

Ruth Doyle Middle School

Parent Guide 2017 - 2018

800 Padgett Road
CONWAY, AR 72034
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ADMINISTRATORS, COUNSELORS, & OFFICE STAFF

Principal	Mrs. Debi Avra	avrad@conwayschools.net
Assistant Principals	Mr. Joey Achan	achanj@conwayschools.net
	Mrs. Lisa Oates	oatesl@conwayschools.net
Counselors	Mrs. Cameron Jernigan	jerniganc@conwayschools.net
	Mrs. Angela Rogers	rogersa@conwayschools.net
<u>Office Staff</u>		
Attendance	Mrs. Tufu	tufuv@conwayschools.net
Bookkeeping	Mrs. Smith	smithmj@conwayschools.net
Nurse	Mrs. Kordsmeier	kordsa@conwayschools.net
SRO	Officer Sean Julian	julians@conwayschools.net
Transportation	Director	Ed Dow 501-450-4892

Teacher Contact

All RDMS employees can be contacted by email. Go to the district website, www.conwayschools.net. Under the schools tab, choose "Secondary" and then "Ruth Doyle". On this site, you will find the appropriate teacher's name, and you may submit an e-mail.

Emergency Contact

When a child becomes ill at school or is injured, we must have a way to contact a parent. Please be sure to update the information sheet in the school office if you have a change in your phone number, street address, or change your place of employment.

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Daily Bell Schedule

2017-2018

5th Grade Bell Schedule

1st Period	8:10-8:55
2nd Period	8:58-9:43
3rd Period	9:46-10:31
4th Period	10:34-11:19
Lunch and Physical Activity	11:22-12:04
5th Period	12:07-12:52
6th Period	12:55-1:40
7th Period	1:43-2:26
8th Period	2:29-3:19

6th/7th Grade Bell Schedule

1st Period	8:10-8:55
2nd Period	8:58-9:43
3rd Period	9:46-10:31
4th Period	10:34-11:19
5th Period	11:22-12:07
Lunch and Physical Activity	12:10-12:52
6th Period	12:55-1:40
7th Period	1:43-2:26
8th Period	2:29-3:19

All Students should be picked up by 3:45.

FAST FRIDAY BELL SCHEDULE

2017 – 2018

5th Grade Bell Schedule

1st Period	8:10-8:50
2nd Period	8:53-9:33
3rd Period	9:36-10:16
4th Period	10:19-10:59
Lunch	11:02-11:32
5th Period	11:35-12:15
6th Period	12:18-12:58
7th Period	1:01-1:41
8th Period	1:44-2:24
Clubs	2:27-2:57
Encore/8th Period	3:00-3:15

6th/7th Grade Bell Schedule

1st Period	8:10-8:50
2nd Period	8:53-9:33
3rd Period	9:36-10:16
4th Period	10:19-10:59
5th Period	11:02-11:42
Lunch	11:45-12:15
6th Period	12:18-12:58
7th Period	1:01-1:41
8th Period	1:44-2:24
Clubs	2:27-2:57
Encore/8th Period	3:00-3:15

All Students should be picked up by 3:45.

Parent Information

Dropping Off or Picking Up Your Child at RDMS

Often there are long lines of cars waiting to enter the school drive between 7:55 and 8:05 and from 3:00 to 3:20 p.m. Because of the congestion associated with our traffic, we ask that you follow these traffic regulations:

Dropping off (mornings)

The school has a double lane running **one-way** in front of the school. If you are waiting to drop off your child, **you should be in the right hand lane.**

Once you have entered the “Unload Here Signs”, please have your child exit the vehicle. We try to load or unload a “wave” of vehicles at a time to allow traffic to continue flowing. Your child must be dropped off early enough to be ready to be in their seats by 8:10. If you drop off after 8:05, please sign your child in the front office.

Picking up (afternoons)

The school has a double lane running **one-way** in front of the school. If you are waiting to drop off your child, **you should be in the right hand lane.**

Pick up lane- students will be allowed to approach their car, once car has moved up to a certain area in front of the school.

