

J.C. Booth Middle School

2018-2019

STUDENT HANDBOOK

J.C. Booth Middle School
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The information in this book was the best available at press time. Watch for additional information and changes.



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Dear Parent/Guardian:

Please review the Student Handbook with your child and sign below.

My child
understand the Student Handbook for the 2018-2019 school year.

and I have reviewed and

Student's Signature

Parent's/Guardian's Signature

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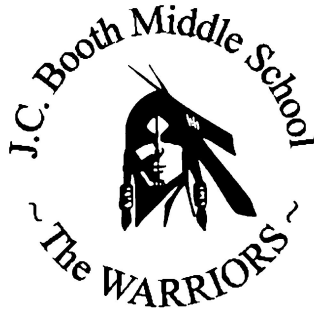
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Dear Students and Parents:

The faculty and staff of J.C. Booth Middle School welcome you to the 2018-2019 school year. We look forward to a successful year in both the classroom and in extracurricular activities. We encourage you to become involved in all activities offered by our school. The expectations that our teachers, staff, and administrators have for our students are for you to work hard, do your best in everything and that you will be successful. You can expect from us the support and encouragement you need as you “strive for excellence.”

All students are required to have a copy of this handbook/agenda, which sets forth our school's guidelines and expectations. All students are issued a handbook/agenda and upon acceptance are responsible for the rules and regulations set forth in this handbook.

The agenda is also used as a hall pass and a communications tool between teachers and parents. This book is the property of the school and should be treated with the same care and respect as a textbook. **Students should not tear out or fold back pages in the agenda, as it is also a record of communications between parents and teachers.** Students who deface or vandalize the agenda or its cover, or lose their agenda will be required to purchase a new one at a cost of \$10.00. **Because a limited number of extra Agendas are ordered each year, the replacement Agenda may be one that was used by a withdrawn student or a photocopied planner. An up-to-date school calendar is available on the school's website:** www.jcbooth.org. We hope that you have a successful school year.

Steve Greene, Principal

Carolyn Comer, Asst. Principal/Athletic Director

Kayla Sebolt, Asst. Principala/Instructional Lead Teacher

CPL Monica Lacourly (PCPD), School Resource Officer

HISTORY OF J.C. BOOTH MIDDLE SCHOOL

Our school is named after James Cecil Booth, a well-loved educator in Fayette County who devoted over 40 years of his life to education. In August 1978 J.C. Booth Junior High started at Fayette County Junior High School where students and teachers from both schools attended double sessions. Our current building was occupied on January 15, 1979. In 1990 we adopted the middle school model and the school was renamed J.C. Booth Middle School. Our school mascot is the Warrior and our school colors are hunter green, black, and silver.

MISSION STATEMENT

The mission of J.C. Booth is to create a community of learners equipped with life skills which enable us to positively embrace the challenges in our changing world.

VALUES STATEMENTS

These value statements are the attitudes and behaviors that our school embraces. They represent our shared commitments regarding how we will behave on a daily basis in order to become the school we want to be. These values support our school's vision and are aligned with our mission.

1. We will work collaboratively as a professional learning community to strengthen our instruction and assessments in order to provide a challenging and relevant academic curriculum.
2. Our expectation is that every student will improve his/her learning and show a high level of mastery and problem solving skills.
3. We will respond positively to the needs of all students, providing them the necessary time and support to achieve high standards of learning. We will never give up on a student.
4. We will recognize and embrace the diversity of our school community and model caring, respectfulness, and responsible behavior.

5. We will model and teach tolerance and patience while enforcing rules consistently and fairly.
6. We will encourage open lines of communication and provide many opportunities for our school community to become an integral part of our students' learning.

VISION STATEMENT

Ignite a passion for learning through a positive environment.

THE WARRIOR CREED

It is important that students work to the best of their ability. Therefore, they shall strive to follow the **Warrior Creed** to:

- **Be Responsible:** *I will take ownership of my behaviors and expectations necessary to be a successful student. I will make adjustments in my choices and advocate for my best interest in order to be a successful student.*
- **Be Respectful:** *I will show respect towards myself, others and property by modeling the expectations set by FCBOE and the J.C. Booth Code of Conduct.*
- **Be Ready to Learn:** *I will be mentally, physically, and emotionally ready to learn by attending school regularly and on time; using organizational tools such as agenda, binder, homework online, and infinite campus to keep up with assignments; being ready to learn with materials, motivation and alertness.*

SCHOOL POLICIES

ACADEMICS

ACADEMIC DETENTION

When a student fails to complete homework or class assignments, teachers may assign academic detention, before or after school in order to prevent students from receiving a zero on an assignment. Students will use the time in detention to complete the work. *Students may also be assigned to **before school Morning Study Hall and/or Working Lunch. Saturday School** is held once a month, from*

8:00 AM – 12:00 noon, for the same purpose. Teachers will recommend students to Saturday School to make up missed assignments and to get one-on-one direct assistance from a certified teacher or student volunteers. A student may make up missed work due to OSS during Saturday School if he/she coordinates it with his/her teachers. Students may also be required to go to an academic recovery room during the school day to complete assignments or assessments and get additional academic time and support.

ACADEMIC DISHONESTY

Talking, text messaging/using a device, or note passing are not permitted during any assessment (test, quiz, etc.). Giving or receiving information from any person or source in any form NOT sanctioned by the teacher, including the violation of plagiarism rules, shall constitute a cheating offense. This includes class work, homework, study guides, projects, research papers, tests, etc. A zero (0) may be given and further disciplinary action may be taken (office referral).

GRADES AND REPORT CARDS

Report cards will be sent home with students every nine weeks. Students should return materials that require the parent's signature on the following school day. Students who do not return these materials may face disciplinary action.

Parents and students will be able to access their current grades in their core academic classes using **Infinite Campus**, a web-based student information system. Parents and students may access the **Parent Portal** to access their grades, contact information and attendance records through the school website (www.jcbooth.org). Parents who do not have access to the internet at home may use the public library, or a designated computer located in the front office of our school to access this information. It is important that a current and accurate e-mail address is provided to the school in order to take advantage of this instructional technology. ***It is this school's intention to use grades to communicate a student's mastery of the curriculum and effective study skills. Grades will not be used as a disciplinary tool.*** While we use numerical grades, the following scale is given for comparison:

90-100	A
80-89	B
71-79	C
70	D
Below 70	F

ATTENDANCE

Middle school hours are from 8:10 AM to 3:10 PM, Monday through Friday, unless otherwise notified. Research shows that there is a direct correlation between student achievement and school attendance. Therefore, it is important that students be in school unless there are legitimate reasons to be absent. **When a student is absent, the parent or guardian must provide the school with written and signed explanation of the absence within three school days, otherwise the absence will be considered "unexcused."** Please note: **we do reserve the right to request a doctor's note after the 5th parent note has been written for absences.** When a student's parents/guardians know in advance of an absence, they should contact the school administration and/or your child's teachers. In these absences (which by law are considered unexcused), make-up work will be scheduled at the convenience of the

teacher, but make-up assignments must be completed no later than 5 days after returning. Georgia law allows for a student absence to be excused only for the following reasons:

1. Personal illness.
2. A death or serious illness in the immediate family.
3. Court Order
4. Recognized religious holidays.
5. Absences mandated by order of governmental agencies.
6. Instances in which school attendance is impossible or hazardous to health and safety.
7. Service as a page in the state legislature (counted present)

You can help insure good attendance by planning family trips at times when school is not in session and making appointments for after school hours whenever possible so that you do not have to check your student out of school. A student checking out of school is marked absent from those classes missed and must bring a written excuse.

A student is considered to be at school when he/she arrives on the school campus. Students may not leave the school campus until dismissal or when checked out by an authorized adult or on a field trip. Leaving campus without authorization is a discipline infraction. A student must be in school and counted present for 1/2 day (**11:40AM**) before being eligible to participate in any school sponsored activity after normal school hours. Examples: games, practice, tryouts, dances, concerts, club meetings, etc.

