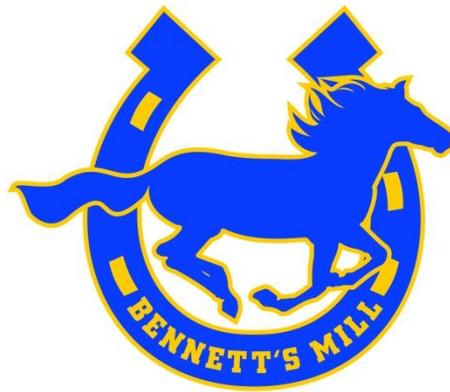


Name: _____

Homeroom Teacher: _____

**Bennett's Mill Middle School
210 Lester Road
Fayetteville, GA 30215**

Office: 770-716-3982 FAX: 770-716-3983
School Website: www.bennettmillms.org



Expect Excellence

This agenda belongs to:

NAME _____
ADDRESS _____
CITY/TOWN _____ ZIP CODE _____
PHONE _____
STUDENT NO. _____

 **PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

Although every effort was made to make the contents of the agenda comprehensive, every situation cannot be described. Administrative discretion will be applied to situations not specifically covered in the agenda or the Fayette County Student Code of Conduct.

FAYETTE COUNTY SCHOOLS SCHOOL YEAR CALENDAR 2016-2017

OVERVIEW

Students Report	August 8
First Semester	August 8 - Dec 16
Semester Exams	December 12 - Dec 16
Second Semester	January 4 - May 26
Semester Exams	May 22 - May 26
Last Day of School	May 26

HOLIDAYS

Labor Day	September 5
Fall Break	October 10
Thanksgiving Break	November 21 – 25
Semester Break	December 19 – Jan 3
Martin Luther King Day	January 16
Winter Break	February 20 – 24
Spring Break	April 3 - 7

NINE-WEEK PERIODS

1st Nine Weeks	August 8 - October 11
2nd Nine Weeks	October 12 - Dec 16
3rd Nine Weeks	January 4 - March 17
4th Nine Weeks	March 20 - May 26

TITLE I

BMMS is a Title I school which means that we receive federal funds to supplement our instruction in areas of concentration such as reading, writing, mathematics, science, and technology. Parent involvement and informational meetings are held quarterly and are announced with grade reports and other parent communications. In addition, we use these funds to provide a wealth of information to parents through our Parent Resource Center (located in the media center and open during school hours). Resources are available for checkout and include technology devices, books, audios, and videos on various parenting and academic topics.

ACADEMICS

REPORT CARDS AND PROGRESS REPORTS

During each nine week grading period, a report card will be sent home for parental review and signature. **Eligibility for participation in athletics and competitive academic events will be based on passing grades for the semester preceding the activity.** To pass a subject area for the year, an average of both semester grades must equal a minimum numerical grade of seventy (70).

Exams – Final semester exams are administered to 8th grade students in academic classes. Grades on these exams will count 15% of the student's semester average. 8th Grade Accelerated Math EOCT will count 20% of the semester average.

Parents and students are able to access their current grades in all classes using Infinite Campus located on www.bennettsmilms.org. Communication with teachers is encouraged. If a teacher conference is necessary, parents may contact the homeroom teacher. Homeroom teachers coordinate with the grade level team leader and student's teachers to set a date and time for the conference.

PROMOTION

Any student failing an academic subject in the 6th, 7th, or 8th grades may be recommended to attend summer remediation or repeat the grade. A promotion/placement committee will make the promotion or retention decision prior to the beginning of the new school year.

HONOR ROLL

Fayette County middle schools maintain two honor rolls each semester. To be named on the regular honor roll, a student must have a semester average of 90 or higher in all subjects and an 85 or above on all 9 week report cards. To be named to the high honor roll, a student must have a semester grade of 93 or above in all subjects. Members of the honor rolls are recognized at the school.

ACADEMIC DETENTION

When a student fails to complete assignments, teachers may assign academic detention in order to prevent students from receiving a zero. Saturday School is held several times a month for that same purpose. Teachers will recommend students for Saturday School to make up missed assignments and to get direct assistance from a certified teacher.

