

# Baker Middle School

## Student Handbook 2018-2019



### **“Show Your ‘Lion’ Pride”**

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Student Name: \_\_\_\_\_

School Motto: I am a Baker Lion and I have **PRIDE**. Lion Pride demonstrates **P**erseverance, **R**espect, **I**ntelligence, **D**ependability and **E**mpowerment. Hear me roar!

# LIONS Always Display P R I D E *through...*

*P - Perseverance*

*R - Respect*

*I - Intelligence*

*D - Dependability*

*E - Empowerment*



## **Muscogee County School District**

**Mission:** Our mission is to inspire and equip all students to achieve unlimited potential.

**Vision:** The MCSD is a beacon of educational excellence where all are known, valued, and inspired.

## Principal's Welcome Letter

Dear Parents and Students,

Welcome to Baker Middle School! My name is Ramona Horn, and I am honored to write this letter as your principal. It is my pleasure to have the opportunity to work with such a dedicated, knowledgeable, and supportive school community. Our school community remains committed to providing our students with challenging, rewarding, and successful academic experiences.

Students here are engaged utilizing researched-based instructional strategies and programs within the structure of Common Core Georgia Performance Standards.

We believe that it is important that faculty members and families work together to facilitate continued student growth and success. Together we can make a difference in the lifelong journey of our students. I invite you to visit anytime and see for yourself the great things taking place at Baker Middle School.

*You are now a member of Baker's Learning Community. Lions let's hear you roar with PRIDE as you demonstrate **P**erseverance, **R**espect, **I**ntelligence, **D**ependability, and **E**mpowerment. Again, welcome!*

Sincerely with Lion PRIDE,

*Ramona Horn*

Ramona Horn  
Principal



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## Dates to Remember



1 <sup>st</sup> Semester	
Date	Event
August 2	Student Verification Day
August 8	First Day of School
September 3	NO School- Labor Day
September 7	Progress Reports
October 8	NO School-Teacher Professional Development Day
October 18	<b>REPORT CARDS</b>
November 12	NO School - Veterans Day
November 13	Progress Reports
November 19-23	NO School- Thanksgiving Holiday Break
December 21	End of 1 <sup>st</sup> Semester

2 <sup>nd</sup> Semester	
Date	Event
December 24-January 8	NO School - Winter Break
January 9	Students return to school- 1 <sup>st</sup> day of 2 <sup>nd</sup> Semester
January 15	<b>REPORT CARDS</b>
January 21	NO School - Martin Luther King Jr. Day
February 8	Progress Reports
February 18	NO School - President's Day
March 21	<b>REPORT CARDS</b>
March 25-29	No School-Spring Break
April 3-30	State Testing Window (dates vary by grade level)
April 22	Progress Reports
May 1-10	State & National Testing (dates vary by grade level)
May 23	Last Day of School
May 24-29	<b>REPORT CARDS AVAILABLE FOR PICK-UP</b>

## GRADING SCALE

The grading scale, which has been approved by the M.C.S.D. Board of Education, is as follows:

- A=90-100 (Excellent)**
- B=80-89 (Above Average)**
- C=70-79 (Average)**
- F=Below 69 (Failing)**



**For your child's Safety; please adhere to the following policies:**

- For purposes of MCSD policies, the school day begins when walkers and bus riders are en route to school or the bus stop, and when car riders arrive on campus. The school day ends when walkers and bus riders arrive home and car riders leave campus.
- Walkers and Car Riders are not allowed on campus prior to 8:15 a.m.
- No student shall remain on campus after 4:25 p.m. unless they are participating in an event supervised by Baker Middle School faculty.



- *Baker Middle School does not allow student cell phones or other devices*
- **All students must wear their ID daily.**
  - It is the student's responsibility to ensure that he or she obtains an ID badge
  - The ID badge must be worn around the neck
  - Students will be subject to consequences when the expectations for the ID badge are not followed
  - The ID badge is school property and must not be altered
  - If the student loses or damages their ID badge, it must be replaced by purchasing another one from the Media Center for \$5.00
- **All students are required to wear school uniforms.**
- **All students are required to purchase a locker for \$5.00 to secure their belongings.**
- **Afterschool events are scheduled in advance and students shall not arrive more than 15 minutes prior to the event.**
- **Parents/Guardians/Authorized adults must present a picture ID to check-out students.**

## P.B.I.S.

Baker Middle School continues to implement “Positive Behavioral Interventions and Supports” (PBIS). According to the Georgia Department of Education, “this is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety and support improved academic outcomes”.

**Baker Middle School** has many incentive and acknowledgement programs that all students have the opportunity to participate in to earn rewards and recognition.

“Virtual Baker Bucks” and “House Points” are given by all staff members to students who display acts of good character by following the **Discipline Matrix, 15 Manners that Matter**, other acts of kindness, zero monthly referrals, and perfect monthly attendance. Each student has the daily opportunity to earn Baker Bucks and House Points. Students are eligible to use their bucks in the **BAKER STORE** and for **special event admission**. All items in the **BAKER STORE** consist of donations from Partners In Education (PIE) and other community partners.



