

Revised 7/27/18

Rock Springs Middle School

2018-19



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Principal**

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Grades: 6-7-8
Mascot: Golden Knights

Accredited by
Southern Association of Colleges and Schools

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No-Bullying Awareness

Bullying is not accepted at our school, and we will see to it that it comes to an end! All of us have an obligation to report incidents of bullying.

Definition of Violence

Violence is any word, look, sign, or act that hurts a person's body, feelings, or things.

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I. GOAL

The primary goal of Rock Springs Middle School is to create an environment conducive to student success and have our students leave the eighth grade ready for high school. An important part in attaining this goal is the student's willingness to cooperate and accept responsibility for his/her actions.

This handbook is to inform you of the policies and guidelines of our school. It contains explanations of the expectations that we have for our students in areas such as attendance, academics, conduct, and other aspects of school life. Both student and parent should read this handbook and the Rutherford County School System Code of Behavior and Discipline brochure to become familiar with the rules that apply to students at Rock Springs Middle School.

School Objectives

1. To provide an atmosphere conducive to learning
2. To aid in the transition from elementary school to high school
3. To develop moral and leadership qualities that will enable each student to become a good citizen
4. To continue to develop and strengthen the fundamentals of student learning and communication
5. To foster understanding and cooperation among parents, faculty, and students
6. To guide each student in the development of good study habits
7. To provide the necessary opportunities that will sharpen student skills in reasoning, decision making, and problem solving.

II. OPERATIONS

Agendas

In order to help students develop organizational skills, encourage parent-teacher communication, and help students keep track of teachers' assignments, attendance, and other important documentation, the school has issued, free of charge, this agenda. The agenda is **required** and must be kept in each student's possession throughout the school day. Those who do not have their agenda must **replace the agenda at a cost of \$10.00**.

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Attendance Policy

Attendance is a key factor in student achievement, therefore, students are expected to be present each day school is in session. Absences will be classified as either excused or unexcused as determined by the principal or his/her designee. Absences will be excused for the following reasons:

1. Personal Illness
2. Illness of immediate family member
3. Death in the family
4. Dental or medical appointments. It is recommended that these appointments be scheduled after school. The school may require verification of a doctor's visit
5. Required court appearances, verification may be required
6. Extreme weather conditions
7. Religious observances
8. Extenuating circumstances, with appropriate documentation, which in the judgment of the principal constitutes a good and sufficient cause of absence from school

A doctor's statement may be required after three days of personal illness. If a student has accumulated ten absences, whether excused or unexcused, a doctor's note specifying inclusive dates for the illness must be submitted in order for any subsequent (the eleventh and all thereafter) absences to be excused. Truancy is defined as an absence for an entire school day or major portion of the school day.

Bell Schedule

School begins promptly at 8:00 a.m. and dismisses at 3:00 p.m. Students arriving before 8:00 a.m. should report to the auditorium, gymnasium or cafeteria. Students are to remain in either the auditorium (6th grade) gymnasium (7/8th) or the cafeteria (breakfast) until they are dismissed beginning at 7:50 a.m. Rock Springs Middle School will observe the following time schedule and bell signals.

7:15	Unlock doors, students report to the auditorium, gym or cafeteria
7:50	Dismissal from the gym, auditorium and cafeteria begins
8:00-8:54	1 st Period
8:58-9:32	R&E time
9:32-9:40	Break
9:40-10:30	2 nd Period
10:34-11:24	3 rd Period (6 th Grade Lunch and Knight Time)
11:28-12:18	4 th Period (7 th Grade Lunch and Knight Time)
12:22-1:12	5 th Period (8 th Grade Lunch and Knight Time)
1:16-2:06	6 th Period
2:10-3:00	7 th Period
3:00	Dismissal

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Check-Out Policy

The student will be called from class after the parent or legal guardian comes in to sign the student out. Identification must be shown at this time. Teachers are not to release a student from a classroom until notified by the office. If there is a question of legal guardianship, school officials reserve the right to require proof of custody before releasing a student. **For your child's security, early student checkout should be done before 2:30 pm.**

Return to School

A student returning to school after an absence must have his agenda stamped by the office. Agendas will be stamped by the office during homeroom. The student must have a note from his parent with the following information:

1. Student's name
2. Date of absence
3. Reason for absence
4. Parent's signature

The student's agenda will be stamped either excused or unexcused. Students will be allowed to make up work in accordance with the Rutherford County Board of Education Attendance Policy.