Georgia law (O.C.G.A. 20-2-690-2), Attendance Protocols for Unexcused Absences, now requires schools to notify parents/guardians when their student has 5 unexcused absences in any semester and for parents to sign a statement of possible consequences and that they acknowledge this. **At the 11th absence, the notified parent or guardian will be reported to the Student Attendance Protocol Committee to determine if court action will be pursued for formal intervention.** See the Fayette County School's Student Code of Conduct for details.

ARRIVAL AND DISMISSAL OF STUDENTS

MORNING: Parents may not leave their children unattended at school before **7:20 AM**. Since teachers are not in the building earlier, the school CANNOT assume responsibility for students who arrive early. Students are to be dropped off in front of the school. All students MUST enter through the gym doors upon arrival (6th graders enter through the cafeteria doors down the alley way).. All students must remain seated in their assigned area until dismissed to go to homeroom. Prior to homeroom dismissal, students will not be allowed to leave their assigned area without a pass from a teacher. There are no locker privileges before dismissal to homeroom.

AFTERNOON: Students will remain in their last period class until dismissed. Upon dismissal, students must go directly to their buses, the sidewalk adjacent to the football field or to the designated area next to the gym annex to wait for their car / golf

cart rides, their after-school activity, or begin walking or biking home. Students are expected to have their transportation arrangements made prior to dismissal and they will not be allowed to loiter around the school grounds after dismissal. Car riders are to be picked by 3:30 PM.

Students are not allowed in the building after school has dismissed except under the following circumstances in which they are to be supervised by school staff:

1. School sponsored activity (includes after school reading and math [ARM] sessions, club meetings and athletics)
2. Make-up, help sessions, or tutoring
3. Administrative, teacher, or team detention

CHECKING IN LATE

Students who arrive at school late and are not seated in their homeroom after the morning Tardy bell (**8:10 AM**) must be signed in at the school office by a parent, guardian or authorized person. No student is to check in on their own. No student will be admitted to class unless an authorized adult has signed him/her in. Students who check in late will be issued a pass that will admit the student to class. When a student is tardy, the parent or guardian must provide the school with a written and signed explanation of the tardy within three school days, otherwise the tardy will be considered "unexcused." Please note: we do reserve the right to request a doctor's note after the 5th parent note has been written for tardies.

If a bus arrives late to school, all students must report to the office upon arrival. These students will be issued a late bus pass that will admit them to class. Students who arrive on a late bus will not be counted tardy.

The office will NOT issue late passes to students during the school day.

In the event of excessive tardies, disciplinary action will occur. Each semester, after 3 unexcused tardies, the penalty will be as follows:

3rd unexcused tardy -letter/email to parents

4th unexcused tardy - 2 days ISS Lunch

5th unexcused tardy - 3 days ISS Lunch

6th unexcused tardy - 1 day In-School Suspension (ISS)

7th or more - Additional Days in ISS

CHECKING OUT EARLY

Any student who needs to leave campus prior to normal dismissal must be checked out from the office by a parent, guardian or authorized person listed on the student's Emergency Information Form. The following rules apply:

1. The student must bring a note signed by a parent/guardian from home stating the time and reason for the pending checkout. The student will bring the note to the office before homeroom. The student will be issued a pass to leave class at the appropriate time to report to the office for checkout. It is the student's responsibility to notify his/her teacher that he/she will be leaving the class and to be in the office at the correct time to be checked out. **Students will not be allowed to be checked out after 2:45 PM.**
These procedures will help reduce interruptions to classroom instruction.
2. A student will not be allowed to leave class for checkout unless a note from home was presented, or the student is called from the classroom by the office for checkout.
3. Check-out arrangements cannot be made over the telephone. A signed faxed request will be accepted. The school's FAX number is: **770-631-3245**.
4. All students will be signed out only by authorized persons who are recorded in our Student Information System. Before checking out a student, a picture I.D. will be required from that person. The authorized person must also sign in a student who returns to school.
3. Keep head and hands inside the bus.
4. Remain quiet when approaching and stopping for railroad crossing.
5. No food or drinks on the bus.
6. No tobacco, matches or lighters on the bus.
7. No weapons of any type are allowed.
8. No tampering with any equipment on the bus (such as the emergency door).
9. No vulgarity, profanity or obscene gestures.
10. No throwing of objects of any type inside the bus or out the bus window.
11. No littering on the bus with paper, pencils, etc.
12. No getting on/off bus at stops other than regular stop unless you have written permission.
13. No harassment of other students.
14. Face forward when seated, with feet on the floor.

NOTE: Large items, glass objects, animals, firearms, weapons or other potentially hazardous materials will not be allowed as they pose a danger to others. Any student disobeying the transportation rules may be removed from the bus.

ANNUAL AWARDS

Annually our academic teams select the top student in each academic content area and recognize them at an end-of-year awards ceremony known as Honors Night. Additional awards include perfect attendance in middle school, citizenship, academic competition, etc.

Students receiving an award receive an invitation for them and their families to attend.

BOOK BAGS

According to the FCBOE Student Code of conduct, "for safety reasons bags/book bags are not allowed in classrooms. Students must place all bags/book bags in their lockers in their lockers upon arrival at school." Any bag or large purse that has a book or an Agenda in it, other than a small reading book, is considered a "book bag" & can't be taken to classes. Students will only be allowed to use "String Bags" to bring items to & from school & to take PE clothes to & from PE class. Padded carriers for personal technology devices are allowed.

BUS CONDUCT

Bus drivers carry a heavy burden of responsibility. Students and parents should be aware that the sole purpose of the school bus is to transport students **safely** to and from school. The following guidelines must be followed when riding the bus.

1. Talk in a normal tone (no screaming).
2. Sit in your assigned seat (by grade level if designated by the driver) and remain seated (no changing of seats).

CHROMEBOOKS

All personal devices should remain in your locker from 8:00am-3:10pm; no exceptions. Each student will be issued a personal Chromebook as part of an initiative approved and funded by our school district to improve engagement and motivation of our students for instructional use, only. Under the direct supervision of teachers, students are only allowed to use their school issued Chromebook. This device is considered as a tool for instruction. Students are restricted to using the Chromebook in the classroom and at home for a specific purpose approved by their teacher and under the teacher's supervision. A "DEVICE UP / DOWN" sign is posted in every classroom to signal when to use it. Students should not let other students use or touch their Chromebook. Students may not use their Chromebooks to email parents or others during the school day for any reason. If a student gets ill, the school nurse will contact a parent if deemed necessary, not the student (consequence given). Should students and parents elect to participate, an appropriate Chromebook Use Agreement will be given (possibly) in the Secondary School Student Code of Conduct which each student received on the first day of school. Violations of the policies will result in school-level disciplinary action and recorded in Infinite Campus..

CLUBS AND ACTIVITIES

We encourage all of our students to participate in the clubs and activities that are offered at our school. Many of our clubs will

meet routinely starting the 2nd 9-week grading period through the 3rd 9-week grading period during our Friday Literacy period. Some also meet before or after school hours. Some club sponsors ask for a participation or materials fee as part of membership. Early in the school year we will have a Club/Activity "EXPO" during which students will get to learn more about the different offerings and can sign up to become a club member.

In addition to clubs, students are encouraged to participate in **academic competitive teams** including the Math Team, the Academic Bowl Team, LEGO Robotics Team and the Science Olympiad Team.

Georgia legislation allows parents to "opt-out" their child from participation in an extracurricular club or activity. Such requests should be sent to the principal in writing. At the beginning of the school year a list of the clubs/activities that will be offered this year will be posted on the school's website. ([click here for list of clubs](#))

COUNSELING

The J.C. Booth Counseling Department supports the academic, emotional, and social aspects of the student. The purpose of the department is to ensure that the student is ready to learn in respect to cognitive and social development. Students are assigned a counselor based on grade level. The counselor will work with her students to ensure a smooth transition throughout the middle school years. The assigned counselors are:

6th Grade: Marleigh Whiteman (ext. 228)
whiteman.marleigh@mail.fcboe.org

7th grade: Kristin Cristelli (ext. 229) cristelli.kristin@fcboe.org

8th grade: Carolyn McDermott (ext.230)
mcdermott.carolyn@mail.fcboe.org

Parents and students are encouraged to see the appropriate counselor with their concerns. Students may see a counselor through self-referral, teacher referral, parent referral, special services referral, friend referral, or administrative referral. Dependent on the concern or need at hand, the counselor may advise student, parent(s), teacher(s), and/or administration on recommended support that will in hope relieve the concern for the student. This recommendation may be a school-based intervention addressed through individual, group or classroom guidance.

