

HUTTO MIDDLE SCHOOL

1201 MARTIN LUTHER KING, JR. DRIVE

BAINBRIDGE, GA 39817

(229) 248-2224 – PHONE

(229) 243-5303 – FAX

<http://huttomiddle.dcboe.com>

2013-2014



Student Handbook

Name: _____

Grade: _____ **Home Room Teacher:** _____

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Welcome to Hutto Middle School! We are the 5th and 6th Grades of the Decatur County School System!

Students:

At Hutto our teachers know that more is expected from you each year, and they work hard to help you prepare for new state tests, new skills, and your developing interests. Even though you are being challenged by these new tasks and goals, your teachers, counselor, parents, and school administrators are here to help you so that you will not be alone. We will give you the tools that you will need to succeed. This Agenda Book is one such tool that will help you become a better student. But like any other tool, it is only effective if it is used daily. The Agenda Books are designed to help you be more responsible with your classroom work, as well as your homework. All of our school policies, like the Dress Code, are listed so you can read them each day when you have questions. You can use your book to help remember important information that you may need for work at home or for your parents. Take good care of your Agenda Book. You are responsible for having this agenda with you at all times. It will help you do your best!

Parents:

The purpose of this Agenda Book is to help students become more responsible with homework, classroom work, and important information that the student must tell his/her parents. It can be a valuable tool for communicating with your student's team teachers. But, as with any tool, it must be used to be valued. Please ask your student each evening to see the agenda book so you may review you child's assignments. You can get daily information about what's going on in your student's classroom and education.

The faculty and staff of Hutto Middle School believe that the Agenda Book program can assist each and every student in their quest for academic success. With that in mind, we wish you a very successful 2013-2014 school year!

Roy Mathews
Principal

Decatur County Mission Statement

To empower all students to engage and succeed in a global society by providing rigorous and equitable opportunities, nurturing environments, sustained partnerships, college & career readiness and character development.

Decatur County Vision Statement

Excellence, Engagement, and Accountability... for All.

Hutto Middle School Philosophy

WE BELIEVE.....

- that young people going through the rapid growth and maturation that occurs in early adolescence need an educational program that is distinctively different from the elementary or high school models.
- that the interdisciplinary team, which promotes a climate of smallness conducive to student success and teacher efficacy, is the most appropriate arrangement for middle level education.
- that middle school educators must be competent and caring persons who are knowledgeable about and committed to young adolescents.
- in a balanced curriculum based on the needs of young adolescents.
- in the promotion of instructional practices which are developmentally responsive to the special characteristics of the young adolescent learner.
- that middle school education must focus the educational experience of early adolescents on preparation for the future.
- in promoting programs and practices which sustain integrated and activity-centered programs of health and physical education.
- in a full exploratory and activity program that encourages students to explore new areas of interest and knowledge throughout the school year.
- in the promotion of programs, practices, and policies which ensure that all students, regardless of background, are recipients of equal treatment and are exposed to the educational materials which reflect this same pluralistic appreciation and respect.
- the school should facilitate the development of young adolescents to acknowledge, understand, value, and apply an appreciation of cultural diversity.
- that by advising, nurturing, and counseling young adolescents we will promote their healthy social development.
- in evaluation procedures that are compatible with the nature of young adolescents.
- that family involvement is integral to the success of this school.
- in providing opportunity for student involvement in community service learning activities to promote the development of citizenship skills and to connect this school with the community.



Decatur County Schools

Fred H. Rayfield, Ed.D.
Superintendent

BOARD MEMBERS

Dr. Sydney Cochran, Chairman
Jacky Grubbs, Vice-Chairman
Bobby Barber
Kelvin Bouie
Randall Jones
Winston Rollins

ASSISTANT SUPERINTENDENTS

Suzi Bonifay, Ed.D.
April Aldridge, Ed.D.
Linda Lumpkin, Ed.D.

August 2, 2013

Dear Parent(s)/Legal Guardian(s):

The Georgia Department of Education submitted to the U.S. Department of Education an application requesting flexibility through waivers of ten Elementary and Secondary Act of 1965 (ESEA) requirements and their associated, regulatory, administrative and reporting requirements. On February 9, 2012, Georgia's ESEA Flexibility waiver was approved by the US ED. Two of the ten waivers directly affected supplemental educational services and public school choice. The waiver allows local educational agencies (LEAs) greater flexibility in designing a flexible learning program tailored to the needs of their school and will have the capacity to serve more students in need for additional academic support.

Beginning with the 2012-2013 school year, the GaDOE transitioned from needs improvement (NI) distinctions based on adequate yearly progress (AYP) reports to Reward, Priority, Focus and Alert School status. In addition, the GaDOE ESEA flexibility waiver outlines Georgia's new Single Statewide Accountability System, the College and Career Readiness Performance Index (CCRPI). The CCRPI will serve as a comprehensive report card for all schools in Georgia. The state systems will give parents, students, teachers and families a more complete and comprehensive picture of where a school or district is meeting performance expectations or where it is not. 2012 and future CCRPI reports can be found by accessing the Georgia Department of Education website at www.gadoe.org or by accessing the school's website at <http://huttomiddle.dcboe.com> for individual school designation information.

Your child attends Hutto Middle School which receives Federal Title I funds to assist students in meeting state achievement standards. We are proud to say that Hutto has not been given a designation which means we are continuing to provide a quality education for students. If at any time you wish to receive additional information regarding your child's performance on state assessments beyond that which is provided immediately following the assessment, please contact Roy Mathews, Principal at 229-248-2224.

Hutto Middle School continues to make progress in a number of areas due to the hard work of our teachers. The instructional staff is ready for the coming school year and is prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in the Elementary and Secondary Education Act. The regulations allow you to learn more about your child's teachers' training and qualifications.

We are happy to provide this information to you and at any time you may ask:

- Whether the teacher met state qualifications and certification requirements for the subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. If you have any questions about your child's

assignment to a teacher or paraprofessional, please contact Roy Mathew, Principal or Dr. Linda Lumpkin, Assistant Superintendent for Human Resources at 229-248-2806

Hutto Middle School's Staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to become college and work ready. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and we are proud to report that 100% of our staff is highly qualified.

In July 2012, Senate Bill 289 and Houses Bill 175 passed allowing students opportunities to take online courses. This legislation does not require an online course to graduate, but provides an online learning option should your student or you choose this option. Decatur County School System will provide online learning opportunities through Georgia Virtual School beginning the 2013-2014 school year by allowing students to take a course or courses as part of their assigned required courses. Students who wish to pursue online course enrollment should read information provided on the Georgia Virtual website, www.gavirtualschool.org. Pay close attention to deadlines in the Georgia Virtual process as well as the list of courses offered. For more information about the opportunity for your student to participate in online courses, please contact Amy Pelham, Guidance Counselor at 229-248-2224.

Hutto Middle School is committed to ensuring that your student is provided a quality education through the ongoing implementation of the Common Core Georgia Performance Standards. Excellence, Engagement, and Accountability for all is being achieved by the educational team at this school and throughout the district. Achievement of District SACS Accreditation supports our vision for continuous school improvement.

Please feel free to contact Roy Mathews at 229-248-2224 should you have additional questions about your child's school or academic progress. Additional information can also be viewed on the district website, www.dcboe.com, by clicking the Federal Programs link. We look forward to a successful 2013-2014 school year.

Sincerely,



Dr. Fred Rayfield, Superintendent



Roy Mathews, Principal

NOTICE OF NONDISCRIMINATION

It is a policy of the Decatur County Board of Education not to discriminate on the basis of race, color, national origin, sex, age, veteran status, or handicapping condition in its educational programs, activities, and employment practices.

The Board shall comply with all aspects of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 (amended, 1973), Title VII of the Civil Rights Act of 1964 (amended, 1974), Title XXIX of the Age Discrimination Act of 1967, and Section 504 of the Rehabilitation Act of 1973, and Title II of the Carl D. Perkins Vocational Education Act of 1984.

For compliance information contact the Coordinator for Title VI, Title IX and section 504,

April Aldridge
Decatur County School Support Center
507 Martin Street,
Bainbridge, Georgia 39817 229/248-2836

**Decatur County Board of Education
School Calendar 2013/2014
Fred H. Rayfield, Ed.D.**

Pre-Planning	Monday – Thursday	July 29 – August 1, 2013
First Day for Students	Friday	August 2, 2013
<u>Labor Day Holiday</u>	Monday	September 2, 2013
4 ½ Week Progress Report (Middle & High Schools)	Wednesday	September 4, 2013
Early Release Day	Friday	September 6, 2013
End of 1 st 9 Weeks	Friday	October 4, 2013
<u>Fall Break</u>	Monday – Tuesday	October 7 - 8, 2013
Professional Development Day	Wednesday	October 9, 2013
Report Cards	Tuesday	October 15, 2013
4 ½ Week Progress Report (Middle & High Schools)	Thursday	November 7, 2013
Early Release Day	Friday	November 22, 2013
Furlough	Monday - Tuesday	November 25 - 26, 2013
<u>Thanksgiving Holidays</u>	Wednesday – Friday	November 27 – 29, 2013
End of 2 nd 9 Weeks	Wednesday	December 18, 2013
<u>Winter Break</u>	Thursday – Friday	December 19 – January 3, 2014
Furlough	Monday	January 6, 2014
Professional Development Day	Tuesday	January 7, 2014
Report Cards	Monday	January 13, 2014
<u>Martin Luther King Holiday</u>	Monday	January 20, 2014
4 ½ Week Progress Report (Middle & High Schools)	Wednesday	February 5, 2014
<u>President’s Day Holiday</u>	Monday	February 17, 2014
End of 3 rd 9 Weeks/Early Release	Thursday	March 13, 2014
Furlough Day	Friday	March 14, 2014
Report Cards	Thursday	March 20, 2014
<u>Spring Break</u>	Monday – Friday	March 31 – April 4, 2014
4 ½ Week Progress Report (Middle & High Schools)	Tuesday	April 22, 2014
Early Release Day	Friday	April 25, 2014
Choice Week	Monday – Friday	April 28 – May 2, 2014
Last Day for Students	Tuesday	May 20, 2014
Post Planning	Wednesday	May 21, 2014
Post Planning/Report Cards	Thursday	May 22, 2014
Furlough	Friday	May 23, 2014
<u>Memorial Day Holiday</u>	Monday	May 26, 2014

