

CRAWFORD COUNTY MIDDLE SCHOOL
STUDENT HANDBOOK

2015-16

DR. ANTHONY ENGLISH
PRINCIPAL

CRAWFORD COUNTY MIDDLE SCHOOL
401 LOWE ROAD
ROBERTA, GA 31078
(478) 836-3181

C.C.M.S. MISSION STATEMENT

The mission of the Crawford County Middle School is to provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation and excellence in learning.

Crawford County Middle School will provide learning experiences that will enable its students to become academically successful, develop positive self-concepts, learn acceptable social behavior, and enhance aesthetic appreciation.

We believe:

- that all children have a right to receive an education in an environment that is safe and stable.
- that positive attitudes beget positive performance and outcomes.
- that education fosters self-esteem and positive performance outcomes.
- that every student can learn and be successful.
- there is dignity in work and pride in product.
- that the total commitment of the parents, school, student, and community is necessary for the development of each child.

1-877-SAY-STOP

The Georgia Department of Education has added a new strategy to help local educators and law enforcement officials stop school violence. The above school safety hotline (toll-free) is intended to make our schools safer by allowing students to report anyone who has brought or has threatened to bring weapons to school, or other threats to school safety. Hours for the hotline are Monday through Friday, from 8 a.m. to 5 p.m. After 5 p.m., all calls are forwarded to the Georgia Bureau of Investigation.

COUNSELOR

Your counselor is a person with whom you may talk privately or along with other students about school problems, personal problems, educational or career plans, etc. The counselor will see students by appointment only. Students must have a pass from a teacher in order to visit the counselor's office. Do not return to the counselor's office once you have signed up. You will be called when the counselor can meet with you.

The Counselor will also cooperate with your teachers and your parents to help you have a successful and enjoyable time at the Middle School. Parents may arrange to talk to your counselor or your teachers by calling the school at 836-3181.

MEDIA CENTER

The school Media Center is for the use and enjoyment of you and your fellow students. Be considerate of this privilege at all times by being quiet.

We have open stacks and anyone may use any book he/she chooses. Materials of any kind must be checked out at the circulation desk. Books may be checked out for two week periods. A student will pay for any books lost or damaged that are checked out in his/her name.

Dictionaries and reference books will be used in the media center, unless requested by the teacher; magazines and reference books are to be returned to their proper places after being used.

When special work is being done, a teacher may get permission from the media specialist to bring his/her class to the media center under strict supervision.

No food, drinks or chewing gum will be allowed in the media center.

Students are expected to keep their surroundings clean and to place all chairs in their correct places after using them.

Any student who misbehaves in the media center will be asked to leave. He/She may not re-enter the media center unless he/she has permission from the media specialist.

TRANSPORTATION

Crawford County Middle School does not have a student parking area. Students **will not** be allowed to drive or park cars on campus. Parents who bring students to school are asked to put them out at the front building entrance no earlier than 7:30 a.m. for safety. Students should never exit or enter from the back of the building when parents are transporting them. **Supervision in the building begins at 7:30 a.m.**

Riding the bus is a privilege afforded each student in Crawford County. Students who do not behave properly on the bus can be required to provide their own transportation to and from school.

Students arriving on campus are to report to the cafeteria or to the grade level holding area. After you arrive on campus in the morning, you may not leave unless your parents sign you out. If you do leave without permission, you will be considered to be cutting and truant.

SCHOOL BUS RULES

The school bus is an extension of the classroom and students are expected to conduct themselves in a manner consistent with classroom behavior. The bus driver is responsible for the safety of all who ride the bus, and students are expected to comply with reasonable instructions given by the bus driver. The bus driver has the authority to assign seats either temporarily or permanently and to establish rules for safety and proper behavior on the bus. The bus driver shall report improper student behavior to the principal, assistant principal, or his/her designee.

BUS RULES/EXPECTATIONS

1. Students will not extend their arms, legs, heads, etc. through the bus windows, nor stand in the door area of the bus.
2. Students must occupy seats assigned to them by the driver if this is deemed necessary. The decision to assign seats will be left to the driver!
3. Students are not to leave the bus on the way to or from school without permission of the driver. Drivers will give permission only in case of a personal emergency or on written request of the principal or parent.
4. Students may talk in normal, quiet tones; however, loud, profane, abusive language, yelling, or screaming will NOT be tolerated.
5. Students must cooperate in keeping the bus clean.
6. Students may eat or drink on the bus at the discretion of the bus driver. **Use of any tobacco products is prohibited.**
7. Students must be respectful to the driver, fellow students and passersby.
8. **CCES and CCMS students will not be allowed to get off at CCHS to ride with siblings or relatives.** Students must be picked up at their school. Students will only be allowed to get off of the bus at CCHS for school related events in which they are involved. **Students must obtain an official bus pass from the school office before being allowed to get off the bus any place other than his/her regular stop.** A note from a parent must be presented to receive an official bus pass.
9. A student who is suspended from a bus may not ride any other bus.
10. Cell phone usage will be at the discretion of the bus driver.