In addition to all the other services provided through the counseling office, students and parents should be aware that resources are available to them in areas pertinent to today's youth. The counselors may recommend community resources to the parent if the need of the student cannot be met through one of the three modes of school counseling intervention (individual, group, classroom, etc.).

Booth Student Services:

- Academic: Tutoring Program(s), Classroom Guidance, mini lessons: Organization, Understanding Grades, The Power of the Zero, Assist in Testing, Educational Planning, and the Tier Levels.
- Career: Use of the Booth Family Connection Program to conduct interest inventories, personality assessments, and explore various careers and related coursework; transition activities to prepare students for the transition from one level to another
- Social / Emotional: Rainbows (death and divorce), Mentor Program, Behavioral Contracts, Attendance Contracts, Warrior Blazer Program, Peer Buddies,

Booth Parent Resources:

- Recognizing the parent as the single most important person to influence a child's academic progress, the counseling department welcomes questions about adolescent development. We are a resource to the parent. We offer a library of reading materials and are available to support you as the parent. Please do not hesitate to contact us by phone or email.
- Each student is a unique individual who must meet the same state standards across the curriculum. Our department works with teachers, student, and you, the parent to devise the best approach for meeting the academic need of the learner. If you would like to meet with your child's teachers we encourage you to make contact with them to schedule this meeting either through email and/or phone.

Be An MP3 Parent: *Tuning into your Teen*

Three M's of Parenting Your Teen:

Motivate: Be involved with your child's learning. Research shows that when you show an interest in your child's education then he or she will do better in school. *How:* Parent Conferences, frequently checking Infinite Campus and the Homework Hotline, supporting your child through academic assistance on projects, studying for tests, and daily assignments.

Model: You are your child's role model rather they admit this to you or not. Your teen learns from your behavior. Treat them and others as you would like to be treated.

Monitor: Keep up with your child's grades, school attendance, friends, emails, blogging, texting, phone contacts, and where-about. Knowing who your child is with and what they are doing will decrease the likelihood of your child finding themselves in a difficult situation.

DISCIPLINE

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole (on-campus

and/or off-campus). Accordingly, students shall be governed by policies, regulations and rules set forth in the Code of Conduct and the Student Agenda.

Authority of the Principal: The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in the Student Code of Conduct and/or Student Agenda, the Principal may undertake corrective measures, which he or she believes to be in the best interest of the student, and the school provided any such action does not violate school board policy or procedures.

We believe that every student has the right to learn and every teacher has the right to teach in a safe, positive environment. **Our expectations are that all students will do their best, be respectful and be responsible. Students** whose behavior prevents this will be disciplined. We believe that every student has the ability to choose appropriate behavior. We believe that discipline is a subject to be taught, rather than just a procedure to be followed. Students will be taught appropriate behavior and teachers will reinforce appropriate behavior. The behavior of students is the responsibility of each student and his / her parents / guardians.

The essence of good discipline is **RESPECT**; respect for authority and respect for others; respect for self and respect for rules. It is an attitude that begins at home, is reinforced in school, and is applied throughout life.

For all students to learn and grow, school must be a safe environment. Current events suggest that ensuring such a safe environment is a task that requires a strict, no-nonsense approach to any words or deeds that reflect the violence of our times. The staff and administration of J.C. Booth Middle School will regard all written and/or verbal threats, implied or direct, towards students, staff members, or school and staff property, as acts of malice and endangerment. The school's action will be immediate and severe. Incidences will be referred to the school resource officer. Report threats, weapons and any other problems in person, by email or phone.

HOW TO AVOID DISCIPLINE REFERRALS:

Students who choose inappropriate behavior also choose the consequences of that behavior. Every student is responsible for his or her own behavior. Students are expected to:

- Come to class prepared and on time.
- Follow directions the first time they are given.
- Be respectful of yourself, others, and all property.
- Follow **all** school rules.

DISCIPLINE PROCEDURES

Booth Middle School students are subject to the Fayette County School System secondary edition of the **Student Code of**

Conduct and the Fayette County Guidelines for Student Behavior during the school day and at all times while they are on campus or off campus on an authorized school activity. School personnel have jurisdiction over students at all school sponsored events. Attempts will be made to notify parents of In-School and Out-Of-School suspension by telephone. In cases of teacher detention or administrative detention, written notice will be sent home with the student.

The following is a partial list of offenses for which a student may be punished. **(This list is by no means complete and may be expanded to include any offense that is harmful or disruptive.)**

1. Insubordination: unwillingness to follow the instructions of school personnel.
2. Improper bus conduct.
3. Smoking or the possession of any form of tobacco, lighter, or matches.
4. Destruction of property or vandalism, including textbooks, student Agendas (beyond normal wear & tear) and Chromebooks.
5. Fighting or encouraging/instigating fighting, regardless of who starts it.
6. Skipping classes/leaving campus without permission.
7. Violation of the dress code.
8. Chewing gum.
9. Trespassing: entering or remaining on school property after being warned, includes classrooms.
10. Theft.
11. Gambling in any form.
12. Possession of nuisance items not allowed at school.
13. Selling or buying of any item (except approved fundraisers) is prohibited.
14. Physical, verbal, or sexual harassment.
15. School forgery: falsifying teachers' signatures, parents' signatures, report card alterations, or making duplicate report cards.
16. Tardiness to class and/or school.
17. Being out of class without a pass (teacher or office) or other proper authorization.
18. Talking during quizzes or tests, using cheat sheets, copying / sharing homework, or any other means of obtaining grades dishonestly.
19. Using profanity or otherwise objectionable language or gestures to students, faculty, or staff, including derogatory personal remarks, racial remarks, or use of fighting words.
20. Failure to bring all necessary materials to class (Agenda, Chromebook, paper, pencils, textbooks, etc.).
21. Truancy - Chronic unexcused absences and tardies.

22. Possession of, or use of, alcoholic beverages, nonprescription drugs, inhalants, or drug paraphernalia at school or at any school sponsored activity.
23. General misconduct in class, hallways, common areas, assemblies, lunchroom or any school sponsored activity, or any conduct that disrupts the educational process.
24. Consistent lack of effort in any class.
25. Public display of affection (i.e., kissing, hugging, holding hands, etc.).
26. Tampering with fire equipment, alarms, or security cameras.
27. Horseplay: hitting, kicking, pushing, biting, etc., even when done in a playful manner, often leads to injuries and sometimes fighting.
28. Passing on or displaying gang symbols or "gang knowledge."
29. Bullying as defined by Georgia law and the Fayette County Student Code of Conduct
30. Possession of a weapon or item that can be used as a weapon, including all knives, firearms, chemical sprays, electrical devices or item that resembles a weapon. (Refer to the Fayette County Student Code of Conduct)

WEAPONS POLICY (O.C.G.A. 16-11-127.1)

The Fayette County School System prohibits ALL weapons on campuses. The following state law outlines legal consequences: Parents are asked to read the Middle School Code of Conduct for details.

NUISANCE ITEMS NOT ALLOWED AT SCHOOL:

Any item which disrupts the school program, such as any harmful object, aerosol sprays/ cans (*breath sprays, perfume, shaving cream, Silly String, key board duster, hair spray, deodorant, etc.*), skateboards, roller blades, Heely's wheeled shoes, electronic equipment such as radios, digital and tape music players or recorders, laser pointers, noisemakers, computer games, toys, wallet chains, comic books, trading cards of all kinds, etc. must not be brought to school. Balloons and/or flowers should not be brought to or delivered to students at school.

Students found with such items will have them confiscated by a teacher or an administrator and will be subject to disciplinary action. Students will receive a consequence that is reasonable and fair with regard to the offense.

