

Thomson Middle School



A Title I Distinguished School



2016-2017

STUDENT HANBOOK

301 Thomson Street
Centerville, GA 31028

Office 478-953-0489

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<http://tms.hcbe.net>

ADMINISTRATIVE STAFF

Dr. Walter E. Stephens, Principal

Tonja Simmons, Assistant Principal & Title IX Coordinator

Dr. Dustin Dykes, Assistant Principal of Instruction

Melissa Walker, Counselor & 504 Coordinator

Patrena Johnson, Counselor

Dr. Mike Jackson, Media Specialist

Mark Ivory, Athletic Director

OFFICE STAFF

Josephine Smith, Secretary

Sonya Hartzog, Bookkeeper

Stephanie Montgomery, ATS Clerk

Alesia Chadwick, Parent Involvement Coordinator

SUPPORT STAFF

Anita Garrett, Nutrition Manager

Tommy Walton, Lead Custodian

School Mascot: Tiger

School Colors: Blue, White, Orange



OUR MISSION

To inspire, support, and prepare each student with a quality educational experience, while building integrity and character to be successful and competitive in a global society.

OUR VISION

To produce high school ready students who are socially and mentally equipped to meet the challenges of society.

OUR BELIEFS

We, as educators, believe that it is our duty to make learning relevant and useful so that students will apply their learning in was that will equip them to be successful in society. We accept this challenge with great a sense of responsibility and dedication.

- **A safe and welcoming student learning environment is the chief priority.**
- **Instruction is based on the unique physical, social, emotional, and intellectual needs of each student through a wide variety of on-going assessments, alternative teaching strategies and instructional programs.**
- **A student's success is determined by their ability to accept and demonstrate a strong work ethic and personal responsibility for their learning.**
- **High expectations and a rigorous curriculum increases individual student performance.**

Dear TMS students and Parents,

On behalf of the faculty and staff, we would like to welcome you to Thomson Middle School! The faculty and staff work very hard to provide you with an educational experience that will allow our students to reach their highest potential. In return, we expect our students to work hard and give us their best effort every day. This handbook is a supplement to the Student Handbook for Middle Schools published and distributed by the Houston County Board of Education.

Parents this supplemental handbook contains information which you and your child will need to refer to throughout the school year. Please become familiar with our procedures and the content of this supplemental handbook. We believe that education is at its best when everyone is fully invested in the success of the child, therefore we welcome your support and concern and are excited about this year!

We take great pride in the work that is being done here at Thomson Middle. We believe that the safety and the orderly functioning of any community, including school, require that the rights of others are respected and personal responsibility is accepted. There are five essential characteristics that are promoted at Thomson Middle School and they are, **respect, organization, attitude and responsibility**. This requires a coordinated effort among administrators, teachers, students and parents. In order to provide a positive learning environment that is free from disruption, the following student resolutions will be in force:

1. We will show respect for others, their possessions, and Thomson at all times.
2. We will accept responsibility for our actions.
3. We will not discriminate or bully others.
4. We will behave in a manner that allows teachers to teach and students to learn.
5. We will keep our school looking great because we LOVE Thomson.

We look forward to continuing a positive approach to discipline and developing strong character in your child that will become a future leader in our community. We want your child to ROAR with Pride!

