# RAMSEY

**Junior High School** 

# RAMS



2011-2012

# STUDENT HANDBOOK

## **MISSION STATEMENT**

The mission of Ramsey Junior High School is to prepare students to learn and lead with excellence and to actively pursue a vision of success.

## Today... and ... Fort Smith Public Schools

## **Ramsey Junior High School**

in the **Future** 

3201 Jenny Lind Road Fort Smith, Arkansas 72901-7198 479-783-5115 Fax: 479-784-8119

#### Dear Parent:

This is your child's copy of the Ramsey Junior High Student Handbook. Please sign and return this sheet to his/her 1st period teacher as soon as possible.

This is to confirm that I have received a copy of the Ramsey Junior High Student Handbook.

Date
Student Signature
Grade
Parent/Guardian
Yes, I give my permission for my child's name to be published if he/she makes the school honor role.

### **TABLE OF CONTENTS**

Welcome to Ramsey	
Special Note to Parents	
Guidelines for Excused and Unexcused Absences	2
Attendance	
Truancy	
Leaving Campus	
Tardiness	
Student Dress Code	
Students' Rights, Responsibilities & Limitations	
Articles Prohibited on School Property	10 & 11
Restricted Areas	
Surveillance Cameras	
Behavior in the Hallway	
Cafeteria Procedures	
Use of the Library	
Sick Bay and Medication	13
ID Cards	14
Lockers	14
After School Detention	14
Student Discipline Center	15
Ballgame and Night Activities	
Fieldtrips or Athletic Trips	15
Inclement Weather	15
Visitors	15
Telephones	16
Fire Drills	16
Tornado Drills	16
Crisis Drills	16
Counseling Services	16
Student Planners	
Homework	17
Grading	17
Class Materials	
Textbooks	17
Course Changes	17
Course Credit/Denial of Promotion	18
The Basic School	
Graduation Requirements	18
Diplomas	18
Grading Scale	19
Ramsey Activities and Organizations	19
Student Schedule	19
Bell Schedule	20
Campus Map	
7th, 8th & 9th Grade Rams Football Schedule	
Lady Rams Volleyball Schedule	
8th & 9th Grade Basketball Schedule	
7th Grade Basketball Schedule	24
FSPS 2011-2012 School Calendar	

### WELCOME TO

## RAMSEY JUNIOR HIGH SCHOOL

#### Students and Parents:

This handbook has been prepared to familiarize you with the organization of our school and to familiarize you with the procedures and rules of Ramsey. The information contained in this publication will not answer all of your questions, but it will provide a general guideline for you to follow. *It is important that students and parents read this carefully.* If you have any questions which are not addressed, please do not hesitate to contact the office at Ramsey. We are proud of Ramsey Junior High School, and we hold the highest expectations for our students. Each student has the responsibility to conduct himself properly at all times, and to strive for excellence in all areas.

While an attempt has been made to include all appropriate policies and procedures, this document is subject to change as new policies and procedures are adopted. The intent of this publication is to inform students and parents about our school and the specific implications, with regard to Ramsey Junior High, of the Fort Smith Public School District Student Conduct and Discipline Handbook. Situations not covered in this handbook will be dealt with by the Ramsey staff as fairly as possible, focusing on not interrupting the teaching-learning process.

Dennis Siebenmorgen, Principal Wes Kaundart, Assistant Principal Dianna Storey, Assistant Principal

#### SPECIAL NOTE TO PARENTS

If you transport your child to school, you may drop them off on the Jenny Lind side of the building, or in the courtyard area, using the Dallas Street entrance. If you use the Dallas entrance, it is required that you advance all the way into the parking lot before unloading students or equipment. DO NOT stop in the driveway to unload. This is mandatory to prevent backing up traffic on Dallas. Traffic congestion only increases the risks to our students. Parents are discouraged from dropping off their child in the areas across the street such as at the grocery store, or church. In the past, students and nonstudents have been observed loitering in these areas, and negative activity occurs occasionally. Supervision is provided only for campus areas. Students are to report to the courtyard area before school. Persons dropping off or picking up students should remain in their vehicle. Paved parking areas are reserved for teachers, staff, parents and visitors. Students driving motorized vehicles must park in designated parking areas.

#### GUIDELINES FOR EXCUSED AND UNEXCUSED ABSENCES

The Board of Education of the Fort Smith School District recognizes that prompt, regular attendance in school is extremely important. Excessive absenteeism not only adversely effects the learning process of students but may impede the normal progression of a student through the grades. The Board expects each student to attend all scheduled classes and daily activities except when a student has been excused by the principal or principal's designee. Students who report to school but fail to attend all scheduled classes and activities, except where officially excused, are contributing to the potential disruption of the instructional program.

A parent/guardian or person in loco parentis has the responsibility to require of his/her student prompt, regular school attendance. A parent/guardian should be familiar with the educational program of the school and rules regarding attendance and student behavior. Unless a student has an excused absence from school, he/she should be in attendance. Excessive absences may result in a denial of promotion or graduation. Failure to comply may result in a court penalty including, but not limited to, a fine up to \$500 plus court costs (A.C.A. 6-18-222).

#### ATTENDANCE

Types of absences: Excused, Parental Permission, and Unexcused.

#### A. ABSENCES

- 1. **Excused** An absence is excused in the following instances:
  - a. Personal illness of the student or the student's child with official written verification.
  - b. Official school sponsored activity.
  - c. Court appearances with official written verification.
  - d. Medical/Dental appointments with official written verification. (Parents/guardians are urged to schedule medical or dental appointments after school hours. When this is not possible, the appointment should be scheduled during a study hall or scheduled so that the student will not miss the same class(es) repeatedly.)
  - e. Medical/Dental and court notes must be received within one week of the absence.
  - f. Death or serious illness in the immediate or extended family. (Official written verification may be required.)

An excused absence shall afford the student the privilege of making up all assignments and/or class activities as the teachers direct.

Official written verification includes signed doctor, dentist, court or legal documents identifying the office and/or the name of the professional who provided the service.

