

# FORT

Service Learning Magnet

Academy

"The Best Middle School in the World!"



School Year 2022 - 2023

We Are The Mighty Patriots

# Fort Service Learning Magnet Academy Student Handbook

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# Student Handbook Acknowledgement



I, \_\_\_\_\_ have read and discussed the material in the 2022-23  
**Parent/Guardian**  
Fort Service Learning Magnet Academy Handbook with my son/daughter.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Name (*Print*)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Any student who fails to adhere to the expectations outlined in the Fort Service Learning Magnet Academy student handbook will be subject to the consequences as presented within, in alignment with the Muscogee County School District Student Code of Conduct**

**Fort Service Learning Magnet Academy  
2900 Woodruff Farm Road  
Columbus, Georgia 31907  
Phone: (706) 569-3740**

# Fort Service Learning Magnet Academy

## What is Service Learning?

Service Learning is a methodology in which students have leadership roles in thoughtfully organized service experiences that meet real needs in the community. The service is integrated into the students' academic studies with structured time to research, reflect, discuss, and connect their experiences to their learning, which broadens their view.

Types of Service Learning	Service Learning is...
Direct Service	is service that directly affects the people, animals or parks we want to impact. This may include volunteering or cleaning up a park.
Indirect Service	might take the form of fundraising or collections. It is the type of service in which you are not in the presence of the person or thing you are impacting.
Advocacy Service	is when you speak up for or against an issue or solution. When we use our voices, we are being advocates.
Research-Based Service	involves finding out new information that informs or demands action. For example, collecting scientific data or surveying a group.
An "add on"	Service Learning is a learning methodology to achieve core academic outcomes.

## WE ARE SERVICE LEARNING



When our students are engaged in service learning projects they become better equipped at linking the basic components of academics with real life experiences. These projects meet real needs in our community and research shows that service learning engages students, improves critical thinking and teaches the importance of teamwork, communication, and caring for others. We are, "Service Learning – Servant Leaders."



## Fort Service Learning Magnet Academy

### *Principal's Message*

Amia Hamilton

Dear Fort Family,

It is with great pride and excitement that I write this letter to you as the *Proud Principal* of Fort Service Learning Magnet Academy (FSLMA). I am excited and honored to have the opportunity to lead a school with such a rich tradition both in and out of the classroom.

I am a veteran in the field of education with more than 25 years of public-school experience. As a former high school teacher and administrator, I found much success in one of Fulton County's toughest high schools. Additionally, I led a group of awesome educators to significant growth at an elementary school right here in Muscogee County.

As the new Principal at FSLMA, I am committed to connecting our students to school through positive relationships and a strong sense of community. Our teachers and staff are also committed to providing all students with an appropriate and challenging educational experience in a respectful environment that fosters learning and growth. I am confident that every student will learn maximally in the environment that we will create together.

A crucial part of success for students is attendance. As a parent or guardian, it is essential for you to maintain an attitude that "Every Day Counts." At FSLMA, we will assist in helping parents and families understand the importance of instructional time and school attendance. Additionally, we know that parents/guardians are the most essential component to a student's success and we recognize that family and community support are integral to our success. This is why we encourage you to join us as a volunteer through PTSA, Local School Council, or other avenues.

When we take the time to strategically plan, forge positive relationships, celebrate our achievements, and continue to build on our successful foundation, we can foster a learning environment where our entire FSLMA community thrives.

Fort Service Learning Magnet Academy is a place where exceptional teaching and learning is the norm. I am truly honored to be a part of the Mighty Patriot Community.

Have a great school year!

Mrs. Amia Hamilton

Proud Principal



## **Fort Service Learning Magnet Academy**

### *Assistant Principal's Message*

Dear Students, Parents, and Guardians:

It is an honor and privilege to serve as your assistant principal of "The Best Middle School in the World!" Each student is given multiple opportunities to excel in his/her academic, social, emotional, and physical development. Our goal is to challenge your children intellectually, grow them socially, and guide them toward independent thinking and problem solving. As we strive to build a partnership between the school, parents and the community, I pledge to support and uphold the Legacy of our Family-Friendly Partnership School. I will ensure we remain student-centered while demonstrating through service that we need you, you need us, and you are important. We look forward to another successful school year, and it is with great hope that all of our students will have a safe and productive year.

Very Respectfully,

Mrs. Shenikki L. Thornton

Proud Assistant Principal

## **FORT SERVICE LEARNING MAGNET ACADEMY GOALS**

The mission of Fort Service Learning Magnet Academy is to promote the intellectual, social, emotional, and physical development of our students in a safe, academically challenging environment so that they become confident, self-disciplined, productive members of a global society.



## GOALS

Fort Service Learning Magnet Academy is committed to the following general goals of schooling:

- Show P.R.I.D.E (Be Prepared, Be Respectful, Have Integrity, Be Disciplined, Have Etiquette)
- Build the 3 R's - Relationships, Rigor, and Relevance
- Creation of small communities for learning that leads to the development of close, mutually respectful relationships with adults and peers
- Assistance in the transition from childhood to adolescence through developing positive self-esteem, and respect towards others
- Involvement in instruction through an academic program which emphasizes foundational and advanced academics
- Exploration that allows students to learn to think critically and to make informed decisions
- Preparation of students for success in high school
- Preparation of students in becoming productive, caring, and ethical citizens
- Experiences that promote habits of a healthy life-style
- Student success through activities which address different abilities and learning styles
- Opportunities for creative thinking and creative expression
- An environment to allow for educational growth and development
- Parental involvement in the education of children.