ACADEMIC DISHONESTY

Any attempt to obtain credit for work done by another is unacceptable. Giving or receiving information from any person or source in any form NOT sanctioned by the teacher shall constitute a cheating offense. All plagiarism and other forms of cheating result in a zero (0) and further disciplinary action will be taken.

AGENDA

This agenda/hand book is used to help students with organization and to improve communication between school and home. All students are required to have a copy of this agenda/handbook, which sets forth our school's guidelines and expectations. Students must purchase an agenda/handbook at the beginning of the year. Students are responsible for the rules and regulations set forth in the agenda.

The agenda is used as a hall pass and a communications tool between teachers and parents. It is also a record of communications between parents and teachers. **All pages must remain in the agenda for the year.** Students who deface, vandalize or lose their agenda are required to purchase a new one at a cost of \$10.00.

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ASSEMBLY CONDUCT

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational, as well as entertaining, experiences.

Students are expected to observe the following rules for assemblies:

1. Do not take books or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly area quietly. Find your seat quickly.
3. Attention should be directed immediately to the principal or the speaker.
4. Be courteous to the performers or speaker and to your neighbors. Personal conversations are not appropriate.
5. Applaud in keeping with the occasion. Applause should be generous and courteous.
6. You will be dismissed in an orderly manner when it is time to leave.
7. Students are not allowed to distribute materials or pamphlets during assemblies.

ATTENDANCE

When a student is absent, the parent or guardian must provide the school with a written and signed explanation of the absence within three school days; otherwise, the absence will be considered "unexcused." Georgia law allows for a student absence to be excused only for the following reasons:

1. Personal illness and medical appointments
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 as determined by the Fayette County School System
7. Service as a page in legislature

A student checking out of school is marked absent from those classes missed and must bring a written excuse. A student must be in school and counted present for 1/2 day before being eligible to participate in any school sponsored activity after normal school hours.

Georgia law (O.C.G.A. 2026902), 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 acknowledge the situation. 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.

ABSENCES, PREARRANGED

When a student's parents/guardians know in advance of an absence, they should contact the Principal's secretary. For any absence of three days or more, an Application for Prearranged Absence must be submitted along with a written request describing the educational nature of the absence(s). In all cases of prearranged absences, makeup work will be scheduled at the convenience of the teacher; teachers are not required to prepare assignments in advance for students. **Makeup assignments must be completed no later than 5 days after returning.** Prearranged absences are limited to one per semester. Per county policy, prearranged absences are **unexcused**, however, the student will have the opportunity to make up missed work if approved.

MAKEUP WORK

For most absences, the student will be allowed to make up work missed in each class. 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 tests, on the day of his return. It is the responsibility of the student to adhere to makeup policies and procedures outlined by the team or teacher.

- With an excused absence students are allowed up to 5 days to complete work upon returning to school.
- Tests, quizzes, or other class assignments should be made up before or after school or at the teacher's discretion.

- If make-up work is not completed in a timely manner, the teacher will give zeroes to the student for the work not completed.
- Students assigned OSS will only be allowed to make up missed assignments during Saturday School.

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.

ARRIVAL AND DISMISSAL OF STUDENTS

MORNING: Students must not arrive at school earlier than 30 minutes prior to the start of the school day. **The school CANNOT assume responsibility for students who arrive early as supervision is not available.** Car riders are to be dropped off at the front gym entrance in the front driveway of the school.

AFTERNOON: Car riders are to be picked up in front of the school. Changes to regular or directed modes of transportation must be made by 2:10pm the day of the change via a written note with signature, fax with signature 770-716-3983 or a hand-delivered note with signature. Students will not be allowed to loiter around the school grounds after dismissal.

CHECKING IN LATE

Students who arrive at school after the morning bell should be signed in at the school office by a parent, guardian, or authorized person. Any student arriving after the morning bell is considered tardy. Students who check in late will be issued a pass that will admit the student to class.

If a bus arrives late to school, students will not be counted tardy. Other excused tardies include illness, death in immediate family, religious holiday, page in the legislature, court order, doctor/dental appointment and others as determined by the Fayette County School System.

In the event of excessive unexcused tardies, disciplinary action will occur.