Sales

Students are allowed to sell only the materials approved for school sales during the designated times. Selling for out-of-school groups such as churches, clubs, or personal sales will not be permitted.

Tardies

Students are expected to arrive at school and be present in the classroom before 8:00 a.m. Any student that is not in his/her classroom before the 8:00 a.m. tardy bell rings must report to the office with a note from his parent where he will have his agenda stamped for admittance to class. Promptness to each class is also important. A student will receive an office referral on his/her 4th tardy in a 9 week period.

Transfers

Students who transfer to schools within the Rutherford County school system but do not change their residence will be required to have a zone exemption form. The zone exemption form must be signed by the principals of both schools.

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Visitors

All visitors are required to report to the office. Most visitor business can and should be handled in the office. All visitors must be issued a visitor's pass before visiting any other part of the school. Exceptions to this policy must be cleared in advance by the principal. Students are not allowed to have visitors during the school day except during lunch. The visitor parking area and parking lot in front of the building are available for visitor parking. Visitors should park in the marked visitor parking areas only. Parking in the bus lane in front of the main building is not permitted at any time.

Withdrawal

The school will not transfer records to any other school until all debts have been cleared. Students wishing to withdraw from this school during the school term for any reason must complete the following:

1. A custodial parent must come in to sign off on withdrawal form (must present valid I.D.)
2. Report to the office to pick up a withdrawal form
3. Report to the library and cafeteria before first period to clear any debts
4. Return all textbooks to teachers
5. Have teachers put current grades on the withdrawal form
6. Report to the office for final clearance.

III. ACADEMIC AFFAIRS

Grading Policy

The grading system for subject-area grades is expressed by numerical value. Conduct grades are based on behavior and not deducted from academic grades. The numerical values are equivalent to the following letter grade:

A: 100-93 B: 92-85 C: 84-75 D: 74-70 F: 70 and below

Every effort is made to allow students the opportunity to demonstrate their understanding of concepts and skills to achieve mastery. A grade of 70 or higher indicates mastery of a concept; therefore, students may only redo/retake assignments for which mastery was not achieved. However, if the teacher determines the student did not meet his projected score then the teacher should give the student the opportunity to retake the test. Students may earn full credit on redo/retake assignments as long as the original assignment was submitted on time. The student must complete the teacher assigned task before the redo will be allowed. Below are examples but not an exclusive list:

- Require a parent signature on the original work with a request for an opportunity to rework the assignment or retake the assessment.
- Require students to complete a series of assignments that will yield better results.
- Require students to attach the original work or assessment with the revised work.
- Reserve the right to change the format for all new assignments or assessments.
- Require tutorial session during Knight Time.

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- Students will have one opportunity to redo/retake any given assignment. Redo/retake is for non-mastery of assignments.
- Late assignments follow the late work policy.
- If a grade reflects mastery prior to the late work points being deducted, the assignment is not eligible for redo/retake.
- Original points lost due to the late policy will be deducted from the redo/retake grade.
- It is important to note that the redo/retake policy is not intended to be used as regular practice by a student.
- Alternate assignments may be required at the teacher's discretion since some scenarios are impossible to replicate.
- Retakes will not be given during the regular class period, so students will need to make arrangements during knight time or grade recovery.
- Grades completed during the last week of any grading period are not eligible for a redo/retake.
- Students who refuse to take the original test or who purposefully mark random answers are not eligible for a redo/retake.
- The redo/retake will cover the same material, but it may have different questions and/or a different format.
- Students will have 3 days from the day the graded assignment is either posted to online grades or handed back to make arrangements for redo/retake.

Late Work:

Late work will be accepted up to 3 days after due date in extreme circumstances. If this privilege is abused then the teacher has the right to revoke the privilege. If teachers choose to deduct points for late work then no more than one letter grade will be deducted.

