

Red Oak Middle School



Student/Parent Handbook
2025-2026

Hear Us R.O.A.R!

Welcome to Red Oak Middle

The staff of Red Oak Middle School would like to welcome you to the 2025-26 school year! We are committed to focusing forward, putting students first, setting and holding high expectations and working together. If you will join us in our commitments, we will have a great year and students will be successful!

It is important that you carefully read and understand all of the information contained in this handbook. In this handbook, we have tried to answer all of your questions about the daily operation of Red Oak Middle. Information will be updated as needed. We look forward to working with you this year. If you have any questions or concerns, please contact the school at 252-462-2000.

Mission:

The Red Oak Middle School will provide ALL students a rigorous and relevant educational program to ensure that each becomes a globally competitive, responsible and contributing member of society.

Vision:

Preparing ALL students for a bright and prosperous future by deliberately and intentionally providing rigorous and relevant instruction in every classroom, every day.

School Mascot
Tigers

School Colors
Royal Blue & Orange

ROM Administration and Office Staff

Staff	Position	Staff	Position
Gavin Meiring	Principal	Renata Dean	School Counselor
Tesha F. Jones Dixon	Assistant Principal	Andrea Thornton-Briscoe	School Counselor
Dr. Joseph Dain Butler	Assistant Principal	Christa Galindo	Data Manager
Elisa Pearson	School Nurse	Deputy Morris	School Resource Officer
Stacie Stamper	School Secretary	Shaunda Little	School Social Worker
Jo Boyette	Treasurer	Jeff Dodrill	Athletic Director

STUDENT RESPONSIBILITIES

We expect students at Red Oak Middle School to exhibit the following traits among others:

- **Responsible** – Taking ownership of your thoughts, words, and actions; being responsible begins with little things like, being prepared for class, cleaning up after yourself, taking ownership of your actions, and owning your mistakes. Being responsible during a pandemic is wearing your mask, socially distancing yourself from others, and following school expectations.
- **Open-Minded** – Support all students in a positive way, take risks, make new friends, and give your best effort in all areas. A person with a high level of open-mindedness is willing to do their best, be open to learning new things, and accept the feelings, thoughts, and beliefs of others without judgment.
- **Ambitious** – Showing a strong desire and determination to succeed. An ambitious person is persistent in working to overcome and rise above challenges to achieve significant accomplishments. During the pandemic, being ambitious and completing work both in and out of the school building is your key to success.
- **Respectful** – Full of understanding and kindness for people and things around you. A respectful person is considerate of other people's differences and opinions and takes time to see things from someone else's point of view. Being respectful to others during a pandemic is practicing the three Ws: wearing your mask, waiting six feet apart, and washing your hands regularly.

Contact Information

Activities/Scheduling Events	Gavin Meiring Tasha Dixon Dain Butler	Laptops	Tambre Thomas
Address Changes	Christa Galindo	Law Enforcement	Deputy Morris
Announcements	Stacie Stamper	Locks/Lockers	Administration
Attendance	Individual Teachers	Lost & Found	Stacie Stamper
AIG	Shauna Lewis	Lunch Program /Debts	Gloria Morgan (Cafeteria)
Building and Grounds	Gavin Meiring	Media Center	Tambre Thomas
Bus/Transportation	Dain Butler	Medications at School	Elisa Pearson
Check In / Check Out	Stacie Stamper	Out of School Suspensions	Administrators
Child Nutrition	Gloria Morgan (Cafeteria)	PBIS	Sarah Jones/Audrey Dickson
Disciplinary Procedures	Individual Administrators	Schedule Changes	Student Services
Emergency Messages	Stacie Stamper	Social Worker	Shaunda Little
Exceptional Children	Diane Poythress	Student Government	Sarah Jones
Field Trips	Dain Butler	Substitutes	Jo Boyette
First Aid / Health Issues	Elisa Pearson	Testing	Tasha Dixon

Free & Reduced Lunch	Gloria Morgan	Textbooks	Tambre Thomas
Immunizations	Elisa Pearson	Yearbook	Ashley Phillips
In-School Suspension	Beatrice Gardner	504 Questions	Renata Dean

Daily School Schedule Regular Schedule

6th Grade	7th Grade	8th Grade	Elective
Core Class 8:30-9:35	Core Class 8:30-9:35	Core Class 8:30-9:35	First Planning 8:30- 9:35
Tiger Time 9:38-10:08	Tiger Time 9:38-10:08	Tiger Time 9:38-10:08	Tiger Time 9:38-10:08
First Elective 10:13-10:58	Core Class 10:11-11:46	Core Class 10:11-11:16	First Elective 10:13-10:58
Second Elective 11:01-11:46	Lunch 11:05-11:30	Core Class 11:19-12:46	Second Elective 11:01-11:46
Lunch 12:25-12:54	First Elective 11:51-12:36	Lunch 11:52-12:21	First Elective 11:50-12:35
Core Class 11:51-1:19	Second Elective 12:39-1:24	Core Class 12:49-1:54	Second Elective 12:38-1:23
Core Class 1:22-2:22	Core Class 1:27-2:27	First Elective 1:57-2:42	Second Planning 1:23- 1:56
Core Class 2:25-3:30	Core Class 2:30-3:30	Second Elective 2:45-3:30	First Elective 1:57-2:42
			Second Elective 2:45-3:30

ACCIDENTS AT SCHOOL

All students should immediately report any injury incurred during school hours or on school provided transportation to bus drivers, teachers, administrators, or coaches (report injury to person supervising you at the time of injury). When you report such an injury to any of the above persons, they will in turn be responsible for filling out an injury report. In the event of an injury on school property, the individual's insurance is responsible. Individual student school insurance is available at the beginning of the school year for a reasonable rate from an outside source.

