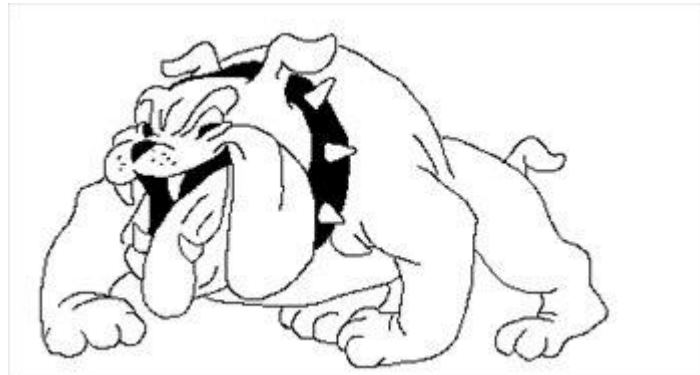


MORGAN COUNTY MIDDLE SCHOOL

920 Pearl Street
Madison, GA 30650
706-342-0556

Student Handbook 2011-12



Dr. Joe Hutcheson, Principal
Ms. Patti Baldwin, Assistant Principal for Instruction
Ms. Kem Williams, Assistant Principal for Student Affairs
Ms. Nicole Outram, Counselor
Mrs. Crystal Brooks, Counselor
Coach Julie Jameson, Athletic Director

Welcome from the Principal

To Our Students,

Welcome back to a great year at MCMS. As one of the nation's newest **Lighthouse School to Watch** and a state winner of the **Platinum Award** for Greatest Gains on the CRCT, I am certain that your year will be meaningful and productive. We worked very hard to be named a Lighthouse School and will continue to work hard to meet the needs of all of our students.

The purpose of this handbook is to serve as a guide for you and to inform your parents about the policies and administration of our school. Read this handbook carefully. It is part of your responsibility as you grow to discipline yourself, not to leave it to others to tell you what to do.

It is our hope that your year will be filled with many happy and memorable events. We believe that if you set high academic goals, dedicate yourself to attaining them, become involved with extra-curricular activities, and display mature behavior, you will have a successful middle school career.

This student handbook is designed to provide the students and parents a look into all the aspects of school life at Morgan County Middle School. It is very important that students familiarize themselves with these expectations and responsibilities. Everyone will be expected to abide by them.

Again, we welcome you and wish you a great year.



Sincerely,

Dr. Joe Hutcheson
Principal

AUTHORITY OF THE PRINCIPAL

The principal is the designated leader of the school and in concert with the staff is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct, the principal may undertake corrective measures which he or she believes to be in the best interest of the students and the school (provided any such action does not violate school board policy and procedures).

At MCMS, we pride our self on having a fully certified and highly qualified staff. As a parent of a Bullpup, you have the right to request information on the qualifications of teachers and paraprofessionals that work with your child. Please contact the front office, if you ever need this information.

MCMS...Where Learning is a Way of Life

What's Happening at MCMS in 11-12?



Parent Conferences

In order to maintain open communication between student, parents, and teachers, we will be continuing parent conferences this year. Just like the Primary and Elementary schools, teachers will schedule short conferences in October in order to keep parents informed of student progress, set goals for the year, and issue the student's report card for the 1st nine-weeks grading period. This meeting will replace the traditional goal setting conference that we have held during the 1st nine-week grading period. Meetings are mandatory for students and a parents in order to pick up report cards. Our teachers will work with you to meet at a time that best fits your schedule. If you have any questions, please contact your homeroom teacher.

See you between October 24th and 31st



Student Messages...Contacting the School

Morgan County Middle School is excited to be offer a texting number for parents to use if they need to get a message to their student. Remember, the Morgan County Board of Education's policy states that **unauthorized use** of any electronic devices while inside a school facility or during the process of an instructional activity is prohibited. Please contact the front office instead of your student.

**Our front office text number is
706-343-8132**

Remember, only messages from verified parents and guardians (you must provide the last 4 digits of your social security number) will be delivered **and** messages received after 2:30 might not get delivered before the end of the day. Please contact us as early as you can. You will receive a confirmation text. If you do not, please call the front office.



Paw-Pride

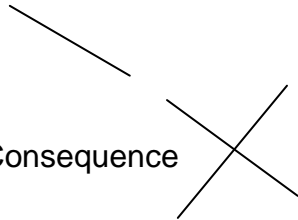
To help create an orderly, respectful, and predictable school environment, Morgan County Middle School has implemented a new school-wide behavior management system. This system is designed to promote positive behaviors and diminish inappropriate student actions. The goal is to be proactive (for all students) and reactive/remedial (specialized intervention for violators). The purpose of this tool is to provide teachers with a resource for handling student misbehavior. It presents a complete step-by-step approach to changing inappropriate student behavior to maintain appropriate behavior. It takes the guesswork out of our treatment of discipline problems by offering specific techniques for dealing with various misbehaviors. It provides a guarantee for the professional handling of student behaviors.

We expect all students at MCMS to: **BE RESPECTFUL, BE PREPARED, BE ON TIME, BE ON TASK, and BE A FOLLOWER OF ALL SCHOOL HANDBOOK RULES.**

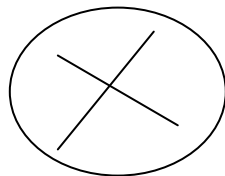
The student's *agenda book* is a tool used to monitor and track each student's behavior. This agenda book serves many purposes and one in particular is parent communication. It is one of the tools we plan to use to keep you informed. Because of that, all students will be required to have their agenda book with them at all times. If a student doesn't have his or her agenda book, he or she will receive a teacher consequence and an *oops folder*. The ***Oops folder*** is to substitute for the agenda book until the student has his or her agenda back in hand. Homeroom teachers will check their students' agenda books for parent's comments and behavior markings. Below are the behavior consequences and markings teachers will write in student's agenda book. These markings will be written in the student's agenda book daily.

If a student has a discipline issue, he/she will have a mark in his/her agenda that resembles one of these:

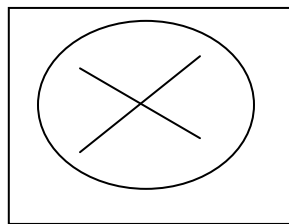
- Warning



- Teacher Consequence

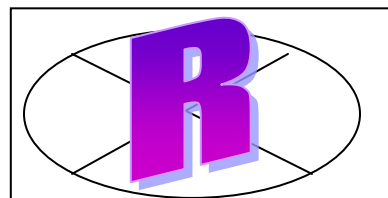


- Parent Contact



- In-Team Suspension (ITS)

- Discipline Referral



- Behavior Plan (2nd Referral)









Consequences are sequential in disposition, start over each Monday, and follow the student from class to class. Students who make good choices and follow expectations will receive a Bullpup



paw stamp in their agenda book every Monday morning during homeroom. Periodically, we will provide rewards to students who accumulate Bullpup paw stamps.



Know the Code... top things to remember at MCMS

-  **Unauthorized Use** of any electronic devices while inside a school facility or during the process of an instructional activity is prohibited. If a student brings an electronic device to school, the device is subject to search if there has been a rules infraction.
-  School begins at 7:50 a.m. Students should be on time for classes.
-  If a student needs to check-out early, he should bring a parent note to the gym (7:30-7:50am) and get an early dismissal note.
-  If a student needs to get a bus change note, he must take a parent note to the gym (7:30-7:50 a.m.) and get a bus note.
-  **No commercial fast-food** should be brought into the lunchroom.
-  Students... don't be late for class. You are given time between classes to change books and make it to your next class.



Dress Code: The Top-14 List

(Please refer the Board of Education Dress Code for a full list)

1. No Bedroom Slippers or attire.
2. Shorts, skirts and dresses can be no shorter than three inches above your knee in the front and back.
3. Clothing should not depict anything inappropriate.
4. Boys cannot wear sleeveless shirts.
5. No racial symbols or slogans.
6. No spikes or chains.
7. Undergarments cannot be exposed.
8. Revealing shirts should not be worn.
9. Midriffs should be covered completely.
10. Shoulder straps must cover the shoulder.
11. No hats, hoods, sunglasses, or do-rags inside the building.
12. No distracting hair-dyes or styles allowed.
13. No holes in pants above the knee.
14. Pants must be worn at the waist.



Field Day 2012

Each year, MCMS hosts its own field day in May. This fantastic day offers something for every student and includes athletic events as well as academic events. Field day is the highlight of our spring semester and is highly anticipated by all. This competitive activity has each team competing against other teams on their grade as well as competing for the overall **Field Day Champion**.

In order to participate, students must not owe any money to the school. This includes library books, text books, picture money, etc. Please have all of student fees paid before the last week of school to be permitted to participate in Field Day. Students that fail to have all fees paid will participate in an alternative activity.

Eighth Grade will have their own field day at Heritage Park here in Madison. This event is a celebration of their last three years as well as them moving to the high school. This event does involve a water slide, so students will have to wear an appropriate bathing suit. The eighth grade will return to MCMS at 1:15 for our final pep rally and awarding of the field day trophy. Watch for more information in May.



School Debts

If a student owes the school money, he or she will not be allowed to participate in extra-curricular activities. This includes such teams as football, basketball, pep band, theatre shows, etc.

Student debts are usually limited to not returning a text book or library book, but can be for damage to school property. Please use Parent Portal to check for any fees owed. Students and parents will always be notified if they owe for book or damage.

You can check your debt status by logging onto Parent Portal.



Parent Portal

Parent Portal <https://campus.morgan.k12.ga.us/campus/portal/morgan.jspis> available to students and parents online. Here you will find instant access to accurate, current and confidential information about your or your child(ren)'s school attendance, grades, class assignments and more! We encourage all students and parents to check this site regularly. Parents need to contact the Morgan County Board of Education to obtain a password.

In order to accurately compile attendance and student grades, we turn off Parent Portal during the last two weeks of each semester.



Morgan County Middle School Class Schedule

MCMS 2011-12

	6th		7th		8th		Conn
8:05	Homeroom	8:05	Homeroom	8:05	Homeroom	8:05	
8:10	Reading	8:10	Reading	8:10	Reading	8:10	Reading
9:00	Academic 1	9:00	Connections	9:00	Academic 1	9:00	7
10:00	Academic 2	9:45	Connections	10:00	Academic 2	9:45	7
11:00	Lunch	10:30	Academic 1	11:00	Connections	11:00	8
11:45	Academic 3	11:30	Academic 2	11:45	Connections	11:45	8
12:45	Academic 4	11:45	Lunch	12:30	Lunch	12:30	
1:45	Connections	1:15	Academic 3	1:15	Academic 3	1:45	6
2:30	Connections	2:15	Academic 4	2:15	Academic 4	2:30	6
3:15	1st bus load/ others return to teams	3:15	1st bus load/ others return to teams	3:15	1st bus load/ others return to teams	3:15	1st bus load/ others return to teams
3:20	Study Hall/Tutoring	3:20	Study Hall/Tutoring	3:20	Study Hall/Tutoring	3:20	Study Hall/Tutoring
3:45	AS activities begin	3:45	AS activities begin	3:45	AS activities begin	3:45	AS activities begin
4:45	ASTP release	4:45	ASTP release	4:45	ASTP release	4:45	ASTP release

Students riding a first bus load or being picked up by car will be dismissed at 3:15 p.m. All other students will report back to their homerooms for a study hall. Students will remain in study hall until they are dismissed to their bus.