Student disciplinary infractions are recorded in the electronic Student Information System (**Infinite Campus**) for any office referral. It is the responsibility of the student to get all forms signed by a parent/guardian and returned to school by the next regular school day. Consequences of inappropriate behavior are generally progressive in nature in that a subsequent violation of the same rule will result in a stiffer consequence. Some **consequences** of inappropriate behavior include:

1. Verbal warning

2. Peer mediation
3. Temporary removal from class
4. Teacher, team, or administrative silent lunch
5. At-home detention, requiring a specific task to be performed at home in lieu of after school detention.
6. Silent lunch
7. Work detail before or after school (with parent approval)
8. Removal from extra-curricular activities
9. Parent will attend school with student
10. In-school suspension (ISS) *
11. Out-of-school suspension (OSS) **
12. Saturday school: Held monthly, 8:00 am–12:00 noon.
13. Referral to disciplinary tribunal
14. Referral to law enforcement
15. Restitution or full payment for damages or replacement cost

* In-School Suspension (ISS) is an alternative to out-of-school suspension. This program includes the use of an in-school suspension classroom where students are suspended from their regular classes but remain in school during regular hours in an effort to complete class assignments and tests. All assignments must be finished before a student is released from ISS. If a student has not completed all assignments after being released from ISS, they will be returned to ISS to complete these assignments. Any assignment not done to the teacher's satisfaction will also be required to return to ISS. If suspended from school or assigned to in-school suspension, a student will not be allowed to participate in any extracurricular activity for that day, to include the last day they are suspended.

** Out-of-school suspension (OSS): Students are not allowed on campus during the period of OSS and receive zeroes in all missed class work. No make-up work is allowed, *except when completed during the next scheduled Saturday School*. Students/parents must request this opportunity through the homeroom teacher.

ASSEMBLY CONDUCT

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational, as well as entertaining, experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, TV or movies, the performers are very conscious of their audience. Talking, whistling, whispering, stamping of feet and booing are discourteous. Yelling is appropriate ONLY at pep rallies.

Students are expected to observe the following rules for assemblies:

- Do not take books, Chromebooks, electronic devices, book bags or coats to the assembly unless instructed otherwise.

- Proceed to the assembly area quietly and promptly. Find your seat quickly. Be patient & understanding if you are told to sit on the gym floor.
- When the speaker asks for your attention, please respond immediately.
- Be courteous to the performers / speakers and to your neighbors.
- Applaud in keeping with the occasion. Applause should be generous and courteous.
- You will be dismissed in an orderly manner when it is time to leave. Follow the teachers' directions.
- Students are not allowed to distribute materials or pamphlets during assemblies.

DRESS CODE

Everyone at J.C. Booth Middle School is expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste; denoting modesty and respect—"Dress for Success." All students must be modestly dressed and groomed so as not to distract or cause the disruption of the educational program or the orderly operation of the school. School dress code shall be enforced on all field trips and at after-school activities conducted on or off campus.

Hair must be groomed or styled out of the eyes in order for the student to see without obstruction and for teachers and school staff to observe the student's eyes at all times. Hair may not be dyed or artificially colored an unnatural color (ex. pink, purple, blue highlights, etc.) or styled in such a manner as to attract undue attention.

Students can wear jeans, slacks, dresses, blouses, skirts or any other type of clothing appropriate to the sex of the individual that does not violate the spirit of the above paragraphs. All clothing must be worn properly. (Example: overalls and suspenders must have straps up and pants must be pulled up to the waist). **When in the judgment of an administrator the dress requirements have not been met, the student may be assigned to in-school suspension for the remainder of the day, or until such time that they can make an immediate correction or their parents or guardians can bring suitable clothing to correct the deficiency.** Students who fail to follow these guidelines will receive an office disciplinary referral. When issued a Dress Code Violation, students must have the form signed and shall return it to the front office the next school day. The first violation will be considered a verbal warning in the student's disciplinary record. All subsequent violations will be considered discipline infractions and a consequence will be given. Accommodations for documented religious beliefs will be made.

All students must wear appropriate undergarments and shoes. Please read carefully the following list so that you will be aware

of the **types and styles of clothing that cannot be worn to school:**

1. Hats, bandanas, turbans, sunglasses (indoors), hoods, sweat/headbands, scarves or other headgear (except on a Spirit Day). Store hats in your locker until dismissal.
2. Trench coats. Gang related clothing, symbols and tattoos.
3. Clothing that does not cover the waist, shoulders, back, and chest or undergarments (including bra straps, bralettes, sport bra, etc.) while the student is standing, sitting or kneeling will not be worn. Clothing such as tank tops, muscle shirts, halters, spaghetti straps and strapless tops will not be worn. Not wearing appropriate undergarments. Low cut necklines and backs.
4. Clothing, including sweat pants, with inappropriate or suggestive language or advertising, i.e., drugs, alcohol, tobacco, sexually suggestive; suggestive lettering or pictures advocating/glorifying death &/or violence.
5. **Skirts, dresses or shorts with hems that are above the end of the fingertips of the student when the student is standing and their arms and hands are fully extended. This applies even when the student wears leggings, yoga pants, etc..**
6. Sleeveless shirts or tops that do not completely cover the shoulders (tank/razor tops, etc.). There is no "three finger rule."
7. Pants that do not fit properly so that the cuffs touch the floor & the waistband does not securely around a student's waist.
8. Sleepwear &/or bedroom footwear (except on a Spirit Day).
9. Clothing with holes above the knees or clothing that is ripped or torn or excessively frayed, even if another garment is worn under it.
10. Apparel that is *form fitting* (Spandex shorts, yoga pants, leggings, etc. worn without appropriate outer garment of appropriate length).
11. Clothing which displays signs, symbols or language that have the effect of disrupting or disturbing the school's educational and learning atmosphere is not permitted.
12. Wallet chains, pant chains, and any chains other than necklaces. Belts must be threaded through at least three belt loops.
13. Tattoos and body piercings, other than ear piercing.
14. Unnatural hair color (blue, purple, pink, etc.).

ELECTRONIC DEVICES

During the school day, students are not permitted to use any personal communication device, including cell phones, PDAs, I-Pods-type devices, etc. outside of the classroom, indoors or outdoors, to include physical education and Project Adventure

classes without explicit permission of the teacher. **Devices should not be visible at all during the school day.** The school day is defined as beginning when the student enters the school building and ends when students exit the school building school after dismissed. **For security purposes, electronic devices should be stored in a student's locker during the school.** Only with the explicit prior permission of the teacher may a student use an audio or video recorder as a learning aid in a classroom. Note that the school does not accept any responsibility for the any loss or damage to any personal electronic communications devices brought onto school premises. Students may not access the internet with a personal electronic device except through the school's WiFi connection (*fcboe guest*) while at school. Electronics must be charged at home. Access to electricity is not guaranteed at school for this purpose. These devices may not be used in common areas or in the hallways between classes and **should be put away.** Additionally, for safety reasons **headphones and earbuds will not be used or worn in the hallways.** **Students may not use their devices to text or phone parents or others during the school day for any reason.** **If a student gets ill, the school nurse will contact a parent if deemed necessary.** **Students are not allowed to take pictures of other students during the school day.** **Failure to follow these guidelines may result in the device being confiscated.** Confiscated items may be picked up by a parent or guardian at the front office. Students and parents assume exclusive responsibility for the loss or damage of any & all personal electronic communications devices brought to school.

EXTRACURRICULAR ACTIVITIES

NO PASS - NO PLAY (ELIGIBILITY RULES)

Students are encouraged to participate in school-sponsored clubs, athletics and other available extra-curricular activities. Students wishing to participate in athletics and/or cheerleading must pass all academic subjects the semester before participating. **This is a Fayette County Board of Education policy.**

Students must be in school and counted present for at least 1/2 day before being eligible to participate in any school sponsored activity after normal school hours; examples: games (on or off campus), practices, tryouts, dances, concerts, club meetings, etc. **If suspended out of school, a student will not be allowed to participate in any extracurricular activity for that day, to include the last day they are suspended.** **If assigned to In-school suspension, a student will not be allowed to participate in any extracurricular activity until all assignments are complete and released from ISS.** If absent on the day of an activity, the student may not participate. Fayette County Board of Education policy states that students have one year of eligibility for athletics in the 7th grade and one year in the 8th grade.