Sincerely,

Dr. Walter Stephens

ROARing Like a Tiger

	Using Good Manners	Listening & Learning	Making Good Choices	Showing Respect
Assemblies & Extracurricular	*Be attentive to the program *Participate when asked Follow directions	*Exhibit school pride and spirit *Use only positive responses *Demonstrate good sportsmanship	*Be on time, keep area clean *Keep hands and feet to yourself *Move orderly and quietly *Stay in assigned areas	*Focus on speaker *Respect other's space *Dismiss in an orderly manner
Arrival/Dismissal for Car & Bus	*Walk directly to designated area *Keep hands, feet, and objects to yourself	*Be courteous to other riders *Follow directions the 1st time	*Stay in assigned area *Follow bus and car rider rules & procedures	*Have permission to leave the assigned area
Cafeteria	*Walk as you enter/leave cafeteria *Use quiet voice when talking *Talk only to your table *Be polite to the lunchroom staff *Food goes from plate to fork to mouth *Chew food with mouth closed	*Clean your area *Remain seated at assigned table unless receive permission to get up *Additional items may be purchased during purchase of lunch. *School lunches or lunches prepared at home may be consumed in school cafeteria.	*Know your lunch number *Milk, tea, lemonade, or water can be consumed during lunch *Deposit trash and tray in the proper place	*Keep food and drink in the cafeteria *Leave area neat and clean *Go quickly and quietly through the line *Form and keep single line at each service area
Classroom	*Follow directions the 1st time	*Speak positively toward teachers and students *Show eagerness to learn	*Be prepared for class *Complete all assignments on time *Keep classroom area clean	*Leave property of other's alone *Respect personal space
Field Trips	*Be on time *Be ready to participate and enjoy the field trip	*Show school pride in community *Show self-respect by being clean and dressing neatly	*Notify parents of pick-up time *Follow all bus rules	*Be attentive when someone is speaking
Gym/Locker Room	*Dress out daily *Participate daily	*Keep hands to yourself *Keep belongings secure *Turn in lost items	*Use and take care of equipment as intended *Be in roll call area on time *Keep locker room clean	*Leave property of other's alone *Encourage peer participation *Follow instructions the 1st time
Hallway	*Walk on right side of the hall *Keep moving from class to class	*Keep hallways clean *Keep walls clean	*Stay in designated area	*Keep hands, feet, and objects away from others, walls, and displays
Lockers	*Go straight to locker *Get to class on time	*Wait your turn *Be helpful when needed	*Get necessary items for each class *Move quickly from locker to class	*Be polite *Keep area clean
Media Center	*Have permission to go	*Have a purpose *Wait patiently for assistance	*Bring signed agenda *Return books on time *Ask for help if needed	*Take care of materials *Use appropriate language
Restroom	*Choose it *Use it *Flush it	*Be sanitary *Report acts of vandalism	*Have a signed agenda pass *Keep it clean	*Leave others alone *Be quick and quiet

DETAILED ARRIVAL AND DISMISSAL TO AND FROM SCHOOL

All car riders are to be dropped off and picked up in the designated parent drop off area. Students will not be allowed to exit the front of the building or walk around to the front of the building to be picked up by parents. If you do not wish to wait in the parent pick up line, you will have to park your vehicle and come to the designated parent walk up area and make a request for your child. You must have your school provided parent pick up card when making your request.

STUDENT MORNING ARRIVAL TO SCHOOL

Students who are car riders should be dropped off and picked up only in front of the gym unless other arrangements have been made through the office. Students should not be dropped off at the school and/or at the front doors of the school between 6:30 A.M. and 7:00 A.M. Students that are dropped off before 7:00 A.M. will have to wait outside of the gym lobby until the school opens. Students entering the front doors of the building should be accompanied by a parent or guardian.

Upon entering through the gym lobby or from the bus ramp, students will either report to the cafeteria for breakfast or to their homeroom. Students who wish to eat breakfast must arrive before 7:20 A.M. Breakfast will not be served after 7:20 A.M. All students must be in their homeroom by 7:30 or they are considered tardy. It is strongly encouraged that students who are tardy to have a parent/guardian sign them in. Students must report to their homeroom teacher before going to their scheduled classes.