## PHILOSOPHY

Education at Fort Middle School Service Learning Magnet Academy provides an opportunity for all students to learn in a safe atmosphere of instruction and support directed toward nurturing the whole child.

## OUR STAFF BELIEVES:

- The school, the family, and the community must all work together for student success;
- Students should take responsibility for their education;
- Differences in learning styles should be incorporated into instructional practices and learning activities;
- Frequent monitoring of student progress using a variety of assessments increases opportunities for success;
- Students are capable of learning, achieving, and succeeding in a safe, orderly environment which holds high expectations;
- Student achievement is enhanced through participation in activities that allow students to learn cooperatively;

## OUR STAFF BELIEVES:

(CONTINUED)

- Achievement and success are enhanced when students see a connection between classroom activities and potential future endeavors;
- Recognizing cultural diversity increases student and teacher understanding;
- Students should be afforded opportunities allowing them to develop personal responsibility, leadership, interpersonal skills and a healthy lifestyle;
- A positive relationship, expressed through patience and concern, fosters mutual respect among students, teachers, and staff.

## SCHOOL SPIRIT

School Spirit is the feeling of loyalty and pride toward one's school and all that it stands for. It is an important factor in a successful and eventful school year. We should at all times boost and hold high the name of our school, for we have a fine past to uphold. School Spirit means **cooperation and participation** in all school activities for we all have a part to play. Each part is important, large or small; and, if one does not play his/her part, a body that could have been strong becomes weak and divided. School Spirit is that feeling that makes one keep on trying when a cause seems lost; it is the feeling of joy when one succeeds, or the feeling of pride knowing that one has tried and done his/her best for himself/herself and his/her school.

When each and every student studies, respects the feelings and rights of others, takes pride in the appearance of his/her school, cooperates with others, and develops his/her school loyalty and school pride, then our school lives up to its claim of being "the best Middle School in the world".

## INCENTIVE PROGRAM

To encourage the students at Fort Service Learning Magnet Academy to do the right thing, we will continue the incentive program. Each staff member will have access to the PBIS (*Positive Behavioral Interventions and Strategies*) rewards to give "PRIDE Points" when students are observed doing the right thing. Points are issued by scanning the student's ID badge, so it is imperative that students remember to bring their badge to school daily.

As a staff member observes a student exhibiting positive behavior (*i.e., walking single file on the yellow tiles, shirt tucked in without being reminded, performing an act of kindness*), the staff member will give PRIDE Points to the student. Students may redeem their PRIDE Points for prizes. Students may elect to utilize their points throughout the year or save them for special events.





**DRESS AND GROOMING** - It is not the intent of the Muscogee County School District to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Student dress and personal appearance should reflect dignity and pride in oneself and in the school; therefore, a student shall not dress, groom, wear or use emblems, insignias, badges or other symbols where the effect thereof is to unreasonably distract the attention of other students to otherwise cause disruption or interference with the operation of the school.





It is prohibited for any student to wear clothing items, body art, or hair designs which advertise alcoholic beverages, drugs, sex, tobacco, obscene, crude or suggestive messages or profanity. Designs or insignias that are a part of a haircut, satanic symbols, gang-related badges, insignias and colors: logos or symbols which denigrate social or ethical groups are also prohibited. "Fake" alcohol or drug advertisement is also disallowed e.g. "bulldog" beer or other brands that do not exist.

The Principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges or other symbols, result in interference or disruption as to violate this rule, and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school. Students are required to be neat and clean, both in dress and in personal hygiene. When in the opinion of the teacher and principal they are unfit to appear in school, they may be sent home to be properly prepared for school.

Students are expected to dress and groom themselves appropriately for the school program and to dress as to reflect the pride and judgement of themselves and their parents. Dress and grooming which disrupts the educational process WILL NOT BE TOLERATED! There is a positive relation between a neat appropriate appearance and a good learning environment.

**PLEASE NOTE:** The administration reserves the right to alter the dress code during standardized testing, mock testing, and/or if a new clothing trend is deemed inappropriate for school.

To create the optimal environment for students the following guidelines are established for Fort Middle School students:

<p><b>HEAD</b></p> <p>No caps, visors, hoods, scarves, bandanas, wide headbands or other headgear except with permission from School Administration</p>	<p><b>ACCEPTABLE</b></p> 	<p><b>NOT ACCEPTABLE</b></p> 
<p><b>UPPER GARMENTS</b></p> <p>All garments must cover shoulder-to-shoulder. No rips, tears, or see-through items.</p> <p>All garments must be long enough to overlap the beltline and stay tucked if hands are raised.</p> <p><b>NO</b> halter tops, midriffs, hoods worn, spaghetti straps, or muscle shirts.</p>	<p><b>ACCEPTABLE</b></p> 	<p><b>NOT ACCEPTABLE</b></p> 
<p><b>LOWER GARMENTS</b></p> <p>Undergarments and buttocks <b>MUST</b> remain covered even while sitting or bending.</p> <p>Dresses, skirts, and shorts must be no more than 3 inches above the knee.</p> <p><b>NO</b> rips, tears/distressed items.</p> <p><b>NO</b> skintight, see-through items.</p> <p><b>NO</b> leggings, jeggings, or sweat pants, loungewear, or pajamas</p>	<p><b>ACCEPTABLE</b></p> 	<p><b>NOT ACCEPTABLE</b></p> 