Students **not picked up on time** following after school activities (within 15 minutes after the ending time of dances, detentions,

clubs, games, intramurals, practices, etc.) may be prohibited from further participation in extracurricular activities.

FIELD TRIPS

A permission slip, as mandated by the Fayette County Board of Education policy, will be sent home with a student for the parent's signature. **NO** student will be allowed to participate in a trip unless the permission slip is signed and returned to school by the deadline specified.

Field trips involve transportation expenses, substitute teacher expenses and admission fees. Students will be asked to contribute for these expenses. Students who are unable to contribute will not be denied the opportunity to participate in instructional trips, however, the trip may be cancelled if enough funds are not collected to cover the cost. Deadlines and contracts with tour companies will be enforced. **Because of the high number of checks we have received with insufficient funds, we are requiring all field trip fees to be paid in cash or by Money Order. The only exception will be for overnight field trips that exceed \$100.** **All checks for payment of overnight field trip expenses must be turned in not later than three (3) weeks prior to the trip.** **Otherwise, cash or a Money Order must be submitted.**

The Student Code of Conduct and the school dress code shall be enforced on all field trips. J.C. Booth students **only** shall participate in field trips. Students are responsible for securing their own property on a field trip and are asked not to bring any items of value or large amounts of cash. Students with excessive absences and discipline offenses will be excluded from field trips. **If a student becomes ineligible for a field trip after the contract date as negotiated with the tour company is past, the deposit will not be refunded.** The following will disqualify students from field trips, **as well as other activities:**

1. Five or more unexcused absences for the current nine-week period and those students who have had excessive absences of any type and need to make up class work.
2. Four or more days in ISS, per school year, or any ISS assigned for the day(s) of the trip.
3. Three or more administrative detention assignments (*not days*) for the current semester.
4. Any occurrence of OSS (out of school suspension) during the current school year.
5. Inappropriate behavior on a previous field trip.
6. Excessive missing academic assignments or make up work.

GRIEVANCES and COMPLAINTS

In accordance with the policy of the Fayette County Board of Education adopted August, 1988, it is the policy of J.C. Booth Middle School that students shall have the right to present and resolve complaints relating to matters affecting the student relationship at the lowest organizational level possible. J.C.

Booth Middle School encourages all students to resolve complaints informally in a spirit of trust where possible. This policy and procedure is available where such efforts do not succeed or where, for any other reason, the student desires to pursue this procedure. Parents are also encouraged to follow these procedures if they have a concern with a school employee.

Level 1: The student shall present the complaint to the teacher, staff member, counselor or administrator with whom the student has the complaint.

Level 2: If the situation cannot be resolved, it is to be presented by the student to (if against a teacher, counselor or staff member) an Assistant Principal.

Level 3: If the Assistant Principal cannot resolve the situation, it will be turned over to the Principal for final resolution.

THE FAYETTE COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR HANDICAP IN EDUCATIONAL PROGRAMS, ACTIVITIES AND EMPLOYMENT.

HALLWAYS

PASSES

Students are not allowed in the hall without their Agenda Pass except during class changes. Students who are sent to the front office, clinic, rest room, locker, media center, or guidance office are required to have a signed Agenda Pass (on each weekly page of the Agenda). Any teacher may issue a pass. Students will be allowed to go to lockers at times designated by their teachers. **It is the responsibility of the student to request a hall pass from their teacher.** Teachers may assign a long-term morning hall pass to those students who have routine morning activities or academic help. These passes must be dated and renewed every grading period. Expired passes will not be honored. Club ID cards may be used as a hall pass for scheduled meetings. Morning passes will not be honored on the mornings during which faculty meetings are scheduled.

HALLWAY TRAFFIC

Students should observe hallway courtesy in order for everyone to move safely and quickly about the building. Please observe the following rules of common courtesy in the halls:

1. Keep hallways open by walking on the RIGHT.
2. WALK – do not run, push, yell or play in the hall.
3. Do not block hallways by standing in groups.
4. Do not block access to other lockers.
5. Do not use any electronic device in the hallways.
6. Do not leave your books, book bags, or other materials in the hall for someone to trip over.
7. Talk quietly – be considerate of others.

HOMEBOUND INSTRUCTION

The Fayette County Board of Education recognizes its responsibility, in accordance with Section 504 of the Rehabilitation Act of 1973, to provide a free appropriate education to those students enrolled in an educational program who have a medically diagnosed physical condition that restricts them to a hospital or their home for a period of time that will significantly interfere with their education (10 or more school days). More information can be obtained from your student's counselor.

HOMEWORK

Cooperation by parents is a necessary factor for homework to be meaningful. It is important for parents to support the teacher. You can show your support and assist your student by following these suggestions:

- Instill in your student an attitude that homework is an important and necessary part of the learning process.
- Provide a quiet, well-lighted place free from excessive noise and other distractions for your student to study, and establish a regular homework time in your home.
- Encourage and support your student's efforts and be available for questions. Remember, homework is the student's responsibility, not the parent's.
- Set aside time to review and check your student's homework for completeness, accuracy and neatness, and to check your student's Agenda for assignments.
- Communicate with the teacher whenever the student has consistent difficulty with homework. E-mail is usually the best method of communicating.
- Check your student's grades frequently using our student information system "**Infinite Campus**" **Parent Portal**. Students and parents will be provided information to access grades and other student information (attendance records, lunch account balance, contact information, etc.) early in the school year.
- Encourage your student to seek help and ask questions of the teacher. Student homework assignments may be obtained daily through Blackboard. Teachers will provide access for students and parents the first few days of school. And will use this resource to communicate with their students and post assignments.

HONOR ROLL

Fayette County middle schools maintain two honor rolls each semester. Based on semester grades, Fayette County has three honor rolls as follows:

- * **High Honor Roll** – All grades of 93 or higher
- * **Honor Roll** – All grades of 90 or higher

Perfect attendance for the school year will be recognized for those students who have been present for at least half of every school day. Members of the honor roll will be recognized by publishing the names on a bulletin board and a special seal will be attached to the semester report card. Our PTO also celebrates this achievement in a variety of ways throughout the year. Because 2nd semester honor roll achievement is not determined until after the end of school, awardees can't be recognized at our annual awards ceremony.

Students with a semester average in all subject areas of 90 or above in all subject areas, a grade of 90 or above in each nine-week connections class for the qualifying semester as well as upstanding character may be invited into the **Jr. Beta Club**, an academic leadership and service organization living by the motto, "let us lead by serving others." Members are invited twice yearly.

INSURANCE

Proof of Health Insurance is required for any student going on an overnight field trip.

Accident insurance is offered by United Health Care through the school at the beginning of the school year for students who would like coverage. Student insurance information is accessible on the district website or on line at: www.K12StudentInsurance.com. Flyers will be sent home at the beginning of the school year. A limited number of mail back brochures are available at the front office. Initial enrollment continues for approximately two weeks. Coverage begins with the first day of school and continues throughout the school year. Coverage is not mandatory, unless the student is participating in extra-curricular athletics and is not covered under any other insurance. If a student decides to enroll after the initial enrollment period, or if a student enters school after the deadline, insurance is still available; the parent is responsible for submitting the application and payment. Applications are available in the school office all year.

LOCKERS

Students will be issued a locker for a rental fee of \$10.00 per year. This fee is used for locker maintenance and other administrative purposes. **No decorations are allowed on the outside of a locker and no permanent decorations (stickers, markings, etc.) are allowed on the interior of a locker.** It is the student's responsibility to keep their locker locked at all times. Students should not reveal combinations to anyone or allow others to use their lockers. Students should not bring large sums of money or valuables to school or store them in your locker. It is the school's policy that each locker is to be used by only the student to whom the combination is issued. Do NOT share your locker.

Students must not "jam" or tamper with the locks on their lockers. This may result in disciplinary action and/or the loss of

the use of the locker without reimbursement of the locker maintenance fee. Safeguard your locker combination and take care to prevent anyone from learning it. If someone is trying to learn another's combination, report this to your homeroom teacher or to the principal's office. Remember, students are responsible for the safety and security of combinations, personal property and school textbooks and materials.