## STUDENT OPPORTUNITIES

Student Government Association  
Science Bowl Team  
Debate Team  
Science Fair  
Social Studies Fair  
Math Team  
Boy’s/Girls’ Soccer Team  
Art Contests  
NJHS  
Junior Marshal  
TSA  
Mentoring programs

Academic Bowl Team  
Cheerleading  
Dance Team  
Football Team  
Boy’s/Girls’ Basketball  
Boy’s/Girl’s Track & Cross Country  
Band  
Flag Patrol  
Volleyball Team  
Robotics Club  
Orchestra  
Chorus

*Eligibility will be based on your last school year’s grade and/or tryouts and teacher recommendations for extra-curricular and academic clubs. Sixth graders are eligible to participate in sports, including cheerleading.*

## GENERAL INFORMATION

Each student will be issued a copy of the Muscogee County School District Behavior Code and Discipline Policy during the first week of school. Parents should study this booklet with their children and understand that violations of school district policy will result in a resolution from administration and/ or a possible hearing before the Superintendent's Disciplinary Tribunal.

### STUDENT ARRIVAL

**Non-bus riding students cannot arrive on campus prior to 8:15 a.m. Students standing on the street/sidewalks waiting to come on campus are subject to school policies and consequences if misbehaviors occur. Breakfast is served from 8:15-8:45 a.m.** Students are required to arrive at school on time and **IN HOMEROOM by 8:50 a.m. Students arriving to school after 8:50 a.m. are considered late to school.** Parents are asked to send a written explanation for the late arrival, and/or accompany the student to the office. Tardiness creates disruptions of instructional time and **CHRONIC TARDINESS MAY BE TREATED AS A DISCIPLINE ISSUE.** Depending on the time of arrival at school, students may be counted absent for a portion of the school day.

### STUDENT ATTENDANCE

**Data indicates that missing more than five days of school each year, regardless of the cause, begins to impact student academic performance and starts shaping attitudes about school. For students in 6th grade through the 9th grade, student attendance is a better predictor of dropping out of school than test scores. Data shows that standardized test scores are significantly affected by attendance patterns, to the point that the number of absences is related to the student's chances of "passing" the Georgia Milestone.**

Georgia Law allows student's absences to be excused only for the following reasons: (a) personal illness; (b) a death or serious illness in the immediate family; (c) recognized religious holidays; (d) absences mandated by order of governmental agencies; (e) conditions, which render school attendance impossible or hazardous to their health and safety. Any time a student is absent, the parent or guardian must provide the school with a written explanation of the absence within three school days. Parents should keep in mind that students may be checked out only by a parent or legal guardian, unless arrangements have been made in advance with the office. **Please, be prepared to show a Picture I.D. when checking out a student from B.M.S.**

Students who are counted absent from school are not eligible to participate in extracurricular activities on that day (this includes athletic events, school dances, etc.). We are required to report attendance to the state. It is essential that we work together to increase student attendance. Please remember, a student who is absent cannot benefit from the designed curriculum. Therefore, he or she gets farther and farther behind. Please note, when a student accumulates three unexcused absences (they do not have to be consecutive) the school sends the parent a notification letter. Once the student accumulates five unexcused absences, the school refers the attendance concern to the school social worker.

### HARMFUL ITEMS

Any weapon or ammunition, knives, fireworks, poppers, matches, lighters, alcoholic beverages, cigarettes, drugs, water-guns, steel picks, and any object that might cause harm or injury to others.

## **LOST AND FOUND**

The lost and found department is located in Guidance. Items not claimed within 30 days will be donated to the Clothing Bank. Lost textbooks are turned in to the Media Center.

## **PERSONAL PROPERTY**

Electronic devices, toys, playing cards, combs, brushes, picks, food etc., are not allowed on campus. (The responsibility for students' personal property rest with the individual student. The school does not assume responsibility for loss, theft, or damages to property.) Such property brought on campus will be confiscated and may not be returned to the student. In most cases, the items will be released to a parent or guardian only.

## **SAFETY DRILLS**

State law requires periodic drills to provide in quick and safe emergency action or evacuation of the school building. Students should take these drills very seriously.

## **MEDIA CENTER**

The school media center is open from 8:30 until 4:00 every instructional day. Students must have a pass to visit the library. Students must also have their ID to check out materials.

Check out period for books is one week. Periodical (magazines) may be checked out overnight with the librarian's permission. You must check out at the computer located at the main desk. You will not be permitted to check out books if you have overdue materials outstanding.

## **GUIDANCE DEPARTMENT**

Counseling – the guidance program is to help each individual student to achieve his/her highest growth potential, mentally, socially, and emotionally. Students must have a pass to visit Guidance.

We try to do this in several ways:

- Helping new students to feel at home with new teachers and friends in our school.
- Individual conferences whenever a teacher, administrator, or counselor finds it necessary.
- A testing program designed to help the student learn as much as possible about his/her capabilities.
- The counselors welcome the opportunity to talk things over with any students, parent, or teacher.
- Maintaining high expectations among students, faculty and family.

## **ANNOUNCEMENTS**

Daily announcements will be made on the public address system in the morning during homeroom period and in the afternoon at the end of the day.

# Schoolwide Behavior Expectations

It is our belief that good discipline and learning go hand in hand. Therefore, for teaching to be effective, students are expected to conduct themselves in an orderly manner. Students must demonstrate self-control, good manners, and respect for the rights and property of others. No student has the right to interfere in the education of other students.



