

Council Rock School District
Richboro Middle School

98 Upper Holland Road
Richboro, Pennsylvania 18954

Phone 215-944-2500 ♦ Fax 215-944-2598 ♦ www.crsd.org/richboroms

Mr. William J. Bell
Principal

August 1, 2009

Dear Richboro Middle School Students and Parents/Guardians:

Greetings! We hope that you and your family are having an enjoyable and relaxing close to summer. On behalf of the staff and administration we would like to take this opportunity to welcome you to the 2009 - 2010 school year at Richboro Middle School. We are ready to provide you with a challenging and exciting school year. The primary purpose of this letter is to provide you with some information that should be helpful in your preparation for school. Please take the time to review the enclosed information as we believe it will be beneficial to you throughout the year.

On or about August 10th, notices will be sent out detailing our **7th Grade/New Student Orientation** planned for August 19th from 9:00 AM to 10:00 AM. Please know that this is a voluntary opportunity to visit RMS; if your family plans do not allow you to attend it is not a problem. Parents are also invited, but need not attend; however, our PTO representatives will be here to speak with parents at that time. We hope our newest students feel comfortable and ready to go on their first real day of school.

Richboro Middle School is committed to providing a challenging and meaningful education to every child in a safe and caring learning environment. Programs are designed and implemented to support academic, emotional, and social development so that each child can grow to their fullest potential, insuring their participation as contributors to the world community. The collaborative efforts of staff, students, parents/guardians, and community members will ensure that our children are valued and supported in their quest for success, as we provide a challenging and meaningful education for our students.

Information detailing Team information and school supplies to begin the school year is located on our website (www.crsd.org/richboroms) under the “Headlines and Features – Welcome to RMS” icon. Also, the EFriday Folder will provide important information and resources throughout the year and will serve as a valuable communication tool for you.

Team, homeroom and locker information will be sent out with the summer orientation card on or about August 10th. It is important that students bring this information to the 7th Grade Orientation and also have it with them on the first day of school. Please know that our schedule is set, accommodating the many individual course needs for each student in the entire school.

No other scheduling changes will be made.

Bus route information will be provided in a separate mailing from the Transportation office on or about August 19, 2009. (215-944-1010)

The first day of school for seventh-grade students is Monday, August 31, 2009. All seventh-grade students are to report to the auditorium upon arriving at school and should sit in the sections identified by homeroom. The buses will drop students off at the front entrance. Parents/guardians driving their child to school should circle around the outside of the parking lot, dropping their child off at the rear of the school, continuing on behind the school and exiting on the side of the school where the trailers are located. All students, grades 7 and 8, will report to school on Tuesday, September 1, 2009. We will follow the normal time schedule for the entire week. School begins at 8:05 a.m. and dismissal will be at 3:00 p.m.

Every student will be receiving important information and forms during the first several days of school. Much of this information will also be available on our website. Please continue to check with your child so that you may share in their educational program. You can expect to receive a Student Handbook, Emergency Card, Student Insurance Information, Attendance Letter, Picture Day Information and other pertinent materials. **When completing the Emergency Card, please make sure to include an email address.**

Please review the student handbook with your child. You and your child will be asked to sign a form indicating that you have received a copy of the student handbook. Throughout the year we encourage you to check the Richboro Middle School website for all on-going information about events, programs and services taking place at RMS. (www.crsd.org/richboroms)

Sports physicals will not be available for middle level students. Information and physical forms are provided on our school website – www.crsd.org/richboroms.

The following information is provided to ensure a safe and orderly school day at Richboro Middle School. Your full cooperation in each of the following areas will help to avoid unnecessary confusion for your child and the school. We hope that the information contained in this letter will be helpful throughout the school year, and we encourage you to hold onto this information for future reference.

ATTENDANCE

The total number of approved absences for educational trips (vacations) shall not exceed five (5) days in a given school year. Days exceeding these guidelines shall be considered unlawful and/ or unexcused. When a family vacation is planned during the school year, the student should request an absence notice form. The forms are available in the Main Office. This form should be completed by the parents/guardians and returned to the office before the trip. **Student daily attendance and punctuality are critical to student success. We will monitor both closely.**

BOOK BAGS

Students will be keeping their book bags in lockers during the day. We will continue to address the concerns about the weight of student backpacks. The staff will be cognizant of this issue as they plan and coordinate the educational program for your student.

CELL PHONES

The use of cellular phones or any other electronic devices (such as Ipods) by students is prohibited during the school day. Cell phones and electronic devices shall be turned off during the school day. Disciplinary action will be taken for students who are in violation of this policy. Students who need to contact parents/guardians should request to use the office phone. Parents who need to contact their child should call the main office. (215-944-2500)

CLINIC

Clinics are available for students after school every Thursday until 3:45. Clinic provides an opportunity for students to receive academic assistance in a small group environment. District transportation is available for students who attend clinic. Buses depart at approximately 4:00. Clinic buses will begin on Thursday, September 10th.

DELIVERY OF STUDENT ITEMS

To protect an uninterrupted academic setting for all students, we request that the following procedures be followed when students forget an item:

1. If the item is needed in the morning (lunches, homework, phys. ed. clothing, etc.), the item should be delivered to the Main Office prior to 8:45 AM so students may be called before the end of Resource/Activity period.
2. If the item is needed in the afternoon (uniforms, etc.), the item should be delivered prior to 2:00 so students may be called during our general afternoon announcements at 2:15.
3. If items are delivered at other times of the school day, the student may periodically check with the office to pick up the item.

STUDENTS LEAVING EARLY

When an early dismissal is necessary, students should present a written note from a parent/guardian to the attendance office before 8:05AM. The student will be issued a pass that is to be presented to the teacher at the designated time. The student must meet their parent/guardian in the office and the parent/guardian must sign their child out before the child may leave the building. Students leaving school early because of illness must also have their parent/guardian sign them out in the office. If a student is to be picked up by someone other than a parent/guardian, the note must indicate who will be picking up the student. You will be contacted by the school to verify this information.