## **DETAILED DRESS CODE DESCRIPTIONS AND RESTRICTIONS**

### **SHIRTS/TOPS**

- All shirts should be tucked in (*even with hands raised*).
- No undergarments are to be worn as outer garments.
- No midriffs should be exposed.
- No see-through shirts/blouses.
- No tank tops, spaghetti straps, tube tops.
- Nothing that advocates drugs, sex, alcohol, violence, gangs, hate, or profanity
- Shirts that are made for females that cover the midriff but move when the student sits may not be worn
- Student's shirt must be four fingers wide on the shoulder.

### **PANTS/BOTTOMS**

#### **Pants are to be worn on or above the waist – no sagging**

- No see-through pants. No leggings, jeggings, or see-through pants
- If pants can be worn properly on or above the waist, no belt is required
- Sweat pants, wind pants, pants with holes are not to be worn (*even if leggings are worn underneath*), basketball shorts outside of P.E.
- Pants of any kind with rips or holes are prohibited (*even if they have a patch behind it*).
- No pants that are so wide that the hem drags on the floor or poses a tripping hazard.
- No pants are to be worn bound at the ankle.

### **SHOES**

- No shower shoes, flip flops, or bedroom shoes. No cleats. Shoes should be fastened to the feet properly with straps in place (*when applicable*)
- No heels higher than two (2) inches

### **DRESSES AND SKIRTS**

- Dresses and skirts may be worn with the length to be no higher than three (3) inches above the top of the knee cap.
- Contoured body dresses are prohibited.

### **SHORTS**

- Shorts may be worn with the length to be no higher than three (3) inches above the top of the knee cap.
- No cut shorts are allowed. No basketball shorts are allowed outside of P.E. No skintight/biker shorts.

### **COATS**

Hooded garments may be worn to school as long as the **hoods are not worn** indoors. No oversized clothing is allowed. Light weight outerwear such as hoodies without a shirt is prohibited.

## **HATS/ HEADBANDS**

No head coverings i.e.: bandanas, do rags, or sweat bands, caps, hats, scarves tied around the head, headbands, or large hair bows/ornaments will be allowed for boys or girls without permission from administration.

**Acceptable headbands for female students** are to be less than **1 inch** wide unfolded.

## **JEWELRY**

No jewelry with reference to gangs, drugs, hate, violence, profanity or sex is allowed. Items such as chains on a belt, wallet, etc. and items with spikes are not permitted. Crazy Bands bracelets are not to be worn. Students are not to wear Band-Aids on their faces unless given permission for an injury by the main office.

The following piercings are not allowed: Check MCS D policy

- Tongue Rings
- Lip Rings
- Eye Brow Rings
- Belly Button Rings
- Earrings that band together around and go under the chin

**\*Note:** If a student cannot remove one of the piercings listed above they are to remain home until the piercing is removed. The students will be responsible for making up all missing assignments.

## **TESTING DRESS CODE – Following restrictions are enforced during standardized test periods**

- No purses
- No Book bags
- No Watches
- No phones or Ear Buds
- No Hoodies
- No Pockets
- No Half-zip Jacket/ Pull Overs
- No tank tops

## **ADDITIONAL DRESS CODE RESTRICTIONS**

- Dress and grooming which would be hazardous to the student's health and welfare;
- Any type of wearing apparel and footwear that would be damaging to the school property;
- Workout tights or bicycle shorts or tights;
- Cleated shoes of any type;
- Boys – Haircuts that have multiple designs cut into the scalp.
- No bookbag will be allowed in school unless it is clear or mesh.

**NOTE:** The Principal, Assistant Principal, or designee is the final authority in all decisions concerning dress and grooming. We will not engage in a debate or argument over what we deem to be appropriate attire for school.

A STUDENT, WHO IS WEARING ANY APPAREL THAT THE ADMINISTRATION DEEMS INAPPROPRIATE, AND THE PARENT/GUARDIAN CAN NOT BE CONTACTED TO PICK UP THE STUDENT OR BRING THE STUDENT A CHANGE OF CLOTHING, WILL BE OFFERED APPROPRIATE CLOTHING IF AVAILABLE & THE STUDENT WILL GO TO CLASS OR THE STUDENT WILL REMAIN IN THE OPPORTUNITY ROOM FOR THE DAY IF HE/SHE REFUSES THE CLOTHING & APPROPRIATE ATTIRE DOES NOT ARRIVE AT THE SCHOOL.