ANNOUNCEMENTS

Announcements will be made every morning at 8:30 AM. Selected students will lead the Pledge of Allegiance followed by announcements.

ARRIVAL AND DISMISSAL

Arrival: During morning drop-offs for car riders, parents are to use the first driveway (yellow gate) past the main entrance. The driveway will snake around and bring you to the front of the school where students will be dropped off. Students will enter the building through the front entrance. The carpool line starts to get busy around 8:10 AM. On average it will take a car 10 minutes to go through the carpool line. Please take this into consideration when dropping off your child in the mornings and plan accordingly. When dropping off students please pull all the way forward to the end of the sidewalk before dropping off your student. **Students may not be dropped off in any other location, including the bus parking lot or at the road. Due to supervision and safety reasons, students MAY NOT be dropped off before 7:50 AM.**

All Car Riders and Bus Riders will enter through the main entrance each day.

All Students and Visitors will be screened using our EVOLV Security Screening System upon arrival to campus each day.

Dismissal: First load bus students and car riders will be dismissed at 3:30 PM. The students will walk in a single file line and use the designated exits. Seventh grade bus riders will use the stairs by guidance and exit using the exterior door in the stairwell. Sixth and eighth grade bus riders will exit using the door by the cafeteria. All car riders will exit using the main entrance or as directed from the cafeteria (6th & 7th) or media center (8th).

Car riders will be picked up in the front of the school. Parents should use the first driveway (yellow gate) past the main entrance. Pull around and give the names of your students to the staff member and pull all the way around to where the sidewalk ends. All car riders should be picked up by 4:00 PM.

Second load bus students will be dismissed at 3:55 PM. They are to walk in a single file line and be escorted to the cafeteria to wait.

ASSEMBLIES/PEP RALLIES

As with all school functions, assemblies are to be held in an orderly manner. Each program will be conducted in a dignified style and students are expected to S.L.A.N.T (Sit up straight, Lean forward, Act interested, No talking, and Track the speaker). Anything less than your best behavior will be handled as a disciplinary matter. Students will sit by grade level and class. Teachers will sit with their class during our assemblies to model and monitor appropriate behavior. Students are not permitted to leave the bleachers for any reason during an assembly without consent of the teacher.

ATHLETICS/ATHLETIC EVENTS

Athletics promote responsibility and provide an opportunity for team competition. Students in grades 6-8 are encouraged to participate in athletics at Red Oak Middle School. The eligibility of the student athlete is based on state and local guidelines. The athletic teams will be expected to represent the school in a manner that will bring praise and positive recognition to the entire school community. The following general requirements are imposed on each athlete:

1. Each student must receive a physical examination by a certified physician before he/she will be eligible for practice.
2. Students must not turn 15 on or before August 31st of that school year.

3. Any student charged with a crime classified as a felony is NOT eligible until such charges are adjudicated.
4. Each student must meet promotion requirements to be eligible for fall semester.
5. Students must be in attendance 90% of the previous semester in order to participate in Athletics.
6. Each student must establish an acceptable academic record. Athletic participation will be discontinued if a student does not meet promotion / eligibility requirements.
7. Each student must maintain acceptable conduct on the field/court, and must not be suspended from school for any disciplinary infraction during the athletic season. Deviance from this could result in expulsion from the team.
8. Parents must attend a pre-season meeting prior to each sports season to discuss expectations.

Athletes who receive ISS or OSS will be subject to the following athletic consequences, in addition to consequences from the coach:

No participation in sports on the day the student-athlete has ISS for any reason

Consequences for Level II, III, IV referrals:

ISS

- 1st offense:* Student-athletes must attend practice or home game; Student athlete will not start the next game (due to the nature of certain sports, the athletic director or admin will make the ultimate decision).
- 2nd offense:* Student-athletes will not play in the next game.
- 3rd offense:* Student-athletes will be suspended from that sport for the remainder of the season.

OSS

- 1st offense: 1-4 day(s) out of school suspension:* Student-athletes will not play in the next game.
- 2nd offense: 1-4 day(s) out of school suspension:* Student-athletes will be suspended from the team for the remainder of the season.
- 1st offense: 5 or more days out of school suspension:* Student-athletes will be automatically suspended from the team for the remainder of the season.