Grading Scale

- 93-100 A
- 85-92 B
- 75-84 C
- 70-74 D
- 60-69 F

Weighted grades categories:

Homework: 10%

Assessments: 40%

Classwork/other: 50%

Citizenship & Effort appear as letters below the number grade on the report card.

- | | |
|-----------------------|-----------------------|
| S – Satisfactory | W – Missing Work |
| U – Unsatisfactory | A – Frequent Absences |
| N – Needs Improvement | E – Excellent |

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Report cards are distributed at the end of each nine-week grading period. The nine-week average will be determined from daily work, written assignments, projects, tests and other work graded by the teacher during the grading period. The teacher will weigh the value of grades given for various assignments within the nine-week period in computing the grades for each student.

Student/Parent Academics, Attendance, and Behavior Records On-Line

Grades are available for parent viewing using Jupiter Grades. Logins will be given within the first few weeks of school. There is a link to the on-line records on our website (www.rsm.rcschools.net).

Make-up Work

A student who has been absent is responsible for all assignments during his absence. Upon returning to school the student must check with each teacher and make up all work as instructed. The student will have 5 days upon their return to complete the make-up work.

Parent/Student/Teacher/Administrative Conferences

Two school-wide parent/student/teacher conferences are scheduled each year. Additional conferences may be arranged by calling the teacher during her planning period. Teachers may not leave their class during class time to confer with parents.

Report Cards

Computerized report cards are issued every nine weeks approximately one week following the end of the nine weeks grading period. Report cards are to be signed and returned. A mid-nine week report of student's academic progress will be available via Jupiter grades. A hard copy of the mid-nine weeks progress report is available upon request.

Student Recognition

Students will be recognized in a variety of ways. The following brief descriptions will explain each form of recognition.

Honor Roll and Principal's List: A student must have only A's and B's during a 9- week grading period to be recognized as an Honor Roll student. A student who receives all A's during a 9 week grading period will be recognized as a Principal's List student. We encourage all students to maximize their learning potential and to set their goals on making Honor Roll and Principal's List during the school year.

Perfect Attendance

Student must have been present each school day.

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Textbooks/Workbooks

Textbooks are loaned and workbooks are given to students for their use during the school year. Textbooks/workbooks are to be kept clean and handled carefully. A student will be required to pay for a textbook/workbook that is lost, stolen, or damaged before another one can be issued. Upon presentation of the lost textbook, a refund will be given if proof of payment is provided. If a workbook is found, no refund will be given. Textbooks are the property of the Rutherford County Board of Education and will be returned at the end of the school year, completion of the course or withdrawal from school. The principal may impose the following sanctions against a student who fails or refuses to pay the fine imposed within a reasonable time:

1. Refusal to issue any additional textbooks
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.

The principal may waive the assessment of fines when in his/her judgment the student is the victim of uncontrollable circumstances and not responsible for the damages

On-Line Textbooks (<http://myhrw.com>)

See your teacher for username and passwords.

IV. STUDENT CONDUCT

Assemblies/Athletic Events

The following guidelines apply for assemblies and/or athletic events.

1. Students are expected to enter the auditorium or gymnasium in a quiet and orderly manner.
2. Students are expected to be respectful and courteous at all times.
3. The appearance of someone on stage or at the microphone is the automatic signal for the audience to become silent.
4. Students are not permitted to leave and then return to a home game.
5. Students are expected to make transportation arrangements for after-school activities before the activity. Phones will not be available for student use. Most home football and basketball games are over by 8:15.
6. Loitering in the lobby, restrooms, or doorways is not permitted.
7. All school rules are in effect at all school sponsored events.
8. A student who fails to act appropriately and/or follow school policies will be asked to leave and will not be admitted to future events.

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Bus Regulations

Riding the school bus is a **privilege**. Improper conduct on the bus **can result** in the privilege being denied. The bus is an extension of the school and the same conduct is expected on the bus as at school. A student who rides the bus is to report to the gymnasium or cafeteria as soon as he/she arrives at school, and he/she is to report to his bus when dismissed. Transportation's phone number is **893-5812**.