#### 2. Parental Permission

a. Parental permission may be granted for any reason including personal illness without written verification, provided the parent has contacted the attendance office, by note or phone call, the day the absence occurs.

- b. The student may not exceed five (5) parental permission absence days for the school year. If a student exceeds five (5) days of parental permission absence in any class for the semester, all parental permission days thereafter are classified as unexcused.
- c. Parental permission shall afford the student the privilege of making up all assignments and/or class activities as the teachers direct.
- d. Absences for parental permission shall not be granted in conflict with semester examination schedules.

#### 3. Unexcused

- a. An unexcused absence shall be considered to be a willful absence (truant) from school if it is without the knowledge of the student's parent/guardian.
- b. Any other absence not considered excused in the two preceding sections will be counted as unexcused.
- c. Any student who is truant or has an unexcused absence forfeits the right to make up any work for credit.
- d. Students on short-term suspension from school (not to exceed ten days) will be considered unexcused for the purpose of making up work. Suspended students will not be allowed to make up tests (excluding semester tests) taken on suspension days.
  - 1. Assignments and/or projects that are assigned and due during suspension may not be made up for credit.
  - 2. Projects assigned before suspension but due during the suspension may be submitted for credit.
  - 3. Projects assigned during suspension but due after the suspension ends may be submitted for credit.
  - 4. The parent/guardian may request class information (assignments. etc.) that could be used by the student in an effort to remain current in classes for no credit.
  - 5. No suspended student will be denied the opportunity to take semester tests.
  - Students on short-term suspension from school (not to exceed ten days) shall be considered absent but excused for the purpose of absenteeism.
- e. A student with four (4) or more unexcused absences per semester may be assigned consequences. Minimum-reprimand: Maximum-suspension.

#### B. PARENT/GUARDIAN CONTACT

The parent/guardian should contact the school by 9:00 a.m. any day that a student will be absent. In addition to assisting the school with the attendance record, parent/guardian notification to the school is a security measure to verify the locations of

all students. It is also requested that a note be provided explaining the absence. Any absence not verified with the parent will be considered to be unexcused.

Upon the second unexcused absence in any semester, a letter will be sent to the parent/guardian notifying him/her that upon the fourth day of unexcused absence from any class, a petition will be filed with the County Prosecuting Attorney or City Prosecuting Attorney to request appropriate legal action necessary to improve the student's attendance. Such notification may lead to a penalty of up to \$500 plus court costs in accordance with A.C.A. 6-18-222.

Students with long-term, medically documented illness or injury may be allowed to make up work and may be given assistance in obtaining credit for courses in which they are enrolled.

#### C. LEGAL NOTIFICATION

Upon notification by the School District that a student of mandatory school age is no longer attending school or has 10 consecutive absences in any class, the County Prosecuting Attorney or City Prosecuting Attorney will be notified that the student is no longer attending school. Students with unexcused absences in excess of 4 total days in any one semester may be considered delinquent, and appropriate notification to the County Prosecuting Attorney or City Prosecuting Attorney may be made subject to the directions of the Superintendent or his/her designee.

The Fort Smith School District shall notify the Arkansas Department of Finance and Administration whenever a student 14 years of age or older is no longer attending school, and the Department of Finance and Administration shall suspend the student's learner permit or driver's license until the student re-enrolls and is successfully attending school.

#### TRUANCY

A student absent without the consent of his parent/guardian is considered truant. Truancies are recorded per year. *Students are also considered truant if they:* 

- 1. Leave school without checking out through the office.
- 2. Are absent from class without permission (this includes walking out of a class).
- 3. Obtain a pass to go to a certain place and do not report or stay there.
- 4. Become ill and go home or stay in a restroom instead of reporting to the attendance office (sick bay).

#### Truancy will result in the following disciplinary actions:

**1st offense** — 1 day of SDC & warned of penalties for future violations, parents notified.

**2nd offense** — 2 days of SDC, parents notified.

**3rd offense** - 3 days of SDC, parents notified.

**4th offense** — 1 day of Saturday School, 1 day SDC, prosecutor notified.

**5th offense** — 1 day of Saturday School, 2 days SDC, prosecutor notified. **6th offense** — 4 days of SDC, 2 days of Saturday School, prosecutor notified.

#### LEAVING CAMPUS

All Fort Smith Schools have closed campuses. This means that once a student arrives on campus, leaving for any reason without following procedures will be considered truancy. If a student must leave for an appointment, a note must be presented in order to receive an exit slip or the parent must come into the attendance office and sign out the student. The note should have the reason and time for leaving. Unexpected or emergency requirements to leave school early can be arranged through the Assistant Principal. Parents should note that students will not be allowed to leave with anyone who is not listed on their registration sheet.

Students will be allowed to leave at lunch **ONLY** with their parent, and **ONLY** if that parent comes in and signs out the student. Leaving campus without following these procedures will be considered unexcused. Students must return to school and check in through the front office before the tardy bell rings at the end of the twenty-five minute lunch period. Only parents are allowed to eat lunch at school with a student.

#### **TARDINESS**

Promptness is expected of all students. Students who are not in their assigned seats when the tardy bell rings will be considered tardy. If a student arrives at school tardy during first period, he/she should report to the Administrative Conference Room. Excessive tardiness will result in disciplinary action.

Tardy slips will be issued in the Administrative Conference Room by the principals during first period only. Teachers will determine whether a tardy is excused or unexcused during periods 2 through 8 and will provide consequences according to the handbook. The student should be sent to the assistant principal on the 5th unexcused tardy.

Repeated tardiness to a class or to school will result in the following penalties:

1st tardy ------ warning
2nd tardy ----- warning
3rd tardy ----- 20 minute detention issued by the teacher
4th tardy----- 45 minute detention issued by the teacher
5th tardy----- 45 minute detention issued by the teacher
6th tardy----- 1 day SDC issued by the assistant principal
7th tardy----- Sent to office, assigned to study hall for period, 2 days SDC
8th tardy----- Sent to office, assigned to study hall for period, 3 days of SDC
9th tardy----- Sent to office, assigned to study hall for period, 4 days of SDC
10th tardy----- Sent to office, dropped from class with failing grade

#### STUDENT DRESS CODE

In order to enhance high standards and promote the teaching and learning process in our schools, we must encourage neatness, cleanliness and decency in personal dress and appearance of all students and school personnel. In view of that, all students and school personnel will be expected to be dressed and groomed to present a respectable image in keeping with current styles and good taste during the school day and at school activities.