OFFENSES

1. Failure to remain seated
2. Refusing to obey driver/monitor
3. Throwing objects on or from the bus
4. Improper/dangerous conduct boarding or deboarding
5. Inappropriate physical contact
6. Excessive noise
7. Unsafe items
8. Eating/drinking
9. Littering
10. Selling items on bus
11. Possession of any electronic equipment
12. Failure to follow Dress Code
13. Spitting
14. Vandalism
15. Any disruptive behavior

CONSEQUENCES FOR MINOR OFFENSES **MIDDLE AND HIGH SCHOOL**

First Bus Report: School official, parent, and driver conference. A suspension from the bus for a minimum of three days will follow if the parent fails to attend the conference.

Second Bus Report: A second report will result in the student being suspended from the bus for three days.

Third Bus Report: A third report will result in the student being suspended from the bus for five days.

Fourth Bus Report: A fourth report will result in the student being suspended from the bus for ten days.

Fifth Bus Report: A fifth report will result in the student being suspended from the bus for the remainder of the school year.

A student may be suspended from the bus at any time if the principal determines an incident warrants suspension. The suspension can be from one to ten days. (The students may also be suspended from school or assigned to ISS).

CONSEQUENCES FOR MAJOR OFFENSES

Even though there may be no other bus report, consequences for major offenses may result in immediate suspension from bus and/or school as determined by an administrator.

Examples of major offenses and consequences are listed below:

1. Disrespect of driver/monitor/administrator:
Immediate Suspension.
2. Fighting:
 - 1st Offense - 5 days of bus suspension
 - 2nd Offense - 10 days of bus suspension
 - 3rd Offense - Referred to Tribunal Committee and loss of bus privileges for the Remainder of the school term.
3. Severe Vandalism:
Immediate suspension and restitution required.
4. Possession/Use of Drugs/Alcohol/Weapons:
 - a. Sale of drugs or alcohol on school property or at school related activities:
The appropriate law enforcement agency will be notified.
The parent or guardian will be notified.
The student will be immediately suspended and recommended for expulsion.
 - b. Possession or use of drugs or alcohol:
Law enforcement and parents or guardian will be notified; suspension to home and refer to Student Review Committee.

c. Possession or use of weapons:

Law enforcement and parents or guardian will be notified; suspension to home and refer to Student Review Committee.

Any other behavior that may be deemed offensive, as listed in Student Handbook. Consequences for such behavior will follow Student Handbook guidelines.

SAFETY ON THE BUS:

While riding the bus, students should sit upright in their seat facing forward. Books and other school-related objects must be held in the students' laps, unless otherwise directed by the driver. Students should remain seated except to board and deboard. Students should not use pencils or markers on the bus.

BOARDING AND DEBOARDING:

Students are to be at their designated bus stop five minutes before pickup time. Students are to remain at least five feet from the boarding point and not approach the bus until the bus door is opened. Those approaching the bus after the door closes will not be permitted to board. The student should not cross the street until he/she has looked both ways or the driver signals that it is safe to do so. Students may get off the bus only at school or the designated stop. Students must ride only the assigned bus.

WHO IS ELIGIBLE TO RIDE:

Students who live more than 1 1/2 miles from the school they attend are eligible to ride the bus.

ABSENCES

A student returning to school must bring a written explanation of the absence from his/her parents. This note should be turned in to the front office.

MAKE-UP WORK

If you expect to be absent from school more than five days, your parents may telephone the office at 836-3181 and request your assignments from the counselor. If you expect to be absent for less than five days, you should get assignments from your teachers when you return.

Each student is responsible for being sure that all work is made up. Do not wait on a teacher to tell you what you have missed. You should remind the teachers of your absence and ask for the make-up work. Work that is not made up within three school days will result in a grade of zero. REMEMBER, THIS IS THE STUDENT'S RESPONSIBILITY.