Lockers are the property of the Fayette County School System and are subject to inspection by authorized school personnel. School officials have a legal right and obligation to assure enforcement of all school policies and to protect the health and welfare of the students and staff. The courts have reaffirmed that administrators have the legal authority to search a student, his locker and other personal effects if there is a reason to believe that any school policy or law is being violated.

HOW TO OPEN YOUR LOCKER (Always remember: right, left, right)

1. Spin the dial at least three times to the right (clockwise), all the way around. This "clears" the lock of any previous numbers. If at any point in putting in your combination you mess up, do this again to start over.
2. Enter your combination. Turn the dial to the right and stop at your first number. Always start with a turn to the right!
 - For your second number, turn the dial to the left, going past zero and your first number. Then stop at your second number.
 - For your third number, turn the dial to the right and go directly to the last number. Leave your lock on this number. Always remember: right, left, right.
3. Open: Pull the lock open; if that doesn't work, try twice before asking a classmate then a teacher
4. Lock your locker after use. Make sure you lock your locker when you leave; DO NOT stick a pencil/stick in the lock. Close your lock up and twist the dial a bit -- if you leave it on the final number, it may open up again effortlessly (for someone other than you).

LOST AND FOUND

Students are expected to be responsible for personal property. Please be sure to mark all items of clothing, as well as lunch boxes and book bags, with the owner's name. Students should never leave personal articles unattended. All items in the lost and found collection will be held for two weeks at the end of each semester. All items in the lost and found collection will be held in the shelves located near the interior side door of the gym for two weeks at the end of each semester. Every attempt will be made to find the owners of lost items. The PTO will arrange to

display lost items monthly during the school year. After that time, unrecovered items will be donated to charity.

LUNCH AND SCHOOL NUTRITION

Students are encouraged to eat a nutritious lunch every school day. Each student will have an account in the lunchroom. Deposits can be made into the account at any time using a Lunch Money prepayment envelope. Deposits may be made any time in the front office lobby. Due to the limited number of cashiers in our kitchen, Lunch Money prepayment envelope cannot be accepted by cashiers during lunch. Prepayment envelopes are provided for the account. Students must remember and know their individual cafeteria PIN number. The cost of lunch is **\$2.90 for students, \$0.40 for reduced lunch and \$3.75 for adults (subject to change).** Students who do not have sufficient cash or money in their account a food service worker can be notified and a sandwich and milk will be provided to that student free of charge. Guidance counselors and parents will be notified of students who take advantage of this service repeatedly. Parents can monitor student lunch accounts on the Infinite Campus Parent Portal. Parents may be contacted if their student repeatedly fails to have a lunch.

In order to purchase snack foods (limited to 2) a student must present their lunch tray or lunch box/bag to the cashier at the time of the purchase.

Student teams are assigned specific lunch times (~ 27 minutes) and specific tables at which students must sit during lunch.

Students may not charge a lunch or any a-la-carte items at anytime. Students will be offered the opportunity to get some exercise and fresh air after they finish their lunch. An area directly outside of the cafeteria will be available for students, if the weather is suitable. Balls and other equipment are also available. Students are expected to show good sportsmanship and to behave appropriately. A student's privilege of having access to this area may be restricted by a teacher or administrator.

LUNCHROOM CONDUCT

Students are required to keep their eating area clean and are responsible for the cleanliness of their eating area. In order to accomplish this, the following rules must be followed:

1. Students are to deposit all used, disposable articles in the waste containers. Students are encouraged to recycle plastic and aluminum beverage containers in recycling bins found throughout the school grounds.
2. Students are not to misuse any lunchroom facility (including silverware, chairs and tables).
3. Students are not allowed to take food or drinks (except bottled water) out of the lunchroom without permission from a teacher or administrator.

4. Students must be orderly, courteous and respectful in the serving line. Students should respect the decorations displayed on the line and in the lunchroom.
5. School Board policy strongly discourages parents/students the consumption of fast food meals or carbonated sodas in the cafeteria during lunch.
6. Students must sit at their assigned table.
7. Students who spill food/drink are expected to clean up after themselves.
8. Custodians will conduct routine cleaning of tables
9. Students must follow the correct flow of traffic within the cafeteria (clockwise around the perimeter).
10. Students should not cut through the cafeteria by the center teacher tables.
11. Microwave oven is for use by staff only.
12. In the event that money is lost in any lunchroom vending machine, it should be reported to the front office (bookkeeper).

SCHOOL NUTRITION

Check the www.fcboe.org website for details of the Fayette County School Nutrition Program.

MAKE-UP WORK

For an excused absence, the student will be allowed to make up class work missed in each class within three (3) days of returning. It is the student's responsibility to obtain and complete any missed work. An absence does not excuse a student from responsibility for lessons (including previously assigned projects, quizzes and tests), on the day of his return. It is the responsibility of the student to adhere to make-up policies and procedures outlined by the team or teacher. If a student is going to be absent for more than 3 days, their parent should request makeup work either by e-mail or by phone to the front office. Requested make up work for excused absences should be available 24 hours after the day of the request. Semester exams that need to be made up must be scheduled with the teachers during the teacher workdays after the 1st semester or during post-planning days after the 2nd semester. During absences, homework assignments may be obtained by accessing their teachers' on-line Blackboard site. Access for students and parents will be provided at the beginning of the school year. Also, it is recommended that students obtain the phone number or email address from a classmate in each class to contact for assignments when absent for a shorter period of time. Please call the guidance office to report extended absences. A parent may come by and pick up their student's books from their locker for extended absences.

MEDIA CENTER

Booth Middle School has an open policy regarding the use of the media center. Students and teachers may use the media center

throughout the school day and after normal student hours with special arrangements. Students will be informed of specific media center policies during orientation in their classes. Students must have an agenda pass to use the media center.

All materials leaving the media center must be checked out in the proper manner. Materials checked out under a student's name are the sole responsibility of that student. The student will be required to pay the replacement cost of any lost or severely damaged item checked out under his/her name.

If a student, parent, or staff member has a concern about any materials in the media center, it should be brought to the attention of a media specialist. The principal has the final decision authority.

MESSAGES & DROPPED OFF ITEMS

Messages to students cause interruption of classroom instruction therefore; **messages will be given to students only in cases of dire emergency, and only if from their parent or guardian.** Messages regarding transportation will be delivered at the end of the day by calling the student over the PA system. Student work (posters, projects, homework, etc.) delivered to the front office after the start of the school day will be placed in the teacher's mailbox, if possible. **Students will not be called to the front office to pick up late work.** Lunches dropped off before 11am will be taken to the cafeteria before the first lunch period.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged for better communications. If a conference is desired, please contact your child's homeroom teacher. The teacher will arrange the conference at the earliest possible time. Please note that Wednesdays are reserved for professional learning and faculty meetings. Meetings with parents will not be scheduled on Wednesdays, which are reserved for professional learning. Students are taught in middle school by a team of teachers; therefore, it is important that all members of the team attend all conferences, as each has a unique and important perspective on the abilities and talents of each student.

PARENT-TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization (PTO) is a vital part of our school operation. It acts as a forum for parents, teachers and the community to communicate and support the students at Booth. The organization also supplements the instructional program with much needed equipment, and supplies. The PTO publishes an e-mailed newsletter to keep parents and students informed of school activities. In addition to financial support, volunteer resources are also made available. Through the PTO Volunteer Program, parents assist in the office, media center and clinic. Parents are encouraged to join and take an active

part in the PTO. The PTO can be contacted at jcboothmspto@gmail.com.

PHYSICAL EDUCATION

Students will be required to participate in assigned physical education (P.E.) classes unless they have a doctor's excuse for extended illnesses or injury. Specific types of clothing to be worn in P.E. will be explained to students in P.E. classes. Names should be on each article of clothing to help prevent loss. If a student is ill, the parent must write a signed note explaining the reason for not participating in P.E. for the day. PE students are assigned lockers and padlocks and are required to use them to secure their personal belongings during PE. Our Georgia Legislature now requires that all students enrolled in P.E. or Project Adventure (P.A.) must undergo a fitness assessment, which will be reported to parents through an electronic "Fitness Gram."