Lunch Schedule:

11:00am - 6th Grade

11:45 – 7th Grade

12:30 – 8th Grade



In compliance with the requirements of the *No Child Left Behind* statute, the Morgan County School system informs parents that they may request information about the professional qualifications of their student's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived.
- The college major or any graduate certification or degree held by the teacher.
- Whether the student is provided services by a paraprofessional, and if so, their qualifications.

THE SCHOOL DAY

The school day is from 7:50 a.m. until 3:15 p.m. **The school building does not open until 7:15 a.m.** Students dropped off before 7:30 a.m. will not be supervised. Students who arrive at MCMS between 7:30 and 7:50 a.m. will be housed in the gymnasium with teacher supervision. At 7:50 a.m., students will report to homerooms.

HOMEROOM

Each student is assigned to a homeroom. This class meets daily at 8:00 a.m. and allows for lunch selection, attendance, morning announcements, and other housekeeping activities. Homeroom is over at 8:10 a.m.

READING

Reading is an essential part of one's education. Morgan County Middle School believes that each child and adult must continually improve his/her reading skills. Along with the student's four academic classes, he/she will also have a reading class each day. This class meets from 8:10 a.m. until 9:00 a.m. each day. Students are assigned reading classes based on their measured reading ability (CRCT Lexile, SRI, IRI, etc). Each nine weeks, students will be assessed and moved based on their reading scores.

Grades for *Reading* throughout the year show competency of standards and progress in reading ability at that particular point of the school year. Therefore, the semester and year averages reflect the point of competency of standards rather than an average of the year's work.

To be on **instructional grade level** in reading, a student must be on the level which he/she will begin **next** school term. For example, a sixth grader should score instructional 7.0 on the end-of-year reading assessments and demonstrate **competence with sixth grade standards** in reading to show readiness for instruction in the 7th grade.

If a child is below the rising grade instructional reading level, he/she will receive an 'N' for the year's average.

ACADEMIC CLASSES

The middle school basic curriculum consists of reading, language arts, mathematics, an integrated approach to science, and social studies. Our reading program is based on the principles of guided reading and allows students to advance at individual rates assessed on student performance by an Individual Reading Inventory (IRI), Scholastic Reading Inventory, and a fluency measure. Morgan County Middle School will comply with the implementation and time line for the new Georgia Performance Standards. These can be accessed on the Georgia Department of Education website, which can be linked from the [MCMS website](http://www.morgan.k12.ga.us/mcms) @ www.morgan.k12.ga.us/mcms.

Each teacher will send home a syllabus that will outline concepts and skills to be studied for the period. In addition, the syllabus will include important information such as major projects and due dates, upcoming field trips and dates, class rules, etc.

CONNECTIONS CLASSES

You will **rotate through all connection classes** during the year. Students will attend two connections classes every nine weeks for a total of eight connections classes per year. Connections classes consist of physical education, health, consumer and family sciences, art, computers, music, technology, Spanish, and drama. Band and chorus are full year programs and are taken in place of other connections classes. Students needing additional academic support in reading and/or math may be assigned to a support class in lieu of other connection courses.

Physical education classes are required and last for 18 weeks. **In order to be excused, a current note from a doctor must be on file in the student's permanent record.** Additionally, in 8th grade students are required to take health. Students may be excused from studying certain parts of the health curriculum upon parent request.

Students who are not performing at or above grade level in mathematics may take additional math classes instead of connections classes.

Student connections schedules are typically set in the summer prior to the next school year. Any change during a 9-week grading period is disruptive to student learning and the classroom environment. Changes in connections will only be made if the reason for the request is determined to be valid, an administrative scheduling error has occurred, or the request occurs prior to the beginning of the 9-week period.

SCHEDULES and CHANGES

One of the most important things we do at MCMS is the scheduling of classes. We believe that all of our teams and teachers have unique talents and strengths. Frequently teachers switch teams, subjects and even grades; therefore, it is impossible to accept requests for specific teams or teachers. Because we do value student and parent insight into the needs of each student, we send a letter during the spring that requests information we use in making our scheduling decisions. Once the deadline is past for the return of the letter, no changes in team assignment will be made; schedules are finalized in the summer.

Changes in team assignments during the school year will only be made in extreme circumstances and after careful consideration.

ENRICHMENT CLASSES

Morgan County Schools offer enrichment programs for students meeting eligibility requirements for the Program of the Gifted. In order to be eligible for this program, students must meet three out of the following four criteria: score at the 90th percentile on a standardized intelligence test, at the 90th percentile in either reading or math achievement, at the 90th percentile in creativity, and/or at the 90th percentile in motivation or meet the criteria in intelligence and achievement. If you have questions about this program or would like for your child to be considered for referral to this program, please contact Sarah Burbach, Assistant Superintendent for Student Support and Community Relations, at the Morgan County Board of Education (706-342-0752).

STUDENTS WITH DISABILITIES

Eligible students with disabilities are served through our special education program, which complies with all state and federal laws.

Eligible students with short or long-term disabilities may also be served through Section 504 of the Rehabilitation Act of 1973. This law requires that “no qualified disabled person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.” For more information, contact the school.

AFTER SCHOOL TUTORING

MCMS After-School Tutoring Program provides students the opportunity to get additional assistance in all subject areas. This service is provided free of charge and is contingent on state funding. The program is in operation from the end of the regular school day until 4:45 p.m. on scheduled days in which students attend school.

END OF THE SCHOOL DAY RELEASE / STUDY HALL

The school day ends at 3:15 p.m. At the ringing of the bell, students who ride 1st busses and are picked up by cars will be dismissed. All other students will return to homeroom for study hall. In homeroom, students must begin to do homework, work on projects, receive help from their teacher, read a novel, or work on Classworks (the computer software). As their busses are called, they will be dismissed. Students who are attending after school activities such as athletics or clubs will remain in study hall until 3:45 p.m. **NO practices will begin until 3:45 p.m.**



GRADING AND RECOGNITION FOR ACHIEVEMENT

Morgan County Middle School operates on a nine-week grading period. You will receive a report card every nine weeks. At the midterm of each nine-week grading period, students will take midterm reports home. End-of-the-year report cards will be mailed.

Grading is done on a 100 point scale:

- 100-90 = A
- 89-80 = B
- 79-70 = C
- 69 and below = F

Academic achievement recognition is held in February and in May to recognize students who excel.

Academic Excellence – Student must earn a numeric grade average (NGA) of 94.0 or higher with NO failing grades, N's, I's, or U's in any class.

Honor Roll- Student must earn a numeric grade average (NGA) of 85 to 93.99 with NO failing grades, N's, I's, or U's in any class.

Sixth and seventh grade Honors Night is held in May to recognize student achievement for the year. Academic subject awards are presented to students with the highest average in each class. Certificates for Academic Excellence are awarded to students who have achieved a 94.0 or higher grade average. Citizenship awards are given to students who exhibit exemplary behavior, a cooperative attitude, and leadership abilities.

Other recognition is given based on teacher/club criteria and/or recommendations.

GEORGIA PERFORMANCE STANDARDS - GPS

Morgan County Middle School is a standards-based school. Standards-based education is teaching with the end in mind and ensuring that the state standards are the focal point of learning in every classroom. Standards-based education identifies what students should know and be able to do in each content area at every grade level.

Teaching with the End in Mind:

- a. Using identified district standards, teachers design units and lessons with the “End in Mind.” This means that teachers develop standards-based summative assessments before instruction begins.
- b. After the summative assessment is developed and prior to instruction, students are informed about what they will learn. Standards-based education ensures that students, parents, and teachers know what the student must do to attain proficiency. Summative assessments can take many forms such as tests, projects, papers, and speeches. In some circumstances, a rubric is developed in tandem with the assessment. A rubric is a scoring guide that measures levels of student progress against the standard. In traditional educational settings, students are often measured against each other, such as the bell curve model. In a standards based model, the focus is on what each student can do in relation to the standard.
- c. Teachers will then plan daily instruction, which includes daily formative assessments, to track student progress on the standards. Formative assessments ensure that all students are progressing toward the summative assessment.

Standards-Based Reporting:

Grading in a standards-based system is different than a traditional model.

Standards-based instruction is focused on whether or not a student can attain proficiency in a given standard. A student's performance is measured through summative assessments; therefore, assessments in a standards-based model tend to impact a student's grade to a greater degree than the traditional classroom. Often times a letter grade can include a variety of both academic and non-academic factors, standards-based education provides a level of consistency for grading within a school. MCMS uses a 60:30:10 ratio model for grading purposes: 60% of a student's grade will be derived from summative assessments, 30% will be derived from formative assessments, and 10% will be derived from other assignments.

Formative Assessments:

Formative assessments are assessments **for learning**. They are intended to measure student achievement and provide evidence of student understanding during instruction to inform students, teachers, and parents about the progress a student is making. Formative assessments should be focused and reflective of the summative assessment, and must clearly indicate the student's progress toward the determined proficiency level.

Summative Assessments:

Summative assessments are assessments **OF learning**. They are intended to measure student achievement at the end of a unit or period of instruction.

Standards Based Reporting reflects a truer picture of what your child understands, knows, and does in the classroom setting. Standards Based Reporting reflects knowledge of state standards and allows us to communicate the strengths and weaknesses of your child's academic knowledge. Thank you for reading the material given and if you have any questions you may contact your child's teachers or school administration.

HONORS NIGHT

At the eighth grade Honor's Night in May, special recognition is given to eighth grade students who have achieved the prestigious **President's Award for Educational Excellence**. The criteria are:

1. A **90** numeric grade average (**NGA**) for the **year** during 6th and 7th, and 1st semester of 8th grade.

AND

2. The achievement in the **85th percentile or higher in reading or math** on norm-referenced tests or "**Exceeds Target**" in reading or math on CRCT tests.

An **Outstanding Student Award** is given to an eighth grade student based on service to school and community, involvement in extra-curricular activities, and academic achievement. Faculty, parents, and/or the community recommend nominees in writing. A faculty committee determines final selection.

NATIONAL JUNIOR HONOR SOCIETY

Membership in the National Junior Honor Society is both an honor and a responsibility. Students selected for membership are expected to demonstrate the qualities of scholarship, service, leadership, citizenship, and character. The selection procedure is determined by the Faculty Council of MCMS and is open to qualified second-semester sixth, seventh, and eighth graders who have attended MCMS for the equivalent of one semester.

Selection is based on the following:

1. Students' academic records are reviewed to determine scholastic eligibility (a minimum of a 94.0 cumulative grade point average).