#### General:

- Students will be expected to wear school clothing and not recreational apparel to school.
- 2. Styles must not infringe on the rights of others or pose a hazard to personal safety.
- 3. State health laws require that shoes be worn at all times.
- 4. Hair must be neat and clean.

#### Specific Prohibitions:

- 1. Clothing styles that are revealing to the point of disruption or distraction. *Examples include but are not limited to the following:* 
  - a. Spaghetti straps.
  - b. Any type of strapless apparel.
  - c. Shirts, blouses or tops that expose any part of the midriff.
  - d. Any type of spandex apparel or clothing that is tight to the point of being inappropriately revealing.
  - e. Low-cut attire, bare backs, halter tops, mesh attire, or shirts, tops or blouses with open sides, tank tops, see through clothing, etc. Straps on girls' tops must extend from the edge of the neck to the tip of the shoulder.
  - f. Undergarments cannot be exposed.
- 2. Clothing or body art that advocates poor standards of character and citizenship. *Items in this category include:* 
  - a. Advertisements for alcohol, drugs or tobacco.
  - b. Displays of excessive violence. Slogans associated with death, suicide or killing are a few examples.
  - c. Suggestive language, slogans or sexual connotations.
- 3. Clothing, drawings, body art, or items that denote or suggest membership in a public school fraternity, sorority, secret society or organization, or gang.
- 4. Short skirts. Skirt length must extend to 2 inches above the knee.
- 5. Shorts or skorts are not allowed.
  - a. Girls will be permitted to wear skirts, jeans, long slacks, or capri pants.
  - b. Boys will be permitted to wear jeans or long slacks. All jeans or slacks must be at least ankle length.
  - c. Shorts or skorts may be worn at activities before or after school, practices, rehearsals, or workouts at the discretion of the sponsor. All other dress code policies will be followed.
- 6. All clothing must be worn in the manner in which it was intended. Clothing with straps, suspenders, etc., must be worn with all straps properly fastened.

- 7. Clothing resembling sleep wear, such as pajamas, house shoes, slippers, etc. is prohibited.
- 8. Clothing with rips, tears or holes is prohibited. Flesh cannot be shown through rips or tears..
- 9. Hats or other head coverings are prohibited on campus except at athletic events or outdoor activities. Bandanas are prohibited at all times.
- 10. "Sagging" or "bagging" is prohibited.
- 11. Gloves of any kind are prohibited.
- 12. Sunglasses (worn in the building) are prohibited.
- 13. Any type of chain, including wallet chains, dog chains or collars, or studded apparel are prohibited.
- 14. Students will not be allowed to bring backpacks or tote bags to school. Girls' purses must be no larger than a standard notebook.

#### STUDENTS' RIGHTS, RESPONSIBILITIES AND LIMITATIONS

Ramsey Junior High is a community, and the rules and regulations of the school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibility of citizenship. A basic responsibility of citizenship is to respect the laws of the community. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational programs. The teacher has the authority to discipline students for cause. The Principal and Assistant Principals are authorized to suspend students for cause.

Students are expected to abide by the guidelines in the Fort Smith Public School District Student Conduct and Discipline Handbook. The penalty for violations of rules and regulations range from reprimand to expulsion depending upon the circumstances regarding the violation. The following rules, regulations, and procedures are designed to protect all members of the Ramsey Junior High community in the exercise of their rights and duties:

- Cooperation with school personnel Students must obey the reasonable instructions of any school district personnel.
- **Disruptive behavior** Conduct which interferes with the educational process is prohibited. Teachers may suspend disruptive students from class until a parent conference can be held. Failure to comply with the dress code is considered disruptive behavior.
- **Requirement to identify self** All persons must, upon request, identify themselves to school personnel in the school building, grounds, facilities, and at school sponsored events.
- Off Campus Events Students at school sponsored, off campus events shall be governed by school district rules and regulations, and are subject to the authority of school district personnel. Failure to obey the rules and regulations and/or failure to obey reasonable instructions of school district personnel shall result in loss of

eligibility to attend school sponsored events, and may result in disciplinary actions under the regular school program.

- **Abnormal or irrational behavior** Any student whose actions are deemed abnormal or irrational may be suspended from class and/or from school by the Principal or Assistant Principals.
- Search and Seizure In the assignment of school property (locker, desk, lab drawer, etc.) to a specific student, the school retains the ownership of such property, and the right to inspect or reclaim it without notice. General searches of school property may be conducted at any time. Items which are deemed likely to result in disruption or interference with the educational process will be removed from the student's possession. The school district and staff will not be responsible for the safe keeping of these items.
- **Criminal acts** The commission of, or the participation in, criminal acts in school buildings, on school district properties, or at school sponsored events by students, is prohibited by school regulation. Disciplinary action will be taken by school authorities against students involved in criminal acts, regardless of whether or not criminal charges result from the student's behavior. State law requires that school district authorities notify the law enforcement authorities of any criminal acts. {ACA 6-17-113}
- Electronic Devices It is important that students and parents recognize the importance of school and the use of instructional time. Disruption and interruptions must be kept to a minimum. Students are prohibited to operate electronic devices such as cell phones, pager, radios, cassette/cd players, MP3 players, iPods, recorders, tape players, or any other unauthorized electronic device from the sounding of the first bell in the morning to the sounding of the last bell in the afternoon. The school is not responsible for unauthorized electronic devices when they are confiscated from students. Violation of this policy will result in:

1st Offense: Confiscation of the electronic device for 24 school business hours. The parent will be required to pick up the electronic device.

2nd Offense: Confiscation of the electronic device for 48 school business hours. The parent will be required to pick up the electronic device and sign a waiver stating they understand the handbook policy. The student will be assigned one day of student detention center (SDC).