Car Riders/Walkers/Bicycle Riders

Car riders should be dropped off and picked up in the rear of the building. Car riders should not be dropped off in the front before 8:00. A student who walks or who is a car rider is to report to the gymnasium or cafeteria immediately upon arrival to school. Walkers are to leave school grounds immediately after they are dismissed. Students are not permitted to loiter on school property. Car riders will wait in their designated areas until their ride arrives. At 3:20, any car rider that has not been picked up will report to the office. Once students leave school for the day they will not be permitted to return to school unless they have specific school related business.

Classroom Responsibilities and Rules

Teachers will explain classroom expectations to all students at the beginning of each school year. Classroom rules will be posted in each room. Students are to observe these rules or be subject to disciplinary action. Repeated or excessive misconduct will result in the referral of a student to the office.

Conduct Violations - Guidelines

1. Loitering in unauthorized areas
2. Skipping school
3. Possession of cigarettes, lighters, or matches, smoking, or smoking paraphernalia
4. Possession of games, toys, cards, pagers, electronic devices, etc.
5. Disrespect to faculty or staff
6. Willful and persistent violation of the rules of the school
7. Immoral or disreputable conduct, including vulgar or profane language
8. Violence or threatened violence against the person of any personnel attending or assigned to any school
9. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school
10. Inciting, advising or counseling of others to engage in any of the acts previously listed
11. Marking, defacing or destroying school property
12. Possession of a pistol, gun, or firearm on school property (Zero tolerance offense)
13. Possession of knife, etc., as defined in TCA 39-17-1301, on school property (Zero tolerance offense)
14. Assaulting school staff with vulgar, obscene or threatening language

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15. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101 (Zero tolerance offense)
16. Sexual Harassment (The Rutherford County Board of Education policy will be followed)
17. Conduct prejudicial to good order or discipline.
18. Literature of a questionable nature: literature determined by the faculty and administration to be violent, vulgar, or of poor taste.

19. Spraying of cosmetics or perfumes during school hours.
** This is not an exclusive list.**

Discipline Procedures

In accordance with Discipline Procedures of the Rutherford County School System, dispositions are outlined below. Disciplinary action will include appropriate hearings and reviews and, in all cases, the rights of the individuals will be ensured and protected

1. **Expulsion (Zero tolerance)**
Removal of a student from the school system for an extended period of time or permanently by Board of Education action.
2. **Suspension**
 - a. Out of School Suspension: Removal of the student from the campus and exclusion from all school-sponsored activities during suspension by the Administration or the Board of Education.
 - b. In-school Suspension: Removal from class or classes and exclusion from all school-sponsored activities or events during suspension by the Administration or Board of Education. Students who misbehave in In-school suspension will be automatically suspended out of school
3. **Timeout**
Removal from class or classes. Students who misbehave in timeout will be referred to administration and further discipline will be determined.
4. **Corporal Punishment**
Physical punishment by the principal or his designee. Due to the nature of corporal punishment, if administered, it must be in good faith and must not be excessive or unduly severe
5. **After School Detention/ Restriction**
A requirement that the student report to a specific school location and to a designated teacher or school official for behavior modification. Afternoon school detention will be held before school, starting at 3:15 PM. Restriction may be during lunchtime and/or before school. Students must bring schoolwork and be prepared to work the entire period.
Failure to complete restriction minutes will result in disciplinary action at the administrator's discretion.

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Dress Code

Decency, good taste, and the normal standards of the community are to be maintained in dress and grooming by all students. The Rock Springs Middle School dress code has been devised with the idea of promoting a positive learning atmosphere and wholesome attitude for each student and the school as a whole. Students should follow these guidelines:

1. Student dress will not lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives.
2. Any dress considered too revealing will not be allowed. See-through outfits, bare midriffs, open backs, low-cut tops, tube tops, tank tops, halter tops, or mesh shirts are not permitted. No skin should be visible between the shirts and pants while sitting or extending hands over head. Undergarments must be covered.
3. Shoes must be worn at all times. (No house shoes). Sunglasses are not to be worn inside the building unless prescribed by a doctor for inside wear.
4. Shorts and skirts must be as long, or longer, than the tip of the longest finger when the students' arms are extended along the side of the body. Pajamas or boxer shorts are not permitted. Skin or under garments may not be seen through clothing.
5. Form-fitting clothes, such as those made with Lycra or spandex, are allowable only if they are worn under clothing that meets dress code.
6. Clothing, accessories, or any item that pertains to or advertises substances which are illegal for teenagers (drugs, alcohol, tobacco products, etc.) or which are otherwise inappropriate (profanity, sex, obscenities, violence, gang related, etc.) are not to be worn or brought to school.
7. Hats, scarves, hair-picks, stocking caps, hair curlers, and other head covering may not be worn to school. **NO BANDANAS**
8. **Clothing must be size appropriate. Sagging is not allowed. All belts, buttons, and fasteners must be fastened at all times.**
9. No tattoos are allowed to show.
10. Dress Down Days/ Special Events/ Spirit Days: Scheduling for dress for these days will be under the direction and discretion of the individual principal.
11. Students are to keep book bags, backpacks, and large purses in their lockers at all times.
12. The principal or assistant principal will make the final judgment concerning attire or accessories that do not fall into one of the above categories but may still be considered inappropriate or disruptive to the educational program.

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When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal will administer appropriate consequences. These consequences include, but are not limited to, calling parents to bring appropriate clothing, detention, in-school suspension, and/or other disciplinary action as deemed appropriate. **Our goal is modesty and no distractions during the learning process.**

Due Process

Due process will include appropriate hearing and reviews, in all cases, the rights of individuals will be ensured and protected.

Electronic Devices

Students are allowed to use electronic devices before school and after school hours. Students must wear earbuds if listening to a program on the device. If students are using the electronic device during school hours without teacher or administrative permission, the cell phone discipline policy will be enforced.

Field Trips

All school rules regarding appropriate dress and student behavior apply during field trips. Permission slips and money for field trips must be turned in by the assigned deadline. Students will not be permitted to call home for permission to attend a field trip.

Halls (Backpacks must be kept in lockers throughout the school day.)

Students should be in the hall only at the beginning and end of the school day, going to or from lunch or assemblies, or during class when they have special permission. When in the hall during class time, a student must be accompanied by a faculty member or have his/her agenda signed by his/her teacher. **Public display of affection (PDA), such as kissing, hugging, hand holding, etc is not allowed.**

Students' Rights and Responsibilities

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive actions relative to the Constitution, the laws of the State of Tennessee and policies, rules and regulations of the Rutherford County Board of Education and Rock Springs Middle School.

Transportation Changes

A student must bring a note from his parent anytime a transportation change is necessary. A written request is also required when a change in bus transportation is necessary. It is the bus driver's discretion to allow a student who is not in his/her zoned route to ride his/her bus. **This request must be turned into the office in the morning in order for it to be processed and approved by the administration.**

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Vandalism and Property Damage

Our school building and equipment are made available through taxes paid by all citizens of Rutherford County. Students who destroy or vandalize school property will be required to pay for loss or damages. Suspension or expulsion may result from the willful destruction of school property. Accidental damage to school property should be reported to a teacher or to office personnel immediately.

V. STUDENT SERVICES

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. Breakfast will be served until 8:00 a.m. A well-balanced lunch is offered at a reasonable price. All students are allowed to charge. No a la carte items can be charged. The cafeteria management and your fellow students will appreciate your cooperation in the following areas:

Procedures

1. Students will sit at their assigned tables.
2. Students will line up in the designated area and will not block the flow of traffic.
3. All students, including those purchasing milk, juice or ice cream, etc., will go through the line.
4. Students are required to get everything they need when they go through the line.
5. Students are not permitted to break line for any reason.
6. After getting their food, students will return to their seats and remain seated.
7. When students have finished their meal, they will be given permission to return their tray to the tray room and line up in their designated area.
8. Students will be dismissed by the cafeteria monitor.

General Rules

1. Noise will be kept to an acceptable level as determined by the cafeteria monitor.
2. Students are responsible for cleaning up after themselves.
3. Students are expected to use good manners.
4. Food may not be taken from the lunch room.
5. **Commercial or fast food type lunches are not permitted. Students are not allowed to have fast food brought to them during the school day.**
6. Cafeteria procedures may be modified at any time by the cafeteria supervisor. Notice will be given to students of any changes.
7. The cafeteria supervisor will employ a variety of methods to encourage students to follow the cafeteria procedures. These methods may include isolated lunch, no talking, detention, public service work, and other disciplinary measures as deemed appropriate.