2. Scholastically eligible students will be notified and asked to complete a Student Activity Information Form.
3. All faculty members will be requested to make comments on candidates using a Faculty Evaluation Sheet.
4. The Faculty Council will review the Student Activity Information Form and the Faculty Evaluation Sheet to define the student's leadership, service, citizenship and character.
5. Candidates receiving a majority vote of the Faculty Council will be inducted into the chapter each spring.
6. Students who are selected, and their parents, will be notified of selection and given information regarding the upcoming induction ceremony and the obligations of membership in NJHS. All non-selected students will also be notified.

These procedures were developed in accordance with Article IX of the National Junior Honor Society Constitution (2005).



MORGAN COUNTY PROMOTION REQUIREMENTS

A. System Criteria

Students at Morgan County Middle School will be promoted, placed or retained according to the **policy IHE adopted by the Morgan County Board of Education, May 2003**. Students in grades six – eight must perform on grade level in reading and math on the Georgia Criterion Reference Competency Test (CRCT) and meet the academic standards and requirements of the school in order to be promoted to the next grade. Any student who performs satisfactorily on the CRCT but does not meet the established school promotion criteria will be considered retained. If a student does not perform satisfactorily on either the reading or math portions of the CRCT but does meet school promotion criteria, he/she will be considered retained.

Parents of students in 6th and 7th grades who do not perform at grade level on the CRCT will be notified in writing regarding the following: the student's below standard performance on the CRCT; the notification of retention based on test results and/or performance on meeting the promotion standards and criteria established by the school; the option of the parent or guardian to appeal the decision to retain (appeal must be made in writing no later than the first day of the next school year); the formation of a Student Support Team (SST) or Individualized Education Plan (IEP) Committee to review and make a determination of retention, promotion, or placement of the student based on the overall academic achievement of the student in light of performance on the

CRCT or alternative assessment instrument, and promotion standards and criteria established by the school. The decision of the SST or IEP Committee must determine that, if promoted or placed, and given additional instruction during the next school year, the student will likely perform at grade

level by the conclusion of the next school year. A plan for accelerated, differentiated, and/or additional instruction will be developed for each student who does not achieve grade level performance on the reading and/or math sections of the CRCT whether the student is retained, placed, or promoted for the following school year.

If a student in the 8th grade does not meet promotion criteria according to performance on the CRCT, parents will be notified in writing the following: the student's below grade level performance on the CRCT; the specific retest to be given and the testing dates; the opportunity for accelerated, differentiated, and/or additional instruction based on the student's performance on the CRCT; and the possibility for retention in the same grade level for the next school year. Students in grade 8 will be provided the opportunity to retake the test sections where performance was below grade level. If the student does not perform at grade level following a second administration of the test, the parents or guardian will be notified in writing of the following: the retention of the student for the subsequent school year; the option of parent or guardian to appeal the decision to retain (the appeal must be made no later than the first day of school of the next school year); the formation of a Placement Committee (based on appeal) comprised of the student's parent/guardian, principal or designee, and teacher(s) to make a decision of promotion, placement, or retention based on review of the overall academic performance of the student in light of performance on the CRCT or the alternative assessment instrument, and promotion standards, and criteria established by the school, and the time and place for convening the Placement Committee. The decision to promote must be the unanimous decision of the Placement Committee and must determine that if promoted and given accelerated, differentiated, and/or additional instruction during the next school year, the student is likely to perform at grade level by the end of the following school year. The Placement Committee will provide a plan of continuous and additional assessment during the next school year to monitor the progress of the student. A plan for accelerated, differentiated, and/or additional instruction must be developed whether a student is promoted, placed, or retained. For students receiving special education or related services, the Individualized Education Plan (IEP) Committee will serve as the appeals committee. The decision of the Placement Committee is final.

Students who are absent or otherwise unable to take the Criterion Reference Competency Test (CRCT) in reading and/or math on the first administration or during the make-up days, are required to take it during the second administration or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the Morgan County Board of Education. Placement or promotion of these students will follow the same procedures as students who do not achieve grade level on the first administration. Students who fail to take the second administration or an alternative assessment instrument as provided by the State and Local Boards of Education will be considered retained. The appeals process is the same as outlined above.

B. School Criteria

As a middle school student, you are expected to pass your academic as well as connections classes to be promoted to the next grade. You will be considered retained if you fail 2 or more yearlong classes for the year. Band and Chorus are considered yearlong classes and will count as such. Failing half of all of your connections classes will count as a failing grade in connections for the year.

GENERAL INFORMATION

Morgan County HOMEWORK Guidelines

Homework should be a natural extension of the learning that happens in the classroom each day. Our goal is to allow students to review lessons and practice skills in much the same way as they practice any other activity.

We encourage you (parents) to establish a regular time for your child to do his/her homework. If your child is attentive in class, this should be REVIEW for him/her. He/she already has had instruction for this lesson. Do not get caught in doing the work yourself. Take a few minutes to review the final work with your child. Then be sure he/she returns the work to school.

Students are issued “**Agendas**” which are used to keep track of class work and homework assignments. Morgan County Middle School also has a web-site available. <http://morgan.k12.ga.us/mcms>. It is another tool to help parents stay informed. We hope this will help home and school stay informed and working together for the best interest of our students (your children).

The Morgan County Board of Education has approved the following statements to guide teachers in their assignment of homework.

1. Homework is a valuable component of the academic program. The purpose of homework is to complement and extend classroom instruction.
2. Homework shall be suitable to the student’s age, abilities and needs in difficulty and duration.
3. The purpose of homework shall be identified and articulated.
 - a. Teachers shall give feedback on all homework assignments; however,
 - b. Initial practice assignments should not be graded.
4. Failure to complete assigned homework is a work ethics issue, not exclusively an academic issue.
5. Homework should not be given as busy work or punishment.
6. Homework success should not be dependent on the resources available to the student at home.

STUDENT AGENDA

Agendas are provided to all students at MCMS and must be kept with them at all times. This planning book will serve as your hall pass, homework notebook, communication to parents, PawPride behavior management book, etc. The school provides an agenda to each student. If it is lost or damaged, the student is responsible for replacing it. The cost is \$10 for a replacement.

ELECTRONIC DEVICES

The **unauthorized use** of personal electronic devices is not permitted during school. This includes, but is not limited to iPods, cell phones, and CD players. If a device interrupts school or class (through use, beeping, ringing, etc.) there could be consequences from the school. This will be enforced between the hours of 7:00am and 3:15pm. In instances where there has been a

disruption, the item will be taken up and returned to a parent during regular office hours (8:00am-4:30pm).

Students are allowed to use computing devices for classwork. iPads, Minis, Laptops, etc. are allowed but should only be used in a classroom under the direction of a teacher. Devices are subject to be searched by an administrator if there is suspicion that a rule has been broken.

Students take full responsibility for the safe keeping of such devices. The school cannot assume responsibility for lost or stolen devices.

TEXTBOOKS

You will be issued a set of textbooks through the media center. Responsibility for the proper care of these books and library books is yours. Cover your books with a soft durable material. Fines for lost or damaged books will be based on the condition of the texts when issued. **A minimum fine of \$5.00 will be levied for lost or damaged books.** All fines are to be paid in the office for proper record keeping. Additional copies of texts will be issued when fines are paid.

HALL PASSES

You are not permitted in the halls unless you are accompanied by a teacher or you **have your agenda book**. **You must have your teacher's permission before leaving class.** Throughout the day, opportunities for restroom breaks are provided by teachers. Additionally, a record of your restroom breaks may be kept by your teacher in your agenda.

REGISTRATION OF NEW STUDENTS

Students new to the Morgan County School System must report to the Board of Education to verify residency. Once completed, parents to students should report to the counselors' offices at Morgan County Middle. The MCMS offices and website have the necessary forms needed to enroll new students. **No student will be enrolled at MCMS until all required records are completed or received by the school. All new enrollees must reside with parent/guardian.** Disciplinary actions such as suspension, expulsion, or alternative school assignment given by the school from which the student is transferring may prevent a student from enrolling in the Morgan County School System.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school during the school year, the parent or guardian must notify the school office in advance and sign an official withdrawal form. On the last day of the student's attendance, the student will obtain up-to-date grades and must return all books.

STUDENT PERMANENT RECORDS

Students must have a copy of the birth certificate, Social Security card (or waiver), Eye, Ear, and Dental form, and updated Immunization information on the Georgia form maintained in the student permanent record. These records are kept confidential and secure in the records room.

ATTENDANCE

Coming to school on a daily basis is necessary for personal and academic success. You can never completely make up a school day.

A school year consists of 180 school days. Georgia law requires that all students between six and sixteen years of age attend school regularly. Attendance is the responsibility of you and your parents. Failure to attend school regularly will be reported to the proper authorities. (GA code section 20-2-690.1)

According to Georgia law and Georgia Board of Education rules, only the following absences may be considered legally excused:

1. Personal illness or instances in which attendance would endanger the student's health or the health of others;
2. Serious illness or death in the student's immediate family (defined as father, mother, sister, brother, grandparent and anyone living in the same household);
3. Court order or an order by a governmental agency;
4. Celebration of religious holidays; or,
5. Conditions rendering attendance impossible or hazardous.
6. HB 984 grants students with a parent or guardian being sent overseas for active duty or returning from overseas five days of excused absences.
7. Students who serve as pages for the Georgia General Assembly will be counted present.

Students must be present for the entire day in order to take full advantage of the educational, athletic, and extra-curricular opportunities offered at Morgan County Middle School. Students who check out before 11:30 a.m. are considered absent. Students who check in after 11:30 a.m. are considered absent.

For this reason, parents are expected to send a note or provide a doctor's excuse following each absence from school and must be presented to the office the first day you return to school and no later than 5 days following the absence. Please include in the excuse the reason for the absence, the date of the absence, and your signature. The principal can require a student to present appropriate medical documentation upon return to school for the purpose of validating that the absence is excused. With an excuse, students are allowed up to 3 days to make-up the missed work. It is the student's responsibility to check with each teacher for missed work. We encourage parents to call the school if the student will be out for 2 or more days. Parents of students who are absent from school for 10 days of combined excused and unexcused absences, will be invited to attend an attendance meeting with the school.

Students must be marked present for at least half of the school day in order to attend or participate in athletic practices and games; dances; club events; after-school field trips; fine art rehearsals and performances.

TRUANCY

Georgia's attendance laws have increased the penalties for students who do not attend school regularly. Each day's absence from school after five unexcused days of absence constitutes a separate offense and is defined as habitual truancy. The law requires that schools notify parents (by letter) of the consequences of five unexcused absences. Parents

or guardians of students who do not attend school regularly can be referred to the School System Social Worker, Interagency Council and/or DFACS and found guilty of a misdemeanor to include fines and/or imprisonment. You may also be subject to adjudication in the Juvenile Court as an unruly child for violation of this statute. Students who are identified as truant may be denied a driver's license.