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 from home stating the time and reason for the pending checkout. The student will bring the note to the office before school begins. 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.
2. A student will not be allowed to leave class for checkout unless a pass from office was presented or the student is called from the classroom by the office for checkout. **Students will not be called to check out within the last 30 minutes of school.**
3. Checkout arrangements will not be made over the telephone.
4. Students will not be called to the office before you arrive for pick up. Please allow sufficient time to check out your child if you are checking out for an appointment.
5. All students must be signed out by the authorized person upon checking out and a picture I.D. will be required from that person.
6. State policy mandates that a student be physically present in school for one-half of the school day in order to be counted present for the day. Students who leave before one-half of the school day are counted absent for that day in accordance with state policy.

BOOK BAG POLICY

Students are permitted to use book bags or backpacks to transport books and materials to and from school. Computer bags and girl's purses are allowed in the classroom. All book bags must be stored in the lockers during the day and may not be carried from class to class.

BUS PASSES

The student must have a signed note from a parent or guardian. The note must be taken to the office before homeroom, and the student will be issued a bus pass for that day. The student will not be allowed to board a different bus without a bus pass. Bus Pass arrangements will not be accepted over the telephone.

BYOT, CELL PHONES AND OTHER ELECTRONIC DEVICES

Students in select classes may now Bring Your Own Technology (BYOT). In some instances, teachers allow students to use their technology for positive educational benefits to classroom instruction. For BYOT, technology is defined as privately owned wireless and/or portable communication systems and smart technologies. Students are not required to bring a device.

Students need to safeguard their personal device and not allow it to be used by other students. All devices need to have a clear identification of its owner. Under the direct teacher's supervision, students' may use the device. The use of technology to access educational material is not a necessity or right but a privilege. When abused, privileges will be taken away and appropriate disciplinary action will be taken. Students participating in BYOT must adhere to the Student Code of Conduct, particularly Internet Acceptable Use Policy and Internet Safety Policy. Please see the Student Code of Conduct for additional information on this matter.

Outside of BYOT classrooms, students may possess cell phones, ipods, mp3 and other hand held electronic devices on school board property as long as they are **not in use or visible on their person.** Students are not permitted to use any electronic devices during the school day except as stated as part of BYOT. The school day begins when the student enters the building and ends when school is dismissed. Failure to adhere to this policy will result in disciplinary actions.

CLINIC AND MEDICATIONS

The Bennett's Mill Middle School clinic is staffed with a licensed school nurse. If a student needs first aid or becomes ill, the student should alert the teacher and obtain a 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. 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, vomiting or feels unable to return to class, the parent(s) must come and check the student out of school. Students that are vomiting or running a fever may not return to school until they are illness free for 24 hours.** 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. 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 FCBOE policy. Students are not to carry any prescription or nonprescription medication on their person while at school. Inhalers may be carried by asthmatics; however, the inhaler must be registered in the clinic and never shared.

Medications taken on a long term basis must be supported by a written request from the physician for each new school year. While at school, students are not allowed to take any medication by themselves. **A Medication Form is required for all medications to be administered in accordance with the county policy.** Medications must be picked up on or before the last day of the school year or they will be disposed of in a proper manner.

AUTOMATIC EMERGENCY DEFIBULATOR (AED)

The school has an Automatic Emergency Defibrillator (AED) located in the commons area. Several staff members are trained to use this device in an emergency.

IMMUNIZATION

Georgia Law states that all students in a public school must be immunized against diphtheria, whooping cough, measles, mumps, polio, chicken pox, rubella, tetanus and hepatitis (if you were born after 1/1/92). If a student fails to have all immunizations before entering school or by the end of a 30 day grace period (90 days if you have moved in from another state), the child must leave 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.

DISCIPLINE GUIDELINES

The administration, faculty and staff of Bennett's Mill Middle School desire to establish a comfortable and safe atmosphere for all students. Our goal is to encourage all students to act in a mature, reasonable, and responsible manner. In addition, Bennett's Mill Middle School students are subject to the Student Code of Conduct and Fayette County middle school discipline procedures. Records are kept in the office and notification of major infractions will be sent to the parents of students who misbehave. 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. Failure to comply with behavioral expectations will result in a disciplinary referral. **[Please refer to the Fayette County Student Code of Conduct for more detailed information. The Code of Conduct is available on the Fayette County Board of Education website.]**

NUISANCE ITEMS NOT ALLOWED AT SCHOOL

Any item which disrupts the school program, such as any harmful object, aerosol sprays (breath sprays, perfume, hair spray, or deodorant), skateboards, Heelys, roller blades, electronic equipment, laser pointers, noise makers, computer games, toys, wallet chains, comic books, gum, trading cards of all kinds, etc. must not be brought to school.