## All Settings

<p><b>Be Respectful</b></p>	<ul style="list-style-type: none"> <li>• Respond to adults with "Yes ma'am", "Yes sir", "No ma'am" and "No sir"</li> <li>• If someone bumps into you, say "Excuse Me "</li> <li>• Make eye contact during conversations and discussions</li> </ul>
<p><b>Be Responsible</b></p>	<ul style="list-style-type: none"> <li>• Follow the Dress Code</li> <li>• When out of class, you must have a hall pass</li> <li>• Always be honest</li> </ul>
<p><b>Be Safe</b></p>	<ul style="list-style-type: none"> <li>• Keep hands, feet and other objects to yourself</li> <li>• Report to appropriate locations</li> <li>• If someone is bothering you, let a teacher know</li> </ul>



## Classrooms

<p><b>Be Respectful</b></p>	<ul style="list-style-type: none"> <li>• Only make positive statements</li> <li>• Raise your hand before speaking</li> <li>• Practice the <i>15 Manners that Matter</i></li> </ul>
<p><b>Be Responsible</b></p>	<ul style="list-style-type: none"> <li>• Be in assigned classroom when the bell rings</li> <li>• Complete all assignments</li> <li>• SLANT (Sit up, Listen, Ask and Answer questions, Nod your head, Track the speaker)</li> </ul>
<p><b>Be Safe</b></p>	<ul style="list-style-type: none"> <li>• Enter and exit with Level 1 voice (whisper)</li> <li>• Keep hands, feet and other objects to yourself</li> <li>• Receive permission before leaving your seat</li> </ul>



### Hallways

<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Level 1 voice (whisper)</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Be in assigned classroom when the bell rings</li> <li>• Have a hall pass when off the grade hall</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and other objects to yourself</li> <li>• Walk in a single file line, on the right side of the hall</li> </ul>



### School Bus

<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Follow bus driver's instructions</li> <li>• Only make positive statements</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• When released, report immediately to the bus loop/assigned bus</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Stay Seated</li> <li>• Keep hands, feet and other objects to yourself and inside the bus</li> <li>• Level 1 Voice (whisper)</li> <li>• Level 0 Voice at RR crossings (silence)</li> </ul>



### Restroom

<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Respect the privacy of others</li> <li>• Place all trash in the trash can</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Go</li> <li>• Flush</li> <li>• Wash Your Hands</li> <li>• Return to Class</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and other objects to yourself</li> <li>• Report safety and maintenance issues to a teacher</li> </ul>



### Cafeteria

<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Level 1 Voice (whisper)</li> <li>• Practice the <i>15 Manners that Matter</i></li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Push chairs under the table</li> <li>• Return your dishes, utensils, and tray to the return window</li> <li>• Place all trash in the trash can</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Keep your hands, feet and other objects to yourself</li> <li>• Stay in your seat and raise your hand if you need something</li> </ul>

# Zero Tolerance Bullying Policy

**Baker Middle School will not tolerate bullying behaviors!** Parents and students are strongly encouraged to review the MCSD student discipline handbook and MCSD website for the online policy for the full bullying policy. MCSD prohibits bullying at school, at school functions, on school property or in any manner which directly affects the learning environment. Bullying means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology, that is:

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - i. Causes another person substantial physical harm within the meaning of or visible bodily harm.
  - ii. Has the effect of substantially interfering with a student's education;
  - iii. Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
  - iv. Has the effect of substantially disrupting the orderly operation of the school.

## I. Prohibited Behavior

- a. Bullying, harassment and intimidation may include many different behaviors; however, are not limited to ridicule, humiliation, or intimidation of another student or school employee.
- b. Retaliation following a report of bullying is prohibited.

## II. Consequences

The local board of education prohibits bullying. All parents, students, and staff are encouraged to review local school board policies online at <https://muscogee.k12.ga.us/> and in the updated Student Behavior Code and Discipline Policy for more details. A Bullying Letter will be provided to document each offense.

Disciplinary actions taken when students are found to have committed bullying behaviors may include but are not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing)

## III. How to Report Bullying

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's bullying hotline at (706) 748-2267 or by email at [Bully.free@muscogee.k12.ga.us](mailto:Bully.free@muscogee.k12.ga.us)



## **BAKER MIDDLE SCHOOL ELECTRONIC DEVICE POLICY**

It shall be the policy of Baker Middle School that possession of an electronic communication device by a student is strictly prohibited. An electronic device includes, but is not limited to, cellular phones, tablets, laptops, pagers, audible radios, audible tapes or compact disc players, MP3 players or laser lights. Possession of such items will result in confiscation and school-level consequences applied. Confiscated items will only be released to a parent/guardian.

- MCSD personnel cannot search for personal items lost, stolen or misplaced while at school. MCSD personnel will not be responsible for the value of an item in the event of unintentional damage, loss or theft while at school. Parents – please consider this carefully when sending items to school with your child / children.
- Students do not need electronic devices during the school day to engage in educational activities. If such items are needed, the school will provide access for instructional purposes only.
- Electronic device possession and use are not allowed.
- Students who violate this policy will be subject to confiscation of the device and disciplinary action.