5th Grade				Jaguars (Connections)
Dolphins	Mustangs	Panthers	Wolverines	
7:30 - 8:00 Brkfst/Homeroom	7:30 - 8:00 Brkfst/Homeroom	7:30 - 8:00 Brkfst/Homeroom	7:30 - 8:00 Brkfst/Homeroom	7:00 – 7:30 Duty
8:00 - 9:00 1 st Academic	8:00 - 9:00 1 st Academic	8:00 - 9:00 1 st Academic	8:00 - 9:00 1 st Academic	7:30 – 8:00 Duty
9:00 – 9:45 Connection	9:00 – 9:45 Connection	9:00 - 10:00 2 nd Academic	9:00 - 10:00 2 nd Academic	8:00 – 9:00 Planning
9:45 – 10:30 Connection	9:45 – 10:30 Connection	10:00 - 11:00 3 rd Academic	10:00 - 11:00 3 rd Academic	9:00 – 9:45 6 th Grade
10:30 - 11:30 2 nd Academic	10:30 - 11:30 2 nd Academic	11:00 - 11:30 Lunch	11:00 - 11:30 Lunch	9:45 – 10:30 6 th Grade
11:30 – 12:30 3 rd Academic	11:30 – 12:30 3 rd Academic	11:30 - 12:30 4 th Academic	11:30 - 12:30 4 th Academic	10:30-11:00 Planning/Duty
12:30 - 1:00 Lunch	12:30 - 1:00 Lunch	12:30 - 1:30 5 th Academic	12:30 - 1:30 5 th Academic	11:00 – 11:45 5 th Grade
1:00 - 2:00 4 th Academic	1:00 - 2:00 4 th Academic	1:30 - 2:15 Connection	1:30 - 2:15 Connection	11:45 - 12:15 LUNCH
2:00 - 3:00 5 th Academic	2:00 - 3:00 5 th Academic	2:15 - 3:00 Connection	2:15 - 3:00 Connection	12:15 – 1:00 5 th Grade
6th Grade				1:00 - 1:30 Planning/Duty
Bobcats	Panthers	Hawks	Broncos	
7:30 - 8:00 Brkfst/Homeroom	7:30 - 8:00 Brkfst/Homeroom	7:30-8:00 Brkfst/Homeroom	7:30-8:00 Brkfst/Homeroom	
8:00 - 9:00 1 st Academic	8:00 - 9:00 1 st Academic	8:00 - 9:00 1 st Academic	8:00 - 9:00 1 st Academic	1:30 - 2:15 Mixed Grades
9:00 - 10:00 2 nd Academic	9:00 - 10:00 2 nd Academic	9:00 - 10:00 2 nd Academic	9:00 - 10:00 2 nd Academic	2:15 - 3:00 Mixed Grades
10:00-11:00 3 rd Academic	10:00 - 11:00 3 rd Academic	10:00 - 11:00 3 rd Academic	10:00 - 11:00 3 rd Academic	
11:00-11:30 Lunch	11:00 - 11:30 Lunch	11:00 - 11:45 Connection	11:00 - 11:45 Connection	
11:30 – 12:30 4 th Academic	11:30 - 12:30 4 th Academic	11:45 - 12:15 Lunch	11:45 - 12:15 Lunch	
12:30 – 1:30 5 th Academic	12:30 - 1:30 5 th Academic	12:15 - 1:00 Connection	12:15 - 1:00 Connection	
1:30-2:15 Connection	1:30 - 2:15 Connection	1:00 - 2:00 4 th Academic	1:00 - 2:00 4 th Academic	
2:15 - 3:00 Connection	2:15 - 3:00 Connection	2:00 - 3:00 5 th Academic	2:00 - 3:00 5 th Academic	

**STUDENTS WILL BE COUNTED TARDY IF THEY ARE NOT IN
THEIR HOMEROOM BY 7:55 AM**

COURSES OFFERED

ACADEMICS:

**Math
English**

**Science (6th Grade - Earth Science)
Social Studies**

Reading

CONNECTIONS:

**Art
Beginning & Concert Band
General Music
Music Appreciation**

**Careers
Chorus
PE
Health**

**Computer Literacy
Math Remediation
Personal Fitness
EIP**

Georgia Public School Standards require that each student in kindergarten through eighth grade receives a minimum of 30 clock hours of health education. Furthermore, Hutto Middle School, having met the State Department program criteria for a quality middle school, has additional requirements. Those requirements include interdisciplinary team organization; time specifications for teacher planning; time specifications for academics; and a variety of exploratory short courses that reinforce academic knowledge and skills, foster the development of logical and critical thinking skills, expose students to various high school subject areas, and focus upon knowledge and skills currently or eventually useful to students.

HOMEWORK GUIDELINES

Homework is encouraged and is to be assigned only after the curriculum concept has been taught by the teacher and sufficiently understood by the student. Teachers who teach the same students will coordinate homework so as to prevent excessive amounts of homework on a regular basis.

TEXTBOOKS

Textbooks are either issued to students or are available for classroom use. ***ALL textbooks issued must be covered.*** Students who abuse/damage school property, lose textbooks or library materials, etc., may be assessed fines to cover the amount of damage done or loss sustained. Lost books should be paid for promptly in order for another text to be issued. If the original text is found at a later date a refund will be given. Release of grades and records or issuance of subsequent texts may be withheld until such obligations have been met.

Textbook Title	Publisher	Grade	Cost
SCIENCE			
Earth Science	Holt	5	
Earth Science	Prentice Hall	5	
AIMS			
Physical Science #21151	AIMS	5	\$ 2.95
Earth Science #21152	AIMS	5	\$ 2.95
Life Science #21153	AIMS	5	\$ 2.95
SRA READING			
Reading Mastery 3 Book A – 9780076125814	SRA	5	\$ 39.90
Reading Mastery 3 Book B – 9780076125821	SRA	5	\$ 39.90
Reading Mastery 3 Book Anthology 978007625838	SRA	5	\$ 37.50
Reading Mastery 4 Book A -9750076126224	SRA	5	\$ 39.90
Reading Mastery 4 Book B – 9780076126231	SRA	5	\$ 39.90
Reading Mastery 4 Book Anthology 9780076126248	SRA	5	\$ 39.90
Reading Mastery 5 Book A – 9780076126569	SRA	5	\$ 39.90
Reading Mastery 5 Book B – 9750076126576	SRA	5	\$ 39.90
Reading Mastery Anthology – 9780076126583	SRA	5	\$ 39.90
Reading Mastery Workbook 3 A -9780076125845	SRA	5	\$ 10.35
Reading Mastery Workbook 3 B - 9780076125852	SRA	5	\$ 10.35
Reading Mastery Workbook 4- 9780076126255	SRA	5	\$ 12.69
Reading Mastery Workbook 5- 97800761286590	SRA	5	\$ 12.69
MATH			

Harcourt Math Textbook	Harcourt	5	53.55
Harcourt Homework Book	Harcourt	5	
SOCIAL STUDIES			
The World & It's People	Glencoe	6	57.75
United States in Modern Times 2000 Copyright	Harcourt	5	36.60
United States in Modern Times Activity Book	Harcourt	5	
LANGUAGE ARTS			
Language Arts 2001 Copyright	McGraw-Hill	5	39.45
Expressive Writing Workbook	McGraw-Hill	5	12.99

DECATUR COUNTY GRADING SYSTEM

A = 100 - 90 F = below 70
 B = 89 - 80 I = incomplete
 C = 79 - 70 W = withdrawn

Students will have three days from the end of each reporting period to make up incomplete work. It is the student's responsibility to contact the teacher to make arrangements for make-up work. Students will be encouraged to complete ALL assignments so that a grade may be recorded and the student demonstrates and understanding of the concepts taught. The administration may send a student to ISS to complete assignments if the student fails to do so on their own.

Teachers may request conferences with parents or vice versa when a student's performance is below expectation. Our goal at Hutto is to keep both students and parents well-informed.

GIFTED EDUCATION..

A gifted student is one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities. (SBOE Rule 160-4-2.38.)

The goal of educational services for gifted students in Decatur County is to provide for the extension of learning opportunities, the development of individual potential, the enhancement of the student's self-concept, and the advancement toward becoming an independent learner through differentiated curricula beyond the opportunities in the regular classroom.

Referrals for consideration for gifted services may be made by classroom teachers, counselors, administrators, parents or guardians, self, or any other responsible individual with knowledge of the student's abilities.

Eligibility criteria for placement in the gifted program are determined by the State Board of Education. For further information about Decatur County's Program for Gifted Students, please contact your child's principal or Catherine Gossett at 248-2830.

Decatur County Special Education Department

The Decatur County Exceptional Child Program offers special education and related services for eligible students ages three to twenty one. The procedures for identifying and determining eligibility for the program are governed by the Georgia Department of Education. The state of Georgia recognizes eligibility categories which include intellectual disabilities, hearing impairment including deafness, speech or language impairment, visual impairment including blindness, emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, or Deaf/blindness.

Special education instruction is specially designed by qualified staff provided at no cost to parents. Decisions regarding eligibility, least restrictive environment, and services are made by a committee of individuals including

the parent that collaborate to develop an Individual Education Plan (IEP) to support students' individual needs. Decatur County offers the full continuum of services and strives to serve each student to the greatest extent possible in the least restrictive environment. Related services are provided for eligible students as deemed necessary by IEP teams. Related services may include special transportation, occupational therapy, physical therapy, adapted physical education, speech/language therapy, psychological, and audiology services.

For questions regarding special education or related services, contact Catherine Gossett, Special Education director by calling 229-248-2828.

Decatur County 504 Procedural Safeguards

- 1. Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.
- 2. Hearing Request:** The Request for the Hearing must include the following:
 - a. The name of the student.
 - b. The address of the residence of the student.
 - c. The name of the school the student is attending.
 - d. The decision that is the subject of the hearing.
 - e. The requested reasons for review.
 - f. The proposed remedy sought by the grievant.
 - g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the school system's Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

- 3. Mediation:** The School System may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.
- 4. Hearing Procedures:**
 - a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review board.
 - b. Upon showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
 - c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
 - d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing as least 10 calendar days prior to the hearing. Failure to notify the

Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims.
 - f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
 - g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
 - h. The hearing shall be closed to the public.
 - i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
 - j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
 - k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documents related to the hearing shall be retained by the recipient.
 - l. Unless other required by law, the impartial review official shall uphold the action of the school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
 - m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the rights to a personal appearance before the impartial review official.
- 5. Decision:** The impartial review official shall issue a written determination within 20 calendar days of the date of the hearing conclusion. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.
- 6. Review:** If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

Decatur County 504 School System Coordinator:

Dr. April Aldridge

507 Martin Street; Bainbridge, GA 39817

Phone: 229-248-2836 fax: 229-248-2845

5/14/12; revised 5/31/13

Notice of Rights of Students and Parents Under Section 504 Decatur County School System

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact Dr. April Aldridge, Decatur County School System Section 504 Coordinator at the following address:

507 Martin Street
Bainbridge, GA 39817
Phone: 229-248-2836

The implementing regulations for Section 504 as set out in 34 CFR part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled peers.
2. Your child has the right to free and appropriate educational (FAPE) services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility.
6. You have the right to not consent to the school system's request to evaluate your child.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child.
12. You have the right to examine your child's educational records.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedures (Section 504 Procedural Safeguards) upon request.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure.
16. You have the right to, at any time; file a complaint with the United States Department of Education's Office for Civil Rights.

5/14/12; revised 5/31/13

STUDENT RECOGNITION

The "A" Honor Roll for fifth and sixth grade students are published each semester in the Post Searchlight after grades are issued. The "A" and "A/B" honor students are recognized each nine weeks by their team and at the school level each nine weeks. Each team also selects a student of the month that is recognized by the school publication.

PROMOTION/RETENTION POLICY

****In order to be promoted to the next grade level, students in grades 5-6 must pass both the reading and math CRCT, reading and math classes, and at least two out of the following: english, science, or social**

studies; and five out of eight connections classes.

Exceptions to this policy must be approved by a committee consisting of a minimum of the principal/designee, teacher and Assistant Superintendent for Instruction. Documentation concerning the outcome of the committee meeting must be placed in the student's permanent record.

III. GUIDANCE AND COUNSELING SERVICES

The guidance department has as its objectives to help students overcome problems that impede learning; to assist students in achieving personal fulfillment as responsible citizens; and to cooperate with administrators, teachers, families, and community agencies in helping each student attain his/her highest potential academically, physically, emotionally, and socially. Students may visit the counselor at any time or may be referred by administrators, staff members, family, and other agencies. Permanent records and grades may be reviewed periodically as needed with students as a service from the guidance office.

STANDARDIZED TESTS

The Criterion-Reference Competency Test (CRCT) is given at Hutto Middle School. The CRCT is only given in Georgia and will be administered again in the spring of 2013. It will indicate how well the students are mastering the concepts outlined in the Georgia Performance Standards. The fifth grade State Writing Assessment is administered each year in March. It scores student writing in the areas of content and organization, style, mechanics, sentence formation, and usage.