LEAVING SCHOOL DURING THE DAY

If you need to leave school early, you should bring a note from your parents. You should present this note to your homeroom teacher. Your parents must sign you out. The office will send for you when your parents arrive. If you are remaining on campus for a school related activity you must be accompanied by a parent/guardian.

TARDY OR LATE BUS

If your bus is late or you are tardy, check in the front office first before reporting to your class.

HALL PASSES

You should never be in the hall during class time without a pass from your teacher. If a teacher needs to see you, he/she will send a pass for you or you should obtain a pass from him/her before class begins. Do not tell your teacher that you must see another teacher unless that teacher has given you a pass. It is up to your teacher to let you leave his/her class.

FOOD/DRINK

No food or drink (especially gum) is to be consumed in the hallway or classroom unless cleared by administration.

FIRE DRILLS

Evacuation routes will be posted in each classroom. Classes should leave the building in a quiet, orderly, single file line. Before leaving the room, all windows, as well as the door, should be closed. Fire Drills are done monthly at the discretion of the administrators.

SCHOOL SUPPLIES

It is very important to take necessary supplies to class. Teachers are not responsible for providing supplies. Needed items may be purchased during homeroom.

TEXTBOOKS

Teachers will number books and issue the numbered book to a student. If the book is damaged, the student must pay for the replacement cost. If the book is lost or damaged beyond use, the student must pay the full cost of replacement. The school is not obligated to issue another book to the student until the lost book is found or the lost/damaged fee has been paid.

MEDICINE AND DRUGS

Any medicine or drugs required by your doctor or parents must be turned in to the office before school. The nurse will administer the medicine. Failure to follow these procedures could result in disciplinary action being taken.

No aspirin or medicine of any kind may be given to any student by school personnel. If a student is injured, he/she should report to the office for care. (Please see Clinic Rules on page 59.)

LOST AND FOUND ITEMS

Students are directed not to bring expensive jewelry, excessive cash, and etc., to school or school events. Students are cautioned about taking pocketbooks, jewelry and other valuables to the gym during physical education class, athletic practices, or other events. CCMS and its employees will not be responsible for such items nor guarantee their safety.

TELEPHONE USE

If it is necessary for you to make an emergency telephone call, you must get permission to use the telephone in the front office, after you get a pass from your teacher. Since only one telephone is available for student use, please confine your calls to emergencies. Every attempt should be made to conduct personal affairs prior to arriving at school. Students will be called to the phone only for a parent. Others will leave messages.

WITHDRAWAL PROCEDURES

The day you plan to withdraw from school, bring a written request from your parents or have them call the school. See your homeroom teacher and then go to the front office where the secretary will give you a withdrawal form. All of your teachers, the media specialist, your counselor, lunchroom manager and an administrator must sign the form. You must return all textbooks and library books and pay any fines before your records will be sent to your new school.

VISITORS TO SCHOOL

1. Students are not allowed to have visitors during the school day.
2. A parent who wishes to see his/her child **MUST** come to the office. The office will send for the child.
3. If your parents/guardians would like to meet with a teacher, he or she should call the counselor's office. The counselor will arrange for an appointment within a two-day period.

4. Students will only be released to parents unless there is authorized documentation otherwise. If someone comes to the office to pick you up and you are not sure whether you should go with that person, ask to speak with the secretary or a school official in private. You may explain your concerns to them.

5. Parents are not allowed to come to teachers' classes without a pass from the office.

FOOD SERVICES

Crawford County Middle School provides a breakfast and lunch program to its students. Students are not allowed to order out meals; however, they may bring their breakfast or lunch with them if they choose.

Students may pay for lunch daily, weekly, or monthly. The school will accept checks for meals. The school may refuse to accept a check if the person issuing the check has had checks returned by the bank for insufficient funds.

Students are NOT allowed to charge meals in the lunchroom.

Students are NOT allowed to take food out of the lunchroom. Exceptions will be made for class/school picnics.

No canned or bottled carbonated sodas are allowed at meals.

GRADING SYSTEM

Report cards are sent home every eight weeks. A Progress Report will be sent home at the midpoint of the 8 weeks. This Progress Report will include a Deficiency section that is completed for the students having difficulty or in danger of failing.

Grade ratings:

A	90-100	Excellent
B	80- 89	Good
C	70- 79	Average
F	0- 69	Failing

HOW TO ARRIVE AT 8 WEEKS GRADES

Daily grades (homework, classwork, pop quizzes, etc.) will constitute 60% of the eight weeks average. Test averages will count for 40%. The average will be arrived at by adding the daily average three times and the test average twice and dividing by five.