Parking area in front of school-if you do not want to wait in the car pick up line, you can do the following:

- park your car in the parking lot in front of the school
- walk to the middle grassy area
- Once your child has identified you, he/she will be allowed to walk across the crosswalk to meet you

Parking area to the left of the school (if you are facing the school..close to the buses)

- park your car in this area-students cannot walk towards your car without an escort
- walk towards the front of the parking lot (towards administrator/teacher on duty)
- Once your child has identified you, they will be allowed to meet you

We will not allow students to walk to cars or walk across the parking lot area to go to cars without a parent escort.

Other General Information about Drop off and Pick up:

- For your child's safety, you may NOT drop off or pick up in the THRU LANE or Padgett Road or College Ave. It is extremely dangerous to load or unload in these areas and it cannot be allowed.
- We do not allow parents to drop off or pick up in the parking lots WITHOUT a ***parent/guardian escorting him/her across the street.*** Our traffic flow does not allow this to be a safe crossing for your child.
- If your schedule does not allow you to wait in line, it is suggested you allow your child to ride the shuttle bus or that you bring your child to school before 8:00 a.m.
- **Students may not be dropped off in the bus lane in front of the cafeteria.**

If you are waiting on your child, keep moving in line. If your child does not come out by the time you are at the front of the traffic line, you will be asked to move up and park so that the traffic can continue to move.

Please remember that classes begin at 8:10. Students should be in their classrooms and ready to work at that time.

BICYCLE/SCOOTER USE

Students who ride bikes or scooters to school are responsible for securing their vehicles in the racks located in the back and front of the school. Students are expected to follow all safety regulations pertaining to safe operation. **STUDENTS MAY NOT RIDE BIKES OR SCOOTERS ON THE SCHOOL GROUNDS.**

RESTRICTED AREAS

Upon arriving at school-

All students will report to their designated areas upon arrival. All students will report to the cafeteria. Those choosing to eat breakfast will need to arrive early enough to eat as we begin dismissing to class between 8:00 and 8:05.

Students are not allowed to go to their classrooms or lockers prior to being dismissed from the cafeteria unless they have a note from the teacher. All students will be dismissed around 8:00, to go to their lockers, and will report directly to their first period class.

CHECKING IN AND OUT OF SCHOOL

Parents must check students in or out at the school office. When a student is late to school, he/she will receive a tardy admit to class. All tardies are considered to be unexcused unless a doctor, dentist, or counseling appointment card (or excuse) is presented. A student is allowed four tardies per semester before being referred to the office. We discourage parents from checking students out of school for appointments unless it is during study hall. Calling a student out of a class disrupts the entire class and should be avoided. A student may **ONLY** be checked out by his/her parent(s).

1. Notes will **NOT** be accepted for check-in/check-out purposes.
2. Any student checking in from a medical or court-ordered appointment must have official documentation.

3. **RDMS CAMPUS IS CLOSED DURING LUNCH.** Students may leave only if a parent/guardian picks them up and signs them out.
4. Should a school activity be schedule, parents are advised to check their child out before or after the event. It is often difficult to quickly locate a child at events where students are not kept with a particular class.
5. Regular school attendance is critical as your child moves to the upper grades. IF your child is sick and has to miss school, please call to report the absence to Mrs. Tufu at the front desk.

TARDIES

Tardies are disruptive to the classroom. Students should be seated by the time the tardy bell sounds. When a student has been tardy four (4) times per semester, he/she will be sent to the office for disciplinary action. When a student is tardy to first period, he/she must report to the school office for a tardy admit. **A parent/guardian must sign his or her child in at the office.**

HOME ACCESS CENTER

Each parent/guardian should have received a login for which they can access his/her student's ongoing grades/progress for their time in the Conway Schools. Grades are updated every two weeks by teachers at RDMS. We hope you take advantage of this helpful tool to monitor your child's grades and missed assignments. Parents are also encouraged to e-mail teachers regarding student progress.