LATENESS

It is the student's responsibility to be on time each school day. Students who are not in their homeroom by 8:05 AM will be considered late. Students arriving to school after 8:05 AM must report to the attendance office to get a late pass to class. Lateness will be recorded as Unexcused unless the student arrives with a note, signed by parent/guardian, explaining the lateness. Oversleeping or missing the bus are not considered an excused lateness. Continued lateness may result in disciplinary action. To participate in co-curricular activities, a student must have a minimum of one-half day of attendance. If a student signs in late, they must sign in no later than the end of the third period in order to be eligible to participate unless they have prior approval from an administrator.

LOCKERS

Each student will be assigned a school locker to use for school and personal items. The lockers are 12" deep, 7" wide and 60" high. Please do not purchase book bags or other items that would not fit the locker dimensions. Students will be provided a lock for their gym lockers; information will be provided by the PE staff.

LUNCH TICKETS

We will be following the same lunch procedure introduced last year throughout the district. Students will be able to pre-pay throughout the year to get lunch by entering their PIN number.

Hot lunch / Pizza	\$ 2.75
Deli lunch / Salad	\$ 3.10

To pre-pay into the student account, please make checks payable to *CRSD Cafeteria Account*.

STUDENT DRESS

A reminder when purchasing clothes for school: fashionable attire is not always appropriate in a school setting. Students are expected to exercise good taste in their dress. Tank tops, midriff tops and excessively short, tight or revealing clothing, or clothing that alludes to drugs/alcohol or other inappropriate themes are unacceptable. We will consistently enforce proper attire for students. Parents will be contacted should your child's attire be considered inappropriate for a school setting, and we appreciate your support and cooperation in this matter.

STUDENT DROP-OFF/PICK-UP

Please see the attached map for student drop-off/pick-up.

Please know that when the weather is bad the number of students being dropped off increases dramatically. Please give yourself enough time on days with inclement weather. Any students arriving in Homeroom after 8:05 will be marked late.

Drop Off (AM): *Drop off in the front of the building is for buses only.* There are two student drop areas: All traffic must go around the outside of the parking lot, behind the school and exit on the side of the building with the trailers. As you come to the top of the driveway off of Upper Holland Road, make a right into the parking lot. Follow around the outside of the parking lot to the rear of the building. There you will be directed to either drop off your students there or proceed behind the building to the next drop off point in the front of the building past the trailers. Please see the attached map.

Pick Up (3:00 PM): *Pick up in the front and the side of the building is for buses only.* All traffic must go around the outside of the parking lot and line up behind the buses. Once the buses have been dismissed, cars may pull up directly next to the school so students do not have to cross the parking lot to be picked up. Cars may then exit out to the front of the school. **No cars will be permitted to leave the parking lot before the buses. Please take this into consideration when scheduling after school appointments.**

Pick Up (5:00 PM) *Pick up on the front of the building is for buses only.* All parents must pick up their students on the side of the building.

VISITORS

A reminder to all visitors to our school: you must sign in at the main office. When you arrive you will be issued a visitor's pass, which must be returned when you sign out. This procedure should also be followed when picking up a student from the nurse.

We hope that you find the enclosed information helpful in your preparation for the 2008 – 09 school year. Please contact us if you have any questions or concerns.

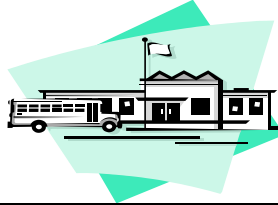
TELEPHONE NUMBERS YOU MAY FIND USEFUL

Main Office	215-944-2500	
Guidance – Ms. Stapleton	215-944-2517	(last names A – L)
Ms. Sampson	215-944-2516	(last names M – Z)
Athletics – Mr. Judice	215-944-2515	
Nurses– Ms. Lindsey/Ms. Jordan	215-944-2509	
Transportation	215-944-1010	

We are looking forward to an exciting and challenging school year for our students. We are committed to promoting a safe and caring learning environment. At the same time we will challenge our students to ensure their continued growth and development. **LEARNING IS OUR NUMBER ONE PRIORITY.** We will teach and model an environment that fosters dignity, respect, and tolerance between and among all stakeholders in our community.

Sincerely,

William Bell
Principal



Please note the following Fall dates/events:

Monday, August 31 st	1 st day of school – 7 th Grade (8:05 – 3:00)
Tuesday, September 1 st	All Students Report
Week of September 7 th	Fall athletic team tryouts begin. 5:00 buses will provide transportation
Wednesday, September 9 th	Magazine Drive begins
Friday, September 11 th	Picture Day
Thursday, September 24 th	Back to School Night, 7:00 PM
Saturday, September 12 th	PTO Car Wash
Monday, September 28 th	School Closed
Wednesday, October 7 th	Early Dismissal
Week of October 26 th	Spirit Week
Tuesday, October 28 th	Parent Child Book Club, 7:00 PM
Tuesday, November 3 rd	School Closed
November 23 rd – 25 th	Early Dismissal / Parent Conferences



In the event of inclement weather, please check our website for closing information. Our school closing number is **756**. Our one-hour-late number is **5756**. Our two-hour-late number is **6756**.



We hope this list will assist you in your planning for the upcoming school year. We encourage you to utilize our Web Site www.crsd.org/richboroms and our E Friday Folders for school information throughout the year. We will also keep you informed with our calling system to alert you of student absences and important information. We suggest you participate with the PTO by providing the organization with your email address. They will also keep you informed of pertinent information via email. Richboromsppto@aol.com.