Athletic Director:	Jeff Dodrill
Sport	Coach
Football (Fall)	William Wooten
Volleyball (Fall)	TBA
Girls Tennis (Fall)	Susan McCarthy
Boys Soccer (fall)	Daniel Pace
Cheerleading	Christa Galindo
Girls Basketball (Winter)	TBA
Boys Basketball (Winter)	Russel Rouse

Wrestling (Winter)	Jason Rierson
Softball (Spring)	TBA
Baseball (spring)	Mark Wooten
Girls Soccer (Spring)	Daniel Pace
Cross Country (Spring)	Jeff Dodrill
Boys Tennis (Spring)	Susan McCarthy

All students attending athletic events are expected to follow school expectations and rules at all times. Good sportsmanship is to be displayed on and off the field/court by all students. Students are to remain on school grounds when staying for athletic events.

Any student attending an athletic event should be picked up from the school no more than fifteen (15) minutes after the conclusion of the event. Failure to do so may result in the student not being allowed to attend any remaining home athletic events.

Admission to athletic functions is \$5.00 for students and \$5.00 for adults.

ATTENDANCE

School attendance is important. In addition, per NCPS promotion standards, a student must be present 90% of the school year in order to be promoted to the next grade. In order to be considered in attendance, a student (except for hospital/homebound) must be present at school or at an authorized school activity. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity.

When a student is absent from school, he/she is required to bring a written excuse from home the day he/she returns to school. The note should state the reason(s) for the absence. The only circumstances that are recognized as excuses for school absences are as follows:

- Illness or injury which makes the student physically unable to attend school.
- Isolation ordered by the State Board of Health.
- Death in the immediate family. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
- Medical or dental appointments.
- Participation as a party, or under subpoena as a witness, in a court proceeding, or before an administrative tribunal.
- Observance of an event required or suggested by the religion of a student or the student's parent(s) with prior approval of the principal.
- Participation in a valid educational opportunity, with prior approval by the principal.

Attendance will be taken daily and a student must be present for 2/3 of the school day in order to be marked present. A written statement from the parent or guardian or doctor's note must be sent with the student upon his/her return to school. Students are expected to make up any work missed due to absence from a class. Regardless of whether the absence is excused or unexcused, all make-up work must be completed within 5 school days of the absence. It is the student's responsibility to get all assignments that were missed due to an absence.

Parents should expect an attendance letter to be mailed after the student's 6th and 10th unexcused absence. It is the parent's responsibility to keep the school abreast of any issues that could possibly lead to excessive absenteeism. A student who is absent for more than 10% of the days in any class will automatically be referred to the retention committee for possible retention due to attendance.

Upon the 6th unexcused absence, school counselors will conference with the student concerning their absenteeism and court proceedings may be put in place. If you have questions, please contact the main office at 252-462-2000.

In case of any prolonged absence due to illness, travel, etc., the school and/or teachers should be notified and arrangements should be made with the guidance department for assignments missed.

BOOKS

Textbooks and library books are the property of the school and should be treated accordingly. Many textbooks are now electronic and loaded to the student's laptop; however, traditional textbooks may be used. The condition of all books will be assessed before they are distributed/checked out and there will be a fine for any lost or damaged book.

BUS RULES AND REGULATIONS

The assignment to a particular bus will be determined by the location of the student's permanent address as shown in the school's records. Students will be expected to ride the assigned bus each day unless other arrangements are made. **Parents and students are reminded that riding a school bus is a privilege.** If bus rules are not followed, students may be suspended from riding the bus or even removed from the bus for the remainder of the year.

The following rules have been established to ensure the safety of all students who ride the bus:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing the front, until you come to your stop.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not carry or consume food or drink. Students that bring their lunch in a closed container may carry it on the bus.
8. Do not litter inside of the bus or throw anything out the window.
9. Be quiet when the bus is crossing railroad tracks.

All school rules are in effect and must be followed while students are on the bus. Bus discipline will be handled according to Nash County Public Schools Discipline Policy.

If an emergency should cause you to make a change in your child's transportation, you must contact the office so the classroom teacher can be informed. **Parents are also reminded that it is a chargeable offense to board a school bus. If you have issues with a driver or students, you are to contact Dr. Butler, bus coordinator.**

CAFETERIA PROCEDURES

Student behavior in the cafeteria should be based on courtesy and cleanliness. When there is a delayed school schedule breakfast will not be served. The following rules are to be observed in the cafeteria:

- Walk in a single file line to and from the cafeteria.
- Keep the area tidy and put trash in proper containers.
- Students shall not “cut the line”.
- Sit and stay in the assigned seat/area.
- Talk quietly.
- Only the student to whom the cafeteria number has been issued can use the number.

Breakfast: Breakfast will be served daily.

Lunch: Students should enter and exit the lunchroom in a single file line with the rest of their class. Students eating lunch should go directly to their designated cafeteria line. Students should sit in their assigned area.

CAMPUS EVACUATION

In case of an emergency in which the campus would need to be evacuated, all students will be transferred by bus to our relocation site, where they will be released to their parents, with proper identification. Parents will be notified of an evacuation through the Infinite Campus Parent App.

CELL PHONES/ELECTRONIC DEVICES

The NCPS Policy regarding electronic devices reads in part:

(Policy 4318) The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel.