RECORDS

Accurate records of students' enrollment, personal data, attendance, achievement, graduation or withdrawal, extracurricular activities, health, and standardized test data shall be maintained in perpetuity. Copies of permanent records will be provided to parents or legal guardians of dependent children or to students if they are 18 years of age and/or married, or are emancipated for a \$1.00 fee. No copies will be released until all financial obligations to the school have been met.

School officials in other systems who make verbal or written requests for a copy of a student's record for the purpose of enrolling said student in their school will be sent the records requested without written consent of the parent, legal guardian or student. Parents, legal guardians, or students who object to this procedure should place written notice in the student's permanent record. Exceptions to this procedure shall be made only if disclosure is in compliance with federal regulations regarding the privacy rights of parents and students. Parents or legal guardians may review the record of their dependent child and eligible students may review their own records upon making their request to appropriate school officials. They may, in writing, request changes in the record if they feel that it is inaccurate or misleading. If school officials do not concur, they may request a hearing before the Superintendent and Board of Education. They may also attach a statement explaining their difference of opinion which, from that time on, shall become an official part of the record and be included in all subsequent copies released to others.

WITHDRAWAL FROM SCHOOL

When a student learns that he/she will be withdrawing from school, parents or legal guardians should notify the guidance office. On the last day of attendance, the student should secure a withdrawal slip from the guidance office before 8:00 a.m. The student will take this slip to each teacher and return it to the guidance office at the end of the day. One copy of this withdrawal slip will serve as a transfer slip for the student's new school.

IMMUNIZATION

All students enrolled in Georgia public schools **must** have a current Georgia certificate of immunization on file. Certificates of Immunizations can be obtained through the Health Department or private physician. The school nurse will notify parents when certificates expire or further immunizations are needed.

TUITION

Students residing outside of Decatur County shall be subject to an annual tuition which is equal to the amount of per pupil expenditure from local funds used to operate the Decatur County System during the year of enrollment. Grades and credits shall be withheld until the tuition has been paid. In addition, rates for out-of-state students will be equal in amount to QBE funds received from the state plus an amount equal to the per pupil expenditure from local funds during the year of enrollment.

RELATED PROBLEMS AND REFERRALS

We are committed to helping students make the transition from childhood through adolescence. In an attempt to combat many of the problems that students encounter, we have Student Support Teams. These committees, comprised of various faculty members, will provide assistance to students (1) who are having difficulty adjusting, (2) who are having difficulty maintaining satisfactory work, and (3) who are experiencing problems outside of school. A student falling into any of the above categories can be referred to this team by contacting one of the child's teachers or the guidance counselor.

IV. ATTENDANCE PROCEDURES

The Decatur County Board of Education recognizes the value of regular attendance in enabling pupils to profit from the school program. Georgia Law requires attendance of all students from 7 to 16 years of age unless their mental and physical condition justifies their being excused. Any parent, guardian, or other person having charge of a child or children who violates the compulsory attendance law is guilty of a misdemeanor and subject to a fine not to exceed one hundred dollars, or imprisonment not to exceed thirty days, or both. Each day's absence from school in violation of this Act shall constitute a separate offense. The Attendance Worker shall investigate all cases of failure to enroll or habitual absence by children and shall recommend appropriate action in accordance with state laws and State Bd. policies.

Students in grades K - 12 may be temporarily excused from school when personally ill and when attendance in school would endanger their health and the health of others, when a serious illness or death in the immediate family necessitates absence, when mandated by government agency or court order, when celebrating religious holidays observed by their faith, and when conditions render attendance impossible or hazardous to their health or safety. **Family trips having educational value must be pre-approved by administration.**

Students will be counted present for homeroom record keeping purposes when they are in attendance at least one half of the instructional day, when they serve as pages of the Georgia General Assembly, or when they attend activities under sponsorship of the school. Students who serve as pages in the General Assembly should apprise their teachers beforehand. Students will be considered for a perfect attendance certificate at the end of the year who have attended school every day for at least half the day per state requirements.

A pupil, on returning to school after an absence, must give to the school a written excuse from the parent/guardian stating the reason for the pupil's absence. Excuses on doctor's office stationary are encouraged and verification of visits to the doctor can be required. **Failure to bring in an excuse within three days after returning to school shall constitute an unexcused absence.** A student who has an excused absence is permitted to make up work that has been missed with no penalty attached. On the day the student returns, the student must make arrangements for making up the work. *The student must make up the work within the number of days that s/he was absent with a three day minimum. This does not apply to assignments that had been pre-assigned.* Teachers may, with administrative approval, allow extra time to complete make-up work if extenuating circumstances exist. Students will be required to make up all work missed but a diminished grade may be given when the lateness is excessive. When extended absenteeism is a result of major illness or injury or other extenuating circumstances, the student may receive academic credit through the use of the homebound services. Contact the guidance office for more information.

When there is cause necessitating an individual student to be excused from school for a portion of the school day, the student shall be released from school only to his/her parent/legal guardian or upon written request from his/her parent/legal guardian. No student shall leave the school campus at any time between his/her arrival at school and the time of his/her dismissal from school without written parental consent. (Decatur County Schools shall not release students to individuals other than custodial parents/guardians without written permission from the parent/guardian. It is the responsibility of the custodial parent/guardian to notify the school when their child will be picked up by anyone other than those filed in the child's record.) The student/parent must sign out in the office before departing the school campus. Absences without permission will be subject to disciplinary action.

EXCUSED AND UNEXCUSED ABSENCE SLIPS

When a student has been absent, or has left school early for any reason, he/she is expected to bring a written excuse upon return to school. Excuses must be given to the homeroom teacher. The student will then receive a slip from the homeroom teacher indicating whether or not the absence was excused. Questions regarding excuses should be directed to the homeroom teacher or administration. Students are expected to show each teacher the

excuse slip so that proper records can be kept.

TARDY

When a student arrives after the tardy bell at 7:55, they are to go to the Office, sign in and get an excused/unexcused admit slip to give their teacher. Each teacher should maintain a record of tardiness in student records. Excessive/habitual tardiness will result in disciplinary action.

EARLY DISMISSAL

If a student needs to leave school early he/she must bring a note from his parent/guardian signed, dated, and stating the reason for the early dismissal. This note should be brought to the attendance office before school so that an early dismissal slip can be obtained. This procedure applies to all students, transported and non-transported.

ATTENDANCE PROTOCOL – See Website for complete Decatur County Attendance Protocol

<http://huttomiddle.dcboe.com/>

Monitor attendance daily and keep accurate records. Include the attendance information in your Code of Conduct and provide Compulsory Attendance Law and Board Policy information to all parents/guardians and students ages 10 and older.

Absences

- Daily phone calls to parents/guardians of students who are absent from school. Include all custodial parents.
- At 5 UNEXCUSED absences mail an attendance letter. Make 2 reasonable attempts to contact parent/guardian regarding attendance: number of absences, tardies (excused & unexcused), compulsory attendance law and board policy, potential consequences.
- After 5 UNEXCUSED absences refer the student to SST. (Social Workers are a part of this team.)
 - Make 2 attempts to notify the parent/guardian. SIGNATURE OF RECEIPT is required. (Include information on absences, tardies, compulsory attendance law & board policy, and potential consequences.)
 - Students 10 years and older must be provided with a copy of the notice and provide a SIGNATURE OF RECEIPT.
 - Send information via certified mail after holding the SST meeting and 2 unsuccessful attempts to obtain signatures.
- BHS/BMS: Notify students 14 years and older with only 3 absences remaining before violating the state's attendance requirements regarding denial of driver's permits and licenses.
 - Continue to report information on non-compliance.
- At 10 UNEXCUSED absences the school social worker will refer the student to the TEAM (Truancy Education & Mediation Team) for contracted participation in the program.

Tardies/Early Checkouts

- At 3 UNEXCUSED tardies students are referred to the principal's designee for disciplinary or other appropriate action.
 - Notify parents in writing
- 4-9 UNEXCUSED tardies: **Elementary students** may be referred to the principal's designee for disciplinary action, counselor referral, social work referral or other appropriate action. **High School students** are referred to the principal's designee for appropriate disciplinary action which may include loss of privileges.
- At 10 UNEXCUSED tardies students can be referred to outside agencies via the School Social Worker working through the LIPT (Local Interagency Planning Team).
 - Excessive UNEXCUSED early check outs may result in a referral to SST.
(**To view the entire attendance policy see the BOE website.)

Meetings with the Attendance Support Team may result in an 'Attendance Contract' if the AST deems it

necessary. The contract is reviewed with parent and/or student. All parties sign the contract. This meeting is followed with the on-going monitoring of the student's attendance. A broken contract will result in a meeting with District Attorney or court referral. Failure to sign the contract at the AST meeting results in a court referral. In order to be counted present, students must be in attendance until 11:30 a.m. or in attendance half of the instructional day.

ILLNESS AT SCHOOL

When a student becomes ill or suffers an accident during the school day, the student should inform his/her teacher and be sent to the school nurse's office with a pass. In the case of an injury, the school nurse will notify parents if medical attention is warranted. The school does not provide transportation for sick students except in emergency situations. If an emergency arises demanding immediate medical attention, parents will be notified and requested to meet the student and school nurse at the hospital.

MEDICINE

Students are not to keep medication with them on campus nor dispense any type of medication to other students. Students who need to take medication during school hours must bring the medication in the original container, along with a note from their parent. All medication will be kept/dispensed through the school nurse. The school nurse will not dispense medication other than that brought by the student. A record will be kept of all medications dispensed to students.

V. RULES AND REGULATIONS BEFORE SCHOOL

Drop off: Parents, guardians, siblings, or others who bring students to school in the mornings via private transportation are asked to enter from Martin Luther King and drop off students at the designated points (crosswalk, in front of the HMS gym, or at the Media Center) – before 7:50 AM. Any arrivals after **7:55 A.M.** needs to be dropped off in front of the main office and the student will be counted tardy and given a pass to class. **Do not** drop students off on Martin Luther King.

Pick up: Parents/guardians may park in the lot across from HMS in the afternoons to await their student. Students will be dismissed at 2:55 P.M. and escorted across Martin Luther King. **Do not park along Martin Luther King in the morning or the afternoon. ALL STUDENTS MUST CROSS AT THE CROSSWALK.** Students must be picked up by 3:10 P.M. each day. Bus transportation may be arranged if needed. The contact number for the bus shop is (229-248-2204).

Students will remain in the gym until the bell rings at 7:30 a.m. At 7:30, students will be sent to their homerooms and will enjoy breakfast in their classrooms. Students, who need to meet with teachers, make-up work, attend meetings, use the library, etc., must have a written pass from the teacher/sponsor/media specialist. The pass should be obtained one day ahead of time. Lockers may be visited only after 7:30

DISCIPLINE PHILOSOPHY WE BELIEVE...

The best discipline is self-discipline caused from a genuine concern for the needs and rights of others. Everyone is responsible for behaving in a way that does not prevent teachers from teaching and students from learning. Individual responsibilities go hand-in-hand with individual rights. Fairness, firmness, and consistency are the keys to discipline. Care and concern for the student are the reasons for discipline.

The above discipline philosophy reflects the feelings of the administration and faculty at HMS. Students who are motivated to learn and are presented with relevant, properly-leveled instructional assignments and teacher support usually have very few discipline problems. Students who are successful in their classroom and extra-curricular endeavors usually have a positive self-concept and contribute to rather than detract from their surroundings.