3rd Offense: Confiscation of the electronic device for 14 calendar days. The parent will be required to pick up the electronic device after the 14th calendar day. The student will be assigned two days of SDC.

4th Offense - Confiscation of electronic device for 30 calendar days. The parent will be required to pick up the electronic device after the 30th day. The student will be assigned three days of SDC.

5th Offense - Insubordination – Administrator discretion.

- Weapons The possession of a firearm or other weapon is prohibited on school property or at school sponsored events. Weapons may be, but are not limited to, firearms, knives, throwing stars, numbchucks, darts, air guns, or facsimiles of these devices (water guns, cap guns, sling shots, etc.). Students in possession of weapons may be recommended for expulsion. The police will also be notified.
- Behavior on buses Students are subject to school authority while on the bus, while loading or unloading, and while waiting at the bus stop. The bus driver has the authority to assign seats and to suspend students for cause from the bus. Drivers will not tolerate obscene language, rude gestures, or misbehavior. Buses will load and unload in areas designated by the Principal. Students waiting to ride the bus should remain in the designated area until the bus arrives. If parents have suggestions or complaints regarding school bus operation, they should contact the Supervisor of Transportation at 785-2501. Patrons should not attempt to stop the bus while it is on the route. Students are to ride the bus they are assigned to and are not allowed to have friends ride home with them. In order to facilitate the planning of bus routes, students must ride their assigned bus and stay in their assigned seat.

The following rules must be followed by those using the bus:

- 1. Keep head and hands inside of the bus at all times.
- 2. No horseplay or loud talking is permitted on the bus.
- 3. Do not tamper with or damage any part of the bus.
- 4. Do not leave your seat or stand while the bus is in motion.
- 5. Do not throw anything from the bus windows.
- 6. No smoking, eating, or drinking is allowed on the bus.
- 7. Bus riders are under the supervision of the driver and must follow his/her instructions.
- **Sexual harassment** Sexual harassment is against the law, deemed unacceptable conduct and will not be tolerated. It shall be a violation of this policy for any student to harass another student through conduct or communications of a sexual nature as defined below:

For the purpose of this policy, "sexual harassment" is defined as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors and/ or other inappropriate verbal, visual, written, or physical conduct of a sexual nature, whenever such harassment occurs on School District property or at school-sponsored events. Sexual harassing behaviors may include, but are not limited to the following actions:

- a. Verbal harassment or abuse
- b. Pressure for sexual activity
- c. Repeated remarks to a person with sexual or demeaning implications
- d. Unwelcome touching
- e. Non-verbal harassment (gifts, pictures, drawings, cartoons)

- **Retaliation prohibited** School personnel will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who assists in an investigation or proceeding relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.
- Bullying Bullying is against the law and will not be tolerated. "Bullying" is defined as intimidation that may include but is not limited to teasing, taunting, threatening, frightening, and/or hurting other students physically or emotionally, or influencing others to use such practices. School personnel will discipline any individual who retaliates against any person who reports bullying or who retaliates against any person who assists in an investigation or proceeding relating to a bullying complaint.
- Cheating Students are expected to do their own work and to develop the qualities of honesty, integrity, and ethical behavior. Students found cheating will be given a zero on the assignment involved. The student will be referred to the office and may be assigned to SDC and the parent will be notified. Future referrals to the office for cheating will result in a zero for the assignment involved and possible suspension out of school.
- Public Display of Affection (PDA) The public and open display of affection between students on school property does not reflect a climate conducive toward learning. Displays of affection between two individuals is a personal and private matter. Students are expected to abstain from PDA on school premices. Violation may lead to detention and possible suspension.

#### ARTICLES PROHIBITED ON SCHOOL PROPERTY

The following articles are prohibited on school property:

- 1. Tobacco products (cigarettes, including electronic cigarettes, cigars, smokeless tobacco, chewing tobacco, etc.)
- Weapons (guns, knives, throwing stars, darts, numbchucks, brass knuckles, clubs).
- 3. Water pistols, cap guns, plastic guns, sling shots, paintballs, etc.
- 4. Firecrackers, smoke bombs, rockets, stink bombs, etc.
- 5. Horns and other noisemakers.
- 6. Drug paraphernalia and literature.
- 7. Drugs (medicine must be kept in the attendance office).
- 8. Spray paints, paints, indelible markers or any other items that may be inhalents.
- 9. Electronic devices or games during school hours.
- 10. Hats and headbands during school hours.
- 11. Pornographic, sexually explicit, or sexually suggestive materials.
- 12. Gang related items, clothing, drawings, etc.
- 13. Wallet chains, dog chains & collars, or any other types of chains.
- 14. Chewing gum is not allowed on school property. It presents a distraction to students and has been found in students' hair, on the bottom of chairs, tables

and desks, in the hallway, and on the courtyard. Students who chew gum will be given a detention and the consequences will increase if the student refuses to comply with this rule.

- 15. Matches, cigarette lighters, or other incindiary devices.
- 16. Laser pointers or other devices.
- 17. Toys (yo-yo's, gigapets).
- 18. Hard candy and cough drops (Cough medicine must be liquid).
- Any other item(s) deemed disruptive to the educational process or which pose a hazard.
- 20. Students will not be allowed to bring backpacks or any other types of tote bags or other carrying devices.
- 21. Skateboards and similar devices.

#### RESTRICTED AREAS

Students should vacate the building by 3:30. The east side of the building is restricted for students during the school day. Students are not to be in this area during normal school hours.

Students should stay on the courtyard while waiting for the bus after school. Students may not leave campus or walk to any other part of the campus while waiting for the afternoon bus to arrive.

Students who walk home should leave the campus by 3:30. Thay cannot stay on campus to visit with other students.

Students are not allowed to enter the building from the Jenny Lind entrance in the morning before the first bell. Students may not wait outside the building for the first bell. They must wait inside their vehicle.

Students may not walk through the building from the courtyard to the Jenny Lind side of the campus or from the Jenny Lind side to the courtyard after the last bell of the day.

Students may not enter the building in the morning until a duty teacher arrives at 7:45 a.m. Exceptions will be made for athletes who have early morning practice or students who have a pass from a teacher for tutoring.