- **All wireless communication devices must be stored out of sight and powered off upon entering the school building and remain so for the duration of the school day. This means that they may not be used, displayed, or turned on.**
- **The only electronic device students are authorized to use in the classroom is a school-issued laptop, unless a teacher explicitly directs otherwise for educational purposes.**
- **Personal electronic devices are strictly prohibited from use during the regularly scheduled school day. The school day includes, but is not limited to, all instructional time, class changes, lunch periods, field trips, assemblies, and pep rallies. The only exceptions are for educational purposes if explicitly directed/authorized by a teacher, for use in the event of an emergency, as required by the student's IEP or Section 504 plan, or as required to manage the student's health care, in accordance with a documented medical condition**

Because of the threat to privacy and the integrity of the educational program, the use of the camera function of any electronic device is prohibited for any reason other than educational purposes. Violations will result in a discipline referral.

Administration will not investigate any stolen phones or other electronic equipment. These issues will be turned over to the School Resource Officer. ROMS is not responsible for the theft, loss, or damage of a cell phone or any other electronic equipment.

CHECK IN

Any student arriving at school after 8:30 AM must sign in through the office prior to going to class. The student will be given an admission slip and allowed to go to class. Students who arrive without a note will have their tardiness marked as unexcused. Excessive tardies to school will result in disciplinary action. Any work missed must be made up.

CHECK OUT

A student may leave school before the end of the school day if an officially authorized and designated adult personally comes to school to check the student out. Students must be checked out using the computer located on the counter in the front office. An officially authorized and designated adult is one listed on the student's information card as mother, father, or emergency listing. The adult will be asked to present a picture ID to office staff at the time of checkout. Any additions may be made in person by the legal parent or guardian. Parents are expected to make every effort to schedule appointments for students outside of school hours. **Students will not be allowed to check out after 3:00 PM.** Students are responsible for any missed work due to early departure. A student must be present for 2/3 of the school day in order to be marked present.

CLASSROOM RULES

Students should arrive to class on time and prepared to work. Each teacher will establish a set of classroom rules, expectations, and procedures. These will be posted or given to the students for reference. Failure to follow classroom rules will result in the student receiving a referral.

MASS NOTIFICATION SYSTEM

Infinite Campus Messenger is the communication system the school will use to relay important information throughout the year. Weekly phone messages will be sent to the families of each student regarding special school events, functions, and important dates. In order to receive all messages, students and parents must make sure accurate and up to date phone numbers and email addresses are on file. This is a part of the Infinite Campus platform.

In the event school is to be closed for reasons other than scheduled, parents will be notified by the NCPS Central Office Communications Department. In the event of an evacuation, students would be transported to an alternative location for safety purposes and parents would be notified via Infinite Campus Messenger and the NCPS Communications Department.

It is the responsibility of the student/parent to ensure the school has the most up-to-date contact information. The mass notification messages will be sent to the phone number listed in Infinite Campus. Please contact the school if you are not receiving the messages or need to update your contact information.

DELIVERIES FOR STUDENTS

Delivering flowers, balloons, take-out food, etc. to students at school is prohibited. These items cause disruptions to the learning environment and cannot be transported on the bus. Parents will be allowed to deliver

items to students that are required for school, such as homework, gym clothes, etc. Door Dash, Grub Hub or any other food deliveries will not be accepted.

DRESS CODE

To promote school safety and enhance the learning environment, Nash County Public Schools has adopted a uniform dress code. The dress code requirements for Red Oak Middle School consist of:

Shirts/Dresses

- Shirts for all students will be collared polo-style or button down shirts with long or short sleeves in white, royal blue, or orange.
- Shirts/dresses must be a solid color.
- Students may wear shirts/dresses of school colors (white, royal blue, orange) under the polo-style shirt during the fall and winter months.
- Red Oak Middle sponsored shirts may be worn in lieu of the polo-style uniform shirt.
- May only contain two logos/branding no larger than a shirt pocket (4 in x 4 in).

Pants/Skirts/Shorts

- All types of uniform pants, shorts, and skirts must have no more than four pockets (example: no cargo pants) and be belted or well fitted at the waist.
- Pants, shorts, skirts, capris must be navy blue, black, or tan.
- Pants/shorts/skirts will be worn at the waist. No sagging pants, no inside-out clothing, backwards clothing, or rolled up pant legs are allowed. Belts must be buckled and worn at the waistline.
- Shorts, skirts, etc. must be mid-thigh length.
- Cargo pants, blue jeans, low-riders, leggings, tights, yoga pants, jogging/sweat pants, and any pants/shorts with holes are not allowed.

Sweatshirts/Sweaters/Coats

- All outerwear must be of appropriate size and color: white, royal blue, orange, black, or gray.
- All outerwear must be a solid color.
- May only contain two logos/branding no larger than a shirt pocket (4 in x 4 in).
- Red Oak Middle sponsored outerwear may be worn.
- If outerwear does not meet the dress code requirements, it must be removed and stored in an appropriate location.

Dress Down Days

- Students who participate in dress down days are still responsible for adhering to the NCPS Dress Code Policy (4316). The length and fit of all clothing must be school appropriate.

Hats/Hoods/Full Headbands/Bandanas/Do-rags or any other headcoverings may not be worn during the school day.

