 8:20 should sign the late book in the office.
4. A student missing school for a reason other than illness is responsible for seeing her teachers **in advance** and for completing work in advance of the absence. There is a "Planned Absence Form" available online and in the Middle School office.

### **EARLY DISMISSAL**

After students have arrived at school for the day, they may not leave the campus without permission. Parents should inform the Middle School office in writing if their daughter needs to leave school early. *Notes should be brought to the office, **NOT** given to the advisor before school and should specify time of departure and reason for dismissal.*

### **AFTER SCHOOL SUPERVISION**

After school supervision in the form of a study hall operates from 4-6 p.m. each school day. Any Middle School student on campus after 4:00 p.m., and not involved in a supervised activity, will be asked to join the Study Hall. Students involved in after school athletics will be asked to report to the Study Hall if they have not been picked up by 5:00 p.m. Parents will be billed at the rate of \$5.00 per hour for the time that students are in the after school study hall. Parents of students on campus after 6:00 p.m. will be charged \$25.00 per quarter hour. Financial assistance for this program is available and allocated proportionally to those who receive tuition assistance. The phone extension is x3121.

### **DETENTION**

Students may also be assigned to detention based upon inappropriate behavior or if they accumulate three or more warnings for rule violations. Detentions are typically served on Fridays from 3:30 to 4:00. Repeated or serious misbehavior will result in an extended detention, which is served from 3:30 to 4:30, or a more serious consequence such as suspension.

### **FOOD**

Middle School students have a break from 10:37 until 10:47. They eat lunch at 12:20. Students may bring their own lunches or purchase food for cash or with a debit account in the lunch room. At no time is chewing gum allowed. Lunch and snacks may be eaten in the cafeteria, outside, or in a classroom with a faculty member present. Students are responsible for cleaning up after themselves and for serving on lunch crew by advisory.

### **TELEPHONE**

The office telephone is to be used by students only for emergencies and by permission. Social engagements and arrangements for attending athletic events either at RPCS or at other schools should be arranged for at home. Students who are sick **must** report to the nurse's office rather than calling home directly. Students are not allowed to use cell phones while under our supervision. Cell phones should be kept locked in lockers. Parents who need to get a message to their daughter should contact the Middle School office at ext. 3024. *We ask that parents refrain from emailing their daughters directly during the school day.*

### **STUDENTS' POSSESSIONS**

Students are asked to have all uniform articles clearly marked with their name. Outerwear and sporting equipment should also be labeled. Textbooks which are owned by the student should have her name written in bold ink on the outside of the book. Each girl is responsible for her own possessions and for keeping them in her own locker when they are not being used. Borrowing of books and gym clothes is discouraged.

### **CONFERENCES**

Parents are welcome to call the Middle School Administrative Assistant (323-5500 x 3024) to make an appointment for a conference with Mrs. Moore. Conferences with teachers are arranged directly with them. Parent conference dates are November 19 and April 1. School is not in session for students on those days. Sign up for conferences during the day by contacting your daughter's advisor.

### **VACATIONS**

School holidays are indicated on the calendar in the Red Book. Parents are asked to schedule family vacations within these dates. Absence from school or early dismissal on the day immediately preceding or following a holiday is considered an unexcused absence.

### **WINTER AND SPRING CONCERTS**

Chorus members are required to attend these two performances on the evenings of January 13 and May 19. Most other students are also involved in these concerts in some ways, so please save these dates.

### **STANDARDIZED TESTING**

Standardized tests (ERBs) are given to all 6<sup>th</sup> and 7<sup>th</sup> grade students over several days in the spring. Results are returned to the school in the summer. Parents who would like a score report may contact the Middle School Office to request that scores be sent to them.