



Whitewater Middle School

2019-2020

Whitewater Middle School
1533 Hwy 85 South
Fayetteville, Georgia 30215
Telephone (770) 460-3450
Fax (770) 460-0362

WHITEWATER WILDCATS

Property of: _____

Homeroom Teacher: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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A WELCOME FROM THE ADMINISTRATION

Students and Parents,

We are very excited to get started with this new school year. We welcome you and your family to be part of the Wildcat Family of Whitewater Middle School. Starting middle school is the start of a new and exciting adventure. Each year of middle school brings new responsibilities and opportunities. Our dedicated staff has made a commitment to middle school children and the philosophy of meeting the intellectual, physical, social, and emotional needs that are uniquely special to children as they grow into becoming adolescents.

We encourage you to get involved in the “middle school way”. We welcome parents and students to participate in all the opportunities that we offer. This agenda helps to serve as a “field-guide” for building a successful school year. The handbook pages outline the expectations for good behavior at Whitewater Middle School along with other important information. Please read the agenda thoroughly. Use the planner pages daily and you will be a successful student, as well as, keeping your parents informed. Parents, please use the agenda as a tool for communicating with the teachers.

We want this school year to be your best year ever!

Connie Baldwin, Principal

Jason Barnes, Assistant Principal

Jeff Patterson, Assistant Principal

WHITEWATER MIDDLE SCHOOL MISSION STATEMENT

Educating minds, achieving goals, fostering responsibility

BELIEF STATEMENTS

- All students can learn, achieve, and succeed given a supportive and challenging learning environment.
- All students have the right to learn in a safe, non-threatening environment.
- All students will develop a strong work ethic that emphasizes student responsibility, accountability, and self-discipline.
- Technology improves student learning and is an important part of academic instruction.
- Students need to be active, independent learners who are involved in solving problems and producing quality work.
- The development of honesty, integrity, and respect are valued attributes of students who are striving to become productive citizens.

FAYETTE COUNTY SCHOOLS

SCHOOL YEAR CALENDAR

2019 ~ 2020

Pre-Planning/Professional Learning	July 29-August 2, 2019
Students Report	August 5, 2019
First Semester	August 5-December 19, 2019
Semester Exams (Secondary)	December 17-19, 2019
Workday (Student Holiday)	January 6, 2020
Second Semester	January 7-May 22, 2020
Semester Exams (Secondary)	May 20-22, 2020
Graduation	May 22, 2020
Post Planning	May 26-27, 2020

HOLIDAYS

Labor Day	September 2, 2019
Student Holiday (Professional Learning)	September 3, 2019
Fall Break	October 14-15, 2019
Thanksgiving	November 25-29, 2019
Semester Break	December 20, 2019-January 3, 2020
Workday (Student Holiday)	January 6, 2020
Martin Luther King Day	January 20, 2020
Presidents' Day	February 17, 2020
Winter Break	February 18, 2020
Winter Break (Work Day)	February 19, 2020
Spring Break	April 6-10, 2020
Memorial Day	May 25, 2020

STUDENT PLANNERS

Planners are issued to each student at Whitewater. Planners are spiral bound notebooks that have spaces for homework assignments and comments from teachers for each school day. It is a vital communication link between school and home. Not only can teachers write notes to parents, but parents can also communicate with teachers. The planner policies listed below will help with home-school communication.

1. Each team will check the planner of each student at least weekly.
2. A planner, signed by a teacher or administrator, will serve as a student's hall pass.
3. A student who fails to bring his/her planner to school and to have it with them while in school will be disciplined as follows:
 - a. 1st offense- on team verbal reprimand/warning
 - b. 2nd offense- grade-level detention
 - c. 3rd offense- office referral and parental contact
 - d. 4th offense- administrative detention
4. Pages must not be torn out of planners.
5. **The cost of a replacement planner is \$10.00.**

I have read and understand the policies in the WMS student handbook.

Parent Signature _____ Date _____

Student Signature _____ Date _____



WHITEWATER MIDDLE SCHOOL

GENERAL POLICIES AND PROCEDURES

AMERICANS WITH DISABILITIES ACT

It is the policy of the Fayette County Board of Education not to discriminate against any student or employee on the basis of race, color, natural origin, sex or handicap and to provide a free and appropriate public education for each student and an appropriate work environment to each employee within its jurisdiction.

The intent of the Fayette County Board of Education is to ensure that students and employees who are categorized as handicapped by definition of the Rehabilitation Act of 1973, Section 504 will receive free and appropriate treatment with the educational system.

The Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA) and Title IX regulations outline the provisions for identification, evaluation, and implementation of appropriate educational services and /or working conditions. Students and employees may be defined as handicapped under any of the above listed laws or regulations.

PARENTAL RIGHTS AND RESPONSIBILITIES

A parent of a handicapped child, as defined by Section 504 of The Rehabilitation Act, has the right to the following:

1. Written notice prior to any special evaluation or change in educational placement of his/her child;
2. Attend any Student Support Team or other placement meetings held by the school;
3. Notification of appropriate instructional and assessment strategies for his/her child;
4. The opportunity to examine all relevant records regarding his/her child's identification, evaluation, and placement in educational programs;
5. Disagree with the identification;
6. An impartial hearing on the matter of disagreement;
7. Representation by counsel at the hearing;
8. Request a review by a state hearing officer to the findings of the impartial hearing.

Parental concerns may be directed to the following coordinators:

Section 504 Coordinator	Ms. Audrey Toney	(770) 460-3990
IDEA Coordinator	Ms. Rosie Gwin	(770) 460-3990
Title IX Coordinator	Dr. Ted Lombard	(770) 460-3990
ADA Coordinator	Mrs. Erin Roberson	(770) 460-3535

ASSEMBLIES

Assemblies, aligned with curricular objectives, are educational, as well as, entertaining experiences and 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. Talking, stamping of the feet, and booing are inappropriate behaviors for formal assemblies. Pep rallies allow for positive participation from the audience. Behavior demonstrated should enhance the assembly. Listed below are the procedures for the assembly conduct.

1. Do not take books or coats to the assembly unless otherwise instructed.
2. Proceed to the assembly area and be seated quietly and promptly.
3. Attention should be directed immediately to the speaker.
4. Conversation is not permitted.
5. Applause should be generous and courteous.
6. Do not leave assembly until dismissed.