**For purposes of MCSD policies, the school day begins when walkers and bus riders are en route to school or the bus stop, and when car riders arrive on campus. The school day ends when walkers and bus riders arrive home and car riders leave campus.**

# STUDENT UNIFORM AND DRESS CODE POLICY

With MCSD Board approval, a school uniform policy has been adopted. ALL students are required to wear school uniforms Monday through Friday with the following exceptions:

- Jeans on Fridays only if worn with official school spirit wear (**no hoodies**)
  - Other Announced Special Events
  - Picture Days

## Special Notes:

- **School ID's, on school lanyards must be worn around the neck daily**
- All shoes must be rubber-soled with enclosed toes and heels; tennis shoes preferred
- Not permitted: Oversized clothing, sagging, leggings/jeggings, hoodies, or high heels
- Not permitted outside of lockers: **Jackets, coats, book bags, book bag purses, string bags, or oversized purses**
- **Only one small handbag is permitted**
- No logos, insignias or writing on clothes

6<sup>th</sup> graders will begin their PRIDE journey with the following dress code:

**Shirts:** Collared navy polo-styled uniform shirt or dress shirt (long or short sleeves) with no emblems. Shirts must be tucked in.

7<sup>th</sup> graders will set the tone for excellence with the following dress code:

**Shirts:** Collared light blue polo-styled uniform shirt or dress shirt (long or short sleeves) with no emblems. Shirts must be tucked in.

8<sup>th</sup> graders will exemplify success with the following dress code:

**Shirts:** Collared white polo-styled uniform shirt or dress shirt (long or short sleeves) with no emblems. Shirts must be tucked in.

## All Students:

**Bottoms:** Beige khaki or navy uniform pants, skirts, shorts, etc.

- No emblems or logos allowed.
- Bottoms cannot be oversized and must be worn at natural waist
- A belt must be worn if bottoms are not fitted at the waist
- Shorts, skirts, etc. cannot be more than 3 inches above the knees

## Optional for any student:

- Solid navy cardigan/sweater/sweater vest
- **Solid navy pullover sweatshirt with no hood**
- Solid navy blazer
- **These items cannot have emblems or logos on them and the uniform shirt collar must remain visible**

\*Students may purchase school branded items from:

<https://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900185745>

**\*Students must wear their ID daily.** The ID is used as a safety measure, bus pass, library card, PBIS Reward point tracker, and school event pass. Students will be denied access to activities and opportunities if their ID is not present.

### **Additional Dress Code Items**

**When students are not in uniform, the following applies.** It is prohibited for **any** student to wear clothing items or haircut designs, which contain real or “fake” alcoholic beverages, camouflage, gangs, drugs, sex, tobacco, obscene, crude or suggestive messages, or profanity. Insignias, satanic symbols, gang related badges and colors or logos and symbols that denigrate social or ethnic groups are also prohibited.

#### **Shirts**

All shirts must be tucked in

No undergarments are to be worn as outer garments, including white t-shirts

No midriffs or shirts that expose students as they move or sit

No see-through shirts/blouses

No tank tops, spaghetti straps, tube tops, off the shoulder, or shoulder cutout

#### **Shoes**

No shower shoes, flip-flops, open toe or heel, or bedroom shoes

No high heels except during announced special ceremonies or events

#### **Bottoms**

No Sagging

No see-through

No holes on or above the knee

A belt must be worn if not fitted at the waist

No athletic shorts outside of the physical education class

No sweat pants/gym pants and or shorts/ “Wind” suit pants

No pants are to be worn bound at the ankle

No “jeggings” or “leggings”

Dresses, skirts, and shorts cannot be more than 3 inches above the top of the kneecap

#### **Athletic Uniforms/Items**

Only current athletes may wear uniforms/items on game, competition, and event days with the expressed permission of the coach, sponsor, or administration.

#### **Coats and Jackets**

All coats and jackets must be placed in hall lockers. These items are **not** allowed outside of lockers.

#### **Headgear**

The following head coverings are not to be worn: hats, scarves, bandanas, wave caps, and “do rags”.

#### **Eyewear**

Only prescription glasses are to be worn on school campus (indoor and outdoor); **NO FASHION GLASSES**

#### **Jewelry**

Jewelry items with spikes or chains are not allowed. Jewelry should not distract from the learning environment. The school is not responsible for stolen or damaged jewelry. For safety reasons, earrings are restricted to the earlobes.

# Discipline Plan

Our discipline plan is broken down into three (3) categories, levels, or offenses. Level I Minor, Level II Major Offenses and Level III Critical Offenses. Although, the Level I-III offenses have detailed sequential interventions the administration reserves the right to alter interventions if deemed necessary. The administration also reserves the right to implement new school rules to ensure that all students continue to grow in healthy and safe learning environments. The following items are not an exhaustive list, merely a list of the most common concerns.

## OFFENSES/CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

<p style="text-align: center;"><b>Bullying (Zero Tolerance)</b></p> <p>Bullying is a behavior that is prohibited. Bullying is defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. (See MCSD Policy on Bullying).</p>	<p><b>First Offense:</b> 1- 3 days ISS (Parent Contact)</p> <p><b>Second Offense:</b> 3 days OSS</p> <p><b>Third offense:</b> 5 -10 days OSS, referral to student discipline tribunal, and possible criminal prosecution</p> <p>*** Reference Baker Middle School's No Bullying Policy.</p>
<p style="text-align: center;"><b>Bus Misconduct</b></p> <p>Any student misconduct reported by the bus driver while on the bus or at the bus stop.</p>	<p style="text-align: center;"><b>Consequences</b></p> <p><b>First Offense:</b> Warning and parent contact</p> <p><b>Second Offense:</b> Parent conference</p> <p><b>Third Offense:</b> Bus Behavior Contract</p> <p><b>Additional Offenses:</b> Suspension from the bus with the number of days to be determined.</p> <p>Prior to resuming riding the bus a Clearance Slip is required by administration.</p> <p>*Major incidents may result in automatic suspension from the bus</p> <p>*Principal has the discretion to expel the student from the bus for the remainder of the semester.</p>

### Electronic Device Violations

Electronic devices are not allowed.