Semester tests will be given in grades 6-8. This exam will count 1/5 of the semester average.

Eight weeks averages for 6-8 graders should be based on a minimum of ten grades. This figure includes both test and daily grades.

HOW TO ARRIVE AT 1ST SEMESTER, 2ND SEMESTER AND FINAL GRADES

All students are required to take an exam at the end of 1st and 2nd semesters in all subjects. To arrive at a 1st semester average, you put the 1st 8 weeks grade down twice, the 2nd 8 weeks grade down twice and the exam grade down once, add them together, and divide the total by five. To get a 2nd semester grade, use the same process except use the 3rd and 4th 8 weeks grades and end of year exam. To arrive at a final grade, add the 1st and 2nd semester grades together and divide by two.

Example: 1st 8 weeks – 75 2nd 8 weeks – 73 Semester Test – 74

$75 + 75 = 150$

$= 296 + 74 = 370 \div 5 = 74$ (1st Semester Average)

$73 + 73 = 146$

STUDENT LEARNING OBJECTIVES (SLOs)

Student Learning Objectives will be implemented during the 2014-2015 school year. These are focused on student learning, designed to measure student growth between the beginning and end of the course, developed and approved by the school district, and approved by the GaDOE. Focused on the content standards, Student Learning Objectives are measured by the Student Learning Objective Assessment. Each teacher who does not have a Georgia Milestones Assessment will administer a minimum of one Student Learning Objective Assessment for the 2014-2015 school year.

PROMOTION POLICY

In accordance with our policy, students in grades six through eight must achieve a grade average of 70 or higher in courses in order to be **promoted** to the next higher grade.

A student in grades six through eight may be **retained** if he/she fails any two subjects.

Any student who misses 21 or more days is subject to retention. Circumstances will be reviewed on a case by case basis and it will be the decision of the principal and/or his/her designee to retain or administratively place the student.

CCMS will follow promotion/retention policy for state standardized test as described by the Georgia Department of Education.

The State does not offer a 6th or 7th grade retest. Therefore the classroom subject grade for the Georgia Milestones Assessment failing subject, must be a passing grade for the student to be promoted. This subject score will act as a retest score and will be used as the second indicator option for promotion.

If a student fails the Georgia Milestones Assessment and does not have a passing grade in that Georgia Milestones Assessment subject grade area (Math/Reading), then the student will be held back in the 6th or 7th grade.

HONOR ROLL

An honor roll will be compiled every eight weeks. This honor roll will include all students in grades 6-8. We have the Superintendent's Honor Roll (A+: 95-100), Principal's Honor Roll (A: 90-94), Honor Roll (B+: 85-89), and Honorable Achievement (B: 80-84).

EIGHTH GRADE PROMOTION

All financial obligations must be met.

During promotion ceremony practice, students are expected to behave and participate in practice. Parent assistance is needed.

Participation in the promotion ceremony by eighth grade students who are completing their final semester in alternative school will be at the discretion of the principal, or his/her appointed designee.

EXTRA-CURRICULAR ACTIVITIES

Crawford County Middle School offers the following activities for the students:

1. Sports: Football, Basketball, Track, Baseball, Softball, Wrestling and Cheerleading are offered at Crawford County Middle School. To be eligible to participate, a student must have a current physical examination, and have passed 5 of 6 courses the previous semester if a rising 6th, 7th or 8th grader. After the first semester, all students in grades 6-8 must have passed 5 of 6 courses to be eligible to participate. Eighth grade girls may participate in B-Team softball.

2. Clubs:

a. Academic Bowl – Students are recommended and selected by teachers (at least six from each grade).

b. Drama Club – The C.C.M.S. Drama Club is designed to provide interested 6th through 8th grade students an opportunity to participate in educational theatric activities, promote live theatrical performances, and display school and community spirit and pride. All members of the Drama Club seek to promote high standards for performance in academics, behavior and entertainment.

c. Drug-Free Club – The Drug-Free Club is a group of twenty-five participants who provide C.C.M.S. students with drug awareness literature and activities. It promotes positive self-esteem, motivation and self-discipline and provides alternatives for dealing with peer pressure.

d. FFA – The 2005-2006 school year brought us our first FFA Club which had over 100 members and achieved 100% membership status from the State FFA Organization. Seventy members participated at the Middle School Day at the