POSITIVE BEHAVIOR PROGRAM (PBIS)

We seek to teach our students guidelines for behavior that will be appropriate throughout their lives; guidelines that serve them well, regardless of the pathways their adult life will follow. Our Positive Behavior program is a proactive approach to establishing reinforcing the behavioral expectations for all students. The goal is to focus on the positive aspects of behavior in order to foster an environment of social, emotional and academic success. Part of the program is the issuing of "Booth Bucks". These are tokens given to students in an effort to recognize the various positive behaviors that are exhibited each day. These "Bucks" can be redeemed for various things throughout the year. A store will be opened a couple a times a year for redemption, but students may redeem them for other privileges as well (extra recess, no homework, etc.)

The following is a list of the types of traits we are attempting to foster through this program:

INTEGRITY: To act according to a sense of what is Right and wrong.

INITIATIVE: To do something because it needs to be done.

FLEXIBILITY: To be willing to alter plans when necessary.

PERSEVERANCE: To keep at it.

ORGANIZATION: To plan, arrange and implement in an orderly way, to keep things orderly and ready to use.

SENSE OF HUMOR: To laugh and be playful without harming others.

EFFORT: To do your best.

COMMON SENSE: To use good judgment.

RESPONSIBILITY: To respond when appropriate, to be accountable for your actions.

PATIENCE: To wait calmly for someone or something.

FRIENDSHIP: To make and keep a friend through mutual trust and caring.

CURIOSITY: A desire to investigate and seek understanding of one's world.

COOPERATION: To work together toward a common goal or purpose.

CARING: To feel and show concern for others

PROBLEM SOLVING: To create solutions in difficult situations and everyday problems.

PROGRESS REPORTS

4 ½ week Progress Reports will be accessed by parents and students through the **Infinite Campus Parent Portal** during the middle of each nine-week grading period. A paper copy is no longer sent home. Parents and students have immediate access to grades through **Infinite Campus**. Parents without internet access may request a paper copy of this report. Report cards will be issued at the end of the nine-week grading.

PROMOTION

Any student failing more than one academic subject in the 6th, 7th or 8th grades will be required to school recommended remediation activities or repeat the grade. Summer school is offered at the school. Details will be provided at the end of the school year if required. It can be expected that 8th graders will be required to pass the math and reading portions of all sections of the GA Milestones End of Grade Assessment in order to be promoted to 9th grade. Summer Credit Recovery opportunities will be announced at the end of the school year. A promotion/placement committee will make the final decision prior to the beginning of the new school year. Parents will be invited to participate in this decision.

SEXUAL HARASSMENT

It is the policy of the Fayette County Board of Education to maintain a learning environment that is free from sexual harassment. It is a violation of this policy for students to harass other students through conduct or communications of a sexual nature. Students who commit acts of sexual harassment will be subject to strict disciplinary action and possible prosecution by the police.

Sexual harassment includes, but is not limited to, the following:

1. Touching, grabbing or pinching body parts.
2. Pulling off or down your own or someone else's clothes.
3. Showing or creating sexual drawings or pictures, including graffiti, or taking a photograph without permission that is suggestive or sexual in nature.
4. Spreading sexual rumors.
5. Making sexual comments, suggestions, gestures or jokes. Pressure for sexual activity.

6. Using email, any electronic communications devices or digital cameras for the purpose of sexual harassment, to include "sexting."

7. Assault of a sexual nature.

STUDENT HEALTH & SAFETY

CLINIC / MEDICATIONS

J.C. Booth Middle School has a clinic staffed with a registered school nurse. If a student needs first aid or becomes ill, the student should alert his/her teacher and obtain an Agenda pass to the office. If a student is injured, the student will receive immediate assistance and the parent will be notified if the injury is serious. Students who are ill will be allowed to contact a parent from the clinic. Unless a student is running a fever or is seriously ill, the student will be returned to class if a parent is not available. When a student is running a fever or is unable to return to class, the parent(s) must come and check the student out of school. If a parent or listed emergency contact person cannot be contacted, community support services may be contacted by school officials for assistance.

If, in the professional opinion of the school nurse or the judgment of a school employee, a student has sustained an injury or is so ill that additional medical assistance is required, an ambulance will be called to the school. Every attempt will be made to notify the student's parents or guardians if this occurs and if the student is transported to a hospital. Parents are required to assume responsibility for the cost of emergency transportation.

Students are to store medication in the clinic, and it is to be administered according to established Fayette County Board of Education policy. Students are not to carry any prescription or non-prescription medication on their person while at school. Inhalers may be carried by asthmatics; however, the inhaler must be registered in the clinic and must never be shared by students. Those students with a severe allergy may carry a prescription "Epi-pen," if it is registered in the clinic.

The Fayette County School System's Medication Policy is available on the FCBOE website e-Board under Policies and will be followed for all medications given at school.

Further, the parents of any child to whom drugs are to be administered in accordance with this provision shall authorize in writing the administering of same by school employees in accordance with the instructions and directions furnished by their physician. **There is a School Medication Authorization form available at the school or on the J. C. Booth Clinic website.**

Medications taken on a long-term basis (Ritalin, Cylert, etc.) must be supported by **a School Medication Authorization form filled out by the physician for each new school year.**

While at school, students are not allowed to take any medication by themselves and should be instructed to bring any and all medications to the clinic or office. In the event a student develops an allergic reaction to the medication, it is essential

that emergency medical attention be given immediately. Having the medication in the office or clinic could save valuable time in identifying what caused the reaction and would also save time in administering the proper medical attention.

Policy: JGCD Board of Education of Fayette County Adopted: March 17, 1980, effective Date: Dec. 17, 1990

A Medication Form is required for all medications to be administered in accordance with this policy. Forms are available from the school office. Medications must be picked up on or before the last day of the school year. All medications left after that day will be disposed of in a proper manner.

Please note that due to reduced staffing in the front office, the Clinic will be closed between the hours of **12:00 and 12:25** pm to allow the clinic staff to eat lunch.

IMMUNIZATION

Georgia Law states that all students in a public school must be age-appropriately immunized. If a student fails to have all immunizations before entering school or by the end of a 30-day grace period, their parents will be notified and the student will be withdrawn from school.

The only accepted proof of immunization is a Certificate of Immunization that must be approved by a private physician licensed in Georgia or an appropriate official of a local board of health.

Parents or guardians may submit proof of immunization on the school certificate of immunization (GA DHR Form 3031) or a printout of information on the online GRITS immunization reporting system. Parents are encouraged to immunize their children against the current strain of flu. Georgia's immunization requirements for children attending seventh grade have been revised to align with the current Recommendations of the Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians.

Effective July 1, 2014, all children born on or after January 1, 2002 who are attending seventh grade, and children who are new entrants into a Georgia school in grades eight through twelve, must have received one dose of Tdap vaccine and one dose of meningococcal conjugate vaccine.

AUTOMATIC EMERGENCY DEFIBRILLATOR (AED)

We have an Automatic Emergency Defibrillator (AED) in the school building, usually located in the school's front lobby, near the door to the front office. A number of the school's staff are trained to use this device and CPR in the event of an emergency.

MEDICAL INFORMATION

It is essential that parents of new students and sixth graders provide the school nurse with any medical information deemed necessary. All medical information must be updated each year on the emergency form. **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) The details of these rights are**

outlined in the Fayette County School Board Student Code of Conduct, available in the school office & www.fcboe.org.

SAFETY DRILLS

Fire Drills: A fire drill is signified by a special alarm that continues to sound for a long period of time. If a fire alarm sounds, students should follow these steps:

1. Go directly to the assigned exit. This is to be done quickly and silently so that instructions can be heard.
2. Remember that it may not be a drill and treat it as such. The reason for silence is that in the event of fire, orderliness and calmness are necessary to insure safety and students must be able to hear verbal instructions.
3. A signal marks the end of the drill.

Severe Weather Drills:

1. Students will report to the area indicated on procedure maps posted throughout the building.
2. Students will sit with their backs to a wall and cover head with a book, avoiding any heavy item overhead.
3. Students will not talk so that instructions can be heard.
4. A signal marks the end of the drill.