Students have the full pledge and support from the HMS administration and faculty. Our objectives and actions will be to assist you in achieving success. A part of this support will be the constant striving to present you an educational climate that is safe, orderly, and positively oriented. We shall be diligent to recognize and reward the positive actions and accomplishments of our students, yet we shall be prepared also to address quickly, firmly, and fairly negative actions with negative consequences. Students **SHOULD:**

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete

assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs ones own or other students' education achievement. Students should know and avoid the behaviors prohibited by the code, take care of books and other instructional materials, and cooperate with others. Students should behave responsibly and dress appropriately.

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the education achievements and activity participation of others.

Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be insured and protected. The Decatur County School System will make every reasonable effort to administer the discipline code consistently, given some variation among elementary, middle and high school. When applicable, individualized plans (ie. IEP, SST and 504) will be reviewed for appropriate consequences.

The following sections outline the student discipline policies and procedures for our school and the Decatur County Board of Education. Hutto Middle School embraces a progressive discipline model. Sample offenses are classified into minor offenses, major offenses, and offenses requiring situational specific punishment as defined by the offense itself, the Board of Education, or Georgia laws. Unfortunately, there will be instances of misconduct during the school year. When rules are broken, some form of disciplinary action will occur. Students choose punishment when they choose to break the rules.

HMS POLICY

Student Behavior and Conduct - Pupils are expected to conduct themselves in compliance with school regulations and to exhibit courtesy and respect for others at all times. In accordance with GA Code 105-113, parents or other persons in loco parentis shall be liable for the willful and wanton acts of children under the age of 17 which result in death, injury or damage to persons or property. All rules contained herein are superseded by changes in Board of Education policy or Georgia law.

The rules and regulations of conduct shall apply: 1. on the school grounds at any time; 2. off the school grounds at a school function or event; 3. *en route* to and from school or school activities subject to the jurisdiction of school authorities. The following code sets forth school rules prohibiting certain types of student conduct which constitute major offenses. A student found to be in violation of any one of them may be subject to action up to and including suspension or expulsion.

GENERAL DISCIPLINARY PROCEDURES

Minor classroom problems are dealt with by the teacher. Teachers may use measures such as individual/team conferences with the student, parental contacts, referral to the guidance office, morning or afternoon detention supervised by the teacher or team, loss of privileges, or completion of a written action plan to enforce their classroom rules. Teachers will also implement the ABE intervention program, which will be administered by the teacher. If misbehavior becomes chronic and the teacher is unsuccessful in working with a student, a disciplinary referral to the office will occur.

When students are referred to the office for disciplinary problems, consequences will be hierarchical. The student's discipline record and the nature of the offense will determine what the exact consequence will be. The constant repetition of minor offenses must be viewed as more serious than an isolated minor incident. When a student is guilty of frequent repetition of one or more minor offenses, punishment may be applied as for a more serious offense.

Major offense referrals typically begin with ISS or OSS depending on the student's discipline record and/or the nature of the referral. Certain major offenses may result in expulsion from school. Other major offenses have specific situational consequences and are noted in the following section. All offenses referred to administrators will be recorded on a discipline referral form. A copy will be filed in the student's discipline record. In-school and out-of-school suspensions will have a letter sent home with the student and attempts will be made to contact a

parent/guardian by telephone to notify them of the discipline offense and action taken.

MINOR OFFENSES

Some student misconduct may be considered minor, yet will be addressed so that the proper school and classroom climate can be maintained. Students are encouraged to focus their energy and attention on their lessons, thereby reducing the risk of being found guilty of any of these offenses. The following list serves as an example of minor offenses. Items on the list are examples and are not meant to be all-inclusive.

1. Being in an unauthorized area on campus
2. Eating or drinking food products in the building or classrooms, unless sanctioned by the teacher.
3. Failure to stay after school or come in before school for detention.
4. Minor isolated classroom disturbance that interferes with the teacher's ability to conduct a class. Examples of behavior that interfere with instruction are untimely questions, noises of any kind, not bringing materials to class, etc.
5. Minor & infrequent harassment of classmates.
6. Bringing unauthorized items such as radios, walkmans, headphones, games, etc.
7. Excused/unexcused tardiness which does not form a pattern or become routine.
8. Soliciting funds or selling items on campus or at school events without Board and principal's approval.
9. Hallway disruptions.
10. Other misbehavior deemed inappropriate by the administration or teachers.

**Any unauthorized items will be confiscated and returned only to parents.*

MINOR OFFENSE CONSEQUENCES

Minor offenses in the classroom are first handled by the classroom teacher. The teacher will use disciplinary options to attempt to correct the minor misbehavior prior to referring a student to an administrator. The consequences listed below either singly or combined may be used at the administrator's discretion once the referral is made.

1. Consultation/warning, 2. ABE intervention program 3. Confiscation of items not allowed, 4. Denial of privileges, 5. Detention, 6. Issuing apologies, 7. Parental contact, 8. Work detail, 9. Counseling, 10. Other

MAJOR OFFENSES

Examples of major or serious incidences of misconduct by students are listed below. Due to the seriousness of these offenses and the potential for major disruption of the learning climate that results from them, these offenses will be disciplined promptly and firmly. Students breaking these rules seriously jeopardize their educational opportunities at HMS by committing these or similar offenses. The administration will view major violations as the students' admission that he is not serious about receiving an education and will, through suspension or expulsion, exclude the student from the middle school program, thereby allowing more serious students the unhampered opportunity to further their education.

HMS CODE OF STUDENT CONDUCT

The following are disciplinary guidelines to be administered upon administrator's discretion.

OFFENSES AND CONSEQUENCES

All offenses are separated into three categories: (1) Personal Skills Development, (2) Student Conflict, and (3) Student Engagement. While consequences may be noted for 1st – 5th offenses, an administrator may skip an action/s due to the severity of the infraction or any unusual circumstances in the situation. In addition, an administrator may require a student returning from OSS to be placed in ISS prior to returning to regular classes.

Offenses and Consequences related to Personal Skills Development

1. DISOBEY/INSUBORDINATE (200)

Students shall comply with reasonable directions or commands of all authorized school personnel.

1st offense: Teacher/Student Conference/Parent notification (depending on severity)

2nd offense: Guidance Referral or Designee/Parent notification

- 3rd offense:** Administrative Referral/Detention/ISS
- 4rd offense:** Administrative Referral -1day ISS
- 5th offense:** Administrative Referral-3 days of ISS
- 6th offense:** 1day OSS
- 7th offense:** 3 days of OSS –Draft plan for future consequences

2. INAPPROPRIATE LANGUAGE (201)

Unacceptable language including sexual harassment, acts & gestures, and profanity toward students and staff.

Students shall refrain from use of profanity, racial slurs, teasing and name-calling, or other socially unacceptable language in verbal, written or non-verbal form.

- 1st offense** – Administrative Conference/1 day ISS
 - 2nd offense** - 3 days ISS
 - 3rd offense** - 1 day OSS
 - 4th offense** – 3 days OSS
 - 5th offense** – 5 days OSS- Draft plan for future consequences
- Students who use extremely offensive language will receive OSS.

3. DRESS CODE (203)

Specific guidelines for appropriate dress at school are outlined in the student handbook. Any student determined to be inappropriately dressed at school will be sent to an administrator. Consequences for dress code violations will be based upon the severity of the violation and may include any combination of the following: call to parent for change of clothes, detention, ISS, and/or OSS.

- 1st offense** – warning/change of clothes
- 2nd offense** – administrative detention/change of clothes
- 3rd offense** – 1 day ISS/change of clothes
- 4th offense** – 3 days ISS/change of clothes
- 5th offense** - 1 day of OSS
- 6th offense** - 3 days of OSS

4. UNAUTHORIZED AREA (209)

- 1st offense** – Teacher Warning/Parent notification
- 2nd offense** – Parental Notification
- 3rd offense** - Administrative warning/ detention (depending upon severity)
- 4th offense** – 1 day of ISS
- 5th offense** - 2 days ISS
- 6th offense** - 3 day ISS-parent conference
- 7th offense** -1 day of OSS- Draft plan to address future consequences

5. FALSE INFORMATION (211)

- 1st offense** – Administrative Conference/Parent Notification
- 2nd offense** – Administrative detention/1 day of ISS (depending on severity)
- 3rd offense** – 3 days of ISS
- 4th offense**- 1 day of OSS
- 5th offense**- 1-3 days of OSS
- 6th offense**- Draft plan to address future consequences

6. TOBACCO (218)

Students may not possess or use any tobacco products or like products on school property, on a bus or at any school sponsored event.

- 1st offense - 3 days ISS
- 2nd offense - 5 days ISS
- 3rd and subsequent offenses - 3 days OSS/counseling

7. FORGERY (221)

- 1st offense – Parent notification, administrator conference or other
- 2nd offense – 1 day ISS
- 3rd offense – 3-5 days ISS

8. DISRESPECT / PEERS (226)

No student will use language or gestures that are disrespectful toward other students. Lewd gestures, inappropriate comments, foul language, and suggestive or vulgar movement at all school functions by individuals/groups are not allowed.

- 1ST offense – Teacher Conference/Parent Notification
- 2nd offense- Guidance Conference or designee/Parent Notification
- 3rd offense-Administrative conference/detention
- 4th offense - 1 day of ISS
- 5th offense - 3 days ISS and parent conference
- 6th offense- 1 day of OSS and parent conference
- 7th offense- Draft plan for future consequences

9. DISRESPECT / ADULTS (227)

No student will use language or gestures that are disrespectful toward adults.

- 1st offense – Teacher conference/parent notification (depending on severity)
- 2nd offense – Guidance referral or designee/parent notification
- 3rd offense –1 day of ISS
- 4th offense - 3 days of ISS and parent conference
- 5th offense -1 day of OSS
- 6th offense -3 days of OSS
- 7th offense - Draft a plan for future consequences

10. CAFETERIA VIOLATION (260)

Including breaking in line, leaving trays/trash, throwing objects, and unnecessary noise. Students who litter or leave food in the cafeteria may be directed to clean as a part of disciplinary action for each offense.

- 1st offense - warning/school service (clean up)
- 2nd offense – Cafeteria duty/parent notification
- 3rd offense – 1 day of ISS
- 4th offense – 2 days of ISS and parent conference
- 5th offense – 3 days of ISS

11. CHEATING / PLAGARISM (202)

(Copying; using the words, work or ideas of another as one’s own; failing to acknowledge or cite another’s work; theft of another’s ideas or works. Source: <http://www.answers.com/topic/plagiarism>).

- 1st offense to multiple – infraction is recorded on student’s discipline record. **Parental contact will be made by the teacher.** The student will be responsible for redoing and resubmitting the work in order to demonstrate mastery of the CCGPS standards. Multiple infractions will result in ISS.

12. INAPPROPRIATE USE OF CELL PHONE OR OTHER ELECTRONIC DEVICE (259)

- 1ST offense – Warning from Teacher/Staff
- 2nd offense – 1 day of ISS and parent notification

- 3rd offense** – 2 days of ISS and parent conference
- 4th offense**- 3 days of ISS and parent conference
- 5th offense**- 4 days of ISS and parent conference
- 6th offense** – Draft plan to address future consequences

13. DRUGS (007)

The possession of, use of, or attempt to sell drugs, the possession of or use of drug paraphernalia or the simulation of drugs in use or sale- law enforcement officers will be contacted. (See Board Policy JCDAB/JCDAC page 28-29)

14. ALCOHOL (001)

Possession of or use of or being under the influence of alcohol anywhere on school property or while attending any school function. (See Board Policy JCDAB/JCDAC page 28 - 29)

1st offense - 10 days OSS and refer student to tribunal. Tribunal will decide the punishment.

2nd offense - The punishment for the second offense shall be expulsion for a period of time which would result in the loss of one year of credit.