SCHEDULE CHANGES

Students pre-register in the spring and the master schedule is constructed based on their requests at that time; therefore, any change to individual schedules impacts the balance and numbers within the departments. All students have received ample time to consider their course selections, so changes to individual schedules will only be considered to correct errors or to better meet the academic needs of students as determined by the faculty and staff. Changes may occur to meet a student's Academic Improvement Plan (AIP) for remediation or for intervention purposes.

HALL RULES

- Always walk in the halls or on the sidewalks. Running is only allowed on the playground or in gym class.
- Students should walk to their right especially when going around corners.
- Students should talk quietly in the halls.
- Students should not “hang around” or loiter in the halls
- Students should be on the appropriate floor for their assigned classes at all times and should use the stairwell closest to the next designated class.

- Students should use lockers only during designated times

Students who fail to observe the above rules are subject to office referral and punishment.

LUNCH PERIOD/CLOSED CAMPUS

All schools in the district shall operate closed campuses. Students are required to stay on campus from their arrival until their dismissal at the end of the regular school day. Students may be given permission to leave the campus by the school principal or his/her designee and must sign out in the office.

1. Lunches may be purchased or brought from home, and students will eat in the cafeteria or the courtyard, weather permitting.

Breakfast: Students--\$1.50
Adults--\$2.00

Lunch: Students--\$2.60
Adults--\$3.50

Parents may use www.EZSchoolPay.com Internet service to help manage their child's school meal account. Meal balances may be monitored and pre-payments for meals may be made using VISA or MasterCard. Students may charge up to \$9.00, after that, charging meals in the cafeteria is not allowed. All charges must be paid in full as soon as possible and definitely prior to the end of the school year.

2. RDMS is **closed during lunch** which means parents are discouraged from checking their child out for lunch due to time restraints. Parents are welcome to bring lunch for their child (only) and eat lunch with their child only.

Cafeteria Rules

- Students who want to purchase food or drinks are expected to get into the proper line when they enter the cafeteria.

- Students who cut in line or allow others to cut in line will be sent to the end of the line or will sit in a designated area until all other students have been served.
- Students may not purchase food items for other students.
- Once a student is seated, he/she must raise his/her hand and ask for permission to get up.
- Students will clean up after themselves and dispose of items properly.
- Students will be dismissed from the cafeteria according to the direction of administrators and/or the duty teachers.
- No student may leave the cafeteria without permission. Students who fail to observe the above rules are subject to an office discipline referral.

GENERAL INFORMATION

Please read the following information carefully:

- **CAUTION:** Students do not need to bring large sums of money to school and **DO NOT** need to leave money or valuable items in the lockers. If a student must bring a large sum of money to school, he/she may speak to office personnel and arrange to leave the money in the office.
- **CAUTION:** The school is not responsible for lost or stolen articles. All items brought to school should be marked with the student's name (especially shoes, jackets, backpack,

and binders). Students should bring “found items” to the office. RDMS will make a good faith effort to help students locate lost or stolen items which are deemed necessary for educational purposes.

- **ATTENTION:** Students are expected to wait in the designated area if they arrive before 7:25 a.m. Students who arrive at school by car before 7:25 a.m. should wait in the designed hallway to the left of the office area. No student is allowed in any other part of the building without a pass. When students are dismissed at 8:00 a.m. they are to go to their locker and directly to their first period class. The first period teacher will give them a pass if the student needs to go elsewhere. Band and orchestra students may take their instruments to the designated rooms before entering the cafeteria.
- **ATTENTION:** During inside and outside lunch periods, students are not allowed to roam the building. Any student in the hallways during lunch must present a pass.

GENERAL SCHOOL CONDUCT

While on the school campus or involved in any school activity the following rules will be observed:

- **Any** teacher or staff member in the school has the right to correct students. Disrespect or insubordination toward teachers or staff members will not be tolerated.