Students not complying with this uniform policy will be subject to disciplinary procedures.

EMERGENCY INFORMATION

Each student is to have a current locator and emergency information card on file. It is vital that we have accurate information on how to reach parents, guardians and/or any other people who will accept responsibility for a child during a medical emergency, or have permission to sign the student out from school. **It is the parent's responsibility to notify the office immediately if you have a change of address or phone number during the school year.**

The following information needs to be provided on the medical information card and must be kept up-to-date:

1. Parents' / guardians' names
2. Complete address
3. Home phone and parents' / guardians' work phones
4. Three (3) different emergency phone numbers of friends and/or relatives. These people will also have permission to sign the student out from school.
5. Physician's name and phone number
6. Student's health history

If a student becomes ill while attending school, parents will be notified. If a student is injured, he/she will be given first aid if it is needed. If the injury needs medical attention, the student's parents will be notified. Under no circumstances will personnel give aspirin, over-the-counter, or prescription medication to students without written authorization. See the NCPS School Board Policy regarding administering medication.

FIELD TRIPS

All students participating in a field trip must have a permission slip signed by either a parent or guardian. The permission slip will be distributed and collected by the teacher responsible for the trip. No student may attend a field trip without a signed permission slip from the parent or guardian.

DRILLS-FIRE/LOCKDOWN/TORNADO

Monthly fire drills are conducted in compliance with state law. Lockdown Drills are conducted as needed to ensure security protocols and response times are in line with our safety expectations. Tornado drills are also conducted as needed. When the alarms or notifications sound, it is important to obey directions given by the staff assigned to your immediate area. A predetermined route will be followed in both fire and tornado drills. Evacuation routes are posted in each classroom. Failure to comply with directions will result in disciplinary action. **Reminder: Anyone tampering with fire extinguishers or fire alarms is in violation of the law.**

FOOD/DRINK

Only water in clear bottles with screw on tops are allowed outside the cafeteria. No food is allowed outside the cafeteria except with permission of administration for medical purposes. Door Dash, Grub Hub or any other food deliveries will not be accepted.

FUNDRAISING

Periodically throughout the school year, students may be asked to participate in fundraising endeavors to help raise money for the school and its programs. Participation is voluntary.

GRADING

Red Oak Middle School urges students to obtain the most from their education. The faculty and staff hope each student will regard his/her academic experience and accomplishments as fulfilling and personally rewarding. The grading system used is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
<59	Failing

Classroom teachers will inform students as to how their grades will be weighted (tests, projects, homework, etc.)

Grades for work that is turned in on time should be graded and entered into Infinite Campus twice a week at a minimum. Late assignments may take longer to be graded and entered.

GUIDANCE

One of the roles of the school counselor is to provide support for academics, future planning, and personal issues. Students may request an appointment with the counselor by contacting their teacher or the guidance counselor directly.

Counselor	Grade level Assignment
Renata Dean	A-M
Andrea Thornton-Briscoe	N-Z
Christa Galindo	Data Manager

HALLWAY PROCEDURES

Students must walk in a quiet, single file line, facing forward, one block to the right of the colored line. It is important that each student maintains an appropriate distance from the students around them but must keep up with the teacher and the line. **Students are to keep their hands, feet, and belongings to themselves.**

HOURS OF SCHOOL/AM PROCEDURES

The official school hours are 8:30 AM until 3:30 PM unless otherwise noted. A student will be considered tardy if they are not in class at 8:30 AM. Students are not to arrive on campus before 7:50 AM. Students who arrive between 7:50 AM and 8:15 AM should report to the band room if they have an instrument to drop off or to the gym where they will be supervised by school staff. Students will not be allowed in any other part of the building unless an adult gives them permission.

INTERNET POLICY

Nash County Public Schools offers access to the Internet to students, teachers, and staff. The Internet is to be used in a responsible, efficient, ethical, and legal manner and must be in support of educational objectives and in compliance with the student behavior guidelines. Transmission of material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following

- (a) Violating copyright laws,
- (b) Forwarding personal communications without the author's prior consent
- (c) Viewing or using material or language that is threatening or obscene,
- (d) Distributing material protected by trade secret,
- (e) Utilizing the Internet for commercial purposes, and/or
- (f) Providing political or campaign information.

When students' on-line behavior during non-instructional school hours has a direct effect on school safety and maintaining order and discipline in the schools, students may be subject to disciplinary action. Violation of the Internet Policy shall result in discontinued use of Internet and/or disciplinary action.

ISS GUIDELINES

When in ISS, students are required to complete academic or character education assignments, and will have minimal privileges. Students in ISS **DO NOT** eat lunch in the cafeteria. Lunch is picked up in between lunch sessions and brought back to the ISS classroom. They are to follow ISS and PBIS rules and guidelines. **Failure to comply with ISS rules and guidelines will result in out of school suspension.**

LAPTOPS

All NCPS students are issued a district laptop. There is a yearly \$20 user fee that can be paid online or in the media center. Students who do not pay the fee will have the fee added to their account and all fees must be paid prior to a student leaving the district or graduating.

