



***RUSK JUNIOR HIGH STUDENT HANDBOOK APPENDIX  
2020-2021***

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**RUSK JUNIOR HIGH SCHOOL**  
**STUDENT HANDBOOK APPENDIX**

**CAMPUS REMINDERS**

**School Day:** 7:55 – 3:20 p.m.

Students may be Face to Face or @Home learners this school year. For any reason that may require @Home learning to take place, please see the following expectations:

**Email – ACCEPT INVITATIONS**

- This year, assignments will be ‘delivered’ through the Google Classroom format. **ALL** students will need to check their emails to accept each teacher’s invitation to their classes. Email addresses are your [first.last@ruskisd.net](mailto:first.last@ruskisd.net) Your password is rusk\_ \_ \_ \_

(4-digit lunch number). (For example, rusk9182) If you cannot access your school email, please contact RJH at (903) 683-2502. Accepting your teacher’s invitation will be how the teacher communicates with you and how you will get notifications for Google Classroom assignments.

**Attendance**

- In a virtual setting, logging in to each Google Classroom **DAILY** will be how your teacher and RISD logs your attendance. Make sure to login and do your lessons early while your mind is sharp.

**Assignments**

- Each individual teacher’s assignment in Google Classroom needs to be completed **daily** or before that assignment’s due date. Correct grammar should always be practiced!

**Grading**

- Assignments will be graded by your teachers and Skyward will be updated regularly. Be sure to check your grades and email your teachers if you have questions. Teachers will be available to assist somewhere between 7:30-3:45. If any questions arise outside of these hours, don’t expect an answer until the next day.

***Academic Dishonesty: A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. EIA (Local) The determination that a student has engaged in academic dishonesty shall be based on the judgement of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. EIA (Local) Depending on the severity of the incident, consequences may include repeat of assignment, grade reduction, grade of zero, and other disciplinary action as appropriate. [See Student Code of Conduct] Assignment/Assessment***

### **Virtual (School@Home) Expectations**

- All remote learners will follow the Rusk Junior High School Grading Guidelines.
- Students will complete asynchronous activities assigned each day.
- Students will show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning (video, picture, or activity submitted as lessons and/or completing assignments).
- Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.
- Teachers will assign daily assignments and give a due date and time. Assignments submitted after due date will follow the grading guidelines for late grading.
- Teachers will post office hours on their google classroom. Any communication after office hours may be answered the following day.
- Students will be required to respond to teachers emails and questions within a 24 hour period.
- Level one technical support will be provided by staff in our library.
- Students who login to their google classroom each day and engage in teacher-assigned learning are considered “present” and will not be marked absent. Students who have not logged-in by 4:00 pm each school day will be considered absent. *(This absence can be resolved if the student engages in daily learning assigned by their teachers via their google classroom by 11:59 pm that same day.)*
- If a student completes the entire weeks’ worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked “present” on Monday only and counted “absent” for Tuesday-Friday.

*While in a remote learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If students are struggling with time management, then the parent or student should contact the teacher for additional assistance.*

### **Perfect Attendance**

Requires a student to be present the full day, 7:55 a.m. – 3:20 p.m., with no absences (excused or unexcused), late arrivals, or leave earlys. All campuses will notify parents regarding excessive late arrivals and leave earlys. This notification may be done through conference or letter, and will include that 5 late arrivals; leave earlys = 1 day absent for compulsory attendance. Five tardies to any RJH class will constitute an absences for that class. In a virtual classroom, students must login and engage in the learning process DAILY to be counted present.

**7:30 a.m. – Doors open.** Parent must drop students off in the front by driving on the street next to the front curb.

**3:20 p.m. – Pick-up.** Parents will pick up students under the awning attached to the gym. Students will use the crosswalk to go to their ride if parked in a designated parking place.

## **RJH & RHS Staff Children Before & After School**

In addition to RJH students, only students of RJH staff are allowed on the Junior High campus outside of regular school hours. Students are to be in their parent's classroom. RJH students are not allowed on the High School campus unless their parent is a member of the RHS staff.

## **Food in Classrooms**

Food is not permitted in classrooms outside the designated breakfast time. Students are not permitted in classrooms during lunch periods. Students may be allowed transparent water bottles. No opaque containers are allowed.

Cafeteria: Rusk Junior High is a closed campus. Students are not allowed to leave during lunch without a parent signing the student out for the day.. Due to the current situation, visitors are not allowed on campus to have lunch or visit with a student. Outside food may not be delivered to the JH campus. If a student chooses to bring his/her lunch, the lunch must be brought into the building upon student arrival.

## **Lunch Schedule:**

11:00 – 11:30 Sixth Grade

12:00 – 12:30 Seventh Grade A

12:30 – 1:00 Seventh Grade B

1:00 – 1:30 Eighth Grade

Rusk Junior High is a closed campus and breakfast and lunch will be free for all RJH students. Lunch prices for adults will be \$4.00. Breakfast for adults will be \$2.50.

Lunch Application: Will *not* be needed this school year.

## **Academic Dishonesty**

All instances of cheating including digital or electronic will follow the following steps:

First: discipline referral, zero, and parent contact;

Second: discipline referral, zero, detention, and parent contact;

Third: discipline referral, zero, In-School Suspension, and parent contact.