- There will be no selling of anything at school unless the school principal granted prior permission.
- Gum is not allowed. Students with a note to chew gum from an orthodontist will be allowed a few minutes to chew in the nurse's office only.
- No running except on the playground or gym class.
- No spitting or rock throwing will be allowed.
- Candy and soda are only allowed to be consumed in the cafeteria.
- Backpacks must be placed in lockers before the 8:10 tardy bell rings. They may not be taken out until students are dismissed to the last class of the day.
 - No book bags or backpacks will be allowed to be carried throughout the school day unless prior permission has been granted by one of the principals. Students needing to bring a bag will take their bags to their locker once they've been dismissed from the cafeteria. The bag must be kept in their locker or for the entire school day and will be used only for carrying things upon arrival and departure. Students riding a bus may make arrangements with their eighth period teacher to pick up their bags prior to eighth period to allow a quick exit for the bus. Teachers may have a

designated place for bags at this time that students will need to use until dismissed for the day.

- Keep hands, feet, and other objects to yourself.
- No gambling is allowed.
- **Cellular phones and other electronic equipment must be turned off once they enter the school building UNLESS by teacher directive.**
- ***See Conway Public Schools Student Handbook for discipline guidelines.***

GIFTS/DELIVERIES FOR STUDENTS

The school does not accept the delivery of gifts or flowers for students. Any delivery made to the school will result in a parent being called to pick it up or the student being given the item AFTER the dismissal bell at the end of the day.

FOOD AND DRINK

All food and drink products are limited to the cafeteria. If for health reasons a student requires consumption of either food or drink in the classrooms or other buildings, that student must have a form completed and signed by the school nurse. ***NO*** food or drink is allowed outside (unless given permission by administrators or teachers).

Media Center

Hours: The hours of operation are 7:45 A.M. to 3:45 P.M.

[Media/Library Center Information](#)

DRESS CODE-----See Board Policy 4.25

Although the Conway Board recognizes that dress is a matter of personal taste and expression of one's self, it also recognizes the need to help students understand and avoid the negative impact that inappropriate grooming can have in the classroom.

To accomplish this task, the Board has established the following guidelines for appropriate dress in the Conway secondary schools:

- All students shall wear shoes.
- Boys shall wear pants or shorts and a shirt.
- Dresses, shirts, and blouses must not expose any part of the midriff or back. While in motion, dresses, shorts, and skirts will be at least fingertip length (middle finger)
- Dress code for special events such as graduation, prom, dances etc. will be determined by the school principal.
- All yoga pants, leggings, jeggings, etc. shall be covered by a garment that provides front and back coverage.
- See-through shirts must be paired with dress code appropriate attire
- Items not allowed include but are not limited to the following:

- PANTS NO sagging
- NO holes above the top of the knee that exposes skin.
- NO pajamas or loungewear.
- NO clothing related to gangs --- one leg of pants rolled up; towels hanging from any pocket or draped over shoulder; overalls with one strap unbuttoned; bandanas, etc. SHIRTS See-through blouses must be paired with dress code appropriate attire.
- NO bare midriff – when a student lifts his/her arms to shoulder level the midriff should not be exposed. The shirt needs to come down at least two (2) inches over the top of the pants’ waistline. When a student sits, his/her back should not be exposed; when in doubt, wear an undershirt!!!
- NO halters, backless, fishnet, or tank tops ---shoulder straps must be 2 inches in width.
- Boys’ shirts must have sleeves.
- NO revealing necklines --- there should be NO cleavage showing. NO suggestive slogans; vulgar captions; pictures or advertisements for tobacco or alcoholic products; logos, that depict death or violence.

Each infraction will require a change of clothes in order to remain at school.

COMPUTER USE

Please refer to the student handbook for the computer use policy. Students will be issued a username and password for computer use at RDMS. Should there be a problem with a student’s password after being issued; students will need to see the media specialist.