Georgia law requires that a judge of the superior court of each county establish a student attendance protocol and committee. **The new law, protocols, and penalties are listed in the Student Permission packet that you receive at the beginning of the school year.**

REPORT CARDS

Progress reports are issued four times during the year. Progress reports allow students to take advantage of improving their efforts before the grading period ends and report cards determine a final grade for each marking period.

Report cards are also issued four times during the school year. Except for the first report card in October and the year-end report card, these are sent home with the students. A passing grade (70) must be earned in order to gain credit for a class. **Each student will have a parent/teacher conference at the end of 1st 9-weeks to discuss the student's progress and set goals for the year. These goals will be revisited during PROTime in January and again in May.**

We ask parents to watch for these important reports as they come home. Please sign and return them to the school as soon as possible (one to three days). As usual, if you have any questions or concerns, please contact the school.

Dates for the 2011-12 Middle School Progress Reports and Report Cards can be found on our website.

TESTING

Testing is a very important part of your school experience. Please ensure that the students are present for all testing dates.

January	Writing Test	(8 th grade only)
April	CRCT	(All Students)

SCHOOL SUPPLIES

In addition to the agenda book, the student's team will provide a list of supplies needed for the school year.

PARENT TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization (PTO) is dedicated to the improvement of education and harmonious relations between school and community. We encourage all family members to take an active part and share our interest in the MCMS PTO program.

BULLPUP TRAINING CAMP

Bullpup Training Camp is a fun-filled day to prepare sixth grade students for success at Morgan County Middle School. Students will be introduced to their teachers, instructed in using school lockers, acquainted with cafeteria procedures, and walked through the campus with emphasis on locations pertinent to their schedules. Parents will join students for a cookout concluding the 'day at camp.' All new sixth grade students are welcome and encouraged to come and participate!

SCHOOL COUNCIL

The Morgan County Middle School-School Council meets monthly on the 3rd Wednesday at 12:00 p.m. With representatives from staff, parents, and community business, the school council stays abreast on current topics of interest at our school and in education.

HOSPITAL-HOMEBOUND INSTRUCTION

Students who are absent for ten or more school days or a doctor projects that they will be absent for ten school days because of a non-communicable disease, surgery, or emotional problem can qualify for hospital homebound instruction. Students do not have to be absent ten days before services can begin.

Parents or students can obtain a hospital-homebound instruction application from the counselors' office or the Morgan County Board of Education office. The form must be returned with a parent's and doctor's signature and approved by the school system social worker before a hospital homebound teacher will be assigned. Students will be counted present only for the weeks that they receive at least three (3) hours of instruction.

Hospital homebound instruction is conducted by a certified teacher who goes into the home or hospital to provide instruction for at least three (3) hours per week. This teacher uses assignments provided by the student's regular classroom teacher(s). An adult must be present when instruction is provided at home. Parents are responsible for making sure that students complete assignments left by the hospital homebound teacher.

EARLY CHECKOUT / EARLY DISMISSAL

Students may leave school early with a parent/guardian or those persons listed on the student information form. If the emergency information changes during the year, please keep us informed. Adults may be asked for identification before taking a student off campus. **We will not call your child for an early dismissal after 2:30 p.m.**

There may be times when students need to leave school before the regular time. If so, a note from parents or guardians should be brought to the office before or during first period in order to obtain an early dismissal slip. ***Students who check out of school early will be considered absent from the classes they missed. Once unexcused early checkouts become excessive, a personal or phone contact will be made by the staff. If the situation continues, a referral may be made to the School System Social Worker and the Interagency Council.***

Parents must pick you up in the office. For your protection, you will not be allowed to meet parents or guardians at the front or the back of the building. ***Only adults listed on the Pupil Registration and Information form will be allowed to check you out or pick you up. Parents***

are discouraged from checking students out of school from 2:30-3:15. After 2:30, parents should go to the car-rider line and wait on their student who will be dismissed at 3:15.

PARENT COMMUNICATION

Effective communication between school and home is vital to a good school program. We ask that students and parents help us in this important endeavor. From time to time, students will be asked to take notices, letters or other periodicals home to their parents. Students, please see that these are delivered to parents in good condition. We encourage parents to show their interest by reading and responding to these notices. A good way to get information about your school is through visiting the school webpage at <http://www.morgan.k12.ga.us/mcms/>. Here, information can be found about the school, teachers, administrators, and upcoming events as well as links to teacher's email/webpage. Teachers post information on their web pages about their class to include homework assignments, class rules, projects and due dates, field trips, etc. We ask students and parents to utilize and share this information.

Parents can view their student's attendance and grades on the internet through [Parent Portal](#). We encourage checking information weekly on the Portal. If you do not have your [Parent Portal](#) log-in information, please contact the BOE during regular business hours and they will help you.

Weekly email updates are sent to anyone who submits an e-mail address to the school parent involvement coordinator. To get the weekly e-mails, submit an e-mail address to nicole.outram@morgan.k12.ga.us. Please remember to keep the school apprised of e-mail address changes.

Occasionally, homes will be contacted by the School Connect automated phone notification system. If parents do not wish to receive these recorded messages, we ask that they contact the school and request to be removed from the calling list.

Each teacher will send home a syllabus that outlines concepts and skills to be studied for the period and includes important information such as major projects and due dates, upcoming field trips and dates, class rules, etc. This needs to be signed and returned to school.

PARENT LOCATION INFORMATION / EMERGENCY PHONE NUMBERS

We must be able to locate parents in emergencies. It is the parents' responsibility to notify the school of any changes in address, home and/or business phone number(s), whom to call in cases of emergency or other information of which the school should be aware. We often mail information home to you and it is very important that we have accurate mailing addresses.

VISITORS

For the safety of our students and staff, all visitors to the school must report to the main office before proceeding anywhere on campus. **As required by state law O.C.G.A. 20-2-1180, all visitors must wear ID badges issued in the main office.** All visitors are expected to leave promptly once their business is finished. Student visitors will not be permitted to visit classes or teachers. Forgotten books, lunches, money, etc., may be brought to the office for delivery. In the event that a parent or sibling wants to eat lunch with a student in the lunchroom, please call in advance so that our teachers are aware and so that they can prepare room for you. Remember, we ask that no outside food (fast food) be brought into the lunchroom.

STUDENT HEALTH

Good health and hygiene is important to the academic success and well-being of all students. MCMS offers a variety of health resources and services. A registered nurse spends each afternoon in our school clinic. The services she provides include:

1) screenings for hearing, vision, and scoliosis; 2) identification of communicable diseases; 3) assessment of students with health concerns and referrals to appropriate agencies or services; 4) coordination of dental screenings and complete dental services with the Help a Child Smile program; 5) checking for up-to-date immunization; 6) care plans for students with health care needs such as severe allergies, feeding tubes, tracheotomies, asthma, mobility issues and many others. At any time during the school day, the school nurse can be contacted by pager for emergencies. Members of the school faculty have received training on universal precautions, CPR, AED, emergency preparedness, and medication safety.

Students must have up-to-date immunization records on file in their permanent record. These include Form 3032 with updated shots- 5 DPT, 3 hepatitis B, 4 OPV, and 2 MMR. All incoming sixth graders must show proof of chicken pox and measles on Form 3189 or Form 3231.

ILLNESS DURING SCHOOL

Should a student become ill during the school day, report to the office. Parents or guardians will be contacted regarding appropriate action to be taken. A school nurse is available to assist as needed.

MEDICATION

We discourage any medication being given at school unless prescribed by a physician. If it is necessary to send a small amount of medicine to school, these steps must be followed:

1. The container of over the counter medicine must be clearly labeled with the student's name, the time(s) the medicine is to be given, and the amount of medicine to be given.
2. A written note from the parent must accompany all medicines so that school personnel are aware of any medication taken by the student.
3. Medicine is to be taken to the office immediately upon arrival at school and will be administered only in the school office.
4. Supplies for minor first aid are available in the office. The school will not provide any medication including Tylenol, aspirin, or Pepto-Bismol.
5. **Students found with any medication will be subject to disciplinary action.**
6. Prescription medicine must be sent to the office in the original container.

TELEPHONE USE

The office telephones are for business purposes; therefore, MCMS asks that you take care of as much of your personal business as you can before you get to school. You are to make your transportation arrangements before coming to school and through written notes from your parents/guardians. Only in instances of an important nature (**illness**) may students request to use the phone. Parent messages will be given to students at the end of the day. Due to the MCBOE

policy concerning cell phones, all calls made during school hours (7:15-3:45) must be made in the main office.

SCHOOL INSURANCE

School insurance is offered to students on an optional basis. Information is sent home during the first week of school. Any student participating in school athletic programs is required to carry insurance.

RESTROOM USE

You are provided regular opportunities to use the restrooms during the school day. Because instructional time is so important, you are encouraged to take care of restroom needs during the opportunities provided. When any students request to use the restroom during instructional time, teachers will honor those requests as appropriate. However, you may be asked to make up the missed time during lunch break, after school, or at another appropriate time.

Should you have medical issues that necessitate frequent restroom breaks, we are more than willing to accommodate your student's needs. We do ask that parents send us a doctor's note detailing the problem so that we can keep that information on file in your permanent record.

RELEASE OF STUDENT INFORMATION

All directory information is subject to release without parent notification, to include name, address, telephone number, date of birth, major fields of study, participation in activities, weight and height of athletes, dates of attendance, degrees and diplomas, honors and awards, and most recent previous educational agency or institution attended.

Without consent of the parents, educational records may be released to schools requesting them, guardians, emergency personnel/services, DFACS, courts, state and local officials, police, first aid, and school system officials who have a legitimate interest. If any parent has concern about this policy, please contact the school.

In most cases, where parents are divorced, both individuals have equal rights where their child is concerned. If there is a court order that limits the rights of one parent, it should be brought to the school to be filed in the permanent record.

STUDENT LOCKERS

Lockers are provided to you free of charge by the Morgan County Board of Education. Teachers will assign locker numbers and combinations. Students should not share combinations with other students. MCMS also strongly discourages sharing lockers with other students or allowing other students to put their belongings in a locker not assigned to them. **Each student is responsible for all items found in his/her locker!** Students are expected to use lockers responsibly and to take care when opening and closing lockers to avoid the risk of injury. They are expected to keep their lockers clean. To reduce infestation by pests, students should not keep food/ food wrappers, candy/candy wrappers, gum/gum wrappers, etc., in lockers. **Irresponsible use of a locker could result in loss of the privilege to use a locker.**

Lockers are the property of the Morgan County School System. **Morgan County Middle School reserves the right to inspect student lockers and those items found within the locker at any time and without prior notice.** Students who have weapons, drugs, and/or other contraband items found in their lockers will be subject to the same disciplinary actions outlined in the Uniform Code of Conduct as students found in possession of these items.

PROTime

Twice a month students meet from 2:20 p.m. to 3:15 p.m. with their PROTime teacher. The goal is to provide one adult who knows the student well and can actively monitor his/her academic and social development. PROTime provides an environment and activities that will help students

- set goals and achieve academically
- heighten awareness of good citizenship through opportunities for meaningful contributions to the school and community, and
- build self-esteem so they might become confident, capable young people who accept responsibility for their own actions.