15. WEAPONS (22,23,25,26)

(CS 16-11-106) See #6 under Situational Offenses. Any offense: In addition to punishment according to Georgia law, student will be suspended and referred to Decatur County Board of Education for expulsion. If the weapon is less than two inches, the punishment will be five days OSS.

16. DEFENSE WEAPONS (261)

Mace, pepper gas, etc., is not to be brought on campus. Violation will result in substance being confiscated and appropriate punishment administered.

1st offense - 5 days ISS

2nd offense - 5 to 10 days OSS/possible tribunal

17. GAMBLING (210)

Any student's participation in any unauthorized game of chance anywhere on school property or at any school function.

1st offense - 5 days ISS

2nd offense - 3 days OSS

18. THEFT OR POSSESSION (238)

Property, personal items, clothing, jewelry, textbooks, notebooks, book bags, etc. belonging to another student or to any employee.

Student will return property or reimburse the owner.

1st offense - 1-3 days OSS

Each additional offense-additional days OSS

19. FIREWORKS (213, 214)

The display, discharge, or possession of chemical substances or explosive devices including but not limited to: firecrackers, herbie snaps, or others resulting in a school disruption.

Each offense- OSS not to exceed 10 days until a parent conference can be arranged, at which time additional punishment may be administered.

20. DESTRUCTION OF PROPERTY (220)

Including but not limited to: the use of bombs, explosive devices, setting fires, and deliberate destruction of school property. Tampering with computers and/or computer-related technology is also considered

under this offense. Legal authorities may be contacted. Immediate suspension from school for 5 to 10 days and possible recommendation for expulsion. **Parent conference and restitution will be required.**

Offenses and Consequences related to Student Conflict

21. BATTERY (003)

- a. On any student or behavior in such a manner which may cause injury to any person.
Any offense - 5-10 days OSS and possible expulsion. Legal authorities may be contacted and student may be placed on a contract.
- b. on a school employee-- intentionally make physical contact of an insulting or provoking nature with a school employee; attempt to cause physical injury, threaten bodily harm, or behave in such a way as could reasonably cause physical injury See O.C.G.A. 20-2-751.6.
Any offense - 10 days OSS followed by disciplinary tribunal. Legal authorities will be contacted.

22. FIGHTING (208)

Fighting between students will not be tolerated. Students who have a problem should alert an administrator, teacher, or school resource officer of the conflict. In the event of a fight, both students will be treated in the same manner unless the administration can determine that a student tried to avoid the fight or was acting in self-defense. Name-calling is no justification for fighting.

(Depending on degree of involvement)

1st offense – possible arrest and 5 days OSS followed by student contract

2nd offense - possible arrest and 10 days OSS followed by disciplinary tribunal

23. MINOR THREAT/BULLYING (218, 240)

This includes any attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. Persistent unwanted joking and teasing, name calling, unwanted comments, and disrespect for another person's property. Punishment shall be at the discretion of the principal; however, bullying is prohibited by state law. Upon a finding that a student has committed the offense of bullying for the third time in a school year, the minimum punishment shall be assignment to the alternative school.

1st offense – Teacher/Student Conference Warning/Parent Notification

2nd offense- Guidance Conference/ SRO referral

3rd offense- Administrative Parent/Conference ISS/OSS (depending on severity)

4th offense -3 days ISS

5th offense -1 days OSS/parent conference

6th offense – 3 days of OSS/Draft a plan to deal with future consequences

24. INCITING STUDENTS (212)

No student shall incite/provoke/stir up a fight, a riot, or other disturbance that interrupts school or jeopardizes the safety and well-being of others. Will depend on severity of issue.

1st offense –Teacher Warning/Conference/Parent notification

2nd offense- Guidance referral/SRO referral –Conflict resolution

3rd offense -Administrative conference/parent notification

4th offense – 1 day of ISS

5th offense- 3 days of ISS and parent conference

6th offense – 1 day of OSS

7th offense- 3 days of OSS

25. PHYSICAL CONTACT (219)

Any act of physical contact or aggression that does not rise to the level of a fight.

1st offense –Administrative conference/ 1 day ISS

2nd offense –3 days ISS and parent conference

3rd offense – 1 day of OSS

4th offense – 3 days of OSS

5th –Draft plan to address future consequences

26. HARASSMENT (239)

Persistent and unwanted joking and teasing or harassment will not be tolerated. This includes name-calling, unwanted comments, and disrespect for another student or their property.

1st offense –Teacher Warning/Conference

2nd offense- Guidance Referral/SRO/Conference/parent notification

3rd offense- Administrative Conference ISS/OSS (depending on severity)

4th offense –1- 3 days ISS

5th offense – 1 day of OSS/parent conference

6th offense- 3 days of OSS- Draft plant o address future consequences

27. GANG-RELATED ACTIVITY/PARAPHERNALIA (234)

Distractions caused by gangs and similar organizations are a direct threat to the safety and security of students and disrupt the learning environment. Therefore, Decatur County Schools strictly prohibit all activities related to gangs and other organizations that engage in unlawful or delinquent behavior.

1st offense – 1 - 5 days OSS, parent conference required, behavioral contract

2nd offense – 1- 10 days OSS, tribunal hearing

28. THREATS AND ACTS OF INTIMIDATION (017)

Commits an act that substantially disrupts the order of the school day (i.e. bomb threats, terrorist threats, fake 911 calls, other) or threatens bodily harm, or behaves in such a way as could reasonably cause physical injury.

Legal authorities may be contacted. Immediate suspension from school for 5 to 10 days and possible recommendation for expulsion. Parent conference required.

29. Fire Alarm Pull Stations- Pulling of fire alarm stations can result in the following punishments.

1st offense- 5 days OSS and possible arrest

2nd offense- 10 days OSS and arrest

Offenses and Consequences related to Student Engagement

30. SKIPPING CLASS (204)

Any unexcused tardy to class of more than 15 minutes or any unexcused absence from class of more than 15 minutes.

1st offense - 1 day ISS, parent notification

2nd offense - 3 days ISS, parent conference

3rd offense - 5 days ISS, parent conference

4th offense – 1 day OSS

5th offense – 3 days OSS

6th offense – 5 days OSS

***Students must have a hall pass/signed agenda when outside of the classroom.**

31. SKIPPING SCHOOL (205)

1st offense - 3days ISS, parent notification

- 2nd offense** - 5 days ISS, parent/student conference
- 3rd offense** - 1 day OSS, parent notification
- 4th offense** – 3 days OSS (Attendance Contract)
- 5th offense** – 5 days OSS (Parent Notification)
- 6th offense** – Recommendation for transfer to NBLC/other

32. FAILURE TO COMPLETE ASSIGNMENT/S (216)

- 1st offense** – Teacher /student conference
- 2nd offense** –Teacher detention/parental notification
- 3rd offense**- Guidance counselor or designee referral/parent notification
- 4th offense**-Administrative referral/detention/conference with parent
- 5th offense** – 1 day of ISS
- 6th offense** – 3 days of ISS
- 7th offense**- Conference with parent to draft a plan

33. FAILURE TO COMPLY WITH INSTRUCTIONS (217)

A student shall not fail to comply with reasonable directions or commands of teacher, substitute teachers, teachers’ aides, bus drivers, or other authorized school personnel. The rule applies anywhere on campus or at any school activity.

- 1st offense** – Teacher/student conference
- 2nd offense**-Teacher detention/Parent notification
- 3rd offense**-Guidance referral or designee/ Parent Notification
- 4th offense**-administrative referral/detention
- 5th offense** – 1 day of ISS
- 6th offense** – 2 days of ISS
- 7th offense** – 3 days of ISS – Parent conference to draft a plan

34. DISRUPTIVE (226)

No student will engage in behavior that disrupts the learning environment for others. In addition, students are expected to comply with teacher requests; uncooperative, defiant behavior will not be tolerated.

Depends on severity

- 1st offense** –Teacher /student conference and warning
- 2nd offense** Teacher detention/parent notification
- 3rd offense**- Guidance referral or designee/parental notification
- 4th offense** – Administrative referral/detention
- 5th offense**- 1 day of ISS
- 6th offense** - 3 days of ISS
- 7th offense** – 1 day of OSS and plan to address future consequences

35. HORSEPLAY (229)

Practical jokes, pranks, play-fighting and similar disruptive behavior is prohibited. Punishment may depend on severity of the offense.

- 1st offense**– Teacher/student conference & warning
- 2nd offense**- Teacher detention/parent notification
- 3rd offense**- Guidance referral or designee/parent notification
- 4th offense**- Administrative conference/Detention
- 5th offense**- 1 day of ISS
- 6th offense**- 1-3 days of ISS
- 7th offense** – 1 day of OSS and plan to address future consequences

36. UNPREPARED FOR CLASS (231)

- 1st offense – Teacher/student conference and warning
- 2nd offense – Teacher detention/parent notification
- 3rd offense- Guidance referral or designee/ parental notification
- 4th offense- Administrative referral/detention/parent contact
- 5th offense – 1 day ISS
- 6th offense – 2-3 days ISS
- 7th offense - 1 day OSS/parent conference

37. EXCESSIVE NOISE (237)

Students should use conversational voices in the buildings and outside areas that will not disrupt the work environment.

- 1st offense – Teacher/student conference
- 2nd offense- Teacher detention/parent notification
- 3rd offense- Guidance referral or designee/parent notification
- 4th offense – Administrative referral/detention
- 5th offense- 1 day ISS
- 6th offense – 2-3 days ISS
- 7th offense - 1 day OSS/parent conference

38. TARDIES (207)

- 1st offense – Handbook warning
- 2nd offense – Warning letter sent home
- 3rd offense – Teacher Phone Call Home
- 4th offense – Teacher Detention (Lunch/Before or After school)
- 5th offense – 1 days ISS
- 6th offense – 2 days ISS
- 7th offense – 3 days ISS
- 8th offense – 1 day OSS/Social Worker Referral

39. SLEEPING IN CLASS (224)

- 1st offense- Teacher Warning/Student Conference
- 2nd offense- Parent Notification/ Guidance/Nurse
- 3rd offense- Administrative Warning/Detention
- 4th offense- 1 day ISS parent notification
- 5th offense- 2 days ISS parent notification
- Subsequent offenses- Parent Conference and Administrative Decision

40. Book Bag Violations (see board policy on page 33)

- 1st offense- Warning
- 2nd offense- Teacher confiscation
- 3rd offense- Administrative confiscation/ detention
- 4th offense- Confiscation of bag for end of 9 weeks
- 5th offense- Confiscation for remainder of year

Sexual Harassment and Misconduct: “Parents are strongly encouraged 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.”

In-School and Out-of-School Suspensions and Expulsions

Students may be assigned to the ISS program for up to 30 days according to the offense. Students may spend the entire day in ISS. Students must report to ISS by 8:00 A.M. on each day of their ISS assignment. Unexcused tardiness will result in a day being added to the ISS assignment. Students cannot participate in any extracurricular activity or practice on the days they are assigned to ISS. Student's class work is sent to them from their regular teachers and the work is supervised by the ISS teacher. All assigned work must be completed before the student is released. ISS rules and regulations are explained to the student when ISS is assigned. Breaking any ISS rule results in a day being added to the ISS assignment or changing the assignment to OSS. Severe and/or chronic misbehavior may result in OSS of up to 10 days per offense. Out of school suspensions are reserved for serious and /or repeated offenses and can be from 1 to 10 days, at the administrator's discretion. Suspensions can be longer than 10 days pending proper notification and BOE approval. The next step following OSS for chronically disruptive behavior, extremely violent behavior, illegal drugs, and weapon possession is an expulsion hearing before the Board of Education tribunal.