### Consequences

**First Offense:** Documented confiscation of device. Device will be returned only to the parent/guardian.

**Second Offense:** Documented confiscation of device. Device will be returned only to the parent/guardian.

**Third Offense:** 1-3 days ISS, documented confiscation of device, and parent contact. Device will be returned only to the parent/guardian.

**Beyond Third Offense:** 1 day suspension, documented confiscation of device, and parent conference. Device will be returned only to the parent/guardian.

**Refusal to hand over any device will also result in a referral for defiance.**

### Level I Offenses May Include

- Talking without permission
- Inappropriate displays of affection
- Horseplay, wrestling, pushing, scuffling, clowning, SLAP BOXING, not keeping hands, feet to self
- Arguing/Name calling/Making fun of others, teasing
- Eating food without permission and chewing gum
- Throwing objects in class, e.g. spitballs
- Accidental use of profanity
- Failing to stay for detention
- Refusing to work/not following directions
- Not having supplies or proper materials
- Moving without permission
- Possession of items not necessary for school, i.e. toys, etc.
- Not having homework/class work
- Poor attitude
- Lying/cheating
- Tardy (a pattern of behavior)
- Playing in the bathroom
- Sleeping in class
- Correctable dress code infraction

### Interventions

The **classroom teacher** uses some of the below measures to handle these violations before an office referral is made.

- Verbal Warning
- Low profile intervention
- Change in student seating
- Private student conference
- Detention with the teacher (minimum of 30 minutes)
- Time-out period in another classroom
- Behavioral contract
- Student completes an action plan
- Teacher contacts parent/guardian
- Conference with parent/guardian
- Written notification to parent
- Referral to counselor
- Denial of privileges
- Peer mediation
- Student determined consequence
- Incentive for appropriate behavior
- Referral to SST

If the student continues to violate the rule, an office referral should be submitted to the appropriate administrator. The violation then becomes a Level II violation.

<p style="text-align: center;"><b>Level II Offenses May Include</b></p> <ul style="list-style-type: none"> <li>• Use of profane language</li> <li>• Skipping Class/Unauthorized location</li> <li>• Horseplay, wrestling, pushing, scuffling, clowning, SLAP BOXING, not keeping hands, feet to self</li> <li>• Physical contact with intent to harm or injure another</li> <li>• Destroying or stealing property</li> <li>• Threatening another student</li> <li>• Using disrespectful, abusive language or gestures toward adults or students</li> <li>• Rude to guests or visitors including while on field trips</li> <li>• Causing continuous disruptive behavior (3 or more Level I offenses in the same day) M.C.S.D Rule #12- Acts of Misconduct</li> <li>• Chronic Disciplinary Student</li> <li>• Unauthorized recording of any incident during the school day.</li> <li>• Defacing school or others property</li> <li>• Severe inappropriate displays of affection</li> </ul>	<p style="text-align: center;"><b>Interventions</b></p> <p>The <b>Administration</b> handles these violations when an office referral is made by a classroom teacher. The classroom teacher <u>may</u> use an intervention prior to referring to the office.</p> <ul style="list-style-type: none"> <li>• Student action plan</li> <li>• Administrative detention</li> <li>• Referral to counselor</li> <li>• Conference with parent</li> <li>• ISS (1 day)</li> <li>• ISS (2 days)</li> <li>• ISS (3 days)</li> <li>• OSS (1 day)</li> <li>• OSS (2 days)</li> <li>• OSS (3 days)</li> <li>• OSS (5 - 10 days) &amp; referral to MCSD student discipline tribunal</li> </ul> <p>Administrators may choose to assign students to Administrative Detention for minor violations.</p>
<p><b>Acts of Misconduct:</b> (Level II and/ or III) displayed on or off campus which may warrant a discipline referral to administration. (Administration Discretion)</p>	<ul style="list-style-type: none"> <li>• ISS (1 day)</li> <li>• ISS (2 days)</li> <li>• ISS (3 days)</li> <li>• ISS (5 days)</li> <li>• OSS (1 day)</li> <li>• OSS (2 days)</li> <li>• OSS (3 days)</li> <li>• OSS (5 days and/ or referral to MCSD student discipline tribunal)</li> </ul>
<p>***Depending on the Level of the Offense; Consequences may vary.</p> <p style="text-align: center;"><b>Fighting</b></p> <p>Any attempt to cause, or threatened to cause physical injury to another person.</p> <p><b>Assault, Battery, and Threatening others</b></p> <p>Any student that assaults, commit battery upon, threaten, or otherwise abuse any student, teacher, school employee or other person.</p>	<p><b>First Offense:</b> 1 day OSS</p> <p><b>Second Offense:</b> 3 days OSS</p> <p><b>Third Offense:</b> 5 - 10 days OSS and/or referral to student discipline, tribunal, and/or criminal charges.</p> <p>*** The level of the Disciplinary Act will be determined by administration. Some acts may warrant ISS consequences and/ or mandatory parent conferences.</p>