Students are not allowed to walk through the landscaped areas on the courtyard and by the front entry. Students are not allowed to walk on the brick edging around the landscaped area.

Students will stay off the sidewalk going into the front entrance. This sidewalk needs to be clear at all times for teachers and guests to enter the building. Students will remain on the courtyard area in the morning before school, during lunchtime and after school.

#### SURVEILLANCE CAMERAS

Areas of the Ramsey Junior High campus are subject to surveillance by cameras to enhance student and employee safety.

#### BEHAVIOR IN THE HALLWAY

- Walk on the right side of the hallway.
- Students in the hallway during class time MUST have a hall pass, and they should proceed directly to their destination.
- Horseplay and running are not permitted.
- Do not stop to talk with your friends so as to block the flow of traffic.
- A minimum noise level will be maintained.
- · Students will not congregate in groups.
- Be courteous and respectful of all persons.

If students are in the hallway during class time, before school, or after school, they should have a pass from the office or from a teacher (one student per hall pass).

Students are to take care of their personal needs during passing periods. Students will not be allowed to go to the restrooms during class unless the office has a note from a physician detailing the medical problem requiring this or if an emergency exists. Students are to clear the building by 3:20 p.m. Once students exit the building, they are not to reenter.

#### CAFETERIA PROCEDURES

Students are not to be in the building before school except to eat breakfast. Once they have finished breakfast, they are to report to the courtyard. Students are not allowed past the cafeteria door in the mornings, except in inclement weather. When the bell rings for lunch, students should **WALK** to the cafeteria and form two (2) single file lines. Line-cutting and place-holding is not permitted. Students should wash their hands at the soap dispensers before touching trays or silverware. Students are not to enter the serving area until directed to do so by the duty teacher. Students should make their selections quickly, and should only pick up food they intend to buy. There should be no more than four students to a table. Food and other objects are not to be thrown. When finished eating, students should clean up their tables push in their chair, and place the tray, dishes, and silverware in the appropriate areas. Students should then report to the courtyard area. Students are not to congregate in front of the doors to "H" hall. Restrooms which are not restricted during lunch are those in "F" and "G" hallways. The courtyard, restrooms in "F" and "G" hallways and the cafeteria are the only areas students should be in during lunch. All other hallways and areas of the campus are restricted. Students must be clear of the hallways at the end of each 5 minute passing period (during lunch). Students are not allowed to take books to the cafeteria, courtyard, or leave them in "F" or "G" hall during lunch.

Students are not allowed to share food that is prepared or purchased by parents.

Food or drinks are not to be taken out of the cafeteria. Soft drinks, such as *Coke*, *Pepsi*, etc. are not permitted in the cafeteria during breakfast or lunch unless purchased by the parent or guardian.

#### **USE OF THE LIBRARY**

- 1. Students using the library must have assignments to work on if they are not reading magazines or checking out books.
- 2. Students using the library must have a pass from a teacher.
- 3. Talking in a regular tone is not permitted.
- 4. Books may be checked out for two (2) weeks. A fine of ten cents per day will be charged for overdue books. Lost books must be paid for.
- 5. No food or drinks in the library.
- 6. Students are not to use the back entrance of the library.
- Magazines and newspapers must be read in the library. They may not be checked out.
- 8. Students are not permitted in the library office unless they have permision.
- 9. Four (4) students will be the most that can be seated at each reading table.
- 10. Students must sign in at the computers (time-on & time-off) to use the computers.

Students must abide by the computer use agreement as stipulated in the District Handbook. Violations of that agreement will result in loss of computer privileges. Students are not to use the computers for playing games, writing programs, or installing programs. Violations of any of the library rules will result in loss of library privileges.

#### SICK BAY AND MEDICATION

Students are to report to their teacher that they are sick, and ask for permission to come to the sick bay (in the attendance office). School staff will assume that parents who send their child to school, even though the child is feeling ill, intend for their child to stay at school. Parents will be contacted only if the child's condition worsens. The office has no medications, such as aspirin, to administer. If medication is brought from home to be administered at school, the parent must complete a medication form in the attendance office. All medications, including over-the-counter medicines, must be kept in the attendance office. NO medications will be administered without a form completed by the parent. School staff are not responsible for keeping up with dosage times or for calling children to the office to administer medications. Over the counter medications cannot be administered for over 7 days without a doctor's note. Prescription medications must be presented to the school in a new bottle (current date) each month.

#### ID CARDS

Photo ID cards will be provided for all secondary students during the fall semester. The initial issue is free to the student with cards being created by the media centers at each campus. These cards will be required for students to check out media center materials and to eat in the cafeteria.

Students who lose their card or alter in any way will be required to replace it at a cost of \$2.00. Replacement cards will be requested through the media center. Students on free/reduced meals may eat without their card one (1) time and will be required to purchase a replacement card or pay for their meals thereafter. Students not qualifying for free/reduced meals that lose their card will not be allowed to charge. Sudents who forget their lunch card will be allowed to eat the plate lunch only. A student cannot use another student's ID.

Failure to carry the ID card daily may result in consequences. Minimum-reprimand; Maximum-suspension.

#### **LOCKERS**

Lockers are provided for students to store their books, clothing, and personal belongings. Do not bring valuables or large amounts of money to school and leave them in your locker. Students will be assigned lockers. Students may not change lockers without the permission of the teacher who assigned it. **Students are not allowed to share lockers.** Locks to secure lockers must be Master V10 locks (these have a keyhole in the back). These locks may be purchased in the Assistant Principal's office for five (5) dollars. Unauthorized locks will be cut off without notice. Students should not give their combination to anyone. Students may be assigned a locker in the gym for use in physical education. Students are strongly advised to leave all valuables in their regular locker rather than locking them in the gym locker. At the end of the school year, students should clear their lockers of everything, including their locks. The school is not responsible for anything left in the lockers. All lockers are subject to inspection and will be checked periodically. Lockers remain the property of Ramsey Junior High and are subject to inspection by school officials.