STUDENT AFTERNOON DISMISSAL

All car riders are to be dropped off and picked up in the designated parent drop off area. Students will not be allowed to exit the front of the building or walk around to the front of the building to be picked up by parents. If you do not wish to wait in the parent pick up line, you will have park your vehicle and come to the designated parent pick up and make a request for your child. You must have your school provided parent pick up card when making your request. Any students present after 2:50 P.M. should be with their group, club, teacher, or they should wait for their ride outside of the gym lobby. All students must be picked up no later than 3:20 unless they are attending a teacher-sponsored activity after school. Students left on campus after 3:30 P.M. who are not attending an official school activity, are unsupervised. **STUDENTS MAY NOT RIDE OR BRING SKATEBOARDS TO SCHOOL.**

If you are picking up your child from school who usually rides a bus, it needs to be done before 2:30 p.m. For safety reasons, we cannot allow students to be taken off the bus or ride another bus without proper authorization. This also includes students who are also car riders in the afternoon.

An announcement will be made to dismiss bus riders, car riders and students who walk to school. Students will not be allowed to exit the front doors during regular dismissal process.

ATTENDANCE

Research shows that there is a direct correlation between student achievement and school attendance. It is, therefore, most important that students be in school unless there are legitimate reasons why they must be absent. No other absence from class will be considered excused. Students on field trips or officially sanctioned instructional trips organized by the school will be counted present.

Parents can apply for **prearranged unexcused** absence in instances where it is absolutely necessary for the family and/or student to be out of town. This must be done prior to the absence by sending a letter to the principal explaining the reason for the child's impending absence. In so doing, a student will be allowed to make up work missed during his/her absence.

TARDIES TO SCHOOL

Students are tardy if they are not in homeroom by 7:30 a.m. If you arrive after 7:30 a.m., report to the office. Acceptable reasons for excusable tardiness includes: personal illness, family illness, death in the family, or certain religious activities. Student tardiness disrupts instruction & learning for the tardy student and for his/her classmates. Tardiness can also affect grades and establish bad habits and should be kept to a minimum.

- Students are to be in homeroom each morning before the end of announcements at 7:30am.
- Students arriving after 7:30 must report to the office for a tardy slip.
- Excused tardies include: personal illness, medical/dental appointment, illness in the immediate family, death in the family, religious holiday, court order.

POSSIBLE ACTIONS FOR EXCESSIVE TARDINESS TO SCHOOL

- Excessive **unexcused tardies** will be handled with disciplinary actions following parent notification and /or conference. Possible consequences include but are not limited to the following:
 - Lunch Reflection
 - Learning Lunch
 - Saturday School
 - ISS
 - Tardy/Truancy Contract
 - Social Worker Referral

We discourage parents from planning prolonged vacations during the school year, as these absences will be considered unexcused. Additionally, students will miss class assignments, which may affect their grade.

CHANGING SCHOOLS/CHANGING STUDENT INFORMATION

Students moving to a new location outside of the Thomson Middle School attendance area must notify the main office one week in advance. The student should bring a note from a parent or guardian stating where he or she will be attending school. The student should be prepared to return all textbooks and school materials and, if applicable, pay any necessary fines for lost or damaged materials. A clearance sheet must be signed by each of the student's teachers and the librarian, and returned to the main office prior to leaving. If they are going to another school within the county, they must visit Central Registration in order to register. If you change address or phone numbers, or if you go on vacation and leave your student under the temporary care of someone other than his/her legal guardian, please notify the main office.

ILLNESS OR INJURY

The Health Tech's office is located in Thomson's main office. It is important to inform the office of any special health matters concerning a student. In case of illness or injury, students must get a pass from a teacher to go to the nurse's office. The health tech or other office staff will determine whether a student needs to go home and contact the parent or guardian or a person listed on the student's Emergency Information Card. In case of a serious accident or injury on campus, the paramedics will be contacted to administer medical aid to students and parents or guardians will be notified immediately.

LEAVING OR RETURNING DURING THE SCHOOL DAY

Thomson Middle School is a closed campus throughout the entire school day. Students leaving for appointments must be checked out in the front office by a parent, guardian or designee in the front office. Students returning from an appointment must first check in with the attendance office.