ATTENDANCE

COMPULSORY SCHOOL ATTENDANCE LAWS IN GEORGIA

O.C.G.A. 20-2-690.1

- Every parent, guardian, or other person who has control of any child between the ages of six and sixteen shall enroll and send such child to school.
- Any parent, guardian, or other person who has control of any child who after **five unexcused days of absence** and after the child's school system notifies the parent, guardian, or other person who has control of any child, upon each day's absence from school shall be guilty of a misdemeanor.
- After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused absences without response, the school system shall send a notice by certified mail, return receipt requested.
- The school system shall have the parent, guardian, or other person who has control or charge of a child or children to sign a written statement

of possible consequences and penalties. Children who are ten years of age or older by September 1 shall also sign the statement of possible consequences and penalties.

REPORTING STUDENTS WITH UNEXCUSED ABSENCES (O.C.G.A. 20-2-701)

CONSEQUENCES FOR UNEXCUSED ABSENCES

Any parent, guardian, or other person who has control of any child who on the tenth unexcused day of absence per semester and after the child's school system has notified the parent, guardian, or other person who has control of any child, upon each day's absence/tardy from school shall be guilty of a misdemeanor and court action may be pursued for formal intervention.

Penalties:

Fine – not less than \$25 and not greater than \$100.00

Imprisonment – not to exceed 30 days

Community Service or any combination of such penalties, at the discretion of the court.

Research shows a direct correlation between student achievement and school attendance; therefore, it is imperative that a student be present at school unless legitimate circumstances require an absence. If an absence occurs, a parent or guardian must provide the school with a written explanation within three school days. **Georgia law recognizes a student absence as excused for the following reasons only.**

1. **Personal illness,**
2. **Death or serious illness in the immediate family,**
3. **Recognized religious holidays,**
4. **Absences mandated by order of governmental agencies, and**
5. **Conditions that render school attendance impossible or hazardous to health and safety,**
6. **Serving as a page in the legislature.**

Noting that regular school attendance is critical to learning, the Board of Education has instituted a mandatory attendance policy. Five cumulative unexcused absences per semester will result in notification to the parents by first class mail of the unexcused absences and a summary of consequences. Seven cumulative unexcused absences per semester will result in notification of the parents by letter by the Attendance/ Residency Officer concerning the attendance/driver's license law and a summary of consequences. Ten cumulative unexcused absences per semester will result in the notification by the Attendance/Residency Officer of the violations to the Student Attendance Protocol Committee to determine if court action will be pursued for formal intervention.

MAKE-UP WORK

School attendance promotes student development in the areas of responsibility, self-discipline, and character; however, when it is necessary for a student to be absent, the following guidelines should be adhered to for completing missed assignments.

1. A student is allowed one day to make up work for each day of an excused absence.
2. Provided prior approval has been obtained from the principal, absences due to family or school-related trips entitle the student to obtain assignments prior to the absence provided the work is submitted upon the student's return to school. The absence is unexcused.
3. Students assigned out-of-school suspension (OSS) will only be allowed to make up missed assignments during Saturday School.
4. Tests, quizzes, or other class assignments should be made up **before** or **after** school. If alternate arrangements are necessary, the parent should consult the teacher.
5. It is the student's responsibility to obtain make-up work and to submit completed assignments to his/her teacher in a timely fashion.
6. Failure to make up work in a timely manner will result in loss of credit.

**A parent may contact the office prior to 9:00 a.m. and request assignments after the student has been absent three consecutive days. Assignments and books may be picked up in the office after 3:30 PM. If the call is received after 9:00 AM, the request cannot be processed until the next day.

ARRIVAL AND DEPARTURE

Students are not to be on campus prior to 7:25 AM. If a student has a pass from the teacher to report to his/her classroom prior to dismissal to homeroom, he/she must report directly to that teacher's classroom. If the teacher is not there, the student must report to the cafeteria/gym. **At no time should students be on campus unless under the direct supervision of a teacher or another adult.**

Students should exit the building at dismissal time. Unless they are remaining for an after-school club/activity, they must proceed to the student pick up area or to their buses. **No student should be on campus after 3:40 PM unless under the supervision of a teacher.**

LATE CHECK-IN

Promptness to school is important. In the event that a student arrives at school after 8:10 AM, he/she should report to the office accompanied by a parent/guardian or authorized person. Students returning to school from medical appointments must report to the office to sign in before returning to class, accompanied by a note from the doctor. Tardies will be considered excused for medical appointments or personal illness, both with proper documentation. Traffic is not a reason for receiving an excused tardy.

Students with an **excessive** number of unexcused tardies per semester will be referred to the office for appropriate disciplinary action. We will be adhering to the following policy related to the offense:

- 4th unexcused tardy-1 administrative detention/parents called
- 5th unexcused tardy- 2 administrative detentions
- 6th unexcused tardy- 1 day ISS
- 7th unexcused tardy- 2 days ISS or Saturday School
- 8th unexcused tardy- 3 days ISS
- 9th unexcused tardy- 5 days ISS
- 10th unexcused tardy- 1 day OSS

CHECK-OUTS

If your child gets sick during the day, he/she is to go through the clinic to be checked out. **A student should not call or text parents from class to have parents come to pick him or her up early.** Doing so results in a class disruption when the child is called to be checked out. In addition, this is a violation of the BYOT Policy.

EARLY CHECK-OUT

If you know ahead of time that your student needs to check out during the day, please send a note with your child in the morning stating the time of check out. Students are to bring the note to the front office during homeroom to receive a pass. This will allow the student to be dismissed from class at the stated time so he/she will be up front when their parent arrives. **Please have a Photo ID when checking students out.** Checking out before 12:00 noon results in an absence for that day.

PARTICIPATION IN ACTIVITIES (ATTENDANCE REQUIREMENT)

Any student participating in any school activity must be in attendance the full day of the school day of the activity - verified medical appointments excluded.

WITHDRAWING A STUDENT FROM SCHOOL

The following is a list of procedures to follow when withdrawing a student:

1. Parent or guardian should contact the school to sign the withdrawal form.
2. Student should come by the guidance office, before homeroom, on the morning of his/her last day to pick up the withdrawal form.
3. The student should take the withdrawal form to the media center to begin withdrawal procedures.
4. The student should take the withdrawal form to each class. All textbooks are turned in and the withdrawal form is signed by each teacher.
5. Student returns to the guidance office no later than 3:00 p.m. to bring the completed withdrawal form to the counselor and to get it signed by the administration.
6. It is very important that parents leave a forwarding address so that we can send any yearbooks or literary magazines if ordered. When the yearbooks arrive at the end of the year, your child's yearbook will be mailed directly to him/her.