- **Corporal punishment will be administered with parent permission.**

CHRONIC OFFENDER

Hutto Middle School and the Decatur County School System are determined to provide a safe, distraction-free environment in which each student has the maximum opportunity to learn. Unfortunately, a small percentage of our students cause disruptions which interfere with the learning process and environment. Teachers are often forced to spend important instructional time on discipline matters. This is not fair to the majority of our students who are here to learn.

Actions and behaviors which interfere with the learning process cannot be tolerated. A student who is a chronic offender may be referred to a Tribunal Hearing or placed on contract with the recommendation for either assignment to an alternative educational program, or expulsion from the Decatur County School System for up to one year.

ALCOHOL AND DRUGS/POLICY JCDAB/JCDAC

Possession or Use --- The Board of Education supports the belief that the possession, use, distribution, selling, or the intention of selling or distributing of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. No student shall possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or stimulant of any kind while on school property during school hours; on the school property at any other time when the school is being used by any school group; off the school grounds at a school activity, function or event; en route to and from school on Board of Education owned or leased vehicles; off the school property while the student is in attendance at any school or any school function, or is otherwise subject to the jurisdiction of school authorities. (Note: The use of a drug, stimulant or medication prescribed by a medical doctor shall not be considered violation of this regulation).

Any student found guilty of violating the policy with regard to possession or use of alcohol or drugs shall be subject to expulsion. Local law enforcement will be notified immediately.

First Offense: Any student violating the policy of possession or use of alcohol or drugs will be suspended out-of-school for ten days, and the student(s) will be referred to a Disciplinary Tribunal. In addition to disciplinary action, the student(s) and their parents or legal guardian must complete an eight hour drug and alcohol intervention program provided by the Decatur County School System before the end of the semester. Failure to complete this program prior to the beginning of the semester will result in the student not being readmitted to the regular school program.

Second Offense: The punishment for the second offense shall be expulsion for a period of time which would result in the loss of one year of credit. In grades 9-12 this would result in the student being expelled for the semester in which the offense occurred and for the following semester. Prior to re-admittance to school, the student must show proof that he/she and his/her parents or legal guardian have retaken the above prescribed drug and alcohol intervention program and have participated in a counseling session with mental health or their private physician.

Note: Alcohol and drug possession and use offenses are cumulative throughout the student's school

career. Re-entry to the Decatur County School System after expulsion requires successful completion of the Decatur County Drug & Alcohol Intervention Program.

Selling or Distributing: No student shall sell or distribute any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or stimulant of any kind while on the school property, during school hours; on school property at any other time when the school is being used by any school group; off the school property at a school activity, function or event; en route to and from school; off the school property while the student is in attendance at a school or any school function, or is otherwise subject to the jurisdiction of school authorities.

Any student found guilty of violating the student policy with regard to selling or transmitting drugs will be suspended for ten days, a recommendation will be made to the Board of Education for expulsion, and local law enforcement will be immediately notified. Re-entry to the Decatur County School System after expulsion requires successful completion of the Decatur County Drug and Alcohol Intervention Program. **COMPLIANCE WITH THIS POLICY IN ITS ENTIRETY IS MANDATORY.**

TRANSPORTATION

Students are eligible for transportation by system-owned buses if they live more than 1 1/2 miles from the school. Students desiring transportation should become informed about the bus routes serving his/her residential area. Inquiries can be made by calling the bus shop at 248-2204. If students wish to ride the bus home with a friend or be dropped off at a place other than their regular stop they must bring a note from a parent/guardian signed and dated which requests such a change in routine and the note must be signed by a school official. This note must be brought to the office upon the students' arrival at school and is subject to verification. All students are required to follow the rules of conduct while being transported by bus. Disciplinary incidents that arise while students are being transported will be reported to the school administration by the driver. Consequences for infractions on a school bus may include but not be limited to consultation, probation, or suspension of riding privileges.

Going to the School Bus Stop

-You should leave your house early enough to ensure that you will not miss your bus. After the school year has started and your driver has had an opportunity to stabilize the bus schedule, you should be at your bus stop five minutes before the bus is to schedule to arrive. If you have to cross the street to get on your bus, wait until the bus arrives and the driver motions you to cross. You should also check the traffic yourself.

Wait at the Bus Stop

-While waiting at the bus stop you should keep your books and other materials in your hand. You should wait well away from the road. Always remember that you are at a bus stop, not a playground. When you see bus approaching you should wait in a single file line, do not push and shove.

Getting on the School Bus

-When getting on your bus, you should always use the handrail. Never push or shove while getting on the bus. When going up the steps, you should always take one step at time. If you are the only person in the seat, you should move over to the window.

Riding the School Bus

-You should remain seated throughout your trip and follow **Code of Conduct for Students as Passengers on Buses.**

Emergency Evacuation

-Front Door Evacuation:

1. Bus Driver will give command: "Front Door Emergency Evacuation" students are to remain seated.
2. Driver will assign two helpers beside front door.
3. Starting with the right-hand seat, students will be lead off bus and away from bus 40 steps or 100 feet.
4. When the students in the right-hand seat have moved forward enough to clear aisle, the driver will dismiss the students of the left-hand seat.

5. Continue the evacuation procedure as described, right and left seats alternately, until the bus is empty.
6. Remember to walk, do not run, use the hand rails and follow your bus drivers' instructions.

-Rear Emergency Door Evacuation:

1. Bus Driver will give command: "Rear Door Emergency Evacuation" students are to remain seated.
2. Driver will assign two helpers beside rear door.
3. Starting with the right-rear seat, students will sit down in aisle at rear door, slide out, and be lead away from bus 40 steps or 100 feet.
4. When the students in the right-rear seat have moved out the rear door, and have cleared aisle, the driver will dismiss the students of the left-rear seat.
5. Continue the evacuation procedure as described, right then left seats alternately until the bus is empty.
6. Remember to no pushing or shoving, allow assigned helpers to assist you while sliding out rear door and follow your bus drivers' instructions.

BUS RULES AND REGULATIONS

In addition to specific procedures for getting on and getting off the school bus, the following rules for riding all buses shall apply. See handouts for further definitions.

1. Students shall take seats promptly after boarding the bus. No seats can be reserved. Should the driver assign a seat, the student must comply. Students will remain seated while the bus is in motion.
2. Students must keep arms and head inside the bus.
3. Students shall not use alcohol, drugs or tobacco.
4. Students shall not throw objects on the bus or out the windows.
5. Students shall not distract the driver.
6. Students shall not eat food or drink beverages.
7. Students shall not transport live animals.
8. Students shall not litter.
9. Students shall not transport items which may endanger the health or safety of any other passengers.
10. Students shall not transport weapons/fireworks.
11. Students shall not use inappropriate language or make obscene gestures.
12. Students shall not be disobedient or fail to follow a request, rule, regulation, directive or order.
13. Students shall not be disrespectful.
14. Students shall not be disruptive.
15. Students shall not be abusive or aggressive.
16. Students must comply with all other policies and regulations stipulated by the Decatur County Board of Education.

Note: Students are subject to being recorded on video camera at any time they are riding a bus.

CONSEQUENCES FOR BUS VIOLATIONS Can include the following:

- 1ST OFFENSE--Conference with student/parent & possible seat reassignment.
- 2ND OFFENSE--Administrator's discretion
- 3RD OFFENSE--3 day suspension
- 4TH OFFENSE--5 day suspension
- 5TH OFFENSE--10 day suspension
- 6TH OFFENSE--Suspension for remainder of year

Note: Principals have the option to suspend students out of school and from riding the bus for more than ten days and up to the remainder of the year, when deemed appropriate.

DEFINITIONS OF DISCIPLINARY ACTIONS

1. **Bus suspension** - Removal of a student from all Decatur County School System vehicles for a designated period of time either by the administration or a Disciplinary Tribunal.
2. **Corporal Punishment** - Physical punishment by the principal or his or her designee. If administered, it must be in good faith and must not be excessive or unduly severe. It must be administered in conformity with regulations set forth by the Decatur County Board of Education and the State of Georgia.
3. **Detention** - A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior modification. Detention may require the student's attendance before school, after school, during the student's lunch, on Saturday, or during scheduled class or school activity time if the school officials deem removal of the student in the best interest of the

student and/or school.

4. **Educational writing** - Student may be required to submit an action plan related to the specific violation of school rules, other options that could have been chosen and the consequences of each, and how the student intends to prevent the problem from occurring again.

5. **Work detail** - work assigned by an administrator in lieu of suspension to be completed on campus under the supervision of an administrator, teacher, custodian, or school employee.

6. **Expulsion** - Removal of a student from the school system for an extended period of time or permanently by the decision of the Decatur County Disciplinary Tribunal after a formal hearing.

7. **In-school suspension** - Removal of the student from all classes and school-sponsored activities during the school day by the administration. The student will be in attendance in the ISS classroom and will be supervised. Students may not participate in regular school activities. Students who do not fulfill the behavior expectations while assigned to ISS may receive additional/alternative punishment.

8. **Out-of-school suspension** - Removal of the student from the school campus and exclusion from all school sponsored activities for a designated period of time by either the administration or the Disciplinary Tribunal.

9. **Student probation** - Student and parent are notified and placed on a written contract because of habitual violation of School rules. Any future violations of rules will result in suspension, expulsion, or withdrawal.

10. **ABE Intervention**- This is an Alternative Behavior Education program that is built from research and designed to help students, staff, and schools succeed, ABE is a nearly automated software, that gives individualized, corrective instruction for the identified offense, based on discipline referral and/or maladaptive behavior.

SEARCHING STUDENTS

School lockers, desks, and other school property shall be subject to inspection by school authorities at all times. Any student may be searched without a warrant where there is reasonable suspicion that the student possesses drugs, alcohol, stolen property, weapons, or other dangerous substances, instrumentalities, or contraband. A search without a warrant is proper under the following conditions: 1. if the student has consented; 2. if the contraband item is in plain view; 3. if the evidence or contraband is discovered while responding to an emergency; 4. if the official has reasonable suspicions to believe the individual is armed and dangerous; and 5. in all other circumstances where the school official acts to protect the life and property and health of students, teachers, or other individuals.

STUDENTS COMPLAINTS AND GRIEVANCES

Students' complaints and grievances shall be resolved through orderly process and at the lowest possible level. When a grievance is brought by a minor student, the student's parents must be a party to the proceedings. Complaints should be approached in the following manner: 1. the opportunity shall be provided any student or his/her parents to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair; 2. if the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his/her consideration; 3. if the matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration; 4. complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board. The Board's decision, if it chooses to make one, shall be final. When in doubt about the appropriate procedures to follow in resolving a formal complaint or grievance, contact the school principal. A complaint with regard to regulatory violation, misapplication or misinterpretation of statutes or regulations of Title I, ESEA, or of applicable provisions of the General Education Provision Act in connection with programs under those Titles shall be filed in writing with the BOE through the Superintendent. It must include the names and addresses of the persons or organizations initiating the complaint as well as a complete description of the alleged violation. The Board shall issue a decision in writing to all parties concerned in a period not to exceed thirty days from the date of filing the complaint even if it means calling a special meeting of the Board. Appeals to the State Board of Education must be made within thirty days of receipt of the written decision of the local Board. The appeal shall be addressed to the State Superintendent of Schools in writing and include a copy of the original complaint with the unresolved item/s clearly identified. All available evidence shall be presented to the Board and the complainant granted an opportunity to appear before the Board in person when it reviews the evidence and reaches a decision regarding any complaint. Complainant has the right to present

evidence of his own, to be represented by an attorney, and to question parties involved. The action of the Board shall be final in so far as the local school system is concerned. A record of all complaints concerning discrimination and their disposition shall be established and maintained for a period of not less than three years subsequent to the last documental action concerning it.