MAKE-UP WORK FOR LONG-TERM EXCUSED ABSENCES

After an excused absence of two days, the parent or guardian may request assignments missed during that time. Requests received in the main office by 8:00 A.M. will be available for pick up by 3:00 P.M. the same day. Parents are advised to phone to confirm that there is specific work to be picked up before coming to school. If there is work to be picked up, please be sure that it is picked up by 3:30 P.M.

The students must make up assignments for schoolwork missed during an excused absence. It is the student's responsibility to find out about missed assignments from the teacher. The student must then make sure it is completed within the time allotted. If work that is missed cannot be made up, the teacher will decide a suitable alternative assignment. Students have a minimum of **FIVE** days to make up any missed work due to an excused absence. Make up work not submitted at the end of the allowed time may receive a grade of zero.

TRUANCY

The Board of Education of the Houston County School District recognizes the value of regular attendance in enabling students to profit from the school program. To meet special needs of students with chronic school attendance and/or behavioral problems, the Houston County School District declares that habitual truants are willfully defying the valid authority of school administrators and shall be subject to disciplinary action. This action will include a truancy contract, and or a court referral.

CAMPUS POLICIES

CLEAN CAMPUS

Take pride in your campus. The appearance of our school is important to all of us. It is the responsibility of each student to keep the campus clean.

GUIDANCE COUNSELING SERVICES

The Counseling Department at Thomson Middle School provides both academic and personal counseling for students in grades six through eight. Our counselors have an open-door policy for students, parents and teachers. The department works in partnership with the school psychologist and other outside agencies. Students may be referred for guidance counseling by other students, parents and teachers. Student Support Teams are conducted for students who are having academic or personal difficulties. For students who are in need of more in-depth counseling, the department can provide recommendations and community referrals to the parent of the student as needed.

EMERGENCY INFORMATION CARDS

Every student MUST have emergency information on file in the main office. If parents cannot be reached in emergency situations such as illness, injury or disaster, Thomson Middle School will notify the emergency contacts on the emergency card.

MEDIA CENTER

The Media Center is open every day of the school year from 7:10 A.M. until 3:25 P.M. The general collection of books may be checked out for a period of two weeks. Reference books, magazines, and reserve books may be checked-out after 2:15 P.M. and must be returned the following morning before homeroom. Students are charged fines for overdue library books. The fines for the general collection are \$.10 per day. Fines for reference books, magazines, and reserve books are \$.25 per day. Fines for overdue books do not exceed \$5.00. When a book is lost, the student must pay for the book. The replacement cost of the book is charged. When a book is found, the student will receive a refund of the cost, less \$2.50 (for any overdue fines and processing of lost book). Refunds are made during the school year in which the book is lost. Fines and overdue notices are given to students by homeroom teachers on a regular basis. The student and/or parent is responsible for settling these financial obligations.

LOST AND FOUND

Students must assume sole responsibility for loss or damage to any personal property left in classrooms, P.E. lockers or on campus. Thomson Middle School will try to help protect personal possessions, but it is not responsible for them. Check the lost and found located in the main office. If belongings are not recovered, immediately advise the office. The best way to assure items are returned is to have your name in permanent ink on all articles of clothing, notebooks, and other personal property. If you find something that does not belong to you, please turn it in. If you keep something you find it is considered stolen. Students who have witnessed a theft or know a student is in possession of someone else's belongings should inform a teacher, counselor, or an administrator.

OFFICE

All students entering the office must have a pass from their teacher.

Thomson's office is an important place of business in which all are welcome. The office staff is happy to answer questions about school procedures or policies. Students coming to any office during class must have a pass or call slip. Parents are requested to refrain from attempting to deliver messages to students via the office staff. The office is available for the following services.

1. To request a conference with the principal, assistant principals, or counselors.
2. To receive permission to use the phone.
3. To call home when ill.
4. To withdraw from school.
5. To get permission to leave early.