### **Progressive Discipline for Dress Code Violations**

Consequences related to the Muscogee County School District and Fort Middle School's Dress Code Policy will be as follows:

- **1st OFFENSE** - Opportunity to correct or change clothing
- **2nd OFFENSE** - Call to parent
- **3rd OFFENSE** - Teacher Detention
- **4th OFFENSE** - Friday Evening School
- **5th OFFENSE** - In-School Suspension (ISS)

**NOTE:** In some instances, it may be necessary to utilize a more progressive consequence if the offense warrants it.

- **Remember... Backpack (clear backpacks; lockers will not be used) – GIRLS' PURSES MUST BE SMALL (NO MEDIUM/LARGE BACKPACK PURSES)**

### **CELL PHONES**

ALL cellphones are to be placed in the off position before entering the school building and must remain off until the end of the day after exiting the building. Cell phones should always be stored in the student's Chromebook case and not visible at any time. Cell phone use in the building is strictly prohibited.

- **1st OFFENSE** - Electronic communication device will be turned in to the principal or designee. The parent/guardian may pick up the device after 3 school days. Parent/guardian may pick up device at the close of the school day for 30 minutes (3:25-3:55 HS and 4:05-4:35 MS) or give an adult written permission to do so (schools may verify by asking for identification of the adult picking up the device).
- **2nd Offense** - Student assigned administrative detention. Parent/guardian may pick up device after five (5) school days at the end of the school day (see 1st Offense).
- **3rd Offense** - Student assigned In-School Suspension for 2 days. Parent/guardian may pick up the device after ten (10) school days. A mandatory parent conference will be held.
- **4th Offense** - Student will have 5 days detention afterschool for each offense due to defiance. Parent/guardian may pick up device after the student serves 5 days detention (*see 1st Offense*).

IN THE EVENT YOUR CHILD'S PHONE IS DAMAGED OR STOLEN AS A RESULT OF THEM BEING IN VIOLATION OF THE CELL PHONE POLICY, THE SCHOOL WILL NOT BE HELD LIABLE FOR REPLACEMENT. YOUR CHILD IS EXPECTED TO FOLLOW THE ESTABLISHED RULES.

**NOTE: PARENTS DO NOT TAKE IT UPON YOURSELVES TO CALL THE POLICE TO THE SCHOOL TO HANDLE CELL PHONE ISSUES BEFORE THE ADMINISTRATION IS MADE AWARE OF THE ISSUE/SITUATION.**

*If the parent/guardian is adamant that he or she cannot allow the device to be held for the number of days listed in the proposed procedures, the parent/guardian chooses for his or her son/daughter/ward to accept a 2-day detention after school in lieu of the device being held.*

Please note important dates below.



## 2022-2023 School Year Calendar

### July

July 1-29 –Summer Break  
July 4 –Independence Day Observed

### August

August 1-5 -Teacher Planning/Staff Development Days (Secondary Schools)  
August 1-4 –Teacher Planning/Staff Development Days (Elementary Schools)  
August 3-5 –System-wide Verification Days  
August 5 –In-person Grades Pre-K-2 (Phase-in)  
August 8 -1<sup>st</sup> Day of School and 1<sup>st</sup> Semester Begins

### September

September 5 –Labor Day  
September 7 –Progress Reports

### October

October 10 –Teacher Planning/Staff Development  
October 11 –End of 1<sup>st</sup> Nine Weeks  
October 14 –Report Cards (All Grades)

### November

November 10 –Virtual Learning Day (No School Pre-K-2 Grades)/Progress Reports  
November 11 –Veterans Day  
November 21-25 –Thanksgiving Break

### December

December 20 -1<sup>st</sup> Semester Grading Period Ends  
December 21-30 –Winter Break

### January

January 2-3 – Winter Break  
January 4 –Teacher Planning/Staff Development  
January 5 -2<sup>nd</sup> Semester Begins  
January 10 –Report Cards (All Grades)  
January 16 –Martin Luther King, Jr. Holiday

### February

February 7 –Progress Reports  
February 17 –Staff Development Day  
February 20 –Presidents’ Day

### March

March 13 –End of 3<sup>rd</sup> Nine Weeks  
March 16 –Report Cards (All Grades)

### April

April 3-7 –Spring Break  
April 20 –Progress Reports

### May

May 18-20 –Graduations  
May 23 -Last Day of School  
May 23 -Report Cards (Elementary)  
May 24-25 –Teacher Post-Planning  
May 25 –Report Cards (Secondary)  
May 26-31 –Summer Break  
May 29 –Memorial Day

### June

June 1-30 –Summer Break

## **MCS D AND FORT MIDDLE SCHOOL MISSION STATEMENT**

Our Mission is to inspire and equip all students to achieve unlimited potential.  
The MCS D is a beacon of educational excellence where all are known, valued, and inspired.

## **MCS D AND FORT SERVICE LEARNING MAGNET ACADEMY'S VISION**

We envision a school district in which:

Each student is given multiple opportunities to excel in his/her academic, social, emotional, and physical development in a safe, nurturing environment. Well-prepared, responsible, and caring employees are committed to excellence in education. Parents, community members, staff, and students are full partners in the education of children.

## **FORT'S POLICIES AND PROCEDURES**

All students are required to wear complete school issued ID badges.

### **SCHOOL HOURS - 8:50a.m. - 3:52p.m.**

Upon arrival, students will go to the cafeteria to pick up breakfast and eat breakfast in the classroom. Classes begin at 8:50a.m. The 8:50a.m. bell will ring to begin Instructional Learning Time (ILT)/Homeroom (HR). Students are late after 8:50a.m. The 9:13 bell will ring for all 6<sup>th</sup> grade students to transition to 1<sup>st</sup> Period. The 9:15a.m. bell will ring for 7<sup>th</sup> graders to transition to 1<sup>st</sup> Period, and the 9:18a.m. bell is the movement bell for 8<sup>th</sup> grade students.