BETA CLUB MEMBERSHIP

The Beta Club is a Leadership-Service Organization for Grades 7 and 8. The purpose of the Beta Club is to stimulate effort and to promote those qualities of character that make for good citizenship. The qualifications for individual membership include worthy character, good mentality, credible achievement and commendable attitude. A student must attain a Cumulative Grade Point Average of a 90 or higher in all classes to be considered for membership. The school's administrators must approve prospective members.

BOOK BAG POLICY

Students are permitted to use book bags to transport books and materials to and from school. Book bags must be stored in the lockers during the day.

Students are allowed to bring protective cases/bags for electronic devices. Cases are to be size appropriate. Book bags are to remain in lockers.

CHARACTER EDUCATION PROGRAM

O.C.G.A. 20-2-145 Comprehensive character education program

- (a) The State Board of Education shall develop by the start of the 1997-1998 school year a comprehensive character education program for levels K-12. This comprehensive character education program shall be known as the "character curriculum" and shall focus on the students' development of the following character traits: courage, patriotism, citizenship, honesty, fairness, respect for others, kindness, cooperation, self-respect, self-control, courtesy, cheerfulness, school pride, respect for the environment, respect for the creator, patience, creativity, sportsmanship, loyalty, perseverance, and virtue. Such program shall also address, by the start of the 1999-2000 school year, methods of discouraging bullying and violent acts against fellow students. Local boards shall implement such a program in all grade levels at the beginning of the 2000-2001 school year and shall provide opportunities for parental involvement in establishing expected outcomes of the character education program.
- (b) The Department of Education shall develop character education program workshops designed for employees of local school systems. (Code 1981,20-2-145, enacted by Ga. L. 1997, p. 1386, 1; Ga. L. 1999, p. 362, 2; Ga. L. 1999, p. 438, 2.)

CLINIC

All students will receive medical attention if needed in the school clinic. We are very fortunate to have a licensed nurse working at Whitewater. This allows us to provide a full time nurse on a daily basis in the school clinic. For the safety of your child we ask that all medication used at school be taken to the clinic along with a physician's signature and explanation of how the medication is to be given. We also require a parent signature along with the information from your physician. Please make sure that all medication is in its original container. Over-the-counter medications may be administered with completed medication form. Prescription medications must have a physician's order, as well as, parent's written permission. School Medical Authorization forms are located at www.fcboe.org under School Health Services.

CLINIC PROCEDURES

1. The student should first check in with that period teacher and get his/her agenda signed to go to the clinic.
2. The student should check in with the clinic worker immediately and enter from the main hall door.
3. Students may lie down in the clinic if they are sick enough to go home and are waiting for parents to come. Otherwise they should return to class.
4. The parent or legal guardian must complete and sign a School Medication Authorization for all medications (prescriptions and over-the-counter) given at school. For prescription medications, a duly licensed physician must also complete and sign the School Medication Authorization. These forms are available in the clinic and must be on file in order for medications to be administered. **NOTE:** The school or clinic worker is not responsible for correct dosage. This is a student responsibility.
5. If 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.
6. Prescription medications brought to the clinic must be in original containers (small bottles only please).
7. All medications must be brought to the school office or clinic before the start of school by a parent or legal guardian or other designated adult accompanied by the Authorization.
8. Clinic cards are sent home the first day of school. Please fill these out and return to the homeroom teacher within 5 days. Current, accurate information will enable us to contact you. If any information changes during the school year, contact the school immediately.

DANCES

Generally there are two dances during the school year. Each student must have a permission slip filled out and signed in order to participate (see below). *Only WMS students may attend dances.*

At WMS, we want to ensure that our dances remain fun but also that they are socially acceptable to all students, as well as, all members of our community. With that being said, students need to be aware that there are certain types of dancing which are simply not acceptable at school-sponsored functions. In addition, the state of Georgia has a statute that makes some types of dancing in the presence of minors (any person under the age of 18) a violation of the law. The statute reads:

*16-608: "A lewd caress or indecent fondling of the body of another person. "

*16-12-100: "Sexually explicit conduct "means actual or simulated. "Performance" means any play, dance, or exhibit to be shown or viewed by an audience. It is unlawful for any parent, legal guardian, or person having custody or control of a minor to engage in or to assist any other person to engage in sexually explicit conduct for the purpose of any performance. **Dances are held after school from 3:15-5:00pm.**

To ensure that we are in complete compliance with the above statute, the Administration will enforce the following dance guideline at all school-sponsored functions.

DANCE RULES

- **Students not picked up within 15 minutes after the end of the dance will not be allowed to attend the next dance.**
- Students in ISS, OSS, assigned to the alternative school, or receiving a discipline referral the week of the dance cannot attend. Students that are absent on the day of a dance are not allowed to attend.
- Students shall dress in a tasteful manner in keeping with the **WMS dress code.**
- Students will be required to have the form below, signed by their parents, when they pay for the dance. Admission cost to the dance is \$4.00 for each student. The day of the dance the cost will be \$5.00 (permission slip must be signed).
- No refunds will be given if student does not attend dance.

I have read and understand the aforementioned policies and give permission for my son/daughter to attend the WMS sponsored dance on assigned date from 3:15-5:00PM. I agree to pick my child up no later than 5:00pm.

Student: _____

Parent/Guardian: _____

Phone Numbers: Home: _____ Cell: _____

Emergency Contact: _____

DISCIPLINE GUIDELINES

The administration, faculty and staff of Whitewater Middle School desire to establish a comfortable and safe atmosphere conducive to good learning that will ensure a greater opportunity for each student to learn and grow as an individual. Our goal is to encourage all students to act in a mature, reasonable, and responsible manner. Failure to comply with behavioral expectations will result in a disciplinary referral for inappropriate actions which include but are not limited to the following:

1. Insubordination; an unwillingness to follow school personnel instructions,
2. Disrespect toward school personnel, or any adult in the building,
3. Fighting, assault, or aggressive behavior which includes the threat to cause physical injury or harm to another person,
4. Theft,
5. Smoking, chewing, dipping, or possession of any form of tobacco, lighters, or matches, vaping equipment/products,
6. Destruction or defacement of school property,
7. Possession or use of weapons including knives, firearms, or explosives,
8. Truancy,
9. Possession or use of alcohol, drugs, (this may include illegal, over-the-counter prescription, or counterfeit drugs) or drug paraphernalia at school or any school-sponsored activity,
10. Racial remarks or slurs,
11. Harassment: sexual, verbal, or physical,
12. Gang activity or display of gang affiliation,
13. Use of profanity or otherwise objectionable language or gestures directed toward students or teachers,
14. Chewing gum,
15. Open displays of affection, including kissing, hugging, holding hands,
16. Rowdy behavior or horsing around,
17. Academic dishonesty and
18. **Dress Code Violations (see below)**
19. No aerosol cans or glass bottles are to be brought to school

* **Students must keep their hands to themselves.**

SILENT LUNCH/WORKING LUNCH

Students given silent lunch may not purchase a la carte items from the cafeteria on the assigned days for silent lunch which includes ice cream.