Laptops may be collected at the end of each school year for maintenance, cleaning, and software installations. Students are responsible for backing up their data on a regular basis. If a student transfers out of the district during the school year, the laptop must be returned before leaving. Students will be responsible for damages to the laptop during the school year. The list of damages and the corresponding fine can be found in the Technology Handbook located on the NCPS website.

As a reminder, laptops are school property, and random checks throughout the school year can be done at any time. This means, there should be no illegal downloads, inappropriate images, icons, backgrounds, screensavers, etc. If these items are found, a reimaging fee of \$25 will be charged to the student's account and a disciplinary referral will follow if the incidents continue.

LATE WORK

Students are expected to turn in every assignment given by a teacher. Late work will be accepted at the teacher's discretion and based on circumstance.

LOCKDOWN DRILLS

ROMS is required to have lockdown drills each year. These drills will be unannounced to the students. When the signal sounds, it is important to follow the direction of any staff member at ROMS. The number one priority of ROMS staff is keeping students safe. Your cooperation is greatly appreciated during any type of drill.

LOCKERS

Lockers will be provided to students upon request. Lockers are not to be defaced in any way. Decals are not allowed on lockers. Lockers are the property of the Nash County Public Schools Board of Education and are subject to inspection at all times. Only school locks are permitted on lockers. Locks found on lockers that are not school issued may be cut off and discarded. Sharing lockers is not permitted. Each team will establish times for locker use during the school day.

Damaged lockers should be reported to the teacher so that repairs can be made. Lost or damaged locks will require a fee of \$5.00 per lock.

Students who have PE/Elective PE will be issued lockers to use during class time. Students are expected to use these lockers. ***Administration is not responsible for and will not investigate any lost or stolen items not locked up in a locker during PE.***

Students should understand that lockers are subject to be searched at any time to protect the safety and welfare of the school. All students will be held responsible for the contents of their assigned locker.

LOST AND FOUND

Students finding lost items should take them to the office where they can be claimed and retrieved by the rightful owners. While the school will do all that it can to find lost or stolen items, it is not the school's responsibility to investigate such items. Students who have lost an item should report it to the teacher they are with when they discover the item is missing. Students may check the school's office for lost items, where they may claim their property by identifying the item.

MAKE-UP WORK

Academic success is directly related to student attendance; therefore, we encourage students to attend all classes each day. Students are expected to make up any work missed due to an absence. Regardless of whether the absence is excused or unexcused, all make-up work should be completed within 5 school days. Students will have make-up work arranged at the direction of the teacher. It is the student's responsibility to get all assignments that were missed due to an absence. Students who are suspended may make up work and are responsible for contacting the teachers to get missing assignments.

MEDIA CENTER

Students may only access the media center when accompanied by a staff member or with a pass from a teacher. Students transferring from ROMS must pay all media center fees (all fees are paid online) before transcripts and records are forwarded.

MEDICATION POLICY

Students who require medications at school must contact the school nurse. Please refer to the NCPS Board Policy 6125 for the complete policy on medication administration. **Students are not allowed to have medication at school without written authorization on file. Violation of this policy may result in long-term suspension.**

NCPS DISCIPLINE POLICIES

The NCPS Student/Parent handbook contains additional information and can be found [here](#). You can also view all NCPS School Board Policies [here](#).

OUT OF SCHOOL SUSPENSION

Students assigned to OSS will not be allowed to ride home via school transportation; they should be picked up at the school by a parent or guardian. Out of school suspensions can range from 1 – 10 days. Depending on the circumstances, the principal may recommend long term suspension or alternative placement. **Students serving OSS are not allowed to return to the school premises for any reason during the OSS, including athletic events. Anyone in violation of this occurrence can be charged with trespassing and a possible arrest.**

PARENT/GUARDIAN CLASSROOM VISITS

ROMS's parents/guardians are welcome to visit the school and/or schedule a time to visit their child's classroom for observation purposes only. Parents should contact the main office to schedule a classroom visit at least 48 hours in advance. All visitors must report to the main office to sign in and receive a pass before visiting a classroom. Students will not be permitted to bring other children to school as visitors. All visitors are to check in at the main office to receive a visitor's pass. If anyone is seen on campus without a pass, he/she will be asked to go to the office to get one.

Who May Visit: The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers.

Who May Be Observed: The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented. At no time should a parent's motive for or focus of a classroom visit be to observe another student or students in the classroom. If the Principal has knowledge of or suspects that the focus of a parent's classroom visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit in progress.

Scheduling: Visits must be scheduled through the Principal for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance. No visits will be allowed while students are participating in assessments, quizzes or tests.

Duration: To minimize potential interruptions and distractions during instructional time, the Principal reserves the right to limit the duration of classroom observations.

Conduct during Classroom Visitation: Parents visiting classrooms should arrange their schedules to enter and exit the classroom in a manner that would not interrupt the instructional activities in progress. While visiting the

class, the teacher will designate an area for parents to sit, generally in the back of the classroom. (Parents are asked NOT to sit with their student as this could create an unnecessary disruption for other students.) Once in the classroom and seated, parents are asked to remain seated and refrain from interacting with students or the teacher unless the classroom teacher initiates the interaction. Unnecessary noise and/or movement must be kept to a minimum.