### **EARLY ARRIVALS**

There is no supervision of students outside of the school prior to 8:30 a.m.; therefore, students are not permitted on campus prior to 8:30 a.m. unless they are entering the building for tutoring or other previously approved reasons. Students who violate this policy will be given a written warning the first time and for subsequent infractions detention and other progressive consequences will be assigned. Parents will be called in for a conference if early arrivals continue.

### **LATE ARRIVALS / TARDY OCCURRENCES**

All students are responsible for arriving to school and being in class by 8:50 a.m. If a student is tardy to their ILT/HR class, it will be at the discretion of their teacher if the class assignment will be accepted. Students who are tardy must report to the commons area attendance desk upon arrival to school. If a student has been to the dentist/doctor/orthodontist, he/she must bring a written statement or note from the appropriate medical person to give to the attendance clerk in order to receive an excused pass to class. Parents may also email the excuse to Mrs. Gill at [fortparents@muscogee.k12.ga.us](mailto:fortparents@muscogee.k12.ga.us). Otherwise, the pass is unexcused. Once the fifth unexcused tardy has been obtained, consequences will be administered beginning with Friday Evening School and following a progressive discipline plan. A student is tardy after 8:50 a.m. After the 3<sup>rd</sup> Offense, students will receive a warning. Upon receiving a 6<sup>th</sup> Offense and all subsequent offenses, student will be assigned Friday School and a parent must come into the office and sign the student in at each subsequent tardy. Students who violate this rule will face a 1-day suspension.

## **ENTRANCE TO SCHOOL**

Parents are asked to drop off students by the sidewalk near the clock/bench in order to reduce traffic congestion in front of the school and ensure the safety of children being dropped off and picked up each day. Students are not to be dropped off or picked up in the faculty parking lot, bus area, or across the street. **NO ONE IS ALLOWED TO BE PICKED UP OR DROPPED OFF AT OR NEAR CANAAN BAPTIST CHURCH PARKING LOT ACROSS FROM THE SCHOOL.** Please adhere to the **No Idling Policy**. A crossing guard is available from 8:30a.m. until 9:00a.m. and again from 3:30p.m. to 4:10p.m. to direct traffic and assist walking students with crossing the street safely. Students who do not follow the directions of the crossing guard will be referred to school administration.

Students will enter the school building, go to the cafeteria to pick up their breakfast, and go directly to ILT/HR. Students who walk or ride with parents will enter and exit the building through the front entrance—Woodruff Farm Road (by the flag pole). All students who ride the bus must enter/exit from the bus loop entrance ONLY.

Note: Vehicles parked in the fire lane unattended are subject to being ticketed or towed.

## **TRANSITION THROUGH THE SCHOOL (Hallways)**

Students are to always walk on the right, on the yellow line (tiles), single file, and silently in one direction. All students transitioning to class by way of the commons area are to transition in a single file line, in an orderly manner, and remain silent.

## **EXIT TIME**

At 3:52 P.M., students will be dismissed for pick up. Parents will be referred to school security for failing to comply with the school's pick up policy.

Students who are participating in extracurricular activities should be picked up within fifteen minutes of dismissal. Once again, safety is our top priority so, please, pick up your child before or by the requested time.

## **LEAVING SCHOOL BEFORE 3:25 P.M.**

Early dismissal ends at 3:20p.m. No student will be checked out between 3:20p.m. and 3:52p.m. If a child has a doctor's appointment, parents MUST checkout student BEFORE 3:20pm

No student may leave campus before 3:20p.m. without expressed written permission from parent AND administrator. The Principal's or designee's approval will be based upon written parental permission and verified email/telephone permission. Proper sign-out procedures must be followed at the main office. Parent/Guardian must sign-out students at the front desk. Emergencies will be handled on a case-by-case basis upon parental request. Please provide a list of **all** individuals you might call upon throughout the school year to check your child out of school prior to 3:20p.m. It will be the responsibility of the parent/guardian to add/remove authorized individuals. School officials have a right and duty to request identification before releasing a student. This policy will be consistently enforced.

## **LEAVING SCHOOL BEFORE 3:25 P.M., (continued)**

- Parents or authorized individual should contact the school prior to the student being checked out and communicate time of pick-up. This must be followed by email if no note was submitted in person.
- Utilize door intercom system and wait for assistance.
- Report to the designated checkout area.
- Provide valid state or federal ID and proceed with the checkout process.

Whenever a student is checked out of school, the parent or designee must show valid ID and be listed on the approved checklist previously submitted by parent or legal guardian

## **ILLNESSES**

The school **DOES NOT** have a full-time nurse; however, we do have a part-time clinic worker who dispenses medication received from home. A room with a bed is provided for emergency use only. The clinic area is not intended for long-term use. Under no circumstances should a student who is sick remain in a restroom or unsupervised area. Parents must arrange to pick up sick students immediately.