"20-2-751/7/ (a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

- a. Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- b. Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*
- c. Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

"Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

"Sexual misconduct" includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct by an educator may include, but is not limited to the following behavior:

1. Made sexual comments, jokes, or gestures.
2. Showed or displayed sexual pictures, photographs, illustrations, or messages.
3. Wrote sexual messages/graffiti on notes or the internet.
4. Spread sexual rumors (i.e. said a student was gay or a lesbian).
5. Spied on students as they dressed, showered or used the restroom at school.
6. Flashed or "mooned" students.
7. Touched, excessively hugged, or grabbed students in a sexual way.
8. Forced a student to kiss him/her or do something else in a sexual way.
9. Talked or asked about a student's developing body, sexuality, dating habits, etc.
10. Talked repeatedly about sexual activities or sexual fantasies.
11. Made fun of your body parts.
12. Called students sexual names.

VI. DECATUR COUNTY BOARD OF EDUCATION STUDENT DRESS CODE POLICY

Our schools recognize the importance of being well-groomed and neat in appearance. Clothing should be appropriate for the occasion, in good taste, and in good condition. Clothing and/or personal adornment that is so unusual or non-traditional that it attracts undue attention and distracts from the academic climate of the classroom cannot be allowed. Violation of this policy may result in a child being removed from class for a minimal amount of time with the option of changing clothes or finishing the day in ISS.

Students must abide by the following when dressing for school:

1. **Hats, sunglasses nor fake glasses may not be worn in the school building or on school buses. Book bags (other than clear or mesh) are not permissible on campus.**
2. **Shorts, skirts, and dresses must be fingertip length or longer when standing erect. All shorts and pants should be without holes and must not reveal undergarments. Slits in shorts, skirts, and dresses may be no higher than fingertip length when standing erect.**
3. **Shirts, dresses, or blouses must have straps a minimum of 2 inches wide. Low cut necklines, tops**

that expose the midriff, back, or see through shirts are not allowed. Jumpers must be worn with a shirt or blouse underneath. Shirts that reveal undergarments may not be worn.

4. Hair may contain no pin curls or rollers. Picks and combs may not be worn in the hair.
5. Sweat pants and track shorts are allowed only as part of a school uniform or in PE class. Wind suits are acceptable attire.
6. Pants, shorts, and skirts must be the appropriate size for the student and must be worn at the appropriate waist level. Saggy pants and pants that expose undergarments can not be worn.
7. Clothing or jewelry which advertises alcohol, drugs, tobacco or has obscene, satanic, violent, offensive, or suggestive words or pictures are not allowed. Any gang-related attire is strictly prohibited.
8. Club, fraternity, or sorority shirts, other than those that are school-sponsored, are not allowed.
9. Jewelry or accessories that adorns the nose, hair, ears and clothing that is distracting or unsafe for a specified activity is not allowed.
10. Interlocking rings that cover more than one finger or any ring or jewelry that can be construed as a weapon is not allowed.
11. Appropriate undergarments must be worn.
12. Bandanas, handkerchiefs, scarves, head rags or similar items are not to be worn on campus or at any school-sponsored activity.
13. Shoes must be worn which are appropriate for school and required activities. Shower shoes, pool shoes, and bedroom shoes are not appropriate.

**** The Principal at each school may deem it necessary to restrict certain clothing, etc. The principal or designee will determine if attire is disruptive or inappropriate. Violations will be handled at the administrator's discretion and may include confiscation of inappropriate articles. Repeat offenders will be handled according to the individual student's discipline record with chronic offenses resulting in suspension. If the student is in doubt about an item's appropriateness, the best advice is to leave the item at home.**



Decatur County Schools

100 West Street
Bainbridge, Georgia 39817
(229) 248-2200 • Fax (229) 248-2252

Dear Parent/Guardian:

RE: Book bags:

In an effort to continue to provide the safest environment possible for the students of Decatur County, the book bag procedure implemented in 1995-1996 will remain in effect for the 2012-2013 school term. Any book bag brought on campus by a student must be made of plastic, mesh, or some other see-through material. Merchants in town will again be informed of the school system's book bag requirement.

Please be reminded that school officials have a right to search students' personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

We appreciate your cooperation as we work as a community to strive to make our school campuses safer for our students.

Sincerely,

Dr. Fred H. Rayfield

Superintendent
Decatur County Schools

VII. GENERAL POLICIES AND PROCEDURES ANNOUNCEMENTS

Announcements are made either over the intercom or school TV.

LOST AND FOUND

Lost and found articles should be turned in to the main office. If you have lost something, check with the main office secretary. Students should avoid bringing items of value to school. Only the money which will be needed for each day should be brought. Do not leave items that are of value to you i.e., purses, book bags, tennis shoes, athletic equipment, etc., unattended--keep them locked in your locker.

TELEPHONE USE

Students will only be allowed to use the telephone when they are ill or in cases of extreme emergency. Class time will not be interrupted to call students to the phone.

MESSAGES TO STUDENTS

Messages to students will be delivered only on an **EMERGENCY** basis. Due to time and personnel constraints messages will not be delivered after 2:30. Transportation and child care arrangements must be made before the student leaves home each day.

RETURNED CHECKS

The school will collect a \$30.00 service charge for any returned check. After the school receives one bad check from a person, no additional checks will be accepted from that individual. Please write checks for students' lunches separate from other school fees. We cannot combine the two.

LOCKERS

Lockers are available for use in the halls and locker rooms. Hall lockers must be used with school locks.

LOCKER AGREEMENT (sample)

I UNDERSTAND THAT A LOCKER IS BEING ASSIGNED TO ME ON THE GROUNDS THAT I FOLLOW THESE CONDITIONS.

1. I will not write on my locker or damage the locker in any way.
2. I understand that I am responsible for books and any other articles in my locker and that Hutto Middle School is not responsible for books or articles stolen from my locker.
3. I understand that I am taking this locker on my own free will and am not required to use a locker at Hutto Middle School.
4. I understand that it is my responsibility to pay for the lock if I lose it or damage it in any way. The cost to replace a lost or damaged lock is \$8.00.

THERE WILL BE A DEPOSIT OF \$5.00 FOR EACH LOCKER. THIS DEPOSIT IS NOT REFUNDABLE.

VISITORS

We operate a closed campus. All visitors are to go directly to the main office for information or permission to visit classrooms or attend meetings. Visitors must wear a visitor's badge while on campus. Student visitors are not allowed. Unauthorized persons will be dealt with by the school resource officer or administrative staff/designee.

LUNCHROOM PROCEDURES

Each student has an identification number that will be used in the lunchroom to receive a meal. Breakfast is provided at no cost to all students from 7:30-7:55 in the classrooms. Money may be taken to the lunchroom before 7:55 or during homeroom, checks should be made payable to Hutto Middle School, and checks should include the student's identification number. Extra items such as cookies, ice cream, fruit drinks, french fries, entrees, etc. may be available for purchase (**with the purchase of a regular lunch tray**) at costs ranging from 25 cents to 75 cents, dependent upon the item received. Students may pay for lunches plus extra items at the register. Extra line items may be deducted from the lunch account while ice cream & fruit drinks must be paid for separately. Students on free or reduced lunch must pay the full price for any extra items purchased. Please make necessary arrangements to ensure that your child has the proper lunch money/lunch each day. Students who do not have lunch

money/lunch will be offered a peanut butter sandwich and milk for lunch and will be charged the full lunch price for this meal. All students are required to eat in the lunchroom whether they bring a lunch or purchase a lunch.

Milk is furnished with a lunch; however, additional cartons may be purchased. **Meals from off campus restaurants may not be delivered to students at school.** **Glass containers are prohibited.**

Decatur County Board of Education's Procedure for Foods and Beverages Brought Into the School Cafeteria

As a result of the Child Nutrition and WIC Reauthorization Act of 2004, school systems were mandated by the United States Department of Agriculture to develop and implement a Local Wellness Policy by the 2006-2007 school year.

As stated in Decatur County BOE policy EEE, the goal is to promote wellness and healthy nutrition for students and staff. All foods available on campus must have as an objective the promotion of student and staff health and the reduction of childhood obesity. In addition, the United States Department of Agriculture's (USDA) regulations prohibit the sale of non-nutritional foods and carbonated beverages during meal times at all school levels.

The objective of the Decatur County School Nutrition program is to provide students and staff with meals that are balanced and encourage good nutrition. School Nutrition foods must meet the USDA's current Dietary Guidelines and Requirements for Americans. Food choices are evaluated to reduce fat and sugar while providing the proper amounts of nutrients and calories for different age groups. A nutritious breakfast and lunch is served daily at each school.

It is for the reasons listed above that, while encouraging parents and guardians to enjoy a special meal with their child (ren), we are implementing the following procedure:

Procedure for Foods and Beverages Brought into the School Cafeteria:

- Students who bring their lunch should pack it appropriately and drinks (non-carbonated) should be in a non-breakable container.
- Parents and guardians are encouraged to visit the school and enjoy a nutritious meal with their student.
- No outside foods or beverages from restaurants will be allowed in school or cafeteria.
- Students who have food allergies or medical conditions that require special foods must have a doctor's statement on file.

The following rules of conduct apply to the lunchroom: 1. use good table manners; 2. keep voices in a conversational tone; 3. dump all disposable items and excess food in the trash containers and return tray and fork to window; and 4. take no food items, eating utensils, straws, or salt & pepper packets from the lunchroom.

MEAL CHARGE PROCEDURE

All students, staff and parents of Decatur County Schools are expected to pay for meals either in advance or at the point of sale. However, on a very limited basis, the School Nutrition Program will allow students to charge meals. When meal charges occur, the School Nutrition staff and the school administrator will work together to eliminate all debts.

The following procedures will be implemented in case of student charges:

1. Student will be told by cashier that their account is low or in the need of money.
2. Charge letters will be printed twice weekly and given to the students as recommended by the principal.
3. The School Nutrition manager will contact the parent/ guardian to let them know the account is in debt. All correspondence by the manager and staff to collect the money is logged on the "Charge List Contact Log."
4. Current charge lists will be printed and given to the administration either monthly or as requested.
5. Charges over \$5.00 will be addressed by the principal in a way they consider appropriate.

MEAL PRICES

***** BREAKFAST IS PROVIDED AT NO COST TO ALL STUDENTS*****

Elementary: Full price - \$1.35 Reduced price - \$.40
Middle & High: Full price - \$1.70 Reduced price - \$.40
Adult Meals at all schools: Breakfast - \$1.50 Lunch - \$3.00

PAYMENT PROCEDURE

The School Nutrition Program encourages customers to use MyPaymentsPlus or checks to prepay for school meals. Both Options provide parents documentation of payment.

PAYMENT BY MyPaymentsPlus

- ❖ Make a prepayment into your student's meal account or pay any outstanding balances using a check, credit card, or debit card at www.MyPaymentsPlus.com or by calling **877-237-0946**.

PAYMENT BY CHECK

- ❖ Make check payable to each school lunchroom.
Check must include:
 - Full Name
 - Street Address
 - Home Phone Number w/Area Code
 - Work Phone Number w/Area Code
 - Driver's License Number w/State
- ❖ List customer name on the memo line of check.
- ❖ Place check in an envelope with customer name and amount enclosed on outside of envelope.
- ❖ Turn the envelope in to the school lunchroom manager.
- ❖ Because of the large number of checks returned for insufficient funds, the School Nutrition Program will not accept checks for payment of meals for the last two weeks of school.
- ❖ **DO NOT** include fees for other items with your lunch money.

RETURNED CHECKS TO THE LUNCHROOM

Returned checks are now being processed by **Envision Payment Solutions, Inc.** If a check is returned due to non-payment, these procedures will be followed:

1. If your check is returned, it may be re-presented electronically. You authorize service charges and processing fees, as permitted by state law, to be debited from the same account by paper draft or electronically, at our option. If you have any questions you may contact **Envision** at (800) 290-3957 or www.envisionpayments.com.
2. Once an individual has had two returned checks, the School Nutrition Program Manager will not be allowed to accept any additional checks from that person/account until the previous debts have been taken care of.