STUDENT SUPPLIES /TEXTBOOKS

Students need to have his/her notebook, paper, pencils and pens at all times. All students need a notebook to organize their schoolwork. Covers are required on all textbooks. Students may purchase a book cover in the library. Students are responsible for the condition of books assigned to them. Textbooks and materials must be returned at the end of the year or when withdrawing from school. Any student who damages textbooks or any other school materials, or fails to return these materials will be charged replacement costs. Fines and bills are paid in the library. Unpaid fines may result in the withholding of report cards.

FIELD TRIPS

Field trips are part of the middle school experience for all students. Student academic standing and conduct determines participation in any activities and will be at the discretion of the administration. * **Students who have been assigned to ISS multiple times will have their field trip privileges revoked. In addition, students who are failing will also forfeit their field trip privileges. Refunds minus the field trip deposit will be made to the students' parents that are not able to attend the trip due to discipline reasons. ***

GRADING SYSTEM

At Thomson Middle School, we use a weighted grading system in all classes to determine averages. The specific weighted scale is determined within each content and grade and is listed below for all academic classes. Academic classes must take a minimum of 8 - 12 grades each nine weeks and PE/Connections must take a minimum of 10 grades each nine weeks. Students in grades 6-8 will receive numerical grades on their report cards. The grading scale listed below will be followed:

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

	6 th Grade	7 th Grade	8 th Grade
Major Assignments	50 %	40%	40%
Minor Assignments	25%	25%	25%
Daily	15%	15%	15%
Final Exam	10%	20%	20%

STUDENT ACADEMIC AWARDS PROGRAM

At Thomson Middle, we believe that it is very important to celebrate the success of our students. In order to do so, we have implemented various recognition programs to be held throughout the year. Teachers, administrators, and outside agencies select award recipients. It is our intent to recognize every deserving student. We encourage parents to attend awards programs to share in the recognition of student accomplishments.

AFTER SCHOOL STUDENT ACTIVITIES

A number of after school activities will be planned for the enjoyment and social development of students. It is felt that these activities constitute an integral part of the total development of young people. These activities will include club projects, class projects, social events, athletic and other school related functions. Transportation must be provided by the parent/guardian. **Any student that is unable to be picked up within 30 minutes following any after school activity will be unable to attend the next after school event. (Principal's discretion will apply.)**

1. All school rules apply to school activities after regular school hours.
2. Guests from other schools must also follow TMS rules.
3. Once in the gym or on the field, students who leave and return must pay to get back in the event.
4. Attendance at an after-school activity should be for the enjoyment of the activity. Students will be required to leave without refund if their actions indicate other intentions or interests.
5. State standards specify that all athletic events during the school week must be over no later than 7:00 p.m. Students must be picked up promptly. Parents should arrive at 6:45 p.m. for pickup.
6. Special dances are held throughout the school year. **DANCES ARE FOR TMS STUDENTS ONLY.** Times will be announced prior to the event. Students should be picked up promptly.
7. Students must be counted present for the day in order to participate in any school activity.
8. **Students assigned ISS are not allowed at school functions and may not participate in extracurricular activities beginning on the day ISS is assigned.**

Note: Dress Code Policies are enforced at all school related functions unless other notice is given. Final decisions and judgments concerning appropriate dress are made at the discretion of the administration. Students who

violate dress code will be asked to call their parents for a change of clothing; if parents cannot bring appropriate clothing, the student will be placed in the In-School Suspension (ISS) classroom for the day.

REMEMBER!!!

1. **ACADEMIC INTEGRITY IS VALUED AT TMS!** Students may receive a zero if caught cheating on any assignment, quiz or test. Further cheating violations will also result in disciplinary action.
2. **NO FIGHTING at TMS!** To help resolve a conflict, contact a counselor, teacher or administrator. Students who initiate or provoke other students to fight will receive disciplinary action and a possible fighting citation/fine from the Sheriff's Department.
1. **NO BULLYING, HARASSMENT OR THREATENING CONDUCT will be tolerated** against school personnel, students or school property (written and/or spoken).
2. **NO RACIAL SLURS OR SYMBOLS, SEXUAL NAME-CALLING** or inappropriate sexual remarks of any kind.
3. **NO PROFANITY or OBSCENITY** – written, spoken or gestured!
4. **NO DRUGS OR ALCOHOL.** A student shall not possess, sell, use, transmit, or be under the influence of any drug, intoxicant or any substance with the pretense of being a prohibited substance.
5. **NO GANG-RELATED** drawings, signs or activity (written and/or spoken) allowed at TMS.
6. **NO INAPPROPRIATE GRAFFITI** (written or drawn) on notebooks, book bags, clothing or your body. It's best to label personal items with your name only!