## **MEDICATIONS**

If it becomes necessary for a student to take **any kind** of medication at school, a signed note from the parent must be presented (in person) to the clinic assistant. Parent and/or guardian must complete a medication permission form for any student who is taking prescription medication. The permission slip will be filed in the main office. All medication will be kept in a secured place. Medications will be administered during class change, during lunch periods, or per instructions on the prescription. This will eliminate class disruption of students having to leave and miss instructional time. Students may not carry medication of any kind on their person. This includes, but is not limited to, Aleve, Tylenol, Albuterol, etc.

## **REENTERING CLASSES AFTER ABSENCES**

Students absent for any reason should present a written and signed excuse upon returning to school. Examples of excused absences are illness, death in the family, religious holidays, etc.. A note from a doctor may permit a student to make up schoolwork missed during the absence. The student must complete the work within three (3) school days upon his/her returning to school. A note will not be accepted after the third day of returning to school. Students may be absent from school only (5) days per year. Students who miss more than 5 days will enter the attendance tracking cycle. This cycle involves our school social worker. Students who miss more than 10 days or are tardy more than 20 days will need to attend summer school.

## **SUCCESS POLICY AND CANVAS**

All students at Fort Service Learning Magnet Academy have the right to succeed. Therefore, all work missed during excused absences may be made up by the student. It is the responsibility of the student to meet with their teachers immediately upon their return to school to receive assignments. Canvas is the district's Learning Management System in which assignments and due dates for classes may be found. Teachers will be able to provide you with individual information on how to access their Canvas pages. Please utilize this service during absences as well.

A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with his/her work. This is called Academic Study Hall and is not to be thought of as punishment, but rather as a desire



of the teacher to help the student make the progress of which he/she is capable. Students suspended from school may or may not be allowed to make up work, please check with the administration.

### **INFINITE CAMPUS / PARENT PORTAL**

Student progress may be monitored via Infinite Campus. Parent and/or guardians should make certain that you have gained access by securing an access code and completing the program verification process. You can gain access to Infinite Campus through the school's website or by downloading the "App" for free through the iPhone or Android App Stores. It is imperative that you give your email address to your child's 1<sup>st</sup> period teacher. If you do not have computer access, a paper copy of the progress report can be made available upon request and sent home with the student. Teachers may elect to distribute the progress reports but it is the student and parents/guardian responsibility to monitor the student's progress. If you need updates from your child's teachers prior to progress reports or report cards distribution please reach out to the school so that the teachers can provide you with hard copy updates. To strengthen parent-school relationships parents/guardians are advised to contact their child's teacher at least once per 9 weeks or more often if needed.

### **REPORT CARDS**

All reports will be available via the Parent Portal. The report card is an official document of the school. Students may be issued a report card to be taken home to their parent/guardian. By the last day of school, all debts are to be cleared and all books returned to the respective teachers. I's (*Incompletes*) must be removed within two weeks of the following grading period; if not, the "I" changes to a grade of "F".

### **GRADE SCALE**

90 - 100	A	Excellent
80-89	B	Above average
70-79	C	Average
Below 69	F	Failing
	I	Incomplete

**NOTE: ALL MISSED ASSIGNMENTS ARE DUE BY THE END OF THE PROGRESS REPORTING PERIOD OR FIVE DAYS AFTER THE ASSIGNMENT'S DUE DATE, WHICHEVER IS GREATER.**

### **ELIGIBILITY FOR SPORTS ACTIVITIES**

In order to participate in interscholastic activities involving competition between two or more schools, a student must pass five subjects in the semester grading period prior to the beginning of the sport. Passing grades in summer school count toward eligibility for first semester sports. Cheerleading is included in this rule. All athletes must have a sports physical and must be age appropriate according to GHSA Guidelines. If a student's grades are failing and he/she continues to have discipline issues, the student may be dismissed from the athletic program.

## **TEXTBOOKS**

Textbooks/ E-books are provided for each student's use during the academic year. If a textbook is lost or damaged, the student is responsible for paying for the lost or damaged book. It is the responsibility of the student to inform the parent of the damaged or lost book immediately. Payment must be made BEFORE another textbook is issued, and before the final report card is released

## **FIELD TRIPS**

Field trips are considered an extension of the school day. All school rules are in effect on field trips. All field trips will require a permission slip from the parent / guardian. It is imperative that we have a signed permission slip in order for the student to participate on the field trip. If there is a requirement to place a student on a behavior contract in order to ensure the success of the extended learning goal as well as the safety and wellbeing of others; a letter will be sent and/or posted on our website advising parents of the criteria for the field trip and if a behavior contract is warranted. On occasion, parents / guardians are invited to serve as chaperones on field trips. Please be advised that in the case of an accident or injury, the parent will not hold Muscogee County School District, Fort Service Learning Magnet Academy, chaperones, or teacher(s) in charge liable.

## **STUDENT ACTIVITIES**

Students will be encouraged to participate in school-sponsored activities. Students will be subject to rules/regulations during such participation. No suspended students (*In-School Suspensions -ISS or Out-of-School Suspension- OSS*) will be allowed to participate in or attend during suspension period any extracurricular activity-athletic or non-athletic. Event. Athletics include: football, basketball, track, soccer, and volleyball and any other activity such as but not limited to dance team, etc. As determined by the administration and/or designee. Non-athletic activities include: school dances, plays, concerts, and any other school activity held after school hours on campus or in any other location. Additionally, there are several clubs pertaining to academic areas for those who have special interest. Parents must complete a permission form in order for the child to participate in extracurricular activities.