<p style="text-align: center;"><b>Instigating a fight</b></p>	<p><b>First Offense:</b> 1 – 3 days ISS</p> <p><b>Second Offense:</b> 1 day OSS</p> <p><b>Third Offense:</b> 3 days OSS and/or tribunal referral for chronic disciplinary acts.</p>
<p style="text-align: center;"><b>Theft and/or possession of stolen property</b></p>	<p><b>First Offense:</b> 1 day OSS, restitution and criminal prosecution</p> <p><b>Second Offense:</b> 3 days OSS, restitution and criminal prosecution</p> <p><b>Third Offense:</b> 5 - 10 days OSS, restitution, referral to student discipline tribunal, and/or criminal prosecution</p>
<p style="text-align: center;"><b>Vandalism, graffiti, destruction of property</b></p>	<p><b>First Offense:</b> 1 day OSS &amp; criminal Prosecution</p> <p><b>Second Offense:</b> 3 days OSS &amp; criminal Prosecution</p> <p><b>Third Offense:</b> 5 – 10 days OSS, referral to student discipline tribunal, and criminal prosecution</p>

<p style="text-align: center;"><b>Level III Offenses</b></p> <p>Any of the below may be referred to law enforcement agency.</p>	<p style="text-align: center;"><b>Interventions</b></p> <p>The <b>Administration</b> handles these violations when an office referral is made. Tribunal recommendations are made according to school board policy. These include: assignment to alternative school or expulsion.</p>
<ul style="list-style-type: none"> <li>• Possession or use of drugs/alcohol</li> <li>• Bullying (3<sup>rd</sup> offense)/Provoking others/Harassment</li> <li>• Gang affiliation/Gang activity</li> <li>• Verbal, non-verbal or written threats of violence to school employee</li> <li>• Physical assault of a school employee</li> <li>• Possession or use of dangerous objects/weapons</li> <li>• Possessing and/or Transmitting/Receiving pornographic images</li> <li>• Sexual misconduct or inappropriate displays of affection</li> <li>• Theft/Possession of stolen property</li> <li>• Vandalism</li> <li>• Technology tampering</li> <li>• Extortion</li> <li>• Consistent defiance of authority</li> <li>• Starting a fire/Setting off fire alarm</li> <li>• Bus/Bus stop misconduct</li> <li>• Acts of Misconduct</li> </ul>	<p><b>Automatic 5 – 10 days OSS and referral to student discipline tribunal and criminal prosecution</b></p>

## HALL LOCKERS

**All students must purchase a hall locker.**

Homeroom teachers will issue assigned hall lockers to students.  
Hall lockers cost students \$5.00.

- Coats and jackets must be placed in your locker
- Do not share the combination to your locker
- Use lockers only during assigned locker times
- Lockers cannot be shared
- Keep your locker neat

Failure to follow these rules may result in the loss of locker privileges. Lockers are school property and the administration has the right to conduct locker inspections and/or searches when necessary.

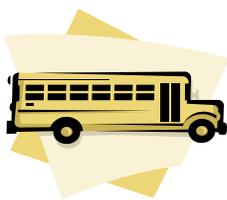
## PE LOCKERS

Students are not allowed to carry book bags or string bags in school. Therefore, it is highly recommended that students assigned PE, purchase a PE locker and combination lock. PE lockers cost \$5.00.



## BUS PASSES

The student I.D. card is the student's official bus pass. The student I.D. will contain the Student's Bus Number



Students who live more than 1 1/2 miles from the school and whose addresses are within the Baker attendance are eligible to ride the school bus. Bus passes will be issued after the first week of school, by the assistant principal. Riding the bus is a privilege that will be withheld from any student who refuses to follow the rules and regulations governing bus conduct which is outlined in the M.C.S.D. Behavior Code and Discipline Policy Manual.

If a parent chooses not to allow their student to ride the bus, students shall not arrive to school prior to 8:15 a.m. The tardy bell will ring at 8:45 a.m. Students picked up after school must be picked up prior to 4:25 p.m. Supervision for students is not available after 4:25. Students who remain on campus after 4:25 p.m. may receive disciplinary action.

## BUS CONDUCT POLICY

- The student's I.D. badge will serve as the bus pass.
- It is the student's responsibility to ensure that he or she obtains an I.D. badge
- If the I.D. badge is lost or damaged, it must be replaced by purchasing another one from the Media Center for \$5.00.
- The I.D. badge is school property and must not be altered. The I.D. must be worn around the neck and is school property. unaltered and readily available if an adult asks them to present their I.D. badge
- The student has 3 school days to purchase a replacement I.D. badge. Until the I.D. is purchased, only Administration and/or designee can grant written permission for the student to board the bus.

