



*Red Bud
Middle
School*

*Policies & Procedures
Student Handbook
2015-2016*

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WELCOME PARENTS AND STUDENTS,

We look forward to working with you to make this school year exciting and productive. This handbook was designed to acquaint you with the policies and procedures in place at Red Bud Middle School. Topics are arranged alphabetically by category. Please read the enclosed information carefully and keep this guide as a reference. You will also receive a copy of the Gordon County Schools' Handbook that contains specific information about system policy and procedure.

ATTENDANCE—Students are expected to be present and on time whenever school is in session. When serious illness or other valid reasons necessitate absence, a student must bring a written excuse from a parent or legal guardian explaining the reason for the absence. The note should contain the student's name, homeroom teacher's name, date(s) absent, reason absent and parent or legal guardian signature. If an excuse note is not received at the school within 3 days of the student's return, the absence will be recorded as unexcused. An excused absence affords the student the opportunity to make up missed work. The school employs a School & Community Support Specialist who monitors student attendance. She contacts/visits absent students and refers families to school social workers when appropriate. (See *Gordon County Schools' Handbook* for more information regarding attendance policies).

BRING YOUR OWN TECHNOLOGY- Students are encouraged to bring their own technology from home, such as smart phones, Ipads, and other tablets. Students are permitted to use these items before and after school, as well as during the lunch period. Students must adhere to teacher expectations concerning usage and must have the permission of the classroom teacher to utilize technology in ANY way during the instructional period. Technology is collected during class/testing and will be distributed for use when appropriate. The school will not be responsible for lost or stolen items brought for usage. *Please note: any technology usage that causes a distraction during the school day may lead to disciplinary procedures, including usage off campus, if it causes a disruption in the learning environment.*

CAFETERIA—The cafeteria begins serving breakfast at 7:45am each morning. **Car riders who wish to eat breakfast must be in the serving line by 8:20 am.** Currently, breakfast for middle students is \$1.00 and \$2.00 for adults. The price for lunch is \$2.10 for students and \$3.10 for adults. Students can pay for breakfast/ lunch at school or parents may wish to utilize the system's online service, *Mealpay Plus*:

www.mealpayplus.com (see *Gordon County Schools' Handbook* for more information). **Students must apply for and be approved in order to obtain free or reduced prices.** Students will have a limited charge of **five meals**. Letters will be sent home to notify parents at the first negative balance. No charges are allowed for extra, a la carte items or adult meals. Please be aware that if a student has reached the charge limit, he/she will be provided an alternate meal (such as cheese sandwich & milk). Any refund request for amounts over \$10.00 must be submitted in writing. A check will be issued and mailed within 30 days. Please contact your school's nutrition manager for proper form. Students who bring breakfast or lunch to school should have drinks in thermos bottles. According to Board policy, **carbonated beverages in the original container and food from other eating establishments cannot be brought to our cafeteria during mealtimes.** A student microwave is available in the cafeteria.

Some simple rules of courteous behavior that will make meal times more pleasant are:

- Observe proper table manners
- Leave table and surrounding area clean and orderly
- Place trash in proper containers
- Do not leave the cafeteria with food

During lunch, students are supervised by staff. Misconduct in the cafeteria can result in a student being isolated during lunch for the day or extended period of time. **Serious or repeated misconduct in the cafeteria may result in office detention during lunchtime or other disciplinary consequences.**

CAR RIDERS—Morning car riders are to be dropped off along the covered entrance in front of the school between 7:20 am and 8:25 a.m. Car riders entering campus must use the Baxter/ Hunts Gin Road entrance. In the afternoon, all car riders are dismissed from the office complex sidewalk. Please do not drop students in undesignated areas of our campus. All car rider traffic is in single file.

CHANGE OF ADDRESS OR PHONE NUMBER—In case of an emergency, we **MUST** have updated information on each student. Please

notify the school of any change of address, phone numbers, or other contact information.

CHECKS FOR PAYMENT—The school will accept checks for payment. All checks must have drivers' license number, full name, street address and phone number on the check. However, in the event that your check is returned for NSF, your account will be debited electronically for the face amount plus fees. This service is contracted to check recovery company, *CheckRedi*. Repetitive NSF checks will result in "cash only" payment status. **Financial obligations must be met by the end of the school year. All remaining balances will be reported to the Gordon County Schools' Board Office for reconciliation in small claims court.**

CHEWING GUM/ CANDY—Chewing gum is **not** permitted at Red Bud Middle. Students should not bring candy to school.

COMMUNICATION—SCHOOL/HOME—Communication between the school and home is essential to the successful operation of educational programs for students. True communication is a two-way process and we encourage you to contact us with any school-related concerns. Teachers will return calls during non-instructional time; parents are also encouraged to email teachers. Phone messages may be sent out occasionally via our automated system to inform or remind of upcoming events. Event information and school contact information may be found on our school website, as well.