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Computer Use

Students will be given a username and password to get on the computers at school. If a parent does not want their child to be given access, the parent must sign an opt out form and return to school. Disciplinary action will be taken for inappropriate use of any school technology.

Deliveries

Deliveries will not be accepted.

Food items brought in for a school event or party must be store bought.

Guidance Services

Counseling services are available to students at Rock Springs Middle School through the guidance office. A student is welcome to come by the guidance office during supervised study, homeroom, or other available times as approved by his teacher. Parents may also make appointments to meet with the counselor to discuss their child's records, progress, etc.

Library

The library is designed to make supplementary resources available to all students at Rock Springs Middle School. Use of the library is encouraged within the rules and guidelines established by the librarian. Library books are loaned for a period of three weeks and may be renewed at the discretion of the librarian. Book returns are located in the library. The fine for overdue books is five cents per day per book.

Lockers

Lockers are \$ 1.00 and available for student use and assigned by homeroom teachers. Students are responsible for keeping their lockers clean and locked. Students are cautioned about giving their combinations to other students. Misplaced locks and/or damaged lockers caused by misuse will be charged to the student. Students are to keep the same locker all year and are not permitted to share lockers. School officials reserve the right to open and inspect any school locker at any time.

Medications

The only medications students may receive at school are medications that are brought and signed into school by their parents. Stock medications will not be administered at Rock Springs Middle School. **NEVER SEND MEDICINE OF ANY TYPE TO SCHOOL BY YOUR CHILD.**

Students are not allowed to have medication in purses, backpacks, or pockets. If your child needs to take medication at school please bring medication in the original container with students name on the bottle and fill out Authorization to assist competent student with self-administration of medication form at the office or school clinic.

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Parent Organization

Parents interested in participating in the school parent organization should contact their child's homeroom teacher. We encourage and appreciate parent involvement.

P.E. Dress

P.E. uniforms are not required, but students must wear proper athletic attire.

School Insurance

School insurance is available to all students. Information will be given to each student at the beginning of the year. Purchase of this program is optional. **All students taking part in athletics must have school insurance or proof of private insurance.**

Telephone

Student use of the telephone during the school day is discouraged. Students will be permitted to use the telephone only in case of an emergency. A student must have his agenda signed to come to the office to ask permission to use the phone. Cell phones are not allowed to be used at school for personal use. See policy in the student handbook.

Suspension Restrictions

A student assigned in-school suspension or out-of-school suspension will not be able to practice, participate, or attend any extra curricular school activity or athletic event during the period of time the student is suspended. The suspension will end at 3:00 p.m. on the last day of the student's suspension. Violation of this policy will result in suspension. Coaches will not make exceptions for any player.

STUDENT ACTIVITIES

After School Activities: A variety of sporting events, dances, and activities are scheduled by the school each year. A detailed schedule will be issued later in the school year. All school rules are in effect at these functions.

Athletic Eligibility: Please refer to the athletic handbook.

Athletic Teams and Clubs: Please refer to the Rock Springs Middle website.

Band: Band is part of the regular curriculum and is available to all sixth, seventh and eighth grade students.

Chorus: Admittance by audition.

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TITLE VI AND SECTION 504

"The Rutherford County Board of Education does not discriminate in any program, activity or employment on the basis of handicap, sex, race or national origin as required by Title VI of the Civil Rights Act of 1964, Section 504 or the Rehabilitation Act of 1973." - Paula Barnes, 504 Coordinator, Rutherford County Schools, 2240 Southpark Blvd., Murfreesboro, TN, 37128, Telephone (615)893-5812.

TITLE IX

"No person in the United States will, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." A grievance can be filed with Paula Barnes, 504 Coordinator, Rutherford County Schools (same address as above).

**School systems web address: www.rcschools.net
Snow line/Emergency School closing line: 904-3883
Message Center phone number: 893-5815**