Under the laws of our state, the Muscogee County School District has the authority to make reasonable regulations governing bus conduct. The walking distance to schools shall be one and one-half miles. The walking distance to a bus stop shall not exceed one-half mile. To provide for a safe and comfortable trip to and from school, students are required to observe the following rules:

1. Parents are responsible for getting their children to and from the bus stop. Buses run on schedule and CANNOT WAIT for passengers.
2. Students should keep their bus passes with them at all times in case the driver needs to check eligibility.
3. The driver has the right to assign students to certain seats to promote order on the bus. ALL STUDENTS WILL REMAIN SEATED WHILE BUS IS IN MOTION.
4. Drivers will only let students off at their designated stop.
5. Students are expected to sit three to a seat. A standing load of 20% over the seated capacity is permitted, per state mandate.
6. Stand off the roadway while awaiting the bus.
7. No eating or drinking allowed on the bus.
8. **When crossing street is necessary, students will immediately cross in front of the bus in full view of the driver.**

9. Students may transport band instruments on the bus if space is available.
10. **The driver is in full charge of bus and students.**
11. Riding the bus is a privilege. It is not to be abused.
12. Surveillance cameras will monitor some buses.
13. If problems arise, parents are not to confront the bus driver at the bus stop. They should make an appointment with the Transportation Department to discuss the matter.

**Students who fail to respond to the direction of the bus driver shall be reported to the school administration who may deny the student bus transportation.**

## **Emergency Evacuation of School Buses:**

Emergency evacuation procedures have been established by the Muscogee County School District for all students within the school district. These procedures are designed to protect the student in case of an emergency while being transported, i.e., fire, danger of life, danger of collision, inclement weather, mechanical failure or other unsafe condition. The drivers, who are responsible for safety aboard school buses, as well as the students, will practice bus evacuation periodically. Evacuation procedures are as follows:

### **Front Door Evacuation:**

The evacuation will be conducted with the same procedure as loading or unloading, one side at a time or staggered seats, as explained by the driver.

To insure a safe exit hands should be kept free. All lunch boxes, books and other personal belongings should be left on the bus.

Disembark the bus in a safe and orderly manner, as quickly as possible, and go to a safe point at least one hundred feet from the bus. Remain there until further instructions are given.

### **Rear Door Evacuation:**

The bus driver should walk through the bus to the rear exit, and direct the pre-assigned leader and helpers to take their positions. The leader will open the rear emergency door, exit and stand clear, ready to lead exiting passengers to a safe location pointed out by the driver.

The helpers will exit and take their positions, one on each side of the rear emergency exit, and assist passengers in exiting the bus in a safe and orderly manner.

Passengers should remain in their seats until directed by the driver to leave the bus. The driver may choose whether to evacuate the bus one side at a time or staggered seat basis.

The driver will also advise students to leave all personal items on the bus, to keep their hands free, and to button all coats and sweaters. All tall passengers should be reminded to duck their head in order to exit safely. Evacuation should occur as quickly and as orderly as possible to a safe point, at least one hundred feet from the bus. Further instructions should be given.

### **Front and Rear Exit Evacuation:**

The bus will be divided and the front portion will evacuate the same way as the front door evacuation procedure.

The rear portion of the bus will evacuate by the same procedure as the rear door evacuation.

As in any emergency, evacuate the bus quickly and in an orderly manner. Go to a point at least one hundred feet from the bus, and wait for further instructions.

### **Bus Dismissal Procedures:**

Students will wait in their last class until dismissed to the bus ramp via intercom. Students must walk down the hallways and exit the building in an orderly manner. There is no loitering on the bus ramp.

## **P.E. REQUIREMENTS**

All students are required to take physical education for one semester in 6th, 7th, or 8th grade. There is no required uniform for any PE class, but all students are required to “dress out”, in shorts and a t-shirt. Students who are ill and cannot participate in the day’s activities must present the teacher with a note signed by a physician. The student will be given written assignments to complete in lieu of the physical activity.

If the family physician advises against taking part in physical education, it is necessary that a written excuse from the physician be presented to the principal. Students excused from physical education by a physician must report to the guidance office for reassignment.

The following rules apply to physical education classes:

- All students are required to participate daily
- Dressing out is required. Tennis shoes, and socks, shorts and a T-shirt.
- All injuries must be reported to the teacher at once
- All lost and found articles are to be turned in to the teacher
- The school is not responsible for lost or stolen articles or equipment
- If a student wears glasses, the student should provide adequate protection. NO insurance for broken glasses is available

## SNACK FOODS



Snack foods, gum, candy, carbonated drinks, chips, etc. are not allowed on campus at any time. Certain snack foods may be purchased and eaten only in the cafeteria. Any food or drink items must be approved in advance by administration.

## SELLING ITEMS ON CAMPUS

Students are prohibited from selling/buying items of any description from one another either on the school bus or on school grounds. Students should not carry large sums of money to school. Other than what is needed for lunch, there is rarely a need for students to have money at school. When event tickets are sold, students should only bring reasonable amounts of money with them. Large sums of money and expensive items may result in loss or theft. The school will not be responsible for any loss or theft of items.

## WEAPON POLICY

It shall be unlawful for any person to carry or to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property, or on a bus, or other transportation furnished by the school.

The term “weapon” means and include any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade, knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge razor, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing free, which may be known as a nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or laser as defined in O.C.G.S. 16-11-106.

### CONSEQUENCE:

Principals and building leaders have discretion in the handling of these events. Violation of this policy may be taken before the Muscogee County School District Discipline Tribunal, and the police may be summoned to the campus.