PROGRESSIVE DISCIPLINE PROCESS

Our discipline procedures are age appropriate and designed so that the degree of discipline will be in proportion to the severity of the behavior leading to the consequences. The previous discipline history of the student being disciplined and other relevant factors will be taken into account, and all due process procedures required by federal and state law will be followed.

DISRUPTIVE ITEMS

Any item which disrupts the educational process of Whitewater including cameras, comic books, compact disc players, computer games, radios, toys, trading cards of all kinds, laser pointers, etc. should not be brought to school. Students found with such items will have them confiscated and the student will be subject to disciplinary action.

ELECTRONIC COMMUNICATION DEVICES

While students will be permitted to use cell phones and other electronic devices according to the BYOT policy (see BYOT section for the complete policy) during the school day, **this use will be limited to instructional purposes which are specifically allowed by the teachers.** Students will be allowed to use cell phones and other technology in the mornings before 8:00AM. After 8:00AM all technology (including headphones) must be powered off and stored in the student's locker until dismissal. ***Use of cell phones for the purpose of communicating with parents regarding transportation is allowed only after school.***

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. Delegated search officials are the principal or the assistant principals (during school hours and/or any function under school jurisdiction) and certified employees who are responsible for students who are away from school before, during, or after regular school hours.

IN-SCHOOL SUSPENSION (ISS)

The in-school suspension program at Whitewater Middle School is designed to give a student an appropriate consequence for unacceptable behavior. The program enables the student to remain in school and receive appropriate education supervised by a certified papapro, while also

separating him/her from his peers to allow for reflective thought about appropriate behaviors. ISS is assigned for inappropriate behaviors including insubordination, vandalism, minor/major theft, vulgar or obscene language, harassment, or similar offenses. ISS may also be assigned when previous intervention strategies have not been effective in the modification of a behavior.

For more detailed information on discipline issues, please refer to the Fayette County School System Guidelines for Student Behavior 2016-2017.

DRESS CODE

Fayette County School System students are expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste. Student dress should not distract or cause disruption in the educational process of the school. **School administrators will be responsible for determining dress code violations. The administration reserves the right to amend any provision that is deemed to be in the best interest of the student or the educational process.**

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 or shirts are NOT permitted at all. No skin may show at the waist; No low-cut necklines.
2. Tank tops/muscle shirts
3. Pants, shorts, slacks, shirts and skirts of inappropriate size and fit or which have holes above the knee. Holes above the knees are not to be seen at all; under leggings are not acceptable. Pants and slacks must not touch the floor. Pants and shorts must always be on the waist. Holes in jeans are to be covered above fingertips.
4. Skirts, dresses or shorts with hems above the fingertips. Soccer shorts must be fingertip length around the entire circumference. Shorts that are scalloped on the sides must reach the fingertip length at the scallop also. Most soccer shorts are too short!
5. Undergarments must be worn; the proper garments and they are not to be showing.
6. Clothing containing inappropriate language; advertisement of drugs, alcohol, tobacco or sex; suggestive lettering or pictures advocating/glorifying death and/or violence
7. Transparent or mesh clothing without appropriate clothing underneath, camisoles, tank, or t-shirts are not to be seen and must be appropriate as determined by the administration.
8. Trench coats
9. Unnatural colored hair or distracting hair designs
10. Clothing that is form fitting, (i.e. spandex shorts or leggings worn alone or without appropriate outer garment of appropriate length. This includes all fitted current styles)
11. Leggings must be covered by a dress, long tunic, skirt, or shorts that come to fingertips. Leggings are not to be worn as pants.
12. Sleepwear and/or bedroom footwear (no sweater boots)
13. Sunglasses (May not be worn inside the buildings.)
14. Wallet chains or other type chains that may be dangerous or disruptive
15. Hats, caps or hoods (Hats or caps must be stored in a locker and retrieved at dismissal.)
16. Headbands, bandannas, headscarves, athletic headbands, sweatbands, or head wraps
17. Gang related clothing, signs and symbols
18. Body piercing that is disruptive or dangerous- Note Below
Middle school students are allowed ear piercing only.

- **The dress code applies to all school functions**

Consequences for Dress Code Violations

- 1st offense Administrative Warning - Sent to office either to change or have parent bring appropriate clothing. If clothing is not changed, student will be sent to in-school suspension for the remainder of the school day.
- 2nd offense- Student will receive 1 day of in-school suspension
- 3rd offense- Student will receive 2 days of in-school suspension
- 4th offense- Student will receive 3 days of in-school suspension
- 5th offense- Student will receive 3 days of out-of-school suspension

E-MAIL ADDRESS

Parents are encouraged to communicate with their child's teachers via electronic mail. You may reach any teacher/staff member by typing his/her last name.first name@mail.fcboe.org - E.G. smith.alice@mail.fcboe.org

ENRICHMENT EDUCATION PROGRAM

Students placed in the enrichment education program will be eligible for a minimum of one enrichment academic class. Requests for enrichment class placement will occur in the spring of the school year. Placement requests will be considered, but are not guaranteed. Initial enrollment in

enrichment classes will be limited to a maximum of eighteen students. Class placements are final, and teacher choice will not be considered in the placement phase.

EXAMS

Eighth grade students are required to take semester exams. The Exams count 15% of the semester grade. Exam dates will be provided to students. Eighth grade students enrolled in Acc Coord Alg/Geom A will take the EOCT in the spring (20% of semester grade).

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in school-sponsored clubs, athletic programs and extra-curricular 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 of students to be picked up in a timely manner will result in the student not being allowed to attend future after school activities.**

NO PASS NO PLAY POLICY

Students wishing to participate in athletics, clubs, and extra-curricular activities must pass all academic subjects. Eligibility is based on the preceding semester average. Fayette County Policy for all middle schools states that 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. Participation in athletics does not allow one to be excused from participating in P.E. Board policy states that students have one year of eligibility for athletics in the 7th grade and one year in the 8th grade.