At the beginning of each school year, individuals who eliminate any prior debt will be reinstated as a customer in good standing.

MEDIA CENTER

The media center is open from 7:30-3:15 Monday through Friday. Students may come to the media center at any time during these hours with a pass signed by a teacher. Students may checkout two books at a time. The books will be due two weeks from the date of checkout. The due date will be stamped in the front of the book. Students will be charged a late fee of two cents per day if materials are not returned on time. Students with overdue books may not check out another book. If a student loses a book or if a book is damaged beyond repair while in their possession, they will have to pay for the book before they will be allowed to check out anything else.

The media center also gives recognition and prizes to students who successfully participate in the Accelerated Reader Program (AR).

At any given time, the media center is used for classes, individuals taking tests, reading, and of course checking out materials. Students should be respectful of others using the media center. When in the media center, students are expected to follow the code of conduct outlined in this handbook. Any students disturbing others will be asked to return to class.

INSURANCE

At the beginning of each school year, parents have the opportunity to enroll students under a system wide accident policy. School hours or twenty-four hour coverage is available. Information will be sent home by students at the beginning of the school year. All pupils participating in interscholastic athletics, including seasonal practice, must be insured. Insurance is a prerequisite to participation. For more information, please contact the school.

DELIVERIES

No flowers, balloons, or other gifts will be delivered to students during the school day.

EYE PROTECTION

The school provides eye protection equipment for students who are participating or observing class activities involving caustic materials, heat treatment, or other potentially dangerous procedures.

STUDENT PUBLICATIONS

According to Board policy, school-sponsored publications are not public forums but are considered a part of the curriculum.

HALL PASSES

Time is made available for restroom breaks. In addition, students are provided with 5 passes each week and should plan accordingly. Students must have their hall pass in order to be out of the classroom during instructional time. Any student in the hall without a proper pass will be considered in an unauthorized area.

CLUBS AND ACTIVITIES

Hutto Middle School offers a variety of clubs and activities for students. It is our belief that involvement contributes to a well-rounded education and promotes self-esteem. Membership and dues criteria will be set by club advisors. A list of clubs/activities available to students, including each club's/activity's faculty advisor, mission statement, and planned activities, will be sent home with students at the beginning of the year. This information will also be available in the main office. Parents must provide written denial of permission (opt-out) for any club/activity in which they do not wish for their child to participate."

EMERGENCY PREPAREDNESS

Hutto Middle School has an emergency preparedness plan on file which is designed to save lives and prevent injuries in case of fires, thunderstorms, tornadoes, floods, hurricanes, hazardous material spills, utility failures, bomb threats, civil disturbances, terroristic acts, and other critical incidents. Students will be informed of proper procedures to follow in case of such incidents.

FIRE DRILLS

Fire evacuation drills are required by law. The purpose of these drills is to ensure the efficient and safe use of the exit facilities available. Proper drills ensure orderly exit under control and prevent panic. Speed in emptying buildings, while desirable, should be made secondary to the maintenance of proper order and discipline. Stress shall be given to execution of each drill in a brisk, quiet, and orderly manner. Running is prohibited. In case there are pupils incapable of holding their place in line moving at a reasonable speed provisions shall be made to ensure their safety. During drills, teachers and students should close room doors when leaving the building. This will reduce the draft and retard smoke, heat, and fire spread. Corridor and exit doors should also be closed. All drill alarms shall be sounded on the fire alarm system. There will be a distinct recall signal and no one is to return to the building until the recall signal is sounded. Each class or group shall proceed to a predetermined point outside the building and remain there while a check is made to see that all students are accounted for. Teachers should carry class rolls. The outside locations for class formation shall be sufficiently far away from the building and from each other as to avoid danger from any fire in the building, any interference with fire department operations, or any confusion between different classes. Whenever an alarm system sounds it should be assumed that a fire or suspected fire exists. Do not assume that every alarm is a drill.

Fines

Report cards will be held each nine weeks until all school fines are cleared. This includes, but is not limited to, library fines, money owed to the lunch room, lost school locks and books, damaged school materials, and various school supplied equipment.

COST TO REPLACE THIS STUDENT PLANNER WILL BE \$6.00

National Standards for Physical Education

Physical activity is critical to the development and maintenance of good health. The goal of physical education is to develop physically educated individuals who have the knowledge, skills, and confidence to enjoy a lifetime of healthful physical activity.

A physically educated person:

Standard 1: Demonstrates competency in motor skills and movement patterns needed to perform a variety of physical activities.

Standard 2: Demonstrates understanding of movement concepts, principles, strategies, and tactics as they apply to the learning and performance of physical activities.

Standard 3: Participates regularly in physical activity.

Standard 4: Achieves and maintains a health-enhancing level of physical fitness.

Standard 5: Exhibits responsible personal and social behavior that respects self and others in physical activity settings.

Standard 6: Values physical activity for health, enjoyment, challenge, self-expression, and/or social interaction.

Hutto Middle Physical Education

Goals

Students will participate in physical activities daily. Our primary goals are fitness and skill related. These goals are obtained through fun and exciting modified sport activities. Sportsmanship and character development are stressed and reinforced through daily activities and constant verbal communication.

Dressing out

Students will dress out Monday through Thursday. Dressing out includes athletic shoes, socks, t-shirt with sleeves, and shorts or sweat pants. Any clothing violating the school dress code will be addressed by the coach. Students record training or sportsmanship principles on Fridays. **Students need agenda books, a pencil and athletic shoes for Friday's activities.**

Grading policy

All students begin the 9 weeks with 100 points. Fifty percent of the grade is for dressing out and the remaining fifty percent is for daily participation. 4 points are subtracted each time a student does not dress out. 2 points are subtracted if the student does not have athletic shoes but is dressed out. Students not participating will lose 4 points daily. No student will lose more than 4 points daily. Students who begin to show consistent improvement in dressing out and participation will earn points back during the 9 weeks.

Fitnessgram9 Testing

The State of Georgia requires any student assigned to a physical education class to participate in a series of fitness test. These test components and measurements are listed as follows; height/weight (body composition), back-saver sit and reach (flexibility), curl-ups (abdominal muscular strength and endurance), pushups (muscular strength and endurance) and PACER (cardiovascular strength and endurance). Students in multiple physical education classes are only tested once a year. Fitness reports are distributed to parents throughout the school year. Students are encouraged to participate in daily activities which prepare them for these tests. Students are encouraged to do their best on each test item.

5th Grade Science GPS 5th Expectations

Fifth grade students will investigate evidence related to scientific concepts. They will conduct experiments and do research that focuses on earth science, physical science, and life science.

By the end of 5th grade, students will be able to:

- Use **records, tables, or graphs** to predict patterns of change
- Identify and find examples of **constructive and destructive forces** while relating the role of technology to monitoring and controlling these forces
- Explain the difference between **physical and chemical change**
- Describe the relationship between **electricity and magnetism**
- **Classify organisms** into groups
- Compare and contrast characteristics of **learned behaviors** and of **inherited traits**
- Identify **plants, animals, single-celled organisms, and multi-celled organisms**
- Relate how **microorganisms** are harmful or beneficial

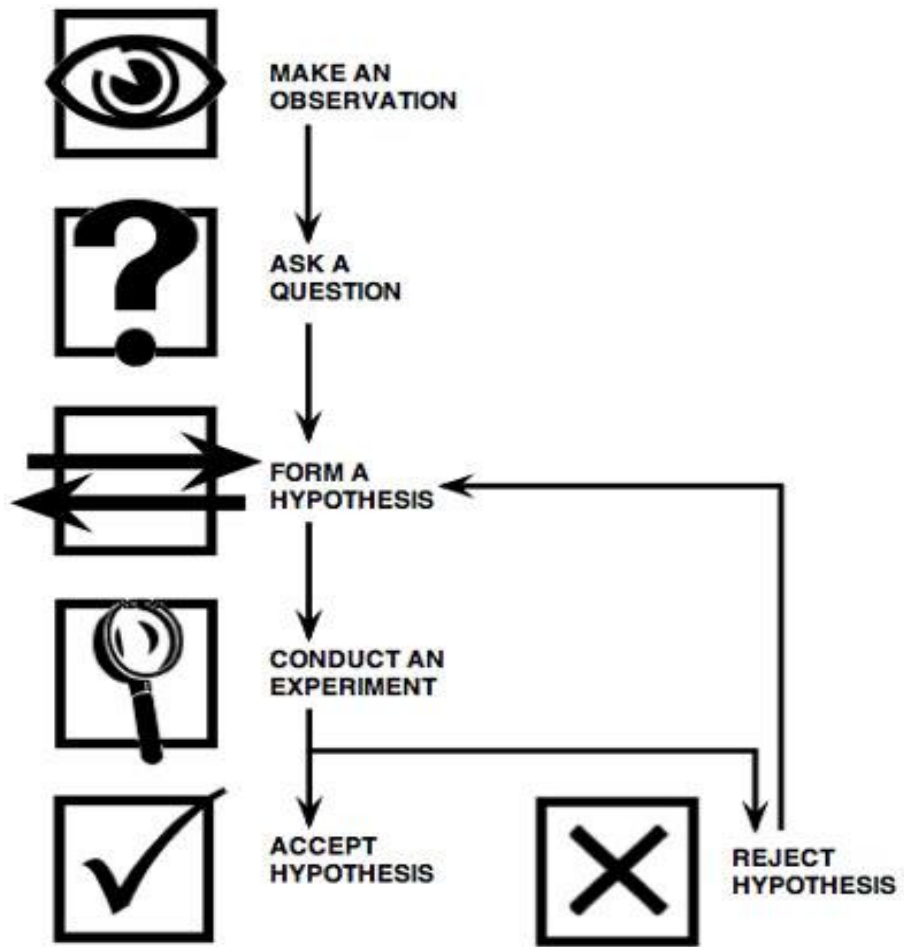
Thoughts to remember:

Cell theory-All living things are made up of cells

Law of conservation of mass- mass can neither be created nor destroyed

The Mass of an object is equal to the sum of its parts.

Scientific Method



ACCELERATED READER STUDENT READING LOG

Student Name _____ Home _____ Homeroom _____

ZPD Range Fiction: _____ ZPD Range Nonfiction: _____

Date (month/day)	Book Title	Book Level	Pages Read at School	Pages Read at Home	AR Test Score	Teacher's Initials	Parent's Initials

STUDENT EXPECTATIONS

		SETTING						
		All Settings	Hallways	Courtyard	Cafeteria	Library/Computer Lab	Assembly	Bus
Expectations	Respect Ourselves	Be on task. Give your best effort. Be prepared.	Walk.	Be positive.	Select healthy food.	Study, read, compute.	Sit in one spot.	Watch for your stop. Exit bus carefully.
	Respect Others	Be kind. Hands and feet to yourself. Help/share with others.	Use inside voice Keep your hands to yourself Walk on the right	Keep hands and feet to yourself.	Practice good table manners. Use inside voice.	Whisper. Return books. No playing.	Listen/watch. Use appropriate applause. Dismiss orderly.	Use a quiet voice. Stay in your seat facing the front. Keep your hands to yourself.
	Respect Property	Recycle. Clean up after self.	Pick up litter. Maintain physical space.	Put litter in garbage can.	Replace trays and utensils. Clean up eating area.	Push in chairs. Treat books carefully.	Pick up litter. Treat chairs/bleachers appropriately.	Wipe your feet. Sit appropriately.



Hutto Middle School
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