MEALS: BREAKFAST & LUNCH

Students are encouraged to eat well-balanced meals. Breakfast is served each day before homeroom in our lunchroom area for those wishing to eat at school. Breakfast begins at 7:25 a.m. and ends at 7:55 a.m. with the exception of a late school bus. Prices for meals can be found on our system web-site..

Lunch served at Morgan County Middle School offers two different menus served on two lunch lines.

Free and reduced lunch applications are available for every student. Parents will be notified by mail if their children qualify for these programs. These forms are available throughout the year should circumstances change.

Our cafeteria has a **no charge policy**. Alternative meals are not served at the middle school. Students are encouraged to pay for their lunches in advance. Parents can send a check for the proper amount, made out to **Morgan County Middle School**. Students should pay in the morning before homeroom. Anytime a student is absent, the lunch credit will go unused until the next time they eat lunch. The lunchroom manager is available for questions at 706-342-0556.

STUDENT DROP-OFF AND PICK-UP

Students may not enter or exit the building through the front door by the office unless accompanied by their parent(s). Parents may drop-off and pick-up students in the drop-off and pick-up areas. This includes times of inclement weather. The parent drop-off and pick-up area is located at the back of the school or on the bus ramp after 7:50 am. In order to help with the traffic and to expedite the drop-off/pick-up process, we ask these procedures be followed:

- Staff members are stationed at either end of the loading area. **Watch the staff members** for directions as they conduct the traffic.

- **Pull up as far as you can** and let your child walk to or from the car.
- **Students should be picked-up no later than 3:30 p.m.**

Car-rider dismissal begins at 3:15 p.m. and students must be picked up at the parental pick up area by 3:30 p.m. This area is the only acceptable area for student pick up. Students are not to walk around to the front of the building to leave school. Please don't get your child in trouble by not following this procedure.

It is the parents' obligation to make sure their children have a way to get home in a timely manner. Parents, who neglect to provide a way for their children to get home from school, may be contacted by school personnel to determine other options for transportation.

OVERNIGHT FIELD TRIPS

From time to time, our school participates in BOE-approved overnight field trips. These clubs and programs will send home information to parents at the start of the year so that parents can make financial arrangements if they choose to participate. Each club or organization will set forth the guidelines for student eligibility. Eligibility will be based on:

- Attendance
- Behavior
- Other items outlined by the club

Failure to meet these guidelines will result in not attending the trip. All efforts will be made to secure a refund for you, but there is no guarantee that money can be refunded.

BUS NOTES

If your student is going to ride a different bus from the one he or she is assigned to, the student must take a note to the office in the morning during homeroom for approval from the office staff. Emergency changes must be called in before 2:30 p.m. in order for us to deliver the message to the student. **Notes will not be approved at the bus ramp.**

The note must include your name, the different bus number, parent signature, and a phone number for parental contact. You are expected to follow this procedure to avoid being left by the bus.

Riding the bus is a privilege, not a right. Students are expected to cooperate and use common sense while riding the bus. The bus driver is in charge at all times. Students are to follow the rules and listen to the instructions given to them.

LOST AND FOUND

Found articles are turned in to the office. If the article is labeled, you will be called to pick it up. If the article is unlabeled and not claimed by the end of the school year, it will be turned over to a welfare agency. The middle school will not be responsible for items brought to school in violation of school rules. Students can visit the "lost and found" before homeroom or during break. Here is a list of helpful hints to go over with your student in order to avoid losing your possessions:

- **Do not bring large amounts of money to school.** Money is extremely difficult to track and identify.
- Use checks or money orders when paying for lunches, purchases, or fund-raisers.
- Do not bring your valuable items to school. If you don't want to lose it, don't bring it to school.
- Do not take any items of value with you to P.E. The coaches do not have any way to keep it safe for you.
- Make sure that your name is on all of your possessions (for example: jackets, calculators, book bags, etc.).
- Do not tell your locker combination to any other student. Keep your locker locked. Do not "rig" your locker to avoid using the combination.

- Never leave your possessions lying around. Keep all items, including books, in your locker when you are not using them.
- All lost textbooks should be turned into the office. If you lose a textbook, report it to your teacher. Hopefully, we will be able to help locate your book. If textbooks can not be located, students are responsible for the cost of the lost book.
- If you lose an item, write down a description of the item with the following: where and when it was lost, your name, and homeroom. When completed give this information to your teacher or take it to the office. We'll keep an eye out for it and return it in to you if it comes in.

MEDIA CENTER

The MCMS media staff is committed to providing a user-friendly atmosphere while supporting the MCMS community in all curricular and extracurricular activities. Vast assortments of media materials are available every regular school day. Additional resources are accessible from the school website. You are responsible for the correct usage of all media resources, books, supplies, and equipment. Fines will be levied on any lost or damaged book.

Technology is a complimentary resource available to students in the classroom, labs or media center. You and your parents are expected to complete the MCMS Acceptable Use Policy form prior to using any computer or other form of technology. All computers and equipment are property of the school and should be used in the appropriate manner. You may be denied use of the technology and computers for a period of time for improper use. Damage to equipment or inappropriate use may also result in restitution to cover the cost of replacement or repair and/or disciplinary action. Inappropriate use includes, but is not limited to, handling the equipment in a rough manner, using other students' passwords or login names, using profanity, removing parts of equipment, and gaining knowledge of and/or using teacher passwords.

OFFICE SERVICES

Our office staff is available to assist parents and students. Since we do not allow students to use cell phones during school, we allow students to use the telephone in the office for illnesses, missed bus, and emergencies. If your student is checking out early, we ask that parents come into the office to sign your child out.

Students may leave school early with a parent/guardian or those persons listed on the student information form. If the emergency information changes during the year, please be sure to keep us informed. Adults may be asked for identification before taking a student off campus. **We can not call your child for an early dismissal after 2:30 p.m.**

It is important that parents keep the emergency contact information up-to-date with the Morgan County Middle School office. We do not allow adults to check out students unless they are authorized on the “Check-Out List.” Identification may be requested.

To keep from interrupting classes and your child’s learning—we will call students out of classes the first 5 minutes and the last 5 minutes only. This will allow the teacher to have uninterrupted class time. If you have a doctor’s appointment, please refer to your child’s schedule to know when you need to check him/her out.

Students are to bring any notes such as bus changes, absentee, or any other change to the office before homeroom or during homeroom. To ensure quick and easy check out, please send a note to office.

Announcements for the end of the day will be made around 3:00 p.m. Please tell your child to pay attention at this time if it’s likely he/she will have some kind of message or change from their regular routine.

Please have students at school by 7:50 a.m.. Morning announcements usually start by 8:05 a.m. and students need to hear important messages from these announcements. Students are considered tardy at 8:05 a.m. We ask that parents bring their student into the office to sign in if he or she is tardy.

BOOKKEEPING

There is a \$25.00 charge on all returned checks to Morgan County Middle School.



EXTRA-CURRICULAR ACTIVITIES

Morgan County Middle School offers an assortment of activities that students may participate in. Many of these activities require that students remain academically eligible and have a physical form on file with the athletic director.

- **NO after school practices will begin until after 3:45 p.m. each day.** Student athletes need to attend study hall to complete homework.
- **Students that owe money to the school will be ineligible to participate.**
- All school rules apply to school activities after regular school hours.
- Attendance at these activities should be for the enjoyment of the activity. Students will be asked to leave if their actions indicate poor demeanor.
- Morgan County Middle School staff has the authority to remove students from any extracurricular activity when their behavior makes it necessary. Unless an acceptable resolution is found, future attendance at these events may not be allowed.
- **Students assigned to in-school suspension or out-of-school suspension can not attend any extracurricular activities (Academic or Athletic) during the expulsion.**
- Students must be picked up and taken home as soon as possible after the activity ends. This means no longer than 15 minutes after the end of the activity.

We do not have personnel to supervise students after an activity or event. It is the parents' obligation to make sure their children have a way to get home. Failure to be picked up on time may cause the student to lose their privileges to attend activities.

Please make arrangements ahead of time and have a back-up plan in case something goes wrong. It ruins the fun of the event when a child feels abandoned and unimportant because no one cared enough to pick them up.

ATHLETICS

Morgan County Middle School offers many sports that our student may participate in. Each child must have a physical form on file in the athletic director's office as well as be academically eligible. If you have a question about a sport please contact the appropriate coach.

Remember...practices will not begin until after 3:45pm each day. Athletes are expected to attend study hall to complete homework as well as tutoring. It is our expectation for all students at MCMS to remain academically eligible to participate in our sports program. Academic success is our first priority.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Beginning in the 6th grade, all extracurricular activities are governed by state "no pass, no play" requirements. If you fail two or more subjects in a semester, or owe money to the school, you will not be eligible to participate in extracurricular activities the following semester. **All participants in sporting activities must meet age and grade eligibility, not owe the school money, have an up-to-date physical, and proof of insurance prior to trying out for and participation in the activity.**

Parents are provided an opportunity to examine a list of all extracurricular activities in our fall packet, on our web site and below. They have the right to exclude (opt out) in writing their child from participation in any extracurricular activity. Student participation in any activity not listed here but begun after school starts must be through written permission of the parent.

Julie Jameson is the Athletic Director for Morgan County Middle School. Any questions concerning MCMS athletics and/or eligibility should be forwarded to her.

The following are current athletic activities available to you:

- Coach Jameson, Boys' Baseball
- Coach Titshaw, Girls' Softball
- Coach Franklin, Boys' Basketball
- Coach Cousins, Girls' Basketball
- Coaches Moss and Heins, Cheerleading
- Coach Webb, Football
- TBA, Golf
- Coach Little, Tennis
- Coach Meyer, Boys' Soccer
- TBA, Girls' Soccer
- Coach Hartney, Boys' Track
- Coach Meadow, Girls' Track
- Coach Roper, Wrestling
- Coach Jameson, Archery



SCHOOL DANCES

Attending dances and other fun activities are a reward for students' good behavior. Students are expected to exhibit appropriate behavior. Written parent permission forms are required. Students may not attend school dances if they have missed half of the school day or have been assigned ISS or OSS assignments during the day of the dance. If a student comes to a school dance after being absent or assigned ISS or OSS, the student will be asked to leave. Students must be picked up on the bus ramp on time in order to be eligible to attend the next dance or activity. **Only Morgan County Middle School students can attend school dances.**

CLUBS

Code Section 20-2-736 mandates information regarding school clubs and organizations to be distributed annually at the beginning of the school year. As the parent or guardian, you have the right to decline permission for your child to participate in a club or organization offered from this school. A list of the clubs and organizations that are offered to students at Morgan County Middle is available and will be sent home during the first month school. If you decide that you do not want your child to participate in any club(s) or organization(s), please fill out, sign, and return the "Student Prohibition from Extracurricular Activities" form on our web page.



GENERAL STUDENT EXPECTATIONS

The following are general student expectations. Please review them with your student.