SPORTS

Seventh and eighth grade students are invited to tryout for the following sports during the year: football, cheerleading, basketball, volleyball and track. Sixth graders may not participate in athletics; however, an intramural sports program is offered.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Whitewater Middle School will release to members of the public, upon request, directory information concerning any student enrolled in this system. **Pursuant to the Family Educational Rights and Privacy Act (FERPA), parents have the right to refuse permission for any of these categories of information to be released concerning their children.**

Any parent who wishes to refuse permission for any of the following categories of information to be released to the public may do so by informing the school principal in writing within ten (10) days from the first day of school each year of their child's enrollment for those who enroll after school is in session.

The following categories are designated directory information and will be released to the public:

1. Name of student
2. Home address of student
3. Home telephone of student
4. Date and place of birth of student
5. School-sponsored extra-curricular activities and sports in which the student participates
6. Weight and height of students who are members of athletic teams
7. Dates of attendance at Whitewater Middle School
8. Most recent educational agency of institution previously attended by the student
9. Awards received by the student
10. Student's major field of study

FIELD TRIPS

Permission slips will be sent home with students for parents' signature. No student will be allowed to participate in a trip unless the permission slip is signed and returned to school by the time specified by the teacher.

Field trips involve transportation expenses. Students are expected to pay for those costs and event fees, if they wish to attend. Students will be excluded from field trips for the following behaviors within a school semester:

- **3 or more days in in-school suspension**
- Any in-school suspension assigned for the day of a trip
- Any out-of-school suspension
- 7 or more absences during a 9 week period or single class period or 12 or more days up to day of the trip.

- Inappropriate behaviors on previous field trips
- A total of five administrative and/or in-school suspensions
- Lack of proof of insurance for overnight field trips
- Refunds are not guaranteed if a student is removed from the field trip opportunity

THE SCHOOL DRESS CODE WILL BE ENFORCED ON ALL FIELD TRIPS. PARENTS ARE EXPECTED TO PICK STUDENTS UP ON TIME WHEN FIELD TRIPS EXTEND BEYOND NORMAL SCHOOL HOURS.

FIRE DRILLS/TORNADO DRILLS

The immediate evacuation of the school building during a fire drill is paramount. Upon the sound of a fire alarm, a student must proceed quickly and quietly to designated exits. A tornado drill is signaled by another alarm system. Students will report to the areas indicated on maps posted throughout the building.

FOOD ITEMS

Please do not bring in food items such as cookies or cupcakes for your child's birthday or other events. Due to the numerous students with food allergies or other medical concerns, we would appreciate parents not bringing in food for other students. **"Fast food" items are not allowed in the cafeteria by students or anyone visiting with the student during lunch. This includes the last day of school.**

FORGOTTEN ITEMS AT HOME

Whitewater Middle will not interrupt classes to deliver forgotten items (lunch, homework, projects, clothing, uniforms). Students that have forgotten items will be called up to the office ten minutes before their lunch period to pick them up. Therefore, no child will miss out on a lunch that was left at home or forgotten lunch money.

HALL PASSES

Authorization to leave a classroom must be given by staff personnel and recorded as a hall pass in the student's agenda. Students are required to carry the agenda at all times.

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 which must be approved by a private physician licensed in Georgia or an appropriate official of a local board of health.

INSURANCE

Primary insurance is offered at the beginning of the year for students who would like the coverage. The two choices of this insurance are:

1. School day coverage from bus pick up until bus drop off.
2. 24 hour coverage for 12 months.
3. Students attending over night field trips must show proof of insurance prior to paying for the trip or they will not be allowed to participate in the field trip.

INTERNET-TERMS AND CONDITIONS

1. **Acceptable Use**-Internet use must be in support of educational endeavors and research consistent with the objectives of the Fayette County School System. Use of other networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited.
2. **Privileges**-The use of Internet is a privilege, not a right; inappropriate use will result in a cancellation of those privileges.
3. "Netiquette"-Be polite, use appropriate language, respect confidentiality, and respect other users of the network.
4. The Fayette County School system makes no warranties of any kind, whether expressed or implied, for the Internet service it provides. The school system is not responsible for any damages suffered by users. This includes the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused for any reason. Use of information obtained is at the user's risk. The school system specifically denies responsibility for the accuracy or quality of information obtained through its Internet services.
5. Commercial services are available on the Internet. If a user chooses to access these services, the individual is liable for any incurred costs.
6. **Security**-If any security problem on Internet is identified the responsible lab supervisor, teacher, media specialist or administrator must be notified.
7. **Vandalism**-Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

8. **Accountability**-Teachers will not be held accountable for what the student may access through the Internet or other technology beyond instructional directives.
9. **PeachNet Acceptable Use Policy**-Fayette County adopts the PeachNet Acceptable Use Policy as part of its policy. The PeachNet policy is included as Addendum A.

INTERNET USER REQUIREMENTS

ENFORCEMENT:

Violating any of the guidelines above can result in:

1. Restricted access to computing facilities.
2. Temporary or permanent loss of access to computing facilities and equipment.
3. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws. Violations of state law will be reported to proper enforcement authorities.
4. Financially responsible for damage incurred.

Principals of each school shall be responsible for placing this policy in their school's student-parent handbook as evidence of notice.

State Ref: Georgia Board of Education Policy IFAA(1)Rule 160-4-4-.10)

Legal Ref: O.C.G.A. 20-2-168(b)(3);20-2-1010 et seq.; 16-9-90 et seq.

Cross Ref: Policy IFBEA or Policy JCDC and IFBEA-R

Fayette County Board of Education

Board Policy ISBGA

Addendum A

PeachNet Acceptable Use Policy

[http://www.peachnet.edu/BOR WEB/OIIT/Policies/PNAcceptable.htm](http://www.peachnet.edu/BOR_WEB/OIIT/Policies/PNAcceptable.htm)

PeachNet Acceptable Use Policy

Revised August 1, 1995

The Board of Regents Office of Information and Instructional Technology (OIIT) supports the mission of instruction, public service, and research of all the institutions of the University System by providing backbone networking support through PeachNet.

PeachNet. The communications network of the University System, exists for the purposes of transmitting and sharing information among the units of the University System, transmitting and sharing information between the units of the University System and external organizations that provide benefit to or derive benefit from any of those units, and extending network connectivity services to other educational entities, schools, and libraries.

PeachNet users may engage in communications related to programs and services of the University System and other educational institutions and their contracting entities, which may include communications with commercial entities.