### Public Display of Affection (PDA)

Public Displays of Affection (PDAs) include but are not limited to holding hands, hugs and kissing. PDAs are not permissible on the Junior High campus; during school events; or, while on school trips.

### Dress and Grooming

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

1. Wearing articles of clothing or jewelry that promote gangs, racial division, hate, alcohol, tobacco, or drugs as defined by the principal or principal's designee is prohibited;
2. Clothing with language, pictures, or drawings which may be interpreted to be inappropriate/obscene will not be acceptable. Any representation (picture or words) of negative entertainers (music, actors, sex symbols, etc.) will not be acceptable and will be determined by the principal or principal's designee;
3. Refrain from immodest dress. A few examples might include but are not limited to the following:
  - a. Strapless dresses/tops, sundresses, see-through material;
  - b. Tank tops, halter tops, spaghetti straps (tops must be at least three inches on the shoulder), low cut dresses, low cut blouses;
  - c. Inappropriate sleeveless shirt or mini-skirts;
  - d. Clothing which reveals a bare midriff when arms are extended in the air;
  - e. Leggings, jeggings and tights must be covered by a non-see-through fabric and appropriate length garment.
4. Head-dress articles will not be permitted at school unless specific permission is provided by the principal or principal's designee. A few examples might include but are not limited to the following: curlers, caps, hats, hoods, shirts, animal ears or other head ornaments.
5. Sunglasses (except by written permission of physician) or improper eyewear will not be permitted unless specific permission is provided by the principal or principal's designee;
6. All shirts, blouses or any top garment must be buttoned appropriately;
7. Shoes must be worn at all times. Socks are required when appropriate. House shoes or shoes with wheels are not allowed. Stilettos are not allowed;

8. Belts are required as needed. No sagging pants or shorts as determined by principal or principal's designee.
9. Holes or ragged/frayed areas in clothing must be at the knee or below. Areas above the knee must be patched or have an undergarment (no skin showing). Any holes above the thigh are prohibited regardless of patch or undergarment.
10. Shorts cannot be spandex or plastic and must be of acceptable length as determined by the principal or principal's designee. Cut offs are not allowed.
11. Unusual or non-traditional jewelry will not be permitted, (examples include, but are not limited to – tongue rings, nose rings, eyebrow rings, including clear ornaments, boys wearing earrings; items with negative connotations).
12. Any attire considered in poor taste or judged to be a possible disruption as determined by the principal or principal's designee will not be allowed.
13. Pajamas, swimming suits and any night time attire are not permitted. Exceptions to the dress code may be made for special events such as pep rallies, spirit day, etc.
14. Tattoos that are gang related and insignias are forbidden. Other tattoos must be covered at all times upon the discretion of the principal or principal's designee.
15. All garments must meet minimum length requirements. The test for this requirement will be as follows. Students with shoulders not lifted (possibly against the wall) shall extend their arms down their sides to determine garment length. The bottom hem of the garment must be middle fingertip length or longer. Garment will be measured at the top of a slit if one is present (shortest area of garment).

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## **GROOMING**

Cleanliness and proper grooming are necessary for the students to project a positive image and personal appearance affects behavior. Because of the importance of appearance, RISD has established these guidelines to be followed:

1. Unusual hairstyle considered to be disruptive will not be permitted. Examples include but are not limited to the following: Hair coloring that is unnatural, style, length, fad haircuts, lines, designs, ponytails and Mohawks. The length of boys hair shall be above the eyebrow, no lower than the earlobe and above the shirt collar. All styles considered to be potentially disruptive cannot be listed; therefore, the principal or principal's designee will determine whether a particular style is to be considered disruptive and inappropriate.

2. Facial Hair. Beards, goatees, mustaches, excessive sideburns or other facial hair that may be determined inappropriate by the principal or principal's designee will not be permitted.
3. Unusual facial make-up or adornments that may be considered to be a possible disruption will not be allowed as determined by the principal or principal's designee.

Students who are found to be in violation of the school dress code and grooming standards will be required to comply or face disciplinary action. It is the responsibility of teachers and administrators to judge the appropriateness of a student's attire and personal grooming. Students are encouraged to ask the opinion of school administrators before purchasing questionable clothing or changing personal appearance in a way, which according to these guidelines, might be considered inappropriate.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is correct, or until a parent or designee performs an acceptable solution. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

#### **Protocols for Personal Protective Equipment PPE Requirements**

Schools are required to comply with the governor's executive order regarding the wearing of masks. Face coverings are required at the Junior High and High School campus.

- ▶ Students and staff will be provided with a face covering. Students are encouraged to wear the face covering provided by the campus. Personal face coverings are subject to the Rusk ISD dress code in regards to displaying inappropriate, disruptive or offensive images and phrases. ▶ All students and staff are required to wear face masks when on RISD buses or vehicles.

**Cell Phones:** Students MUST turn off cellular devices (including smart watches) and must be kept in a student's backpack. Earbuds are only allowed for instructional purposes. Cellular devices violations will result in the device being confiscated and turned in to the office. A \$15.00 fine is due when a parent picks up the device.

**Report Cards:** Report cards require a signature, and must be returned to the student's homeroom teacher.

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