LOCKERS

Students may rent a locker for \$5.00 through his/her **first period teacher** at the beginning of the school year. After that time, all locker rentals will be handled by Mr. Achan, Assistant Principal, in the front office. Use of the locker will be limited during the school day as specified by the child's teachers. Please help your child remember his/her locker combination and **discuss the importance of not sharing the number with anyone. Lockers may not be decorated with any materials that stick to the locker other than magnets.** They must be returned in the same condition in which they were rented. Locker shelves may be used inside the locker. **Misuse of a locker could result in locker privileges being denied.**

STUDENT ACTIVITIES

Band	Football	Quiz Bowl
Choir	Volleyball	Clubs
Basketball	Orchestra	Track

SCHOOL TRIPS

Various field trips may be organized/utilized by the school or individual teachers throughout the school year. In the event of a school trip, parental notification will be sent home. A parent/guardian field trip permission slip is included in the paperwork received at the beginning of the year. A valid signature must be on file with the office for students to attend. Should your child need to be picked up by a parent while off campus, please make arrangements with the school office **prior to the trip.**

DANCES

Once or twice a year, the RDMS Parent/Teacher Organization (PTO) provides a dance to reward students with good behavior for sixth and seventh grade. The dance will be held in the cafeteria and is for RDMS sixth and seventh grade students only.

Students will be warned ahead of time that if they are sent to the office for discipline reasons, they will not be allowed to attend the dance. Notices will be sent home in that situation.

VISITORS/VOLUNTEERS

RDMS has a closed campus. Visitors must check in at the front office through the automated Hall Pass system and receive a visitor's badge prior to visiting other areas of the building. You must present a valid driver's license on your first visit to be entered into the system. This pass issued must be prominently displayed on the shoulder area.

RDMS welcomes parents and visitors for our school events and programs. Because of confidentiality concerns, we cannot allow visitors in the classroom while class is in session. Parents are invited to join their child for lunch at any time. Please be reminded though that lunch can be brought in for your child only. Other students are not allowed to sit with a student and that student's parent. Parents are welcome to confer with teachers by appointment, but we ask that teachers are not disrupted during their lunch unless an appointment has been agreed upon.

RDMS students are not allowed to bring guests to school with them.

E-MAIL

You can find all district employees' e-mail addresses at www.conwayschools.org.

HOMEWORK POLICY

- Students are expected to bring homework to class on time. Directions should be followed to receive credit for any assignment. The assignment should be noted in the assignment planner each day by the student. If a student is not turning in assignments on time, the parent should check the assignment planner each day and ask to see the completed assignment.
- All work should be put in the class section of the student's three-ring binder, math folder or reading folder. This will help the student get to class with the completed assignment.
- Students will be given the number of days absent to make up assignments (see district Student Handbook). Students should check with teachers immediately upon returning to class for make-up work.

This is the student's responsibility.

6.12—PARENTAL/COMMUNITY INVOLVEMENT – SCHOOL

Conway District Schools that accept and use Title I funds understand the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Conway Public Schools shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to

1. Involve parents and the community in the development and improvement of Title I programs for the school;

2. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, ABC, ABC for School Success, area Pre-K programs, and Even Start;

3. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;

4. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents;

5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;

6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;

7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and childcare to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;

8. Find and modify other successful parent and community involvement programs to suit the needs of our school;

9. Train parents to enhance and promote the involvement of other parents;

10. Provide reasonable support for other parental involvement activities as Parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, Conway Public Schools that accept and use Title I funds shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Conway Public Schools that accept and use Title I funds shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parents right to be involved in the education of their child.

Conway Public Schools that accept and use Title I funds shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

This policy shall be part of every school improvement plan for Conway Public Schools that accept and use Title I funds and shall be distributed to parents of students to the extent practicable, in a language the parents can understand.

Legal References: 20 U.S.C. § 6318 (b)(1) (NCLB Act of 2001, Section 1118)

20 U.S.C. § 6318 (c)(1),(2),(3),(4) (NCLB Act of 2001, Section 1118)

20 U.S.C. § 6318 (d) (NCLB Act of 2001, Section 1118)

20 U.S.C. § 6318 (e)(1),(2),(3),(4),(5),(6),(8),(9),(10),(11),(13),(14) (NCLB Act

of 2001, Section 1118)

Date Adopted: April 17, 2007

Last Revised: June 10, 2008