CONFERENCES-PARENT/TEACHER—A conference with your child's teacher(s) is the best means of learning how your child is performing in school. Every parent is expected to attend scheduled conferences. The parent can make requests for conferences by sending a note to the teacher, email, or by calling the school. We ask that you not "drop in" unannounced for a conference. The teacher may have a prior commitment or be involved with instruction or supervision of students. Teachers may not disrupt instruction to talk to guardians.

COUNSELING PROGRAM—A full time, certified school counselor is available to work with Red Bud Middle students. He will frequently work with students individually, in small groups, and entire classes.

CUSTODY OF CHILDREN—School personnel are bound by law to release children to either of their natural parents once presented on the white enrollment card unless we have a copy of a court order on file which grants custody to one parent or the other, or to a third party. We cannot enter into cases of court litigation unless subpoenaed by a court to appear as a witness. Please note: Enrollment cards are followed explicitly as completed at the time of enrollment.

DAMAGE TO/LOSS OF SCHOOL PROPERTY—Students are responsible for the proper care of all books, supplies, and furniture provided by the school system. Students who damage or lose school property will be required to pay for the lost or damaged item(s). Fines for lost or damaged school property are based on replacement cost.

DELIVERIES—Balloons, flower bouquets, etc. cannot be delivered to students during the school day. Deliveries will be held in the office and not sent to the classroom. This policy is due to concerns regarding the disruption of class and/or dangerous conditions on the bus caused by the student's possession of these items.

DRESS CODE—The appearance of any student is primarily the responsibility of the student and his/her parents. However, we do expect students to dress for school in an appropriate manner. Certain items of dress can be considered distracting and should not be worn to school. These include, but are not limited to: any garment which displays emblems related to alcohol, drugs, sex, or profanity. (See *Gordon County Schools' Handbook* for more information regarding dress code).

Beach flip-flops are not permitted for safety reasons. Hats are not permitted on campus unless designated for a special event. When a student's appearance is determined to be distracting, the school will notify parents and/or provide alternative clothing.

EMERGENCY DRILLS—Fire drills at regular intervals are required by law and are important safety measures. It is essential that when the alarm is given, everyone obey promptly and orderly to clear the building by the approved route. Students are not permitted to talk during a drill and are to remain outside the building until the signal is given to reenter. Tornado drills are also conducted periodically to acquaint students with the procedure to be used should there be an indication that a tornado is possible. Other emergency drills will be conducted as needed, which include "man down", external lockdowns, and internal lockdowns.

ENROLLMENT—Gordon County Schools require PROOF OF ADDRESS in the form of a utility bill or other permanent bill for admission.

Other requirements for a child enrolling in school are: *certified copy of birth certificate, social security card, up-to-date immunization form (Georgia form #3231) and eye, ear, dental exam form (Georgia form #3300)*. Your child's doctor or health department can assist you with the medical requirements.

ESOL PROGRAM—A certified teacher is on staff to provide support for students who are speakers of other languages. Services are provided to qualifying individuals. Call the Assistant Principal or ESOL teacher for more information.

EXTRA CURRICULAR OPPORTUNITIES- Red Bud Middle strongly believes that EACH student needs an extra-curricular activity in which to become involved. Students perform better within the classroom when they have a sense of belonging. Extra-curricular opportunities include:

Athletics, FCA, 4-H, Drama, Chorus, Band, FFA, FBLA, Academic Bowl, Math Team, and Student Council.

FIELD TRIPS—Educational field trips are planned to supplement classroom instruction. The cost of each field trip is based on transportation costs, destination and admission fees. In order for a field trip to be scheduled, the school must collect enough donations to cover the expenses of the trip. If sufficient funds are not collected, the trip may be cancelled. Parents must also return the *signed permission slip* before a child may participate.

FUND RAISING—Extra-curricular groups may occasionally sell items to raise funds for activities with prior approval of the administration, as well as, the BOE. Community groups and booster clubs may sell with administrative approval.

GIFTED PROGRAM—Students must meet criteria to be placed in gifted education courses. Goals for students include fostering creative/productive thinking, improving research and discussion skills, promoting higher levels of thinking and enriching the academic program. Students may qualify for accelerated classes without being tested into the formal gifted program. Room in accelerated classes is limited.

HOSPITAL/HOMEBOUND SERVICES—Hospital/Homebound services offer a short-term instructional program for students who anticipate being absent for 10 school days or more and are confined to home or hospital by a medically diagnosed physical or mental condition. The program may also be utilized if a licensed physician certifies that a student has a chronic health condition causing him/her to be absent for intermittent periods during the school year. Contact the Nurse for information.