Perry National Fair in October. Our officer teams have gained experience in presiding over business meetings and have enhanced their leadership skills. Many FFA activities were attended by our members from Jackpot Pig Shows, the State FFA Horse Show, and the State FFA Convention. We look forward to many more in the future.

e. Benjamin Hawkins Naturalist Society – The Naturalist Society explores the natural history of Georgia and supports environmental initiatives. This club supervises the recycling program at C.C.M.S. and takes field trips to sites of scientific and historical interest.

f. Pep Club –

g. Pythagoras Math Team –Students in grades 6-8 are recommended and selected by teachers.

h. Student Council – Members of the Student Council are elected by fellow students. To serve on student council, a student must meet the no-pass, no-play rule and follow the guidelines of the student council.

Student Council provides student activities, serves as a training experience for both leaders and followers, promotes the common good, develops high ideals of personal conduct, seeks to interest students in school affairs, and helps to solve problems that may arise. The Student Council is a representative body of students elected in their respective grades. The following rules apply to all Student Council members:

1. ATTENDANCE: Attendance at all meetings is required. Excused absences must be approved by the advisor before the day of the absence.
2. GRADES: A grade average of no less than “C” in all subjects must be maintained. Two “F” grades in any subjects results in a student’s removal from Student Council.
3. CITIZENSHIP: Citizenship in school and out of school must be outstanding. A high standard must be maintained in relation to behavior, attitude, and morals.
4. PARTICIPATION: Voluntary participation in Student Council activities is expected. Members should assist with as many activities during the year as possible.

SCHOOL CODE OF CONDUCT

(See pages 16 – 23 of this handbook.)

CHRONIC DISCIPLINE PROBLEM STUDENTS

Chronic disruptive behavior will not be tolerated. Students who are chronically disruptive interfere with the rights of teachers to teach and students to learn. Students have a choice whether to rise to expectations or experience the consequences of non-compliance with school rules.

Georgia law prohibits students from disrupting the school environment in such ways as to interfere with the ability of school employees to do their jobs and of other students to learn. A student who is a continual discipline problem may be brought before the hearing officers as a "Chronic Discipline Problem." This may be as a result of a few major disruptions or a pattern of minor discipline problems. On a student's third referral to the office for disciplinary action the administrator will draw up a behavior contract/action plan. This is made prior to being taken to the board hearing officers. The parents will be notified and will be asked for a conference to come to a mutual agreement with the behavior management plan which is drawn up. Should the parents decline to meet with the administration or refuse to agree to a behavior management plan, the administration may proceed with a referral to the hearing officers after notifying the parent by phone or by certified mail that such action is being taken. After the plan is drawn up and a behavior contract is signed, a copy will be given to the parents and sent to the Superintendent's office. Should the student choose to violate the terms of his contract, the administration will proceed with the referral to the hearing officers. Decisions of the hearing officers may be appealed to the Board of Education. Should the student choose to violate the terms of his contract, such action will be considered the student's fourth offense and the administration will refer the case to the hearing officers with a recommendation for expulsion.

A fourth offense will constitute chronic discipline and the student will be referred to the hearing officers with a recommendation for expulsion.

OFFENSES AND DISPOSITIONS

The following offenses are not completely inclusive. The principal reserves the right to administer appropriate dispositions for an offense, which is contrary to an orderly and safe environment. Policy JCDA-E designates inappropriate conduct for Crawford County students. (Following these pages is the level of discipline model that will generally apply based on the severity of the misbehavior.)

1. Possession of a Weapon on School Property: (See Weapons Policy.)

Immediate suspension with recommendation for expulsion for a minimum of one year and/or criminal prosecution. The principal is required by law to report the incident to the Superintendent of Schools, the appropriate police authority and the district attorney.

2. Possession, distribution or use of drugs (prescription or nonprescription) or alcohol, or being under the influence of illegal substances on school property or at school related activities (Refer to Crawford County Code of Conduct Rule #6, page 21.):

Law officers or juvenile officers, and parents are notified. Student is suspended until hearing before the tribunal committee.

3. Sale of drugs or alcohol on school property or at school related activities:

Law officers or juvenile officers and parents are notified. **Student is suspended until hearing before the tribunal committee** with recommendation for expulsion.

4. Use and/or possession of tobacco products, lighters, matches, electronic cigarettes, etc.:

1st Offense -- 3 days ISS
2nd Offense -- 5 days ISS
3rd Offense -- 3 days OSS

5. Profanity, inappropriate language, inappropriate gestures or threats towards a teacher or any adult school employee:

1st Offense -- Minimum 3 days at home, possible long-term suspension
2nd Offense -- Immediate suspension with recommendation for expulsion:
Hearing required.