Deliveries of flowers, balloons, cupcakes are not to be brought or sent to students at school due to allergies and a strong respect for instructional minutes. These types of deliveries **will not** be sent to the classrooms.

In addition, students are not permitted to buy or sell items (including but not limited to technology, gum, candy) from other students.

During the school day, students are not permitted to use any personal communication or electronic device, including cameras, cell phones, PDAs, Ipods, etc. The exception to this policy is as previously stated under "BYOT" (bring your own technology) section. Students found using these devices for non instructional purposes will have them confiscated and will be subject to disciplinary action. A student may use an audio or video recorder in a classroom with the explicit permission of the teacher.

Student infractions are recorded on discipline forms. 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. Some consequences of inappropriate behavior may include:

1. Verbal warning
2. Mediation
3. Temporary removal from class
4. Teacher, team, or administrative detention *
5. Loss of school privileges
6. Removal from extracurricular activities
7. Parent will attend school with student
8. In school suspension (ISS) **
9. Out of school suspension (OSS) ***
10. Saturday School
11. Referral to disciplinary tribunal
12. Alternative School
13. Referral to law enforcement
14. Restitution or full payment for damages or replacement cost

* If Administrative, Teacher or Team Detention needs to be rescheduled, the request must come in advance from a parent.

** In School Suspension (ISS) includes the use of a 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.

*** 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 makeup work is allowed except when completed during the next scheduled Saturday School.

WEAPONS POLICY (O.C.G.A. 1611127.1)

The Fayette County School System prohibits ALL weapons on campuses. The following state law outlines legal consequences: Senate Bill 563 makes it "unlawful for any person to carry or to possess or have under such person's control while at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound." Punishment is set at a fine of not more

SEARCHES

According to Georgia Laws and Board of Education policy, schools have access to student lockers, automobiles, and personal belongings while on the school campus when there is reason to suspect that the welfare of students and other personnel may be threatened. The search shall be made in the presence of at least one witness except in emergency situations or if dangerous or illegal materials are in plain view. Discovery of dangerous or illegal materials shall be reported to proper authorities.

DRESS CODE

Everyone at Bennett's Mill Middle School is expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste. All students must be modestly dressed and groomed so as not to distract 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 .

When, in the judgment of the administration, the dress requirements have not been met, the student may be assigned to in school suspension for the remainder of the day or until their parents or guardians can bring suitable clothing to correct the deficiency.

All students must wear appropriate undergarments and shoes. **The following outlines inappropriate school dress.**

1. Shirts and or dresses that do not cover the waist, shoulders, back and chest. Sleeveless shirts must cover the entire width of the shoulders. Backless or strapless dresses and shirts are not permitted. No low-cut necklines
2. Tank tops/muscle shirts
3. Pants, shorts, shirts and skirts of inappropriate size and fit or which have holes above fingertip level.
4. Skirts, dresses or shorts with hems above the fingertips.
5. Exposed undergarments
6. Not wearing proper undergarments
7. Clothing containing inappropriate language; advertisement of drugs, alcohol, tobacco, or sex; suggestive lettering or pictures advocating/glorifying death and /or violence
8. Transparent or mesh clothing without appropriate clothing underneath
9. Trench coats
10. Clothing that is form fitting (i.e. spandex shorts or leggings worn without appropriate outer garment of appropriate length)
11. Sleepwear and/or bedroom footwear
12. Sunglasses inside the building
13. Wallet chains or other type chains that may be dangerous or disruptive
14. Hats, caps, bandanas or hoods – hats must be stored in locker and retrieved at dismissal
15. Gang related clothing, signs, symbols and tattoos
16. Body piercing or tattoos that are disruptive or dangerous-Middle School students are allowed ear piercing only

EMAIL ADDRESS

Parents are encouraged to communicate with their child's teachers via electronic mail. You may reach any teacher or staff member by typing his or her lastname.firstname@mail.fcboe.org. For example: jones.alice@mail.fcboe.org. All email addresses can also be checked on the school's website. To receive emails from the school and teachers, parents should update their email addresses in Infinite Campus.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in school-sponsored clubs, athletic programs, and extracurricular activities. Participation, however, requires a student to meet the guidelines established by the No Pass, No Play Policy.