TITLE IX

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in education programs and activities. Our school does not discriminate on the basis of sex in its education programs and activities. Any inquiries concerning Title IX may be referred to our school's Title IX Coordinator , **Tonja Simmons 478-953-0489 ext. 43486.**

NOTE: The administration, faculty and staff reserve the right to reprimand students when guidelines, rules and regulations are not followed. Giving false information to staff members will result in disciplinary action. The Houston County School System endeavors to provide a safe and secure environment for all students. *The Board authorizes reasonable searches of students and their possessions directed to that end by school officials. The Board authorizes random searches of board owned property such as lockers, desks and other such property that may be assigned to students.*

CLUBS and ORGANIZATIONS

Club	Sponsor(s)	Mission	Activities	Dues	Membership Requirements
Academic Team	Ms. Terra McMillan	Provide middle school students with the opportunity to increase and share their knowledge while representing Thomson Middle in the PAGE Academic Bowl.	Students will meet in the morning and/or afternoon to practice for PAGE Academic Bowl	\$15 (t-shirt)	Open to all middle school students. Members will be selected after several rounds of academic contest, must display ROAR
FCCLA	Ms. Leigh Cape	To promote personal growth and leadership through Family and Consumer Sciences.	STAR Events, Career Connection, Families First, Student Body		Open to all middle school students, members must Display ROAR
FBLA	Mr. Jody Sikes	Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.	Team events, Speech events, Interview Events, Production and objective test and many greater events.		Open to all middle school students, members must Display ROAR
FCA	Mrs. Katherine Jones/Mr. Robbie Bartlett/Mrs. Debbie Thigpen	Provide the opportunity for athletes/students to meet for prayer and devotional		\$25 (t-shirt)	Open to all middle school students, members must Display ROAR
MAC/Yearbook /WTMS	Dr. Mike Jackson	Publish the school yearbook, provide support to fellow classmates in the media center	Taking pictures of school events, shelving books, morning announcements	None	Open to all middle school students, members must Display ROAR
STARBASE 2.0	Mrs. Jessica Golden	STARBASE Mentoring combines STEM	Meet weekly after school, provide		Open to all middle school students, application

		(Science, Technology, Engineering, and Mathematics) activities with a relationship-rich, school-based environment to provide the missing link for at-risk youth making the transition from elementary to middle school.	enrichment and engage students in STEM based activities		process, members must Display ROAR
Jr. Beta Club		To promote the ideals of academic achievement, character, service and leadership among elementary and secondary school students.	Monthly meetings and participate in various community service projects	\$25	Open to all middle school students, must maintain an overall average of A in core academic classes, members must Display ROAR
FFA	Mr. Andy Reeves	FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.	Monthly meetings, participate in community development events		Open to all middle school students, members must Display ROAR
Student Council	Mrs. Erica Fleming/Mrs. Princessa Copeland	The student council serves to advise the administration of ideas for school improvement and provide service and support to the school and staff	Student council meets monthly, sponsors school events and provide service projects for the school		Open to all middle school students, student representatives are elected by their peers, members must Display ROAR

4H	Mr. Travis Phelps/Ms. Kimberly Tinsley	To assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive members of society.	Monthly meetings		Open to all middle school students, members must Display ROAR
STEAM Club		Empower students to become innovators and technologically proficient problem solvers	Monthly meetings and STEAM Competitions	\$20	Open to all middle school students, members must Display ROAR