6. Profanity (other than to employees), written or verbal:

1st Offense -- 2 days detention
2nd Offense -- 3 days ISS
3rd Offense -- 5 days ISS

7. Refusal to follow instructions of staff; defiance or disrespect:

1st Offense -- 3 days ISS
2nd Offense -- 5 days ISS
3rd Offense -- 3 days OSS

8. Bullying (verbal, written or physical):

1st Offense -- Referred to the Counselor
2nd Offense -- 3 days ISS
3rd Offense -- 3 days OSS or expulsion at discretion of principal
(Georgia Law)

9. Fighting:

1st Offense -- 1 day OSS and 5 days ISS
2nd Offense -- 5 days OSS
3rd Offense -- Referred to the Tribunal Committee

(Depending upon the severity of the fight, the principal has the authority to call law enforcement and have student(s) arrested and/or request a hearing before the system hearing officers.)

10. Physical assault on a staff member or student:
Immediate suspension with recommendation for expulsion. Referral to law enforcement. Law enforcement will be called.
11. Damage to property of staff member:
Suspension with possible recommendation for expulsion; restitution is required.
12. Damage to school property:
 - 1st Offense -- 3 days ISS and restitution
 - 2nd Offense -- 5 days ISS and restitution
 - 3rd Offense -- 3 days OSS and restitution
13. Damage to property of a student:
 - 1st Offense -- contact parent and restitution
 - 2nd Offense -- 3 days ISS and restitution
 - 3rd Offense -- 3 days OSS and restitution
14. Theft:
 - 1st Offense -- 3 days ISS
 - 2nd Offense -- 5 days ISS
 - 3rd Offense -- 3 days OSS
15. Skipping (one class or all day); leaving class without teacher's written or verbal permission; missing class without teacher's written permission:
 - 1st Offense -- 3 days ISS
 - 2nd Offense -- 5 days ISS
 - 3rd Offense -- 3 days OSS
16. Leaving campus without permission:
 - 1st Offense -- 3 days ISS
 - 2nd Offense -- 5 days ISS
 - 3rd Offense -- 3 days OSS
17. Public Display of Affection (PDA):
Behavior that is not allowed includes, but is not limited to: holding hands, kissing, romantic embracing, and intimate touching. The consequence is at the discretion of the administration with the minimum being detention.
 - 1st Offense -- 2 days detention
 - 2nd Offense -- 3 days ISS
 - 3rd Offense -- 5 days ISS
18. Electronic devices:
Including but not limited to beepers, CD players, headsets, radios, video games, laser pointers, tape players/recorders, or iPods on school campus or at a school-related activity:
 - 1st Offense -- Parent contact and pick up of device
 - 2nd Offense -- Device will be returned at the end of school term
 - 3rd Offense -- 3 days ISS

Any electronic device taken from a student will be held in the office until a parent/guardian picks it up. Unauthorized videos, tapes, CDs, etc. are also not allowed.

18(A). Students will be allowed to possess cellular telephones under the following conditions:

- a. Telephones must remain off during school hours.
- b. Telephones must remain in the student's book bag, purse or locker during the school day.
- c. Telephones can only be used once the student has exited the campus or with the permission of the supervising teacher if the student is staying on campus for an extra-curricular activity.
- d. Cellular telephone use on the bus will be at the discretion of the driver.
- e. Telephones should be used for important or emergency purposes and not just casual conversation, with permission from an adult.

18(B). Students who violate the conditions of the cell phone policy are subject to the following disciplinary actions:

- 1st Offense -- 3 days ISS/confiscate phone/parent contact/return to student
- 2nd Offense -- 5 days ISS/confiscate phone/\$25 return fee/parent contact and pick-up/loss of cell phone privilege
- 3rd Offense -- 1 day OSS/confiscate phone/\$25 return fee/parent contact and pick-up
- 4th Offense -- 3 days OSS/confiscate phone/\$25 return fee/parent contact and pick-up
- 5th Offense -- Confiscate phone/\$25 return fee/student will be referred to the Tribunal Committee

(Cell phone contents will be viewed by an administrator upon confiscation.)