A student must be in school and counted present for at least half of the day to be allowed to participate in a school sponsored activity after normal school hours. All games, practices, tryouts, dances, concerts, competitions, etc. are classified as school-sponsored events.

AFTER SCHOOL/EXTRA-CURRICULAR ACTIVITIES STUDENT PICK-UP

It is the responsibility of the student to make arrangements prior to the school day for transportation from after school activities or field trips. The ending time for after school activities are announced and should be communicated by the students to the person responsible for picking them up prior to the event. Failure for students to be picked up in a timely manner (within 15 minutes after the ending time) may result in the student not being allowed to attend future after school activities or continue to participate on the athletic or academic team.

ELIGIBILITY AND NO PASS, NO PLAY POLICY

Students wishing to participate in athletics must pass all academic subjects the semester before participating. This is a Fayette County Board of Education Policy for middle schools. If a student is suspended or in ISS, he/she will not be allowed to participate in any extra-curricular activity on that day. If absent the day of the activity, the student may not participate. Board policy states that students have one year of eligibility for athletics in the 7th grade and one year in the 8th grade.

STUDENT ORGANIZATIONS AND CLUBS

For the most current information regarding Student Organizations and Clubs, please refer to www.bennettsmillms.org

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 and all required paperwork is signed and returned to school by the deadline specified.

Field trips involve transportation expenses. Students will be asked to contribute for these expenses. Students who are unable to contribute will not be denied the opportunity to participate in one day instructional trips. Deadlines and contracts with tour companies will be enforced.

The Student Code of Conduct and the school dress code shall be enforced on all 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. Participation in field trips is at the discretion of the teacher and administration based upon student behavior and academic standing. If a student becomes disqualified for a field trip after having paid a deposit, the deposit is forfeited. The following will disqualify students from field trips:

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 makeup missing class work
2. Three or more days in ISS per school year, or any ISS assigned for the day(s) of the trip
3. Any occurrence of OSS during the current school year
4. Inappropriate behavior on a previous field trip

FIRE AND TORNADO 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. It is important to evacuate the building immediately.
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, we need orderliness and calmness to insure your safety, and students must be able to hear verbal instructions.

Tornado 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 their head with a book, avoiding any heavy item overhead.
3. Students will not talk so that instructions can be heard.

COUNSELING DEPARTMENT

School counselors are available to assist students and parents in all areas of the middle school experience. 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. Some counseling services include registration, assistance with educational planning, interpretation of test scores, occupational and career information, study skills, and help with home, school and/or social concerns, or any other questions students may feel they would like to discuss. Counselors meet with students individually, in small groups, and in classroom guidance activities.

Counseling Support Programs

C.A.R.E. STUDENT ASSISTANCE PROGRAM (Children At Risk in Education)

C.A.R.E. is a student assistance program that is a committed system of reaching out to students who are experiencing social, emotional, or behavioral difficulties which prevent them from achieving academic success.

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 days). More information can be obtained from the appropriate guidance counselor.

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 and at www.fcboe.org.

PERMANENT RECORDS

Each student's permanent record folder is kept on file. If a guardian wishes to see their student's record, please call the counseling office and arrange a conference with a counselor. Achievement test results will be sent home as soon as they become available. By federal law if parents are legally separated or divorced, each parent has equal rights to access to the child's/children's records.

Unless the school has a copy of a court order on file indicating otherwise, either parent may check the child out of school as well as view their records with proper identification. The parent enrolling the student in school is the parent who must withdraw the student.

HALL PASSES AND HALLWAY TRAFFIC

Students are not allowed in the hall without a pass or their agenda except during class changes. Students who are sent to the front office, clinic, restroom, locker, media center, computer lab or guidance office are required to have their pass or agenda at all times. Any teacher may issue a pass. 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.

INTERNET ACCEPTABLE USE POLICY [See Student Code of Conduct.]