BEHAVIOR AT THE BEGINNING OF THE DAY: (before Homeroom)

- Students who arrive before 7:30 a.m. must report to the gym. They will be released to eat breakfast at 7:30 a.m.
- After eating breakfast, students must report to the gym for dismissal to homeroom.
- All students not eating breakfast should report to the gym upon arrival to school to wait for dismissal to homeroom.
- Before school, students should use the restrooms outside the gym.
- No book bags are allowed in the restrooms.

CAFETERIA AND BREAK BEHAVIOR:

- Walk in line to lunch and break as directed by your teacher. Do not drag behind to wait for friends.
- After you get your breakfast, lunch, or snack sit at your assigned table and/or seat.
- Do not save seats for others.
- Talk **quietly** to people at your table. Do not talk to students at other tables.
- You should have a clean place to eat when you arrive. Leave a **CLEAN** eating area in the cafeteria. Push your chair in when you leave. Throw away all trash.
- Walk in an orderly manner to return your tray.
- If something falls off your tray as you are walking, pick it up and throw it away.
- Put your tray and silverware away properly.
- Place all of your waste in the trashcans.
- Line up to report back to class in an orderly manner as directed by your teacher.

HALLWAY BEHAVIOR:

- We change classes and move about the building by grades. This means that when one grade is moving about, the other two grades are in class. Therefore, students must be quiet in the halls to ensure that other students are not disrupted during their class time.
- All students are to walk in a single file line on the right side of the hall at all times.
- Do not place your feet on the walls.
- Agendas are required at all times if you are not with your class.
- Walk down the hall. **Do not run.**
- Do not push or shove other students.
- Keep voices at a quiet tone and keep your hands to yourself. Excessive or loud noise will result in a write up.
- Do not loiter in the hallway, restrooms, or at the water fountain.
- You are to use the restroom or water fountain nearest to your class.
- Respect school property and the possessions of others.

“PROCEDURES FOR BULLPUPS”

Morgan County School System believes that every child in the school district has a right to equal opportunity in receiving an education. Student conduct and discipline should reinforce this right.

Morgan County Middle School expects students to learn appropriate behavior and use it each day. Please discuss the following guidelines will help each student stay focused on their educational opportunities.

- Obey the rules of the school and individual classrooms.
- Be regular in attendance and on time to class.
- Come prepared to each class with book, paper, pen/pencil, and homework assignment.
- Study the lessons of your classes each day.
- Do not use another student’s work and claim it as your own. This is known as “cheating.” Do your own work.

- Follow common sense when dressing for school. See the **Dress Code Requirements** beginning on page 33.
- Use good manners as you pass through the halls, cafeteria, and other areas of the school. Don’t run, shove, shout, scream, or act in a way that creates disorder in the school.
- Show respectful behavior to the adults working in the school. When they give you instruction about your behavior, pay attention and do as you are told.
- Show respect to other students in the school. Treat them the way you want to be treated.
- Use courtesy during assemblies and other group meetings. Stop talking when the program begins, pay attention to the speaker or program, use appropriate applause when the program is finished.

- Do not verbally and/or physically intimidate, threaten, harass or assault any other student. If you are being “pushed” or feel there is a risk to your safety, report it to an adult in the school or have your parents report it to us.
- If you become aware of some situation that makes you feel unsafe, TELL US! Come to the Office, speak to an adult in the hall, and find some reason to come to the office so that you can give us the information.
- If you bring something to school by mistake, and you know you should not have brought it, bring it to a teacher or to the School Office immediately. *What determines a “mistake?” If you are showing it around to other students, bragging or laughing about having it, and you don’t turn it in, “It’s NOT a mistake.”*

MORGAN COUNTY MIDDLE SCHOOL DRESS CODE (Morgan County Board of Education Code JCDB)

The Morgan County Board of Education and the administration of your school recognize the desire of young adults to dress according to current styles and to express their individuality through dress. At the same time, students’ dress should not be distracting. With these thoughts in mind, a dress code has been developed which will allow students freedom of dress within the

expectations of the community which supports our school. Remember, for our school to be the best, we must look our best!

The following Morgan County system-wide dress code is as follows:

Students of the Morgan County School System are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and good taste.

Dress should not distract unreasonably the attention of others nor disrupt or interfere with the educational program.

Decals, slogans, or 'sayings' on clothes that are rude, vulgar, advertise alcohol or alcohol beverages, picture or promote illegal drugs, or are racially or sexually offensive or reference illegal or immoral behavior are not allowed. Racial symbols, slogans, or sayings on clothing or accessories are not allowed. This includes Dixie and FUBU symbols. Clothing should not picture or describe any activity that is inappropriate or suggestive.

The principal or other duly authorized school official(s) shall determine whether any particular mode of dress or grooming results in a violation of the spirit or intent of this rule. In determining whether any student dress is racially or sexually offensive, school administrators shall use the following criteria:

- (a) the student's purpose in wearing the clothing;
- (b) the symbol or words on the clothing in the context of all other words or symbols or images on the clothing;
- (c) the reaction of other students to the clothing; or,
- (d) whether the clothing materially interferes with the work of the school or impinges upon the rights of other students.

If any student disagrees with the determination made by the school administrator as to whether a particular item of clothing is racially or sexually offensive, the student may appeal that decision to the principal. In order to make such an appeal, the student shall describe in writing the clothing that is alleged to be offensive and shall discuss why the clothing is offensive or not offensive in the opinion of the student using the four criteria set forth.

All school personnel shall cooperate in seeing that the spirit and intent of this rule is equitably applied.

The intent of the above rules may be clarified (made more explicit or expanded upon for an individual school in the school's handbook) provided it is for the better operation of the learning process, is approved by the Board of Education and provided that properly informed students are involved in composing the expanded rule for their school.

(Morgan County Board of Education Code JCDB)

MCMS has established additional rules for dress:

- No Bedroom Slippers or attire.
- Shorts, skirts and dresses can be no shorter than three inches above your knee.
- Clothing should not depict anything inappropriate.
- Boys cannot wear sleeveless shirts.
- No racial symbols or slogans.
- No spikes or chains.
- Undergarments cannot be exposed.

- Revealing shirts should not be worn.
- Midriffs should be covered completely.
- Shoulder straps must be at least three fingers wide.
- No hats, hoods, sunglasses, or do-rags inside the building.
- No distracting hair-dyes or styles allowed.
- No holes in pants above the knee.
- Pants must be worn at the waist.

When in the judgment of an administrator the dress code has not been followed, the student will not be permitted into class until the situation has been corrected. Students wearing inappropriate clothing will be given the opportunity to call their parents to bring additional clothing or may be provided appropriate clothing to wear. It is the joint responsibility of every student, parent or guardian, teacher, and administrator to see that the dress of students is appropriate and does not interfere with the teaching/ learning process.

GENERAL EXPECTATIONS

As a middle school student, you are expected to behave in a manner reflecting your age and maturity. Standards of behavior are high to provide the atmosphere for a positive learning environment. Our standards provide for a safe environment and insure the right to an education without interference from others. Courtesy towards all students and teachers is an important gauge of maturity. Care and pride in the building and equipment is expected. Our school is democratic. Rules apply to all. No one is singled out for favors or punishment. This is your school and your education. Make it the best that it can be. Keep in mind when you make your choices,

“When you choose the behavior, you choose the consequence that goes with it” (Dr. Phil McGraw).

A system-wide code of conduct has been adopted by the Morgan County Board of Education. This school adheres strictly to that code. Additional rules have been created which specifically address the needs of MCMS and emphasize the system-wide code of conduct:

1. Clear the building by 3:35. If you are still in the building after this time, you must be in the presence of a teacher. Once you leave school, you should not return.
2. **No student is allowed in the teacher mailroom at any time without direct teacher supervision.**
3. For your safety, walk, do not run, at school.
4. Assist in keeping buildings and grounds free of litter by placing all litter in the proper containers.
5. Use the drinking fountains, outside equipment, and bathroom facilities with safety and cleanliness in mind.
6. Exhibit appropriate behavior in the lunchroom. Throwing food is considered an extremely serious offense. Attention should be given to controlling voice and activity levels to avoid unnecessarily loud noise. Good behavior in the lunchroom could result in more lenient rules in regard to seating arrangements.
7. Students are not to bring large amounts of money to school. Large amounts of money will be confiscated by the administration and parents will be notified to come and pick it up.
8. Pushing, wrestling, rough play, and play fighting are dangerous and will not be tolerated.
9. Do not throw or kick anything that could be harmful to others.

10. Selling items to or buying items from other students is prohibited in school unless authorized by the school office.
11. Do not accept favors or rides from strangers.
12. If flowers or gifts are delivered to the school, they will remain in the main office until the end of the day.
13. Leave your non-school related items (to include toys) at home. These may be confiscated and returned at a later time.



RANGE OF CONSEQUENCES

A. TEACHER CONSEQUENCES

Teachers have the authority to assign silent lunch, break detention, after-school detention, and alternative settings to students or consequences deemed necessary.

B. IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is also a method for dealing with students who commit serious infractions of school rules or are frequent discipline problems. Students who are assigned to ISS are, in effect, suspended from school but are allowed to complete class work at the ISS site.

Failure to follow In-School Suspension rules will result in the assignment of additional days in ISS or Out-of-School Suspension (OSS).

C. OUT OF SCHOOL SUSPENSION

MCMS tries to utilize the out of school suspension of students as a last resort. However, there are times when student discipline problems are so serious, disruptive of the learning process, or frequent that suspending a student from school is the most appropriate avenue for discipline. OSS is considered as an unexcused absence.

MORGAN COUNTY SCHOOL SYSTEM UNIFORM CODE OF CONDUCT AND RANGE OF CONSEQUENCES

(Morgan County Board of Education Policy JCDA September 2004)

The Morgan County Board of Education sets forth their expectations for student behavior in a conduct code (Policy JCDA). Though the ideal situation would be for all students to meet those expectations, the nature of childhood and adolescence results in inevitable violations of those rules by some students. Teaching students that there are consequences for the choices anyone makes regarding behavior is an important part of their education; therefore, the following guidelines have been provided for teachers and administrators to use in assigning consequences for violation of the rules set forth by the Board of Education. Of course, each case is different in circumstances and in the previous conduct record of the student, as well as the age of the

student. Teachers and administrators will take each of those things into consideration as they find appropriate consequences among the ranges specified here. Teachers are expected to deal with conduct issues in their classrooms unless the matter cannot be resolved there, or if the offense requires referral to the principal's office. The principal may confer with the superintendent regarding appropriate disciplinary actions in regard to the offender.

All rules apply to students on school property at any time; off school grounds at a school activity, function or event; en route to and from school; on a school bus or other vehicle transporting students to school or school activities; or at school bus stops.