18(C). Students who possess a cell phone containing pornographic material (sexting) are subject to the following disciplinary actions:

- 1st Offense -- 3 days OSS/confiscate phone/\$25 return fee/parent contact and pick-up/loss of cell phone privilege
- 2nd Offense -- Confiscate phone/\$25 return fee/student will be referred To the Tribunal Committee

(Cell phones will not be returned until \$25 fee has been paid. Unclaimed cell phones will be held until the last day of June, and then donated to a charity.)

19. Cheating: Any assistance on graded assignments that would be deemed unethical or unfair (such as writing a portion or all of a student's assignment, copying during a test, etc.) plagiarizing:

- 1st Offense -- 3 days detention and a zero given on the assignment
- 2nd Offense -- 3 days ISS and a zero given on the assignment
- 3rd Offense -- 5 days ISS and a zero given on the assignment

20. Forging signature; changing grades:
 - 1st Offense -- 3 days ISS
 - 2nd Offense -- 5 days ISS
 - 3rd Offense -- 3 days OSS
21. Inciting a Disturbance:
 - 1st Offense -- Discretion of Administrator
 - 2nd Offense -- 3 days ISS
 - 3rd Offense -- 5 days ISS
22. Possession of contraband (such as pornographic material, inappropriate drawings, written material or other sexually related items):
 - 1st Offense -- 3 days ISS
 - 2nd Offense -- 5 days ISS
 - 3rd Offense -- 3 days OSS
23. Sexual Misconduct (inappropriate physical contact or comments):
Principal's discretion with possible suspension or expulsion; law enforcement may be contacted.

Sexual Harassment

The CCBOE strongly encourages parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

24. Bomb Threats or Terroristic Threats:
Immediate suspension with recommendation for expulsion. Law enforcement will be involved and will investigate.
25. Classroom disturbance/disruptions:
 - 1st Offense -- 3 days ISS
 - 2nd Offense -- 5 days ISS
 - 3rd Offense -- 3 days OSS
26. Failure to accept disciplinary actions:
Suspension with possible recommendation for expulsion.
27. Breaking and entering, theft, vandalism of school property:
Suspension with recommendation for expulsion; restitution required; law enforcement may be involved.
28. Breaking Technology-Acceptable Use Policy:
Discretion of Administrator with possible suspension and required restitution.
Law enforcement may be notified.

29. Gang-related activity:
Possible suspension or expulsion
30. Horseplay: Any behavior that is subversive to orderly and safe behavior and causes a disruption to the school environment (pushing, shoving, throwing, tripping, thumping, running in the building, destroying or damaging property in the act of playing, causing physical injury to another while in the process of playing, etc.).
1st Offense -- Discretion of Administrator
2nd Offense -- 3 days ISS
3rd Offense -- 5 days ISS
31. Pulling the Fire Alarm in a Non-Emergency Situation:
1st Offense -- 3 days OSS
2nd Offense -- 10 days OSS, Referral to the Hearing Officer
3rd Offense -- Suspension with possible recommendation for expulsion, Referral to Law Enforcement
32. Students are not allowed to wear grills (Decorative Coverings for the teeth) or any other mouth ornaments that could cause a distraction to the learning environment:
1st Offense -- Warning/Contact Parents
2nd Offense -- 3 days ISS
3rd Offense -- 3 days OSS
33. Gambling (cards, dice, tossing coins, etc.):
1st Offense -- 3 days ISS
2nd Offense -- 5 days ISS
3rd Offense -- 3 days OSS
34. Playing cards during school hours:
1st Offense -- 1 day detention
2nd Offense -- 1 day ISS
3rd Offense -- 3 days ISS
35. Use of iPods or cell phones to record videos, photos or access the internet (Facebook, etc.) during school hours or school activities:
1st Offense -- 3 days ISS/confiscate device/parent contact and pick-up of device
2nd Offense -- 5 days ISS/confiscate device and return last day of school
3rd Offense -- 3 days OSS/confiscate device and return on last day of school/possible referral to Hearing Officer

Any other misbehavior not covered above and deemed inappropriate by principal and Board of Education policy is subject to discipline at the discretion of the administration. The administration reserves the right to review and modify any of the above rules, except those set by Law or BOE policy, as may be necessary to maintain a safe and orderly learning environment. (The Administration also reserves the right to notify law enforcement whenever it is deemed necessary.)

*In-School Separation (ISS) can only be served three times in one school year.

DETENTION

Detention is held Monday-Thursday from 3:00 – 3:50 unless other arrangements have been made between the administrator and the parent(s). Each teacher will hold detention for students that he or she has assigned.