Basic PeachNet services are provided at no charge to University System units. Requirements beyond the basic service incur a fee-payable by the requesting unit-and must be requested through a representative of the University System Administrative Committee for Information Technology. Non-University System entities whose mission and purpose are compatible with that of the University System may contract for PeachNet services based on a fee structure established by the Office of Information and Instructional Technology.

The OIIT does not own or control all of the various facilities and communications lines through which network access is provided. Connections to outside networks are subject to interruption beyond control of the OIIT. However, every effort is made to ensure continuous service among PeachNet locations.

PeachNet is interconnected to many other networks worldwide; therefore, PeachNet users must observe the acceptable use policy of any other network accessed through the PeachNet connection. Appropriate Office of Information and Instructional Technology personnel will assist in network security breach detection and identification and in the establishment of limited Internet access when requested. The Southeastern Universities Research Association network (SURAnet) and other networks may have special usage policies, which may be obtained from those network providers.

Transmission of any material in violation of any federal or state laws or regulations is prohibited. Users of PeachNet are expected to be responsible in their use of the network and should avoid actions that cause interference to the network or cause interference with the work of others on the network.

Last Update: August 19, 1996

Fayette County Board of Education

Board Policy ISBGA

Addendum

A signed parent permission slip is required for students to be allowed to use the internet.

BE SAFE ON THE NET

- **DO NOT** give out personal information (phone numbers, addresses, passwords)
- **DO NOT** send a picture of yourself or someone else
- **DO NOT** agree to meet someone
- **DO NOT** take pictures of other students or teachers at school or on the bus
- **DO NOT** access unapproved sites
- **TELL** a teacher or a parent if you get a message that makes you feel unsafe.
- **TELL** a teacher or a parent if you see bad language or threats online.

REMEMBER: DO NOT ACCEPT ALL ONLINE INFORMATION AS THE ABSOLUTE TRUTH. BE CAUTIOUS.

LOCKERS

A \$3.00 rental fee will be collected at the beginning of the school year for one hall locker per student. A \$1.00 fee is collected per gym locker. All lockers have combination locks. Locker combinations should be kept confidential, and lockers should be locked at all times. The school is not responsible for lost books, notebooks, gym clothes, etc. Locker problems should be reported to the office immediately. **There are to be NO decorations inside or outside of lockers at any time.**

LOST AND FOUND

A lost and found area will be maintained by the school. Please check there for lost and found items. At the end of the semesters, remaining items will be donated to charity.

LUNCH

Prepayment can be made at any time, and you may apply as much money as needed. All money goes into the student's account. If the parent chooses for his/her child not to have a la carte, this option can be blocked from their account. Cost to be announced. **THE CHILD WILL BE ISSUED A SIX DIGIT NUMBER (Student ID Number).** He/she will enter it into a key pad, and the computer will keep a running total of his/her account. Parents may come in and check the account at any time.

DEPOSIT SLIPS WILL BE ISSUED AND MUST BE USED.

[Commercial fast food items will not be allowed in the cafeteria. Students may not purchase carbonated drinks at school or bring them from home for lunch or breakfast.]

LUNCHROOM CONDUCT

Students are required to keep the lunchroom clean. In order to accomplish this, the following rules must be followed:

1. Students are to place disposable articles in the waste containers. All silverware and trays are to be placed in the window for dirty dishes.
2. Students are not to misuse any lunchroom facilities.
3. Food/drink should not be taken out of the lunchroom.
4. Students who spill food/drink are expected to clean up any mess.
5. Tables and chairs are not to be removed without permission.
6. Be orderly, courteous, and respectful in the serving line.
7. Students are not permitted to sit on table tops at any point during the day.
8. Students are to go to restrooms before or after lunch.
- 9. Carbonated drinks are not allowed during lunch.**
10. No glass containers.

No fast food will be allowed in the cafeteria.

MEDIA CENTER

The Whitewater Middle School (WMS) Media Center is a resource area for book distribution, research, individual and group student project assistance, and leisure reading. **Media passes** are required at all times for a student to use the media center when not with their class. **Student ID cards and/or barcodes in the student agenda** are required for checkout. Proper checkout procedures must be used for all books and materials leaving the media center. Books may be checked out for a two-week period. One renewal is allowed for an additional two-week period. A student is responsible for all materials checked-out in his/her name. Replacement costs for severely damaged and/or lost items, processing fees, and any fines associated with each item (10¢ per day per item) will be totaled and communicated with students and parents. Payment is expected and required to be paid upon receipt. Students with fines or overdue items will receive a notice via their homeroom teacher. In addition, checkout privileges may be restricted and limited until the account is reconciled. Notices are also emailed to the student's parent/guardian and serve as reminders for the student to return or renew their books and pay their fine(s) if applicable. Report cards will be held in the front office until all fines are paid in full.

The WMS Media Center hours of operation are 7:45 am - 3:15 pm. Students may stay later **only** with parental permission **and** from one of the media center staff members. The student should ask permission to stay the day **before** the requested date and **NOT** on the day needed.

The WMS Media Center has items available for purchase: poster board, construction paper, earbuds, and copies in black and white or color.

Please check out the WMS Media Center Blackboard site for our complete handbook, additional, helpful links, and important information.

MESSAGES AND PHONE CALLS

Classes will **not** be interrupted for messages, deliveries or phone calls (except for verified emergencies) during the school day. Because of the small staff in the front office, the school will not guarantee receipt of non-emergency messages. ***Please make your arrangements with your children before they leave for school.*** Any deliveries sent to the school for special occasions may be picked up at the main office after school. **Parents please don't call or text your child's cell phone during the day. If a student needs to call home during the day for an emergency, the student must come to the office with a signed note from a teacher to use the office phone. Students are not to use cell phones during school hours to make calls.**

OUT-OF-SCHOOL SUSPENSION

Students who receive out-of-school suspension are not allowed to make up work assigned during their suspension. Students may make up missed work by attending Saturday School. If the student fails to attend Saturday School, no credit will be given for work missed during the suspension.

PARENT INVOLVEMENT

Parents are encouraged to become actively involved in their student's educational experience. The following is a list of ways to participate:

- Parent volunteers at the school site
- Parent Teacher Organization (PTO)
- Booster Club Membership (academic and athletic)
- Committee Participation
- Chaperones (field trips and extracurricular activities)
- Parent Teacher Conferences
- Mentoring

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are encouraged for better communication. If a conference is desired, please call the counselor or your child's teacher or team leader to set up an appointment.