STUDENT FINANCIAL OBLIGATIONS

Students are responsible for all textbooks, including the Agenda, which are issued to them. Students also accept responsibility for any books or other material issued to or checked out to them by teachers or the media center. (This includes materials and items received for fund raising).

Materials and texts which are lost or damaged while assigned to a student are that student's responsibility. At the end of the year all texts and materials have been returned and all fines and obligations have been paid. Checks will not be accepted after April 30th. A \$20.00 fee will be charged for any returned checks issued to the school in order to cover bank charges we incur.

With increased prices of books, it can be expensive if a student loses or abuses them. Each student will be issued state owned textbooks. The student must pay for lost or damaged books. The student is responsible for the replacement costs of those books, on a prorated basis.

Textbook Damage Charges (based on the replacement value of the specific textbook):

Damage: Tape on book, break in binding, torn pages, water damage, corners badly damaged, or writing in/on book: \$5 to \$10 depending on degree of damage, in the teacher's judgment, with a maximum fine of \$24.

Severe Damage: Gum on book, severe mutilation or loss of pages, etc.: charged for full replacement value of the book. Books 1 – 3 years old: 100% replacement cost; books over 3 years old: 75% replacement cost.

Students who fail to meet financial obligations to the media center, cafeteria, and/or bookkeeper may have their participation in team and grade level activities restricted.

STUDENT RECORDS

Contact information on a student must be updated yearly. Early in the school year parents will be asked to update their information on the Emergency Contact Information Form. It is extremely important that this information, including a current email address and phone numbers are kept up to date and that the school is informed of any changes immediately. Changes to your home address MUST be made at the Enrollment Center.

PERMANENT RECORDS

Each student's permanent record folder is kept on file. If a parent or guardian wishes to see their student's record, please call the guidance office and arrange a conference with a counselor. Achievement test results will be sent home as soon as they become available.

WITHDRAWALS

The following procedures must be followed when withdrawing a student from Booth Middle School:

1. The parent/guardian should contact the guidance office.
2. The student should come by the guidance office before homeroom on the morning of their last day to pick up the withdrawal form.
3. The student should then take the form to the media center to begin withdrawal procedures.
4. The student will take the withdrawal form to each class. Turn in the completed withdrawal form to the counselor. **A parent/guardian must sign the form.**
5. Students must return all issued textbooks, library books and instructional materials before withdrawing.
6. Official records and transcripts will be mailed directly to the new school.

STUDENT RESPONSIBILITIES

SCHOOL ACADEMICS

- Each student has the responsibility to develop good work and study habits and to maintain a positive mental attitude towards their learning.
- The student should clarify with the teacher any questions pertaining to the instructions for homework.
- The student should use an organizational notebook, which includes the Agenda, dividers labeled for each subject, ample paper, a zipper pouch that fits in the binder to hold pens and pencils, and other instructional materials required by their teachers such as a continuous supply of pens, pencils. Refer to the school supply list & each teacher's syllabus.

- The student should take home any materials and information necessary to complete the assignment.
- The student should learn to budget time and plan long-term assignments so it is not necessary to rush to complete the assignment.
- It is the student's responsibility to turn in all completed work to the teacher by the date requested.
- Students should promptly complete makeup work due to an excused absence.

Response to Intervention (RtI)

Each school is required to have an Response to Intervention (RtI) team. The purpose of the RtI team is to improve the delivery of services to students and to serve as a resource to teachers in delivering services as part of the Pyramid of Interventions. More specifically, the RtI team is an interdisciplinary team that identifies plans and recommends alternative instructional strategies for students who are experiencing academic, social or behavioral problems in school despite sustained and ongoing school-based interventions. The RtI team is a function of the regular education program rather than a special education function. Parents are invited to participate in these meetings. RtI meetings will be scheduled during teacher planning time.

The RtI team can:

- Provide opportunities for extended learning, remediation, acceleration, and enhancement within the general educational setting.
- Address individual developmental needs (cognitive, communication/language, social, behavioral, etc.).
- Establish on-going communication with parents.
- Make instructional decisions based on progress monitoring data using multiple measures.
- Plan for and provide specific research-based interventions (by class, group, and individual).

TELEPHONE USE

The office and workroom telephones are only to be used by students for emergency purposes. A student will not be allowed to use a school telephone without a pass from a teacher. Students may use a personal cell phone on campus only after dismissal at the end of the school day. If a student is ill, he/she must use the phone in the clinic to call home.

TEXTBOOKS

Each student may be issued state approved and owned textbooks. Under the direction of the teacher, students will make sure that they check their textbooks and other instructional materials issued to them for completeness and/or damage. Any

damage to a textbook should be reported to the issuing teacher. Students should PRINT their full name and the school year inside the front cover of each textbook. Students are responsible for the replacement costs of lost or damaged books, and unresolved lost, stolen, and/or damaged books. (See Student Financial Obligations section for damage charges).

Extra textbooks, or sets of textbooks, will only be issued to students with an IEP, SST, or 504 documentation stating the need for a set. This is due to our limited number of books and the need to maintain a small supply for new students who frequently enroll during the school year. Parents are asked to provide a check for the cost of the textbooks, which will be returned when the books are returned.

TRANSPORTATION

Bus Riders: Riding a school bus is a privilege and those students who choose not to follow the directions of the bus driver or who violate any of the rules outlined in the student code of conduct are subject to appropriate consequences, to include suspension of bus privileges, detention, and suspension. Students must ride the bus assigned to their residential area by the Fayette County Board of Education Transportation Department. Occasionally a student may need to ride a different bus home from school. The student must have a signed note from a parent or guardian. ***The note must be taken to the office before homeroom.*** The student will be issued a bus pass for that day. ***Students will not be allowed to board a different bus without a bus pass.***

Students and parents are encouraged to report any misbehavior or unsafe acts that occur on the school bus to the bus driver and a school administrator. Concerns about bus schedules, bus drivers, items left on a bus and other transportation issues should be addressed directly to the **Transportation Office at: 770-460-3520.**

Car Riders:All car riders (*and golf cart riders*) need to follow safety procedures as they enter and exit the school grounds. Car riders are to be loaded and unloaded only along the sidewalk in the parking lot adjacent to the athletic field or next to the gym annex. Students may not be loaded or unloaded on the parkway or in the parking lot. **Cars and golf carts are not permitted in the bus loading area during morning arrival and afternoon dismissal for safety reasons.**

Bike Riders:All bike riders need to follow safety procedures as they enter and exit the school grounds. Bike riders are expected to comply with Georgia law and wear an approved bike helmet while operating a bike. Bikes are to be parked and locked at one of the bike racks. Bike riders will walk their bikes on all sidewalk areas of the school grounds as a safety precaution. Those students who fail to follow these directions may lose the privilege of riding a bike on school property.

VISITORS

Georgia law requires that all visitors to the school **must sign in at the front office upon entering the building and must wear a visitor's badge/sticker while in the building.** Parents or guardians are always welcome at the school however; **all** classroom visits and conferences with teachers must be scheduled through the school office in advance. Once the visit is scheduled, the parent must sign in at the office and obtain a visitor's badge which should be worn at all times while in the building.

While our parents are encouraged to visit the school, they are not allowed to make "drop-in visits" to teachers before classes, between classes or during class, or after school. In order to prevent any disruption to instruction, friends or relatives from other schools or cities will not be allowed to visit during classes or at lunch. Former students may not visit teachers. Visitors and siblings not enrolled at BMS are not allowed to attend school dances.

SCHOOL ADMINISTRATORS CONTACT INFORMATION		
Position	NAME	Contact Information
Principal	Steve Greene	Ext. 222 greene.steve@mail.fcboe.org
Asst. Principal/A.D.	Carolyn Comer	Ext. 223 comer.carolyn@mail.fcboe.org
Asst.Principal/I LT	Kayla Seabolt	Ext. 269 seabolt.kayla@mail.fcboe.org
School Resource Officer-SRO	CPL Monica Lacourly, PCPD	Ext. 233 Lacourly.monica@mail.fcboe.org
PTO		jcboothmspto@gmail.com