Students attending after school-sponsored activities are to be picked up within fifteen minutes after the activity has ended. Students who are not picked up at the end of fifteen minutes will not be permitted to attend the next after school activity/event.

## **COUNSELING/ADVISEMENT PROGRAM**

The counseling program at Fort Service Learning Magnet Academy is one of team effort striving to provide our students with challenging educational opportunities and meet their personal needs. Our school has two counselors. The counseling program includes guidance, counseling, and consultation. The Guidance Department assists students with their academic, social and personal needs and concerns. It may involve the counselor and one student, a small group or the entire classroom. The consultation dimension may involve other school personnel, faculty members, parents and community agencies. These participants work together to alleviate existing conditions at school, or at home, which interfere with student performance.

The SEARCH Advisement program provides information to students on curriculum, career planning and resources. It is designed to address the needs of all students by helping them acquire competencies in knowledge of self and others, educational and occupational exploration and career planning. During the 8th grade, students will initiate a Career Portfolio. The portfolio will facilitate the collection of information and data for use as students and their parents make career decisions. An option for an annual conference for students and parents with an advisor will

provide the opportunity to review the portfolio, set career goals and select courses for the following year if initiated by parent request.

## **COUNSELING STAFF**

**Guidance Counselor:** Mrs. Sukina Boynton

**Guidance Counselor:** Ms. Carla Thomas

## **THE LIBRARY/MEDIA CENTER**

Media Specialist Mrs. Erika Screws

The library/media center serves as an educational resource center for students, faculty and staff. Housed in the center are both print and non-print materials. Materials are checked out via the computer. The library/media center is open each school day and closes thirty minutes after the last period ends. A pass signed and dated by a teacher is required from each student who enters the library except for after school use. All students sent to the library must return to class each period with his / her pass stamped with the date and time. Regular books are checked out for a two-week period and are renewable for an additional two weeks. No fines are assessed for books returned late; however, students are notified of overdue books through their teachers and must return overdue books before additional books are checked out. Reference books are for in-library use, however teachers may check out reference books for a student to use outside the library if the teacher deems it necessary.

## **STUDENT WITHDRAWALS**

Parents of students wishing to withdraw their child from school must properly complete an official form, available at the school. All school property must be returned and indebtedness cleared before final withdrawal. Please allow a minimum of 48 hours to process your withdrawal request.

In order to effectively and efficiently serve you, we ask that you contact the Front Office Clerk to schedule an appointment to withdraw you child. No appointments before 9:30a.m.

## **STUDENT ACCIDENT INSURANCE**

The Muscogee County School District offers student accident insurance to all students. This insurance is available to you at a nominal fee. If you are interested, please contact the school secretary; and she will let you know who the contact person is for obtaining this coverage. Information about the student accident insurance is usually sent home with the students the first or second week of school. If interested in buying the plan offered, please return the form completed and signed to the school as soon as possible.

If you do not wish to take out student, accident insurance offered by the Muscogee County School District, your child's insurance is your responsibility. The Muscogee County School District does not carry coverage on students.

## **CURRICULUM**

Course offerings include academic courses and Connection courses. All courses are taught by certified teachers. Academic courses include Language Arts, Mathematics, Science and Social Studies. Academic studies are taught for five hours daily.

Connection courses include: Marketing, P.E./Health, Spanish, Drama, and Communications education. Fine Arts include Art, Band, Chorus, and Orchestra which are all yearlong classes and are available to 6th, 7th, and 8th grade

students. Connection courses are scheduled classes, designed to help students discover, and examine learning related to their changing needs, aptitudes and interest. Experiences gained through Connection courses enable students to make informed decisions about high school courses. All students are required to take Physical Education/Health, unless a medical excuse states otherwise. In addition to required connections courses offered, some students, who have below average standardized test scores in Reading and/or Math may be required to take a remedial education class to build basic skills.

**ILT** – Instructional Learning Time is designed for tiers of remediation, enhancement, and acceleration. This is a 25-minute block of time per day.

Fort Service Learning Magnet Academy is committed to providing an excellent education via higher-level thinking and engagement. Classes may be videotaped as a learning tool in order to assist the teachers and administrators with designing quality lessons. If you do not want your child to participate, please send a letter stating that he/she cannot participate; otherwise, your child could possibly be an involuntary participant.

### **EMERGENCY OPERATIONAL PROCEDURES**

During emergencies (e.g., fire, natural disaster, etc.), each student is responsible for complying with rules / regulations quickly / properly / orderly. Procedures will be explained in class and posted on the walls. Drills will be conducted throughout the year.

Parents are requested, during an emergency “warning,” to not come to Fort to pick up their child. He/she will be in a Civil Defense-designated safe area until the “warning” is terminated. To find/bring your child to you, places other students and professional personnel, in serious danger. The policy at Fort is to cooperate with all parents during a “watch/alert” situation; but during a “warning” we will take shelter and stay there until Civil Defense/Central Administration clears us to leave. Should you find yourself caught “in transit,” we will be glad to share shelter with you. You are expected to follow outlined policies and procedures. We will not be able, however, to retrieve students upon your demand.