IMMUNIZATION AND HEALTH REQUIREMENTS—According to state law, all students, regardless of grade level are required to have a completed immunization record, (*form # 3231*) and a record of eye, ear and dental examination (*form #3300*) on file at school. Your doctor or health department can assist you with this requirement. Any student who appears to have the symptoms of a contagious condition such as pink eye, lice, ringworm, etc. will be sent home for treatment and must have a doctor's release form in order to return to school. Students must have a "*Request for Medication/ Medical Treatment Form*" completed by parent or legal guardian on file at school.

INAPPROPRIATE PERSONAL ITEMS—Students are **not to bring any personal items** to school such as toys, games, pets, etc. unless given written permission by a member of the faculty/staff. These items can cause distractions to the learning environment and may be taken up. The student's parent must pick up any items confiscated. It is unlawful to possess any item used as a weapon on school property. Pocket-knives or other items that could be used as a weapon are not to be brought to school. **The school is not responsible for any inappropriate items that may be lost or stolen when brought to school.**

LOCKERS—Lockers are available for rental for the entire school year at the cost of \$10.00. Locker fees must be paid before a student receives a locker. Students may use magnetic decorations in lockers. NO Stickers, markers, etc. are permitted to be used. Students will be required to reimburse the school for any damage to lockers.

LOST AND FOUND—We encourage you to label your child's clothing that he/she wears to school. The school will hold lost clothing only a reasonable length of time, after which it is donated to a charitable organization. Parents may come and look over the collection of lost and found items at any time, located upstairs in room #301. *Parents should obtain a visitor's pass upon arrival.*

MEDIA CENTER—The media center is open during the school day and frequently for a short time after school. Students are expected to maintain a quiet and orderly atmosphere in the media center. Students are

encouraged to return books checked out in a prompt manner. Students with overdue books may not be allowed to check out additional materials until those out are returned. A replacement charge will be imposed for lost or damaged library books. If library books paid for are later found, refund checks will be issued at mid-year and end of the year.

MEDICATION—When necessary for a student to take medication at school, the following requirements apply: Prescriptions must be in the original container, bear the name of the patient, the prescribing physician and the pharmacy name. A separate written parental consent note is mandatory for the administration of each medication. The school nurse will administer some specified medications only if parental permission has been granted on the student clinic record.

MESSAGES—The office staff will take messages for students and staff. **Only urgent matters will be delivered instantaneously.** Messages for staff will be forwarded to voicemail where they can be accessed during the day. Preservation of instructional time is of utmost importance.

Therefore, important messages will be made at the end of the school day. Per *Gordon County Board of Education* policy, **A signed note is required when making changes in your student's afternoon arrangements/transportation.** We cannot assure that phone messages received after 2:45 p.m. can be delivered before dismissal.

MID NINE-WEEK REPORTS—Progress reports are sent home approximately 4½ weeks into each grading period to update parents on student progress. They are to be signed by the parent or guardian and returned to school.

PARKING—When parking on campus, please use an appropriate designated space for VISITORS. The driveway lanes are for thru-traffic only. Handicap spaces are reserved for vehicles with corresponding tags/decals. Please be cautious when entering and exiting school grounds. Some of our driveways are **ONE WAY only**. Always drive slowly in school zones and watch for students.

PICTURES—Individual pictures are taken twice annually. The school serves as an agent for the picture companies. Students are responsible for items from these companies that are taken home.

REPORT CARDS—Report cards are issued every nine weeks. They are to be signed by the parent or guardian and returned to school. The following is an explanation of grades:

| | |
|---|------------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| F | 69 & Below |

SCHOOL CLOSING—During times of inclement weather, *Gordon County Schools* may have delayed start, early dismissal, or school may be cancelled altogether. Listen to your local radio stations, watch the news on local networks or check system website for updates on school closings. Phone messages will also be issued via the automated service, when possible.

SCHOOL NURSE—A school nurse is available to assist students with health needs and to give medical attention. If your child should become ill during school, you will be notified and requested to pick him/her up at school as soon as possible. Please notify the teacher and the nurse if your child requires special medical attention or consideration due to temporary or permanent disability or illness.

SCHOOL SCHEDULE—The school building opens at 7:20 am each morning. **Please do not leave students unsupervised at school before this time.** Students are expected to be at school and in their classroom ready to begin instruction at 8:30 am. Students are tardy after 8:30 am. Students are required to spend a full day at school. Students will not be dismissed early frequently. Students are not permitted to leave school at any time without prior approval from the office. If a student **must** leave early, he/she must be signed out in the office **prior to 3:00 pm. After 3:00 pm**, a parent/guardian signing out a student will receive a blue dismissal slip to be given to the teacher and will be responsible for locating the student in the classroom or other location. Students are required to stay with their class until signed out in the office. Students riding in pm car riders are dismissed as soon as buses leave campus. Students riding buses leave campus by **3:30 pm**.