LOCKERS

Students will be issued a locker for a rental fee of \$15.00 per year. This fee includes your first agenda and is used for locker maintenance and other administrative purposes. No permanent decorations (stickers, markings, etc.) are allowed on the exterior and 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. It is the school's policy that each locker is to be used by only the student to whom the combination is issued.

Students must not "jam" or tamper with the locks on their lockers. This may result in the loss or the use of the locker without reimbursement of the locker maintenance fee. 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.

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. We suggest that students not bring more than \$10.00 to school except when paying for school purchases. The school will maintain a lost and found area. Please check there for lost items since the school cannot assume responsibility for your clothing or personal property. All unclaimed items are donated to charity.

LUNCH

Students are encouraged to eat a nutritious lunch every school day. Each student will have one account in the lunchroom. This account is for lunch and a la carte. It is up to the parent to notify the cafeteria if money may not be used for a la carte items such as juice, chips, extra milk and other food items. Deposits can be made into the account at any time using a Lunch Money prepayment envelope or online; however students can't take money out of the account once it has been deposited. Lunch money prepayment envelopes can be dropped off to the front office or accepted by cashiers during lunch. Students must remember and know their individual cafeteria four-digit PIN number. He/She will enter it into a keypad, and the computer will keep a running total of his/her account. A student may not share his lunch code with other students.

Lunches may not be charged. If a student does not have a lunch and does not have money to purchase a school lunch, a food service worker should be notified and a sandwich and drink will be provided to that student free of charge. Counselors and parents will be notified of students who take advantage of this service repeatedly. In order to purchase French fries, and other snack foods, a student must present their lunch tray or lunch box/bag to the cashier at the time of the purchase.

Outside vendor food is not allowed in the BMMS cafeteria unless the food is brought in by a guardian and that guardian will be eating lunch with their student in the cafeteria. Students are not allowed deliveries of lunch food to the school.

LUNCHROOM CONDUCT

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

1. Students are to deposit all used, disposable articles in the waste containers..
2. Students are not to misuse any lunchroom items including silverware, chairs, and tables.
3. Students are not allowed to take food or drinks (except bottled water) out of the lunchroom.

4. Students must sit at their assigned table.
5. Students will be assigned to clean tables by their teacher.
6. Students must follow the correct flow of traffic within the cafeteria and should not cut through the tables.
7. Student use of the microwave oven is a privilege. It must be used correctly and kept clean.

MEDIA CENTER

Bennett's Mill Middle School has an open media center policy. Students and teachers are welcome in the media center at any time during the day. While students are welcome anytime, they are required to have an agenda pass.

All materials leaving the media center should be checked out in the proper manner by media staff and a date due card will be available as a reminder when books should be returned to avoid overdue fine, 0.10/day. Materials checked out under a student's name are the sole responsibility of that student and should be kept in their possession and not loaned to another student. The student will be required to pay replacement cost of any lost or damaged beyond repair materials in a timely manner. Student checkout privileges will not be in effect until book is returned or payment is made.

Online resources provided by FCBOE, BMMS or GADOE are available for student use and may be accessed from home by going to BMMS webpage, Media page.

Off site passwords are:

Gale Databases- Student Resource Center-Gold, Biography Resource Center, Science Resource Center and The Virtual Library (e-books)

Password- benrpa

Galileo- Multiple databases on a wide variety of subjects. (Available to all Georgia students) Passwords change every quarter and may be obtained from BMMS media center staff or Fayette County Public library.

A growing number of E-books are available through Destiny link. Students should use their student ID# for login and password.

While we recognize that there are many other available sources for information retrieval, these have been selected because of their accuracy, relevancy to the curriculum, and availability of source citation information.

We encourage parent volunteers to become a part of our media team on a weekly, bi-monthly, monthly or at one of our two book fairs each year.