PERMANENT RECORDS

Your child's permanent record folder is kept on file. If a parent/guardian wishes to see these records, call the school and arrange a conference with a counselor. Achievement test results will be sent home as soon as they become available.

PHYSICAL EDUCATION

Physical education and health classes are offered to all students at WMS. Students who are in P.E. will be required to participate unless they have a doctor's excuse. Students are asked to have shorts and shirts for these classes and tennis shoes with white soles. The student's name should be on each article of clothing, preferably on the outside where it can be seen. If a student is ill, the parent must write a note explaining the reason for not participating in P.E.

POSITIVE BEHAVIOR SUPPORT PROGRAM

Whitewater Middle School began implementing a Positive Behavior Support In School (PBIS) program. This program takes a positive, proactive approach to behavior by focusing more on positive aspects of behavior and recognizing students for the good things they do. It also emphasizes teaching and modeling appropriate behavior as well as reinforcing the positive behavior of students. Every person who works in the school is aware of the behavioral expectations and works to ensure students are consistently getting the same message, regardless of the setting they are in or the adult they come in contact with daily.

QUIET REFLECTION LEGISLATION 1994 GEORGIA SENATE BILL 396

To comply with the provision of Bill 396, immediately following the school day's morning announcements, the student and faculty will be asked to observe a moment of silence to reflect on the anticipated activities of the day.

REPORT CARDS AND PROGRESS REPORTS

During each nine week grading period a report card and an interim progress report will be sent home for parental review and signature. Students are expected to return report cards and any other materials which require a parent's signature on the following day. **Eligibility for participation in competitive interscholastic 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). Communication with parents is encouraged through school visits and scheduled conferences. To schedule a conference, parents may contact the guidance office. Fayette County School report card grades are designated numerically; however, the letter grade equivalent for numerical grades is designated in the following scale:

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

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.

PROMOTION POLICY

Any student failing an academic subject in the 6th, 7th, or 8th grades will be required to attend summer school or repeat the grade.

SATURDAY SCHOOL

Saturday School is an opportunity for students to make up work due to unexcused absences, out-of-school suspension, or excessive late work. Students will be recommended to attend Saturday School by a teacher or administrator. Dates and times for Saturday School are to be determined.

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

1. Touching, grabbing or pinching body parts-could be sexual battery
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, gestures or jokes
6. Writing sexual graffiti
7. Assault

Students who commit acts of sexual harassment will be subject to strict disciplinary action and possible prosecution. Please keep your hands to yourself.

SCHEDULE CHANGES

Because much time and effort goes into the process of scheduling students for classes, schedule changes are rarely made. Occasionally, however the need to change a class is justified. The only legitimate reason for requesting a schedule change is if the student has been misplaced in the class and his or her ability level requires a change of schedule.

If such an error has been made, the classroom teacher will work through the administration in making the change. **The student must remain in his or her scheduled class until he or she is notified that the schedule change is complete.**

Connection classes are randomly selected by the computer scheduler. Students are not given the opportunity to choose Connection classes.

Some common requests for schedule changes that will not be granted are:

1. Requests for a change of teacher/team;
2. Requests to move into classes with friends or out of class with students one "doesn't like".

SCHOOL RESOURCE OFFICER

For the safety of students and staff, a Fayette County sheriff's deputy has been assigned to Whitewater Middle School as a school resource officer.

STUDENT SUPPORT PROGRAMS

The following is a list of student support resources/programs that are available to parents and students in the Fayette County School System:

- ✓ Peer Mediation- Conflict resolution program where students are trained to help other students resolve their problems. Emphasis on “I” messages and reflective listening skills. Problems may include name-calling, rumors, teasing, etc.
- ✓ STEP- Systematic Training for Effective Parenting is a ten-week course offered at night with a focus on praise vs. encouragement, punishment vs. discipline, goals of misbehavior and ownership of problem.
- ✓ Rainbow/Spectrum- Twelve-week small group program for grief and loss issues. Teachers and staff are trained as facilitators. Multiple groups are conducted simultaneously.
- ✓ Parent Resource Center- Books, audio tapes, videotapes, etc. which are purchased by C.A.R.E. and managed by the school C.A.R.E. Team.
- ✓ Community Mentors- Individuals recruited and trained by the Community Schools mentoring program called FRIENDS. Mentors must meet with student regularly and work to develop a supportive, nurturing relationship.
- ✓ Wildcat Ambassadors- A peer program which assists new students in making the necessary adjustment to transition into a new school setting.

THREATS

For all students to learn and grow, school must be a safe environment. Current events suggest that ensuring such an environment is a task which requires a strict, no-nonsense approach to any words or deeds which reflect the violence of our times. WMS will regard all written and/or verbal threats, implied or directed toward students, staff members, or school and staff property as acts of malice and endangerment. The school's discipline action will be immediate and severe. Incidences may be reported to the police and/or sheriff's department depending on the specific jurisdiction.

TRANSPORTATION

The driver of a school bus carries 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 normal tones – no screaming
2. Remain seated-no changing of seats
3. Keep head and hands inside the bus
4. Remain quiet when approaching railroad crossings
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. Do not tamper with any equipment on the bus emergency door
9. Do not use vulgarity, profanity, or obscene gestures
10. Do not throw objects of any type out of the bus window
11. Do not litter the bus with paper, pencils, etc.
12. Get on and off the bus only at your regular stop unless you have written permission from the administration
13. Do not harass other students
14. Do not throw objects inside the bus

Any student disobeying the transportation rules may be removed from the bus.

Any inquiries regarding transportation or delayed buses should be directed to the director of transportation at 770-460-3520.

TRANSPORTATION-CAR

All car riders need to follow safety procedures as they enter and exit the school. Morning drop off is in the gym parking lot near the bus loop. Afternoon pick up is in the bus loop after buses have departed. All car riders must load and unload at the curb. Students are not to be picked up in front of the school, unless they are being checked out early from the office. Students will not be allowed to meet parents in the parking lot, due to safety reasons.

TRANSPORTATION-RIDING A DIFFERENT BUS HOME

If a student rides a different bus home, he/she must have a note from a parent or guardian. ***This note must be brought to the front office during homeroom.*** The note should include your child's name, the date, bus number, and the child's name with whom your child is riding home. At this time a bus pass will be issued. The bus pass is necessary if the student needs to ride another bus. Bus passes may be restricted due to overcrowding.