#### AFTER SCHOOL DETENTION

After school detentions may be given by teachers or administrators for disciplinary infractions. When the student receives a detention for misbehavior, he/she must make arrangements for transportation at a time later than normal. Detentions can be 20 minutes or 45 minutes in length, depending upon the circumstances. All detentions begin at 3:25 p.m. Students who are tardy to detention will not be admitted and this will result in further disciplinary action. Students are to bring meaningful work, pencil, and paper to detention. Failure to do so will result in a 45 minute detention the following day. Students who fail to show up for detention, or who receive excessive detentions will be subject to SDC or suspension. If a parent has a question about the detention, he/she should contact the staff member who issued the detention. Students must serve a detention the day AFTER it is issued. Teachers may not change detention dates.

#### STUDENT DISCIPLINE CENTER

The function of the Student Discipline Center (SDC) is to provide an additional choice for disciplinary action in appropriate situations. SDC is supervised by a certified teacher. Students assigned to the center will have the privilege of attending school and maintaining grades, as well as having continuity of class studies. Students must attend the full number of days assigned to SDC before he/she will be returned to regular classes. Students must attend SDC from 8:05 a.m. until 3:20 p.m. on the days assigned. If a student leaves school for any reason during the assigned day, that day must be made up in full when the student returns. Students who fail to complete their work in SDC will be held over until such work is completed to the satisfaction of the SDC teacher. While in SDC, students receive a morning and afternoon restroom break, and will eat lunch with the SDC group. Students who fail to return their SDC discipline sheet, signed by a parent or guardian, may remain in SDC until it is returned.

#### BALLGAME AND NIGHT ACTIVITIES

Students are encouraged to attend events at school. During the school year, there are many ballgames, dances, concerts, and other activities. Almost without exception, these activities will conclude at **8:30 p.m.**, if not before. Students should have rides home at this time. It is the responsibility of the student to see that transportation is arranged for this time. Failure to have rides at the appropriate time may result in that student not being allowed to attend future activities. Students are to adhere to all school rules during the course of the ballgame or activity. Removal from ballgame and activities will result in forfeiture of right to attend future activities and games.

#### FIELDTRIPS OR ATHLETIC TRIPS

All students who make trips under school supervision will return by the same means of transportation used to get to the destination. The only exception to this will be when parents check with the sponsor at the trip destination for permission for the student to ride home with the parent and it has been approved by the principal.

#### INCLEMENT WEATHER

During the course of the school year, it may become necessary for schools to close due to weather conditions. This determination will be made as early as possible so parents can make arrangements for child care. All major TV stations will be notified when this determination is made. No announcement means school will be held as usual. *DO NOT* call the TV and radio stations or school administrators for information because this ties up the phone and slows the notification process.

#### VISITORS

All visitors to the school must check in at the attendance office. Parents are welcome to visit the school, but in the interest of safety and security, it is required that they check in at the office. Anyone who has not checked in with the office will be considered to be trespassing and will be subject to prosecution. If a parent wishes to meet with a teacher, please contact the office to arrange an appointment.

#### **TELEPHONES**

Students should have a hall pass from a teacher to use the telephone. Students will be allowed to use the office phones only in an emergency.

#### FIRE DRILLS

Fire drills are held at various times throughout the year to prepare students to exit the building in the event of a fire or other danger. *The following procedures must be followed to insure the safety of everyone.* 

- 1. A fire evacuation plan is posted in every room. Students should become familiar with the plan for each room on their schedule.
- 2. When the fire alarm sounds, students must obey orders promptly and leave the building quickly, quietly, and in an orderly fashion, according to the posted evacuation plan.
- 3. Students must move at least 50 feet away from the building.
- Students are to line up, in a manner directed by the teacher, in order for the roll to be checked.
- 5. Students are not to reenter the building until directed to do so.

#### TORNADO DRILLS

Tornado drills will be announced on the public address system. Students should move to the area indicated by their teacher. Students should kneel, with their face toward the wall, and cover their heads with their hands. Students should remain quiet. Students are to remain in this position until the "All Clear" signal is given.

#### CRISIS DRILLS

Crisis drills will be held at various times during the school year and will cover a variety of situations. Students are expected to cooperate and comply with all instructions given during the crisis drill.

#### **COUNSELING SERVICES**

Counselors are available to every student at Ramsey. If a student wishes to speak with a counselor, he/she should check with their teacher for that period and obtain a pass to see the counselor. If the counselor is unavailable at that time, the student may leave his/her name with the secretary and the counselor will send for the student at the earliest possible time.

#### STUDENT PLANNERS

All 7th grade students are encouraged to have a Student Planner. The cost to each student is \$3.00.

#### HOMEWORK

In order for homework to be meaningful and significant in the education of a child, it is imperative that the parent and teacher work together to produce positive results. Homework will be assigned by the teachers to assist the child in improving the skills needed to master the subject matter. Parents are encouraged to maintain contact with the teacher and to assist their child in the learning process. Counselors will, upon request by the parents, obtain pupil progress reports from teachers when a child appears to be having trouble in a particular class. Students who are absent have as many days as they are out to make up their work. Failure to make up work on time may result in zero credit. Parents and teachers, working together, can help make the junior high years a positive experience for all children.

#### GRADING

A student who is absent from any given class will be permitted to make up major tests and major assignments if the student has an excused absence. The student must make arrangements with the teacher(s) on the first day the student returns to class to complete work missed bacause of an excused absence. A student will be given an "O" or "F" if the assignment(s) missed is the result of an "unexcused" absence.

Skip days are not sanctioned by the school and absences on these days will be checked carefully. Please refer to page 8 of the District Student Conduct and Discipline Handbook, Section A, Number 1. *The Principal may require verification of an illness by a physician*.

#### CLASS MATERIALS

Students are required to bring the necessary materials to work in class. This includes the textbook, pencil or pen, paper, and any other items required by the teacher. Students who violate this policy may be sent home until a parent conference can be arranged. Showing up for class expecting to borrow materials from other students is unacceptable.