MESSAGES AND OTHER STUDENT ITEMS

Messages to students cause interruption of classroom instruction; therefore, messages are given to students only in cases of emergency and if they are from their parent or guardian. Student work, lunches, instruments, athletic items, etc. delivered to the front office after the start of the school day are placed in the counseling office. In order to minimize interruptions, students may be called up for these items at the end of a class so there is no guarantee that these will reach them in the time frame they are needed. Deliveries of flowers, balloons, cupcakes, etc., are not allowed due to student nutritional needs, allergies, and a strong respect for instructional minutes. These types of deliveries will not be sent to the classrooms.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged for better communications. If a school conference is desired, please call or email your student's homeroom teacher. The homeroom teacher will coordinate with the grade level team leader to schedule the conference at the earliest possible time. Students are taught in middle school by a team of teachers; therefore, it is important that all members of the team attend conferences as each has a unique and important perspective on the abilities and talents of each student. Parent-teacher conferences will not be scheduled on Wednesdays.

Bennett's Mill Middle School values parent involvement and encourages parents to attend conferences, PTO meetings, Curriculum Nights, and serve as volunteers and chaperones at school events. Parents wishing to observe in a classroom must schedule observation with school staff prior to the observation, and observations are limited to one class period per semester in an effort to minimize distractions to the learning environment.

PARENT TEACHER ORGANIZATION

The Parent-Teacher Organization is a vital part of our school operation. The PTO acts as a forum for parents, teachers, and the community to support the students of Bennett's Mill. The organization also supplements the instructional program with much needed equipment and supplies. PTO information is available on the school website.

QUIET REFLECTION

To comply with the provision of the 1994 Georgia Senate Bill 396, the students and faculty will be asked to observe a moment of silence during the school day's morning announcements to reflect on the anticipated activities of the day.

SCHOOL RESOURCE OFFICER

While the principal is charged with maintaining the order and safety of the school, a School Resource Officer (SRO) is assigned to every middle and high school to assist the administration in the development of a safe and secure learning environment for students, teachers, and staff. Security cameras are installed throughout the building.

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.

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

1. Touching, grabbing, or pinching body parts
2. Pulling off your own or someone else's clothes
3. Showing sexual drawings or pictures
4. Spreading sexual rumors about a person
5. Making sexual comments, suggestions, gestures, jokes or pressuring for sexual activity
6. Writing sexual graffiti
7. Assault of a sexual nature

STUDENT COMPLAINTS AND GRIEVANCES

In accordance with the policy of the Fayette County Board of Education adopted August, 1988, it is the policy of Bennett's Mill 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. Bennett's Mill 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.

TELEPHONE

If seriously ill or injured at school, the student must report to the clinic with an agenda pass, and the parent or guardian will be contacted. Students may use the counseling office phone as permitted by their teachers and the front office personnel. Students may use a personal cell phone on campus only after dismissal at the end of the school day.

TEXTBOOKS AND OBLIGATIONS

Each student may be issued state-owned textbooks and/or cds and will be responsible for the proper care of each book. Students are responsible for the replacement costs of lost, stolen, and/or damaged textbooks, including the agenda, 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. Compensation for damaged books is mandated by the county. At the end of the year, students will not receive their final report cards until all texts and materials have been returned and all fines and obligations have been paid.

TRANSPORTATION

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.

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. Students must ride the bus assigned to their residential area by the Fayette County Board of Education Transportation Department. 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, and other transportation issues should be addressed directly to the Transportation Office at: 770-460-3520.

Car Riders: All car riders need to follow safety procedures as they enter and exit the school grounds. **In the morning, car riders are to be loaded and unloaded only along the sidewalk near the gym student entrance.** Students may not be loaded or unloaded in the middle portion of the parking lot unless the parent parks and assists in the procedure. No cars are permitted in the bus loading area during morning arrival and afternoon dismissal for safety reasons.

Changes: Parents need to address transportation changes prior to the student's arrival at school. No transportation changes will be accepted 15 minutes prior to dismissal.

VENDING MACHINES

Students may purchase water or juice from the vending machines located in the cafeteria during the school day as permitted by their teacher. The snack vending machines in the teacher lounge are for staff members only. If a student loses money in one of the vending machines, he/she should report it to the front office for reimbursement.

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. Students are expected to show courtesy to parents and special guests who are on campus.

While our parents are encouraged to visit the school, they are asked not to make "drop in visits" to teachers before classes, between classes, during classes, or after school. Friends or relatives from other schools or cities will not be allowed to visit during classes. Visitors and siblings not enrolled at BMMS are not allowed to attend school dances. Lunch visitors must be 18 years or older or accompanied by the parent of the student.