PHYSICAL EDUCATION

All students may participate in Physical Education classes one semester per year. Students with conditions that do not permit physical activity need to present a doctor's excuse. These students will be re-assigned to another class. P.E. students who refuse to dress out will be disciplined and may receive a failing grade in P.E.

SEARCHES

In the interest of security and protection of students, the school administration may conduct periodic searches of book bags belonging to students. At any time the administration has reasonable suspicion that a student may have contraband or stolen items in his/her book bag, or on his/her person, a search may be conducted. The search will be conducted outside of the classroom and in the presence of another adult. Searches which turn up weapons or drugs will be turned over to law enforcement. Other items found during searches will be handled at the discretion of the administration. Any student found with contraband may face the banning of his/her book bag. Examples of contraband include but are not limited to: alcohol, drugs, weapons, tobacco, water/cap guns, squirt bottles, shaving cream or any item which, in the opinion of the administration, poses a hazard to the safety or well-being of students or has the potential to disrupt the learning process.

OFF-LIMIT AREAS

The following areas are off limits to middle school students unless supervised by a teacher:

1. Any areas where faculty vehicles are parked
2. Behind or beside the gym
3. Any of the outside areas around the middle school unless supervised by a teacher.

BOARD OF EDUCATION “MIDDLE SCHOOL” DRESS CODE

The principal or his/her designee of the school is charged with the enforcement of the student dress code. The principal is given wide latitude of discretion in the determination of proper or improper dress and behavior of students. Students who are found to be in violation of the dress code are subject to disciplinary action. The principal's action may include:

1. Warning the student/contacting the parent/guardian possibly for a change of clothing.
2. Assigning one day of ISS.
 - Three additional violations will result in 3 days ISS.
 - Any additional violations will result in one day of OSS (for flagrant or repeated violations).

INSERT DRESS CODE

Crawford County

School Board Policies

can be accessed at the following website:

www.gsbaepolicy.org

ACCEPTABLE USE POLICY

Students at Crawford County schools are expected to use technology to complete a variety of class assignments in each academic area.

Students and parents/guardians are responsible for ensuring that use of school technology resources, including the Internet, is in compliance with Descriptor Codes IFBG (Acceptable Use Policy) and IFBGE (Internet Safety). Students and parents/guardians are responsible for ensuring that the use of school technology resources, including the Internet is in compliance with Crawford County Board policy.

A parent/guardian who prefers their student not receive individual internet privileges at school should submit to their child's homeroom teacher a signed statement to that effect. A parent/guardian who has concerns regarding his/her student's use of technology, including access to the Internet, should contact the principal.

DISCLAIMER NOTIFICATION

Crawford County Middle School will try to ensure that the information provided in this handbook is accurate, timely and useful. However, in view of the possibility of human error or changes in information, neither the person preparing it nor any other party who has been involved in this work warrants that the information contained herein is in every respect accurate or complete, and they are not responsible for any errors or omissions or for the results obtained from the use of such information. Readers are encouraged to confirm the information contained herein with other sources. Corrections and additions may be made as time permits.

MEDIA DISCLOSURE

The Crawford County School System receives occasional requests from the media (newspapers, magazines, television stations and radio stations) to interview, photograph, and/or videotape students. Our schools also often take pictures and/or video to positively promote our school. For example, the school system may post the photos, videos or comments from honor roll, competitions, family night activities, field day, and yearbook on the school's webpage. We might also submit them to the media for publicity or include them in a newsletter.

If you object to your child being photographed or videotaped for school publicity purposes, you must submit a signed statement to that effect. Please return this statement to your child's homeroom teacher.

PARENT'S SIGNATURE PAGE

Dear Parents:

After reading this handbook, please respond to the following information. You should remove this page from the handbook and return it to your child's Homeroom Teacher.

Student's Name _____

Homeroom Teacher _____

- Yes, I have read the terms and conditions of the **Acceptable Use Policy**.
- Yes, I have read the terms and conditions of the **Attendance Policy**.
- Yes, I have read the **Clinic Rules**.
- Yes, I have read the **Concussion Awareness Information**.
- Yes, I have read the **Dress Code Rules**.
- Yes, I have read the terms and conditions of the **Media Disclosure Information**.
- Yes, I have read the **Student Code of Conduct**.
- Yes, I have read the information in the school's *Student Handbook* and understand that the school must operate in accordance with the stated policies and procedures.

Student's Signature _____

Parent's Signature _____

Date _____