Major offenses, including, but not limited to, drugs and weapon offenses, can lead to a school being named an unsafe school. **Parents are encouraged to inform their child of the consequences, including potential criminal penalties, of underage sexual conduct and other crimes for which a minor can be tried as an adult.**

Rule 1. Disruption of and Interference with School

No student shall:

- A. Occupy any school property with intent to deprive others of its use; block any entrances or exits of school property to deprive access thereto. **Range of Consequences: Teacher-parent conference to a disciplinary tribunal with recommendation to suspend long-term or expel (middle and high only).**
- B. Set fire to or otherwise damage any school property. **Range of Consequences: Replacement costs and a disciplinary tribunal with a recommendation to suspend long term or expel (all grade levels).**
- C. Prevent another student from attending a class or school activity. **Range of Consequences: Teacher consequences within the confines of the classroom for initial or minor offenses, to a referral to a disciplinary tribunal with a recommendation to suspend long term or expel (all grade levels).**
- D. Prevent or attempt to prevent normal functioning of school, a class activity or lawful assembly on the school campus. **Range of Consequences: Short-term out-of-school suspension if the act was a prank to a referral to a disciplinary tribunal with a recommendation to suspend long term or expel, if the act was a threat to safety.**
- E. Block normal pedestrian or vehicular traffic on campus or adjacent grounds. **Range of Consequences: Referral to the principal's office for discipline if the act was a prank to a referral to a tribunal hearing with a recommendation ranging from alternative program placement (short term) to expulsion, if the act was a threat to safety (middle and high only).**
- F. Continuously and intentionally make noises and act in any manner so as to disrupt class and interfere with the teacher's ability to properly conduct his/her class or any other persistent violation of the code of conduct. **Range of Consequences: Teacher consequences within the confines of the classroom, to referral to the principal's office if a repeated offender, to referral to a disciplinary tribunal if a chronic offender (all grade levels).**
- G. Refuse to identify or falsely identify him/herself upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel. **Range of Consequences: Teacher consequences within the classroom, to referral to the principal's office if occurs repeatedly or maliciously to avoid punishment, to a referral to a disciplinary tribunal, if behavior occurs with an act of excessive violence (middle and high only).**

- H. Urge, encourage or counsel other students to violate any school rule. **Range of Consequences: Teacher conference with student to referral to principal's office for possible short term alternative program assignment, to referral to disciplinary tribunal hearing (all grade levels).**
- I. Display, possess, discharge (or threaten to discharge) any explosives on school property. **Range of Consequences: Automatic disciplinary tribunal hearing with recommendation to expel (all grade levels).**
- J. Use any electronic device while inside a school facility or during the process of an instructional activity. Electronic devices that might interfere with school bus communication

equipment or the bus driver's operation of the school bus may not be used. "Electronic devices" include cellular telephones and pagers, radios, tape or compact disc players, or any other communication and/or entertainment equipment. At the bus driver's discretion, he/she may allow use of radios, tape or compact disc players WITH HEADPHONES ONLY.

The only exception would be a parent placing on file in the principal's office a statement certifying that such a device is necessary for the health of a student. **Range of Consequences: Referral to the principal's office for consequences to include confiscation of the device until parents retrieve it, possible short term alternative program placement, or possible out-of-school suspension.**

- K. Distribute materials that would cause substantial disruption of the educational setting or any school activity. Such prohibited materials include, but are not limited to: materials which are obscene; materials which incite students to violate a federal, state, or local law, or a state or local school board policy; pornographic materials; materials degrading to any specific individual; materials designed for commercial purposes. **Range of Consequences: Teacher conference with the student with confiscation of the item, to referral to the principal's office for consequences, to a referral to a disciplinary tribunal with a recommendation to suspend long term or expel (middle and high).**
- L. Perform any other act that in any way disrupts or obstructs any lawful mission, process or function of the school. **Range of Consequences: Teacher consequences for minor acts to referral to the principal's office if the disruption affects the entire school, to referral to a disciplinary tribunal, if the act poses a threat of any kind (all grade levels).**

Rule 2. Damage or Destruction of School Property

- A. A student shall not intentionally cause nor attempt to cause damage to school property, including but not limited to marking, defacing or destroying said property. **Range of Consequences: Restitution costs in every case; teacher consequences to include a conference with the parent, if damage is a matter requiring cleaning; referral to the principal's office with parent conference, if damage is matter requiring repair; and referral to a disciplinary tribunal, if damage is substantial and requires replacement.**
- B. A student shall not steal nor attempt to steal school property. **Range of Consequences: Restitution costs in every case; teacher consequences to include a parent conference if the matter involves school materials/supplies; referral to principal's office with parent conference, if the matter involves equipment or money; and referral to a tribunal hearing with a recommendation for long-term suspension or expulsion if the matter involves a substantial amount or value in the opinion of the principal.**

Rule 3. Damage or Destruction of Private Property

- A. A student shall not intentionally cause or attempt to cause damage to private property, to include but not limited to marking, defacing or destroying said property. **Range of Consequences: Restitution costs in every case; teacher consequences to include a conference with the parent, if damage is a matter requiring cleaning; referral to the principal's office with parent conference if damage is matter requiring repair; and referral to a tribunal hearing if damage is substantial and requires replacement (all grade levels).**
- B. A student shall not steal nor attempt to steal private property. **Range of Consequences: Restitution costs in every case; teacher consequences to include a parent conference, if the matter involves school materials/ supplies; referral to principal's office with parent conference if the matter involves money or valuable possessions; and referral to a tribunal hearing with a for long-term suspension or expulsion if the matter involves a substantial amount or value in the opinion of the principal.**
- C. A student shall not conspire to steal or damage private property. **Range of Consequences: Restitution costs in every case; teacher consequences; referral to the principal's office with possible referral to a disciplinary tribunal hearing if the matter involves a substantial amount or value in the opinion of the principal (all grade levels).**

Rule 4. Assault on, Battery or Disrespect to a School Employee

- A. A student shall not verbally or physically threaten physical violence to a school employee or any person attending a school related function. **Range of Consequences: Report to law enforcement and notification of parents of a disciplinary tribunal hearing with a recommendation to expel for a minimum of the remainder of the school year with the opportunity to apply to the alternative education program the subsequent year. Notification of law enforcement as required by law is the responsibility of the principal.**
- B. A student shall not commit any act of physical violence toward any school employee or behave in such a way that physical injury to any school employee or any person attending a school related function could result. **Range of Consequences: In the case of irresponsible actions or physical violence that does not result in harm, referral to the principal's office (or Director of Operations if bus incident) for consequences including a parent conference (to write a bus behavior contract if incident occurred on the bus), to referral to a disciplinary tribunal hearing (all grade levels). When in judgment of the principal (or Director of Operations in a bus incident), a case of an actual act of physical violence against a teacher, school bus driver, or any other school official or employee, the student will be suspended from school for a period of up to 10 days pending a tribunal hearing. If the tribunal finds the student has committed an act of physical violence against a teacher, school bus driver, school official or school employee, the student shall be expelled from the public school system for the remainder of the student's eligibility to attend public school pursuant**

to Code Section 20-2-150. The Board of Education, at its discretion, may permit such a student to attend an alternative education program for the period of the student's expulsion. If such an act is committed by a student in grades K-8, then the Board of Education, at its discretion and with the recommendation of the tribunal, may permit a student to reenroll in the regular public school program for grades nine through 12. If the student is in grades K-5, the Board at its discretion and with the recommendation of the tribunal, may allow the student to reenroll in the public school system at a date determined by them. The student will be referred to juvenile court as required by law.

- C. A student shall not through physical actions, gestures or verbal abuse, such as profane and obscene language, show disrespect to any school employee or any person attending a school related function. **Range of Consequences: Teacher consequences for initial or minor infractions; referral to the principal's office if repeated or substantial in nature; referral to a disciplinary tribunal if chronic (all grades).**
- D. A student shall not intentionally fail to obey any teacher, substitute teacher, student teacher, paraprofessional, administrator, or other authorized school personnel's lawful and reasonable request. **Range of Consequences: Teacher consequences for initial or minor infractions; referral to the principal's office if repeated or substantial in nature; referral to a disciplinary tribunal if chronic (all grades).**

Rule 5. Physical Abuse by a Student to Another Student or Person not Employed by the School

- A. A student shall not through physical actions, gestures or verbal abuse, such as profane and obscene language, show disrespect to any other student or person not employed by the school system at school related functions. **Range of Consequences: Teacher consequences for initial or minor infractions; referral to the principal's office if repeated or substantial in nature; referral to a disciplinary tribunal if chronic (all grade levels).**
- B. A student shall not threaten, cause or attempt to cause bodily injury to any other student or person not employed by the school at school related functions. **Range of Consequences: Referral to the principal's office for consequences including a parent conference, to a referral to a disciplinary tribunal hearing for violence or threats of violence of a serious nature. Report to law enforcement required if assault is of an aggravated nature. In compliance with O.C.G.A. 40-5-22, a student may lose his/her driver's license or be prohibited from obtaining such a license if he/she has violated this rule.**
- C. A student shall not threaten another student or person not employed by the school at any school related function with sexual harassment defined pursuant to Title IX of the Education Amendments of 1972. (Refer to Rule #13).

Rule 6. Weapons and Dangerous Instruments

- A. A student shall not possess, handle nor transmit any object that can be reasonably be considered a weapon, including those defined in state law and Morgan County Board of Education Policy JCDAE and all knives. Exceptions to the rule are also noted in state law and Morgan County Board of Education Policy JCDAE. A student shall not use self-defense sprays such as mace or pepper gas to threaten, intimidate or injure any person or to otherwise cause fear for the safety of any person. **Range of Consequences: 1) Possession of a knife with a blade less than 2": Conference with parents to**

Suspension from school at the principal's discretion (all grades). 2) Possession of any weapon as defined in federal or state law and/or Morgan County Schools Board Policy, or use of any knife of any size to threaten or harm another: Automatic disciplinary tribunal hearing with recommendation to expel for a full calendar year, according to the requirements of state law (Ga. Code section 20-2-751.1). Law enforcement will be notified. If the tribunal allows, an expelled student may enroll in the CrossRoads Alternative School or another appropriate alternative setting. Each case is subject to review by the superintendent, who has the authority to modify the expulsion requirement in unusual circumstances.