Parents wishing to discuss their students' behavior after observing him/her during class should schedule a parent conference with the teacher. Parents who fail to observe the stated guidelines during their visit may be asked to leave the room if their presence or conduct unduly interferes with the orderly operation of the classroom. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

No Audio or Video Taping of Classroom: Video and/or audio recording of classroom visits by the parent or guardian is prohibited. Electronic devices which could be used to video or audio record should not be visible during the visit. Violation of this guideline can result in dismissal from the classroom visit, and/or school site.

School Administration: In certain cases, the Principal or his/her designee may also be in the room during the parent observation to protect the learning environment for all students.

Conferences: Parents/guardians are encouraged to request conferences with teachers and/or the principal whenever they have questions regarding the school program or the progress of their children. Conferences may be arranged by sending a request to the teacher or by contacting the front office. Conferences can be scheduled before school, after school, or during the teachers' planning period.

The parent/guardian of any student suspended from school or from a bus may be required to come for a conference before the student can return to school or resume riding the school bus.

Administrators will not be available for any parent conferences until after 9:15 each day. The first responsibility of administration will be to make sure the school day is started on a positive note and that everyone is in place. **If parents would like to meet with an administrator, please call the school ahead of time to ensure there are no schedule conflicts.**

PARENT/STUDENT PORTAL

The Infinite Campus Parent/Student Portal provides parents and students access to schedules, classroom assignments, grades, attendance, demographic data and more. It also includes several new features that will impact the performance and engagement of all key stakeholders. The Parent/Student Portals will be accessible to all students and parents with Internet access. If you need login information, please contact Ms. Galindo, Data Manager, for further assistance.

NCPS has transitioned to electronic progress reports and report cards. Progress reports and report cards can only be accessed through the Parent Portal.

PBIS

Positive Behavior Intervention and Support, PBIS, is a combination of effective practices that teaches and encourages respectful, responsible behaviors, uses data continuously to support decision-making, and creates an individualized, total school climate that supports staff and student behavior and encourages family engagement. At Red Oak Middle School, we strive to help all of our students be...

Responsible
Open-minded
Ambitious
Respectful

PBIS Activities will be offered throughout the year, and qualifying criteria will be shared.:

School-wide PBIS Expectations

1. Be Responsible
2. Be Open-minded
3. Be Ambitious
4. Be Respectful

The ROMS MATRIX lists the rules and expectations that will govern the school.

Red Oak Middle School PBIS MATRIX

	All Settings/ Classrooms	Cafeteria	Hallways	Restrooms
Responsible	Be in the right place, at the right time, with the right materials. Keep hands, feet, and materials to yourself.	Be prepared. Keep your area clean. Stay seated. Enter and exit in an orderly fashion.	Walk in line. Stay in line. Remain quiet. Obey staff instructions.	Use facilities quickly, quietly, and correctly. Keep restrooms clean.
Open-minded	Be a student who believes everything you learn is important Respect the fact that people are different, and learn differently.	Clean up after yourself and be willing to assist others in keeping the cafeteria clean.	Be understanding and cooperative when changes are needed to be made.	Be willing to allow other students to go ahead of you in instances of emergencies, and be patient when other students and classes are ahead of you.

Ambitious	Be an active participant, give full effort, and achieve more today than you did yesterday.	Be a leader in making sure you and your classmates are doing the right thing.	Set an example for classmates to follow	Lead others by keeping quiet and orderly, and making sure all trash is placed in the receptacle.
Respectful	Follow directions. Be courteous. Use polite language. Recognize the value in each other.	Follow staff directions. Respect other students' space, and cafeteria facilities.	Maintain proper spacing, proper pace, and do not disturb other learners.	Respect the privacy of others, flush toilet, and put paper towels in trash can.

PE RULES AND PROCEDURES

Physical education is a required class. Each student will need permission from a doctor in order to be excused from participating in physical education. Students are required to dress out for participation.

Dressing out:

- All students at ROMS must dress out for PE.
- Appropriate clothing includes shorts, jogging pants, sweat pants, or wind suit pants, tennis shoes, and t-shirt. Students may purchase a Red Oak PE uniform.
- Deodorant, clean socks, and a small towel are also suggested.

Valuables:

- Items of value must be locked in the student's gym locker.
- Red Oak Middle is not responsible for items lost or stolen in the locker room.

Procedures:

- All students enter and exit the gym door in the gym lobby area.
- Do not leave the gym without permission from the teacher.
- Do not touch equipment unless instructed to do so by the teacher
- Candy and gum is forbidden in the gym during PE.

Discipline in PE:

- Failure to dress out 3 times in a 9 week period will result in an office referral (1st = warning, 2nd = parent contact, 3rd = referral)
- All other ROMS discipline guidelines in the student handbook will be followed in PE class.

PROGRESS REPORTS

Progress reports are a form of communication between school and home informing parents of his/her child's academic performance. Progress reports will be shared electronically at the middle of each grading period.