SOLICITATION—Should your child be involved in any fund drive, be advised that door to door solicitation is discouraged. Parents can support the schools efforts by contacting friends, relatives and co-workers.

SPECIAL EDUCATION—Specialized programs are available for students with exceptionalities or disabilities. Should you have a question about a specific program, feel free to contact our Assistant Principal.

STUDENT BEHAVIOR—Red Bud Middle utilizes the following philosophy in regard to school behavior: We believe that students have the right to an orderly, well-managed school and classroom where effective learning can take place. In order to achieve this, we further believe that consistency is important in establishing and maintaining good discipline. We believe that students can and will behave properly and therefore behavioral expectations should be high. Discipline should focus on preventive measures and seek the cause of misconduct when it occurs. In working toward these goals, we believe in a climate of mutual respect between the adults and students in the school. Disciplinary methods comply with the policies of the *Gordon County Board of Education* and state law. Additional correspondence will be sent home regarding school and bus discipline (See *Gordon County Schools' Handbook* for more information).

Red Bud Middle's school wide behavioral expectations are as follows:

We are kind and respectful.

We listen and follow directions.

We are prepared for class and ready to learn.

We understand that EFFORT MATTERS, and we will do our very best at all times.

We take pride in ourselves, our work, and our school.

We strive to be leaders, have good manners, and character.

We will Reach Beyond and Motivate for Success

STUDENT SUPPORT TEAM –The *Student Support Team* (SST) is a process of examining a student's needs through interdisciplinary teaming. For further information on this process, you may contact the Assistant Principal.

TARDINESS-Children who arrive after school begins are tardy and must stop by the office to get an admittance slip to the classroom. Children are considered tardy if not in class ready for instruction by 8:30 am.

TECHNOLOGY LAB-Two fully equipped technology labs are available for student use, as well as several mobile labs. Students may not access the internet for instructional purposes until a parent or legal guardian has completed and returned the permission form.

TELEPHONE USE- Students are not called from class to the telephone except in emergencies. Please make every effort to limit telephone messages to be given to students. Students must have prior approval to use the school lines for any reason.

TEXTBOOKS- The textbooks furnished to each student are the property of the *Gordon County Board of Education*. Each student is responsible for the damage or loss of textbooks. Fines for lost or damaged books will be based on replacement cost.

TOBACCO-Students are not permitted to possess or use any type of tobacco at school or on school buses.

TRANSPORTATION CHANGES- Students must have a note from their parent/legal guardian approved in the office if they are to ride a different bus or go home in any different manner. Students should come to the office before class instruction begins for this purpose. Calls to the school office for transportation changes must be **limited to emergency situations only** and must be made before 2:45pm to ensure the message can be delivered on time. Calls for transportation changes must be approved by an administrator and will be documented. Written notice of a change is required.

VISITORS –Parents and other legitimate visitors are welcome to our school. However, for the safety of our students and to prevent the interruption of classes, parents and other visitors are required to check in the main office and seek permission before going into the school building.

A visitor's pass is required while in the school. If you need to pick up a student, office personnel will locate the student for you. If you wish to see a teacher or would like to observe a class, arrangements must be made in advance of your arrival.

VOLUNTEERS- Volunteers play a vital role in the total education program. A school volunteer is an adult who is willing to give time and talent to help our students as a member of the educational team. Please contact the school office, your child's teacher, the School & Community Support Specialist, or an athletic coach to become involved. Volunteers must complete an application, be approved, and attend a brief training before beginning. Volunteers must sign in at the school office each time they enter the building.

WITHDRAWAL AND TRANSFER- The school office should be notified at least one day in advance when a student is to transfer or withdraw from Red Bud Middle so the proper forms can be completed. The new school should request the student's records to be forwarded. Students should return all books and clear all debts to the school before departing.

Principal: *Jennifer L. Hayes*

Assistant Principal: *Justin Timms*

Counselor: *David Weaver*

Nurse: *Kristi Langham*

Cafeteria Manager: *Tammie Bryan*

Family Engagement: *Jennifer Pulliam*

School & Community Support: *Christie Wilbanks*

Athletic Director: *Eddie Jones*

504 & SST Assistant: *Karen Jones*

Administrative Assistant: *Lydia Kelsoe*

Data Clerk: *Kim Coots*

Student Attendance: *Sabrina Horner*

Main Office Assistant: *Vanessa Morrison*

LOOK FOR THE
GORDON COUNTY SCHOOLS' HANDBOOK
Be sure to consult the Gordon County Schools Handbook for more important information regarding student attendance, medication for students, head lice procedures, custody arrangements, bus rules, student discipline and dates for school events