#### **TEXTBOOKS**

Textbooks are funded by the State of Arkansas. They are checked out to the students for the duration of the course. A full set of books costs in excess of \$150.00, so it is of the utmost importance for the student to keep up with their books and to keep them in good condition. Students are responsible for any book checked out to them. If a book is lost, it must be paid for before another book will be issued. Textbooks must be used by the school for six years. If a book is damaged in any manner, the student will be charged an appropriate amount. Students will not be allowed to check out of Ramsey until all textbook charges are cleared.

#### **COURSE CHANGES**

Course changes will not be made without cause. A change of mind about a course is not sufficient cause. No course changes will be made after two (2) weeks into the semester. Any student withdrawing after ten (10) school days will receive an "F" for the semester.

#### COURSE CREDIT/DENIAL OF PROMOTION

Credit may be denied to a student when he/she has more than fifteen (15) days of total absence in a semester. Excessive absence may be a basis for denial of promotion or graduation.

#### THE BASIC SCHOOL

The Basic School is available for students who may be in jeopardy of not graduating from high school on time. The Basic School is held at night at Southside High School and there are six sessions throughout the year. There are specific requirements for enrollment in The Basic School. Parents and students who have questions about The Basic School should contact one of the counselors.

#### GRADUATION REQUIREMENTS

A student must earn at least twenty-three (23) units in grades 9-12 to be graduated from a Fort Smith high school. Only two (2) physical education units may count toward graduation. These units must include:

- ENGLISH four (4) units.
- **SOCIAL STUDIES** three (3) units. One (1) unit U.S. History, one unit Social Studies (1/2 unit Civics or 1/2 unit American Government), and one (1) unit World History.
- MATHEMATICS four (4) units. Must include one (1) unit of Algebra I (or its equivalent) and one (1) unit of Geometry.
- SCIENCE three (3) units. One (1) unit Biology, one (1) unit Physical Science (Physical Science, Earth Science, Chemistry or Physics) and one (1) unit Science elective.
- **PHYSICAL EDUCATION** one and one-half (1 1/2) units of Physical Education. One unit of Marching Band may be applied to the P.E. requirement or one (1) unit of JROTC may be applied to the P.E. requirement.
- **HEALTH EDUCATION** one-half (1/2) unit.
- FINE ARTS one-half (1/2) unit.
- ORAL COMMUNICATIONS one-half (1/2) unit.

A student identified as disabled, as per State Department of Education definition of disabled, may be graduated by meeting the requirements above or by completion of his IEP (Individual Education Plan) for graduation, as established by the student's programming committee.

#### DIPLOMAS

Upon completion of graduation requirements, The Fort Smith schools award two (2) types of diplomas:

- **HONORS DIPLOMA** meet requirements for graduation, maintain a 3.0 grade point average, and pass eight units of pre-A.P. and/or A.P. courses six of which must be earned in grades 10, 11 & 12. (A.P. & Pre-A.P. courses will be so identified on the transcript).
- DIPLOMA meet requirements for graduation.

#### **GRADING SCALE**

(State Mandated)

A ----- 100-90

B -----89-80

C -----79-70

D -----69-60 F-----Below 60

NG ---- No Grade

I -----Incomplete

#### **RAMSEY ACTIVITIES & ORGANIZATIONS**

Band BEST

Boys Athletics

Girls Athletics Cheerleaders

Choral Music

Drill Team

**FBLA** 

**Fellowship of Christian Athletes** 

**National Junior Honor Society** 

Orchestra

**PTA Reflections** 

Quiz Bowl

Science Bowl

Science Fair

Student Council

**Talent Contest** 

Youth Alive

Students must see the sponsor regarding eligibility requirements for the clubs listed above.

STUDENT SCHEDULE FOR			
	Teacher	Class	Room #
_			
Lunch	Period:	Time:	
Counse	elor's Name:		
Notes:			

#### **BELL SCHEDULE**

8:00 A.M. - First Bell

8:05 - 8:50 - 1st Period

8:55 - 9:40 - 2nd Period

9:45 - 10:30 - 3rd Period

10:35 - 11:20 - 4th Period

11:25 - 12:50 - 5th Period

11:25-11:50-A Lunch

11:55-12:20-B Lunch

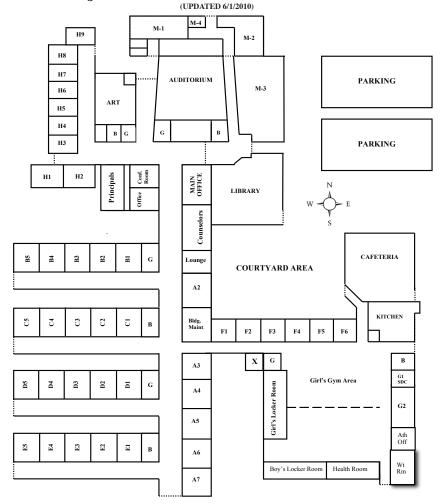
12:25-12:50-C Lunch

12:55 - 1:40 - 6th Period

1:45 - 2:30 - 7th Period

2:35 - 3:20 - 8th Period

### RAMSEY JUNIOR HIGH SCHOOL CAMPUS MAP



## RAMSEY RAMS 2011

### 9th Grade Football Schedule

August 18	Blue/White	Buck Wells 5:00
August 25	Jamboree	Buck Wells 4:00
September 1	Chaffin	Southside (H) 7:00
September 8	Butterfield	Van Buren 7:00
September 15	Alma	Buck Wells 7:00
September 22	.Shiloh Christian	
September 29	Coleman	Van Buren 7:00
October 6	Trinity	Buck Wells (A) 7:00
October 13	Greenwood	Greenwood 7:00
October 20	Kimmons	Buck Wells 7:00
October 27	Darby	Buck Wells 7:00
November 3	Chaffin	Southside (A) 7:00

## RAMSEY RAMS 2011

## 7th & 8th Grade Football Schedule

August 30	Chaffin	Southside (A)	5:30
September 6	Butterfield	Buck Wells	5:30
September 13	Alma	Alma	5:30
September 20	Shiloh Christian .	Buck Wells	5:30
September 27	Coleman	Buck Wells	5:30
October 4	Trinity	Buck Wells (H)	5:30
October 11	Greenwood	Greenwood	5:30
October 18	Limmon	Northaida	5.20
October 10	KIIIIIIIOIIS	Northside	3.30
	Darby		
October 25		Northside	5:30