Rule 7. Narcotics, Tobacco, Alcoholic Beverages and Drugs

- A. A student shall not possess, sell, use, transmit nor be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage or intoxicant of any kind. **Range of Consequences: Automatic disciplinary tribunal hearing with recommendation to range from out-of-school suspension to expulsion with referral to law enforcement as required by law.**
- B. A student shall not possess, sell, use or transmit any tobacco product. **Range of Consequences: Referral to principal's office for consequences that range from five days out-of-school suspension to a disciplinary tribunal hearing for repeat offenders, where the maximum consequence is long term suspension for the remainder of the semester.**
- C. A student shall not possess, sell or transmit any substance under the pretense that it is, in fact, a prohibited substance. **Range of Consequences: Referral to the principal's office for consequences that range from five days out-of-school suspension to a disciplinary tribunal hearing for repeat offenders, where the maximum consequence is long term suspension for the remainder of the semester.**
- D. A student with an illness or condition that requires a medical prescription or the use of an over-the-counter medication must leave the medication in the school office with a note from the parent or the doctor regarding the proper dispensing of the medication. No medications are to be carried on a student's person or left in a locker that may be self-administered. **Range of Consequences: Referral to the principal's office for consequences that range from a parental conference to In-School Suspension to Out-of-School Suspension.**

Rule 8. Indecency

A student shall conform to established local mores of decency. They should refrain from (1) use of vulgar or profane language; (2) public display of affection; (3) indecent exposure; or (4) other acts considered indecent. **Range of Consequences: For items 1 and 2 listed above, teacher consequences are appropriate for minor infractions at all grade levels. For 3 and 4 listed above, referral to the principal's office is appropriate for consequences that range from parental conference to referral to a disciplinary tribunal hearing for cases of a shocking or serious nature.**

Rule 9. Inappropriate Sexual Behavior

A student shall not engage in acts that are inappropriate sexual behavior, including but not limited to: (1) Improper touching; (2) Crude and unacceptable language; (3) Crude and unacceptable

gestures. **Range of Consequences: Referral to principal's office with consequences ranging from a parent conference to referral to a disciplinary tribunal hearing for cases of a serious nature in the judgment of the principal or principal's designee. Notification of law enforcement or DFACS may be required, based on act. A student may lose his/her driver's license or be prohibited from obtaining such a license if he/she has committed any sexual offense under Chapter 6 of Title 16 of Ga. Code of Law.**

Rule 10. Truancy

Failure to comply with compulsory attendance as required under O.C.G.A. Section 20-2-690.1, including deception about an absence or tardy to school authorities, parents or both is prohibited. No student shall encourage, urge nor counsel other students to be truant. **Range of Consequences: Referral to the principal's office for consequences that range from a conference with the student to referral to the school social worker. A student may lose his/her driver's license or be prohibited from obtaining a license if he/she has accumulated 10 or more unexcused absences in the previous school year and/or the current school year (not cumulative).**

Rule 11. Felony Offenses and Off-Campus Acts that Impact Schools

- A. A student who has been arrested, charged or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult may be disciplined or excluded from school. **Range of Consequences: Short term out-of-school suspension to referral to a disciplinary tribunal hearing with a recommendation to expel (middle and high); all teachers to whom the student is assigned will be notified of the student's status and given the opportunity to review the student's file.**

- B. A student who is charged with an assault on another student, a violation of the drug laws or sexual misconduct of a serious nature and whose presence at school is likely to endanger other students or staff or cause substantial disruption to the educational climate may be disciplined or excluded from school. **Range of Consequences: From short term out-of-school suspension to referral to a disciplinary tribunal hearing with a recommendation to expel (middle and high); all teachers to whom the student is assigned will be notified of the student's status and given the opportunity to review the student's file.**

Rule 12. Gambling

Gambling on school property or at any school function is prohibited. **Range of Consequences: Teacher consequences for minor offenses or incidents occurring in all schools; referral to principal's office with consequences ranging from a parent conference to referral to a disciplinary tribunal hearing for cases involving an organized "business" operation.**

Rule 13. Harassment

A student shall not violate Board Policy JGIA: Sexual Harassment or JGIB: Racial Harassment. **Range of Consequences: Referral to the principal's office with consequences ranging from out-of-school suspension to referral to a disciplinary tribunal hearing with a recommendation to expel and notification of law enforcement when required.**

Rule 14. Bullying

A student must not attempt to use, nor threaten to use, force to inflict injury on another student when there is an apparent ability to do so. A student must not exhibit an intentional display of force that would cause the victim to fear or expect bodily harm. **Range of Consequences: Referral to the principal's office for consequences that range from short term assignment to an alternative setting to automatic assignment to alternative school upon the third offense (GA. Code section 20-2-751.4).**

Rule 15. Cheating and/or Forgery

A student must not use the work of others nor represent it as his or her own. **Range of Consequences: Teacher consequences in the confines of the classroom to referral to the principal's office for consequences ranging from parental conference to loss of credit.**

Rule 16. Bus Transportation

All rules in the regular Code of Conduct (JCDA-R) apply to behavior on a school bus or at a school bus stop. The Morgan County School System operates bus service for all pupils. A student is expected to act in a quiet and orderly manner when loading, riding, and unloading the bus. This service is a privilege and may be denied for undesirable behavior. The bus driver must be obeyed at all times. If a student feels an order from the driver is unjust, it should be obeyed nonetheless and then the incident reported to the transportation director. Students who come to school on the bus should return home on the bus unless they have a note from the parent or guardian and signed by the principal or designee. All bus cases of safety violation are viewed as serious violations. Bus conduct rules are listed in Policy JCDAD-R/EDCB-R. Drivers will make the final decision as to whether or not to file a report on a student for any rule violation.

If a report is filed on a student, the consequences are:

1st Offense: Off bus five (5) days with parent conference.

2nd Offense: Off bus rest of the school year.

Please note there is **not an official warning** in writing from a driver or the Director of Operations in grades 6-12. The rules are communicated, the consequences are communicated, and students know what these are.

Physical violence (or language that leads to physical violence) of any kind **will** result in suspension from the bus for the balance of the year and some offenses are so bad that a more severe penalty may occur. Physical violence within the last 45 days of school may have consequences that carry into the next school year. See policy JCDA-R/EDCB-R sent home with students at the beginning of the year or upon enrollment.

Any rule violation that constitutes a crime or any repeated rule violations may be reported to law enforcement per O.C.G.A. 20-2-756. Reports to law enforcement may result in charges being filed in the juvenile court. Juvenile authorities may require a student to be detained in a Regional Youth Detention Center pending hearing.

SEXUAL HARRASSMENT POLICY (Morgan Co. BOE Policy JGFAA)

Sexual harassment in school may come from teachers, other adults, students or anyone else the victim may have contact with in school, at school-related activities, or at work (co-op job or any other type of job after school hours). The range of behavior that may be constituted as sexual harassment includes

- (1) Staring or leering at a student after that student has indicated that the behavior is inappropriate may be considered sexual harassment;
- (2) Sexual comments or jokes told to or in the presence of a student after the student has indicated the behavior is inappropriate may be considered sexual harassment;
- (3) Sexual comments made to other students concerning another student after that student has indicated that the behavior is inappropriate may be considered sexual harassment;
- (4) Requests for sexual activity;
- (5) Physical contact of a sexual nature.

Depending on the severity of the offense, a student who has been found guilty of the sexual harassment may be subject to disciplinary actions including, but not limited to the following:

- (1) Counseling on the problem of sexual harassment in our culture and in our schools;
- (2) Apology to the victim;
- (3) In-School Suspension;
- (4) Suspension from school;
- (5) Assignment to CrossRoads; and/or,
- (6) Expulsion from school.

Students experiencing sexual harassment should immediately notify the person that the behavior is inappropriate/unwanted and report such harassment immediately to a teacher, an administrator, or to a counselor so the school can take appropriate action.

Adopted by the Morgan County Board of Education on August 25, 1994.

Contact Sarah Burbach, Title IX Director, at 1065 East Avenue, Madison, Georgia, 706-342-0752 if you have any questions or grievances concerning sexual harassment.

DRUG FREE SCHOOL ZONES

The Morgan County Board of Education recognizes the serious detrimental effect that use/ abuse of illegal drugs and alcohol has on the entire community and especially on young people. School buildings and campuses are places of learning and should always be safe and secure environments for students and the adults who work with them. In accordance with this belief and effective immediately, all Morgan County Schools are designated DRUG AND ALCOHOL FREE ZONES. The possession, transmittal, handling, use, distribution or being under the influence of any narcotic, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind on any school campus is strictly prohibited. Violation of this policy will result in as severe consequences as School Board policy and criminal law will permit.

This policy applies to all students and adults who may be on a public school campus in Morgan County at any time or off school grounds at any school activity, function or event, on the school bus or any other vehicle transporting students to or from school activity.

Adopted by the Morgan County BOE on July 14, 1992

WEAPONS FREE SCHOOL ZONES

It shall be unlawful for any person to carry or to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.

The term "weapon" means and includes any pistol, revolver, pellet/bb gun or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined by law.

USE OF SURVEILLANCE

Morgan County Middle School utilizes closed circuit video surveillance systems to monitor activities on the school campus.

TEENAGE DRIVER and RESPONSIBILITY ACT REMINDERS:

- 1) Applies to all minors age 15-18
- 2) To apply for driver's license or instruction permit, a student must have from the school a certificate that verifies that the student:
 - a. Is enrolled and not expelled from public school;
 - b. Has no more than 10 unexcused absences in the current academic year (cumulative) or 10 or more unexcused absences in the previous academic year;
 - c. Is enrolled in home school;
 - d. Has received a high school diploma, GED, special education diploma or certificate of attendance; or
 - e. Is enrolled in post-secondary school, including the GED program.
- 3) Students who have been suspended from their schools but are currently attending alternative schools are NOT eligible for a license or permit.
- 4) Students who are disciplined for the following offenses are not eligible for a license or permit:
 - a. Threatening, striking or causing bodily harm to school personnel;
 - b. Possession or sale of drugs or alcohol on school property or at a school sponsored event;
 - c. Possession or use of a weapon on school property or at a school sponsored event;
 - d. Any sexual offense prohibited in Chp.6 of Title 16 of the GA Code;
 - e. Causing substantial physical or visible bodily harm to, or seriously disfiguring another person, including another student.
- 5) Appeals are available through DMVS (or the agency that takes its place), not the school system.

CHARACTER EDUCATION

In accordance with state law (code section 20-2-145) and state board of education policy, Morgan County Middle School has created and implemented a character education program based on the suggested state curriculum. Monthly activities are centered on character traits that have been selected by the MCMS Character Education Committee. Parents who might be interested serving on this committee should contact the school. The character traits and the months focus for the 2011-2012 school year are as follows:

August- **Respect, School Pride, Respecting Others**

September- **Self Control, Respecting Environment, Respecting Creator, Self-Respect, Responsibility**

October- **Cooperation, Punctuality, Cleanliness, Accountability**

November- **Citizenship, Patriotism, Sportsmanship**

December- **Fairness, Virtue, Generosity**

January- **Kindness, Courtesy, Patience, Integrity**

February- **Honesty, Compassion, Trustworthiness, Commitment**

March- **Diligence, Perseverance, Determination, Honor**

April- **Friendship, Cheerfulness, Loyalty, Obedience**

May- **Faithfulness, Encouragement, Appreciation**

Students who have demonstrated these character traits each nine weeks will be recognized.

ANTIDISCRIMINATION POLICY

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Educational Amendments of 1976), or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs of activities receiving federal financial assistance.

Contact Mrs. Sarah Burbach, Sports Equity Coordinator, at 1065 East Avenue, Madison, Georgia, 30650, (706)342-0752, if you have a grievance regarding athletics equity.

DISCLAIMER: The information in this agenda is current as of the date printed. Changes after the fact in state law, State Board of Education policy or Morgan County Board of Education policy supersedes anything stated within this agenda.