# STUDENT MEDICATION POLICY



It is the policy of the Muscogee County School District to require that school personnel give all student medication (prescription and non-prescription) only when the following guidelines are observed:

- All medication should be brought to school in its original container. Prescription medication should be in the pharmacy containers labeled with the child's name, date, name of medication, name of the prescribing physician, times the medication is to be given, and the name of the pharmacy filling the prescription.
- A "Request for Administration of Medication" form should be completed by the parent/guardian. If the prescription medication needs to be given for longer than two (2) weeks, such as medication for Diabetes, Attention Deficit Disorder, and Asthma, etc., the physician must also complete the related section of the form.
- Medication that needs to be given daily or two/three times a day should not be given at school unless the physician specifically states a time during the school day at which it is to be given.
- Schools should ensure that all student medication is returned to the parent at the end of the school year.

**According to Senate House Bill 472, students may self-administer Asthma medication. The parent must complete the "Request for Administration of Medication" form. Other student-controlled medications should be limited to glucose tablets (treatment for hypoglycemia/low blood sugar) and Epi Pen.**

All other medications should be stored in a central locked storage area as per the guidelines.

## SCHOOL NUTRITION PROGRAM (SNP)

**Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.**

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, elimination of the consumption of fried foods, foods containing > 35 % sugar by weight, and FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, and fat free and low fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. Food shall not be used as a reward or punishment and shall prohibit the use of candy and other food rewards for academic performance or good behavior. **Fundraising efforts** shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. **Restaurant containers are not allowed in the cafeteria.** Parents are

encouraged to have lunch with their children. School lunch may be purchased to eat in the cafeteria with the students.

School meals are captured using palm scanners for identification, capturing only the image of the veins in their hand. If the parent opts out on their children being scanned, the meal will be rung up under the name.

### **Community Eligibility Provision (CEP)**

The Community Eligibility Provision (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. Several of our schools are CEP schools. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2389 to see if your student's school is a CEP school.**

### **Free and Reduced Meal Priced Meal Applications**

If your student is *not* enrolled in a CEP school, a new application has to be completed and approved every school year before your student can qualify for free or reduced meals. We must receive an original since these applications are scanned. We cannot accept a faxed or copied application. **ONLY ONE** application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number) and indicate whether the program is SNAP or TANF. We receive thousands of applications every year. Completed applications are processed within 10 days. A letter will be sent home from school with your child stating if you have been approved or denied. Applications **CANNOT** be approved if they are not completely filled out so please **COMPLETE ALL REQUIRED FIELDS** on the application. *Until your application is approved, please provide your child(ren) with money to purchase meals. (Continued on next page)*

If you have an approved MCSD 2017-2018 application on file, then benefits will be extended for the first 30 days of the 2018-2019 school year. After that, your child's status will change to PAID and they will be charged for meals until a new application is approved. If your application has been denied or is incomplete, please call our office if you have any questions: 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. *For quicker processing of meal benefit applications, the Family Meal Application is available online at <https://www.MySchoolApps.com/>. If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road.*

### **Paying for School Lunch**

Muscogee County SNP no longer accepts personal checks as payment for meals in our cafeterias. Payments may be made by cash, money order, cashier's check, traveler's check, or on-line via **our online payment system, My School Bucks**, using your credit or debit card.

Pre-pay for your child's school breakfast, lunch and a la carte food items. On-line payments include a transaction fee per school site. You must know your child's birthdate and/or PersonID Number from Infinite Campus (available at the school office). Allow 24 hours for payments to be posted to your child's account. From the Muscogee County School District web site, on the home page, click on the Families tab, then click on the **My School Bucks** link to access our online payment system.

## School Meal Prices:

BREAKFAST PRICES	
Elementary, Paid	0.95
Middle/High, Paid	1.20
Reduced	0.30
Adult	1.50
LUNCH PRICES	
Elementary, Paid	2.35
Middle/High, Paid	2.60
Reduced	0.40
Adult, MCSD Staff	3.75
Adult, Outside MCSD	4.50

Free and reduced priced meals for breakfast and lunch are available for eligible students. Applications can be picked up at the School Nutrition Office, or parents may contact the School Nutrition Manager at any school.

## Food Purchases

Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students bringing a lunch from home may purchase milk, juice, water, or ice cream.

## Charging Meals

Charging meals is discouraged, but may be necessary in certain cases. Elementary students will be allowed to charge a total of three breakfasts and three lunches. Middle and high school students will be allowed to charge a total of one breakfast and one lunch. If your child reaches his/her charge limit and does not have money in his/her account, and does not have cash with which to purchase their meal, an alternative meal will be provided. **There is no provision for adults to charge.** No charges will be accepted for a la carte items. **Students will not be able to charge any meal after May 1<sup>st</sup> through the duration of the school year.** It is necessary that all outstanding charges be paid to the cafeteria Manager prior to the last day of school. Please respond promptly to messages that you receive, both written and phone calls regarding charges on your student's account.

## Menus

Monthly menus can be found on the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

## Special Dietary Needs

School Nutrition will accommodate food allergies and special dietary needs when documentation from a doctor is provided. MCSD SNP will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet**. Special Dietary Needs Prescription Form **must be** completed and signed by a physician for a

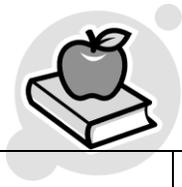
student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school so check with the Nutrition Manager at your student's school for specific information.

### **Summer Lunch**

SNP provides breakfast and lunch at various schools throughout the district during the summer. Please check the web site or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

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Week of: \_\_\_\_\_

	Assignment 1	Assignment 2	Assignment 3	Assignment 4
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Week of: \_\_\_\_\_

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