Progress Report dates:

September 15th
November 14th
February 6th
April 15th

REPORT CARDS

Report cards will be shared electronically at the end of each nine-week grading period. These reports are used to inform parents of his/her child's academic performance.

Students are scheduled to receive report cards on the following days:

October 17th

January 9th

March 13th

May 26th

SCHOOL PICTURES

Individual school pictures will be taken during the fall and spring of the school year. **Each student is required to have their picture taken for identification/safety issues, even if they do not want to purchase a picture package.** Further details regarding school pictures will be announced prior to the scheduled activity.

SCHOOL PROPERTY

We take great pride in the maintenance and cleanliness of our facilities. Any student who willfully defaces school property, including writing/markings on walls, desks, media, or text materials, will be subject to disciplinary actions as well as restitution for damages incurred. In addition, it is essential that students dispose of all trash in the proper receptacle. Students guilty of littering may be subject to disciplinary actions. All students should take pride in the physical appearance of ROMS and accept responsibility to do one's part in maintaining the school's cleanliness.

SELLING OF ITEMS

No student or individual shall solicit or attempt to sell any items to any teacher or pupil of any school of the Nash County Public School Administrative Unit, on school grounds or during the school day, without having first secured the written permission and consent of the principal.

STUDENT AGENDAS

Organization and time management can be difficult skills for middle school students. We believe that good organization and time management are vital to student success at Red Oak Middle School. As a result, we will provide all students with a student agenda to start the year.

Students will be responsible for bringing the agenda to class daily, and for keeping the agenda in usable condition. If a student does not have his/her agenda, the student will be required to write their assignment on a sheet of paper. Teachers may check agendas and use them as a means of communication with students/parents. We encourage parents to check the student agenda every night.

If a student loses his/her agenda, he/she can purchase a new agenda from the front office, while they last, for \$3, or provide his/her own agenda.

STUDENT CONDUCT

Students are expected to follow all school rules and directives from any school staff member at all times, including at extracurricular activities.

Nash County Public Schools district matrix will be adhered to for student conduct expectations and consequences.

AT SCHOOL FUNCTIONS

Students are expected to conduct themselves appropriately during school functions. School rules apply at all school functions even when held off campus. Disruptive, disrespectful behavior, and violation of school rules will not be tolerated. Students exhibiting inappropriate behavior at school functions will be disciplined and may lose the privilege of attending extracurricular activities. This provision also applies to students who are attending school functions at other schools in the Nash County Public School System.

STUDENT RECORDS

A parent, legal guardian, representative of the parent, or a student who is enrolled in a post-secondary institution, or is 18 years of age or older has the right to read, inspect, or copy his/her own records upon oral or written request to the principal. Written consent from the parent/legal guardian of the student must be obtained before any personally identifiable information can be disclosed to any party except:

1. School personnel who have legitimate educational interests.
2. Officials of another school in which the student intends to enroll.
3. Officials of a college, university, or other higher education institution in connection with a student's application for financial aid.
4. Certain authorized representatives of the state and federal government.

TARDY PROCESS

It is important that all students are on time for school. Instruction in the classroom starts at 8:30 AM each day. Tardiness is a significant problem and may affect a student's academic performance. Students are considered tardy if they are not in class when the bell rings at 8:30 AM. **Students will begin receiving administrative referrals when they reach 10 tardies during the school year. Administrative tardy referrals will result in assignment to ISS.**

TECHNOLOGY POLICY

- You are **responsible** for bringing a charged laptop to class daily.
- Laptops are used for educational purposes only!
- Laptops will be closed during teacher instruction/lecture.
- **Stay on task** and **do not** share work or copy and paste unless directed.
- Laptops will be used to **complete** assignments/activities.
- Do **NOT** engage in social communication or entertainment (web surfing, instant messaging, chatting, viewing/streaming video, music playing, game playing, or recording) during class unless it is part of the lesson.
- You are held **accountable** for postings on social media sites.

TELEPHONE USE

The telephones in the school are for school business only. Messages will be taken for students, and those messages will be delivered at an appropriate time. It is the responsibility of the student to arrange transportation for after school activities prior to the day of the function.

TRANSITIONS

Transition from core to elective: Classes will enter the hallway one at a time and will walk in a single file line one block to the right of the colored line in the floor. Once students get to the yellow square at the end of the hall, the students will split and continue to walk in a single file line towards the hallway on which his/her elective is located. Teachers will walk with their classes to electives.

Transition between electives: Students will walk in a single file line one block to the right of the colored lines in the floor to the next elective. Students should not enter the classroom until all students from the previous class have exited.

Transition from elective to core: Elective teachers will walk his/her class back to the grade level hallway. The students will walk in a single file line one block to the right of the colored line on the floor.

Anytime students are transitioning from one place to another they will follow the hallway procedures.

UNAUTHORIZED ITEMS

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, students should not bring electronic equipment, laser pointers, or unusual items to school. If a student is found to have such an item on the school campus, it will be confiscated and held until a parent or guardian comes to the school to pick up the item.

UNCLAIMED ITEMS

All confiscated or lost items need to be picked up by May 21, 2026. All unclaimed items, including cell phones, will be donated on May 28, 2026.