BUS ARRIVAL AND DISMISSAL

Morning

1. All students will enter through the gym at the bus loop.
2. Sixth and Seventh grade students will remain in the gym until dismissed.
3. Eighth grade students will remain in the commons until dismissed.
4. There are no locker privileges before dismissal to homeroom.
5. All car riders must be dropped off at the curb closest to the gym, no earlier than 7:25am. Students are not to be dropped off at the front door, or in the parking lot.

Afternoon

1. Students will remain in their last period class until dismissed for the buses.
2. When dismissed, students must go directly to their buses.
3. Car riders will be dismissed and need to go directly to the pick-up area.
4. All car riders must load from the curb; students will walk to the far right of the sidewalk to load cars. Parents are not to park and ask students to cross the line of traffic to meet them at the curb.

TEXTBOOKS

Each student will be issued state-owned textbooks and will be responsible for the proper care of each book. Due to the recent increase in the price of books, losing or abusing textbooks can be very expensive. Lost book reimbursement is dictated by the replacement cost of the textbook. Compensation for damaged books is mandated by the county as follows:

1st Year - 100% of cost

2nd Year - 80% of cost

3rd Year - 60% of cost

4th Year - 40% of cost

5th Year or more - 20% of cost

VISITORS

Visitors to the building should first check in at the front office to register and receive a visitor's pass to be displayed at all times. At no time are visitors permitted in the classrooms without prior consent from the teacher. They must sign in with the office and document the reason for the visit. Friends from other schools or relatives visiting the area will not be allowed to visit classes during school hours.

WHITEWATER MIDDLE SCHOOL MATRIX

Positive Behavior Support Guidelines

	Cooperate	Act With Appropriate Attitude	Take Responsibility	Show Respect
Classroom	<ul style="list-style-type: none"> *Follow directions the 1st time *Stay on task *Speak appropriately *Follow rules *Stay in assigned area 	<ul style="list-style-type: none"> *Show eagerness to learn *Speak positively toward both teachers and students 	<ul style="list-style-type: none"> *Bring all needed materials *Be prepared *Complete all assignments on time *Keep classroom area clean 	<ul style="list-style-type: none"> *Leave property of others alone *Respect personal space
Assemblies Extracurricular	<ul style="list-style-type: none"> *Be attentive to the program *Follow directions *Participate when asked 	<ul style="list-style-type: none"> *Exhibit school pride and spirit *Demonstrate good sportsmanship *Use only positive responses 	<ul style="list-style-type: none"> *Be on time, keep area clean *Keep hands and feet to yourself *Move orderly and quietly *Stay in assigned areas 	<ul style="list-style-type: none"> *Listen/focus on speaker *Follow directions *Respect others' space
Field Trips	<ul style="list-style-type: none"> *Be on time *Be ready to participate and enjoy the field trip 	<ul style="list-style-type: none"> *Show school pride in community *Show self-respect by being clean and dressing neatly 	<ul style="list-style-type: none"> *Notify parents of pick-up time *Turn in paperwork on time *Follow all bus rules 	<ul style="list-style-type: none"> *Follow directions the 1st time *Keep hands, feet, and objects to self *Be attentive when someone is speaking
Gym/Locker Room	<ul style="list-style-type: none"> *Dress out daily *Participate daily 	<ul style="list-style-type: none"> *Keep hands to yourself *Keep belongings secure *Turn in lost items 	<ul style="list-style-type: none"> *Use and take care of equipment as intended *Be in roll call on time *Keep locker room clean 	<ul style="list-style-type: none"> *Follow directions the 1st time *Leave property of others' alone *Encourage peer participation
Cafeteria/Patio	<ul style="list-style-type: none"> *Stay in line *Chew food with mouth closed *Food goes from plate to fork to mouth 	<ul style="list-style-type: none"> *Use quiet voices *Clean your area *Choose healthy foods 	<ul style="list-style-type: none"> *Keep area clean *Keep food and drinks in the cafeteria *Know your number 	<ul style="list-style-type: none"> *Quickly and quietly through the line *Leave area neat and clean *Take and eat only your food *Stay in your assigned area
Restroom	<ul style="list-style-type: none"> *Dispose of paper towels in trash container *Choose it, use it, flush it *Wash hands 	<ul style="list-style-type: none"> *Mind your own business *Return to learn *Report acts of vandalism 	<ul style="list-style-type: none"> *Have a signed agenda/pass *Keep restroom clean and floor dry *Return to class ASAP 	<ul style="list-style-type: none"> *Leave others alone *Be quick and quiet
Media Center	<ul style="list-style-type: none"> *Use quiet voice *Have permission to go 	<ul style="list-style-type: none"> *Have a purpose *Wait patiently for assistance 	<ul style="list-style-type: none"> *Bring signed agenda/pass *Return books on time *Bring needed items *Ask for help if needed 	<ul style="list-style-type: none"> *Sign in and out *Take care of all materials *Use appropriate language *Follow directions the 1st time
Hallway	<ul style="list-style-type: none"> *Keep hands, feet, and objects to yourself *Leave room for others to pass 	<ul style="list-style-type: none"> *Keep hallway clean *Keep lockers and walls clean 	<ul style="list-style-type: none"> *Have a signed agenda/pass during class time *Stay in designated area 	<ul style="list-style-type: none"> *Keep hands, feet, and objects away from others, walls and displays *Use quiet voices *Walk on right side of hallway
Office	<ul style="list-style-type: none"> *State purpose politely *Exit when business is completed 	<ul style="list-style-type: none"> *State purpose politely *Wait patiently 	<ul style="list-style-type: none"> *Have signed permission to come to office *Walk directly to the office 	<ul style="list-style-type: none"> *Wait your turn *Ask permission to use the phone *Be polite to office staff
Arrival/Dismissal For Car and Bus	<ul style="list-style-type: none"> *Walk directly to designated area *Follow directions the 1st time *Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> *Be courteous to other riders *Follow directions the 1st time 	<ul style="list-style-type: none"> *Stay in designated area *Stay seated at all times *Follow bus rules *When late to school, an adult must sign you in at the office 	<ul style="list-style-type: none"> *Use quiet voices *Keep hands, feet, and objects to yourself *Have permission to leave the assigned area
Locker Breaks	<ul style="list-style-type: none"> *Go straight to locker *Get to class on time *Follow directions the 1st time 	<ul style="list-style-type: none"> *Wait your turn *Be helpful when needed *Concentrate on designated task 	<ul style="list-style-type: none"> *Get necessary items for each class *Keep locker neat and organized *Move quickly from locker to class 	<ul style="list-style-type: none"> *Be polite *Keep area clean