## RAMSEY JUNIOR HIGH SCHOOL 2011 Volleyball Schedule



August 22	Alma	Away	4:00	8B, 8A, 9
August 24	.Butterfield	Home	4:00	8B, 8A, 9
August 29	Kimmons	Home	4:00	8B, 8A, 9
August 31	Coleman	Away	4:00	8B, 8A, 9
Sept. 6	Darby	Home	4:00	8B, 8A, 9
Sept. 10Sprii	ngdale Tournament	TBA	TBA	9
Sept. 12	.Greenwood	Home	4:00	8B, 8A, 9
Sept. 14	Trinity	Away	4:00	8B, 8A, 9
Sept. 19	Chaffin	Away	4:00	8B, 8A, 9
Sept. 21	Alma	Home	4:00	7A 7R 8 9
_				711, 715, 0, >
	Smith Invitational			
Sept. 24Fort		TBA	TBA	9
Sept. 24Fort           Sept. 26	Smith Invitational	TBA	TBA	9 7A, 7B, 8, 9
Sept. 24Fort           Sept. 26           Sept. 28	Smith Invitational	TBAAway	3:30	
Sept. 24Fort         Sept. 26         Sept. 28         Oct. 3	Smith Invitational  Butterfield  Kimmons	TBA Away Away Home	3:30 3:30	
Sept. 24Fort         Sept. 26         Sept. 28         Oct. 3         Oct. 5	Smith Invitational  Butterfield  Kimmons	TBA Away Away Home	3:30 3:30 3:30	
Sept. 24Fort         Sept. 26         Sept. 28         Oct. 3         Oct. 5         Oct. 12	Smith Invitational  Butterfield  Kimmons  Coleman  Darby	Away Away Away Away Away	3:30 3:30 3:30 3:30	
Sept. 24Fort         Sept. 26         Sept. 28         Oct. 3         Oct. 5         Oct. 12         Oct. 17	Smith Invitational  Butterfield  Kimmons  Coleman  Darby	TBA Away Home Away Away Home	3:30 3:30 3:30 3:30	

<sup>\*\*</sup>Freshman Night

## RAMSEY JUNIOR HIGH SCHOOL 2011-2012 Basketball Schedule

Nov. 14-19CureN	MD Classic at Bentonville	TBA 9G, 9B
Nov. 21	Kimmons	4:008G, 8B, 9G, 9B
Nov. 28	VB Coleman	4:008G, 8B, 9G, 9B
Dec. 1	Charleston	5:00 8B, 9G, 9B
Dec. 5	at Greenwood	4:00 8G, 8B, 9G, 9B
Dec. 8	at Alma	4:00 8G, 8B, 9G, 9B
Dec. 12	.VB Butterfield	4:008G, 8B, 9G, 9B
Dec. 13	at Trinity	4:00 8G, 8B, 9G, 9B
Jan. 5-7 Kenny W	Vhitson Classic at Ramsey	TBA9G, 9B
Jan. 9	at Darby	4:00 8G, 8B, 9G, 9B
Jan. 12	Chaffin	4:008G, 8B, 9G, 9B
Jan. 19	at Kimmons	4:00 8G, 8B, 9G, 9B
Jan. 23	at VB Coleman	4:00 8G, 8B, 9G, 9B
		4:008G, 8B, 9G, 9B
Feb. 2	Alma	4:008G, 8B, 9G, 9B
Feb. 6	at Butterfield	4:00 8G, 8B, 9G, 9B
Feb. 9	Trinity	4:008G, 8B, 9G, 9B
Feb. 13	Darby	4:008G, 8B, 9G, 9B
Feb. 16	at Chaffin	4:00 8G, 8B, 9G, 9B
Feb. 22-25 Regional To	ournament at Bentonville Bla	ckTBA



## RAMSEY JUNIOR HIGH SCHOOL 7th Grade 2011-2012 Basketball Schedule



Nov. 17 Girls - Home
Nov. 30 Girls - Away
Dec. 10 Boys - Home Girls - Away
Dec. 14 VB Coleman Boys - Away Girls - Home
Jan. 4Boys - HomeGirls - Away
Jan. 11VB ButterfieldBoys - AwayGirls - Home
Jan. 18GreenwoodBoys - HomeGirls - Away
Jan. 21 Boys - Away Girls - Home
Jan. 25 Girls - Home
Jan. 28Boys - AwayGirls - Home
Feb. 1Boys - HomeGirls - Away
Feb. 4 7th Grade City Championships at Darby

Please note that all Wednesday games will begin at 4:00 and 5:00. All Saturday games will begin at 9:00 and 10.00.

#### 2011-2012 FSPS SCHOOL CALENDAR

August 8 (Monday)
September 5 (Monday)Labor Day - No School
October 14 (Friday)
November 23 (Wednesday)
December 20 (Friday)End of Second Quarter-End of First Semester December 21 (Wednesday)Winter Recess Begins
January 3 (Tuesday)
February 20 (Monday) President's Day - No School
March 9 (Friday)
April 6 (Friday)Good Friday-No School
May 25 (Friday) End of Fourth Quarter, End of Second Semester Final Student Day

Note: In the event of school closure, a make-up day will not be necessary for the first day missed. The second day missed will be made up Monday, February 20, 2012. The third day missed will be made up Friday, March 16, 2012. All subsequent days missed will be made up beginning Tuesday, May 29, 2012. (The professional development day scheduled for March 16 will be moved to the day following the final day of school.)

#### **NOTES**

#### **NOTES**

#### **NOTES**



## **ALMA MATER**

OH RAMSEY HIGH,

JUST TO YOU WE WILL BE FAITHFUL,

EVER FAITHFUL IN OUR WORK AND OUR PLAY,

TO YOU WE SING ALL OUR LOYALTY AND OUR LOVE,

ALWAYS PRAISING EVERY CAUSE,

OF OUR JUNIOR HIGH.