Students failing to comply with the rules and regulations that govern their behavior during emergencies endanger the safety of others. Any such violation will be subject to punishment not limited to referral to the Discipline Tribunal for MCSD.

Your consideration/support is mandatory in this most serious matter.

### **EMERGENCY PREPAREDNESS**

Parents and students please be advised that we have a proactive plan in place to notify all students, faculty, and staff members of an emergency in an effort to keep all parties safe and away from harm. Students will be trained in regard to our emergency process. Contact numbers in the event of an emergency:

Fort – 706-569-3740, 706-569-3741

MCSD – 706-748-2000



## **DISCIPLINE**

### **PROGRESSIVE DISCIPLINE PLAN**

The Fort Service Learning Magnet Academy school-wide discipline plan is a progressive discipline plan which includes; but is not limited to, teacher remediation, teacher detention, administrator remediation, administrative detention, removal/isolation from class, community/school service, In-School Suspension (ISS), Out-of-School Suspension, intervention program, Friday school referral to the school district tribunal, expulsion, assignment to A.I.M.S Alternative School, and in extreme situations, referral to the police.

### **PURPOSE**

The student will effectively apply strong communication skills such as speaking, listening, reading and writing.

The student will identify and apply strategies to access, evaluate, use and communicate information for learning, decision-making, and problem-solving.

The student will demonstrate an understanding and appreciation of cultural differences in diverse groups.

The student will effectively use organizational skills in order to demonstrate self-direction toward achieving personal and academic goals.

The student will demonstrate an ability for working cooperatively with others.

The student will effectively use media, reference and computer technology as a tool for learning.

The student will demonstrate an increased awareness of good citizenship and the necessity of following rules.

The Principal, Assistant Principal or designee has the authority to discipline students who violate class or school rules.

***Please note:*** Additional code of conduct rules and consequences from the District Handbook will be followed and upheld as well.

## Fort Service Learning Magnet Academy Expectations and Consequential Actions

Location	Expectation
Classroom	When transitioning to class, students will line up in hallway outside of the classroom until teacher instructs them to enter
	Show P.R.I.D.E—Be Prepared, Be Respectful, Have Integrity, Be Disciplined, Have Etiquette
Hallway	With the exception of class transition, no student is allowed in the hallways without an official pass from a teacher or staff.
	Students are to walk to the right, single file on the yellow tiles. No pushing, shoving, running, playing, singing, talking, or disrupting classes.
	Under no circumstances should a student walk, run, or jump into, nor along the risers of The Pit located in the common area.
Restrooms	Students may use the restroom during assigned restroom break time or as directed by teacher, with an approved pass. Teachers may issue restroom passes only in cases of emergency.
	If medical issues necessitates frequent visits, a note from a physician should be placed on file with the assigned teacher and front office
Off-Limits Areas	Students are not permitted in administrative offices or teacher work room. Students are not allowed to use refrigerators or vending machines.
	Students are not allowed in supply rooms, closets, maintenance areas, etc., without staff supervision.
Telephone Use	Students are to plan effectively such that the use of the telephone is not necessary. The administration and staff reserve the right to determine whether or not a student may use the office telephone. WE DO NOT CALL STUDENTS OUT OF CLASS TO RECEIVE CALLS. If parents/guardians have an emergency, the message should be left with the school secretary or counselor. Only “extreme emergency” messages will be delivered to students. Class interruptions will be kept to a minimum.
Media Center	Student ID badge is required to check out books/media
	Students MUST present a pass when seeking the services of the Media Center Specialist
	Students are responsible for securing and preventing damage to Chromebook and charger.

Location	Expectation
Gym Locker Room	Students are to lock valuables and Chromebooks in their basket/locker. The school will not be held responsible for unsecured items
	Students are to keep the floors and bleachers clean. Each class is expected to clean up before leaving the gym
	Students are to place books and notebooks on top of their lockers
	Students are to maintain order in the locker room. Dress quickly and quietly, then exit locker room on time.
	There will be <b>NO</b> horseplay, bullying, or insulting others in the locker room
Cafeteria	Under the direction of teacher or staff, students should line up single file, quietly, at a comfortable distance apart as they move through the lunch line. Horseplay is not tolerated.
	Students must remain seated until dismissed.
	Use conversational inside voices and speak only with students at the same table. No conversing across the cafeteria or changing tables without permission from teacher.
	Each student is encouraged to participate in the school food program. In addition to daily breakfast, the cafeteria offers a hot lunch, sandwiches, or salad. <b>Students are not allowed to have fast food or carbonated beverages.</b>
	Students who bring their lunch from home must pack it in a proper container and it should not be consumed outside scheduled lunch period. Food and drinks should not be placed in book bags alongside Chromebooks, notebooks, papers, etc..

Students are governed by the same rules and regulations to and from school that governs them while at school. Any offense listed under “Discipline” is subject to a student being suspended in or out of school or detention.

## Fort Service Learning Magnet Academy Expectations and Consequential Actions

Topic	Expectation
Online and Social Community ( <i>Canvas, YouTube, Facebook, Twitter, Instagram, LinkedIn, TikTok, etc.</i> )	<b>You are not to</b> post disrespectful comments about the Muscogee County School District, Fort Service Learning Magnet Academy or any other school within the district, its employees, or its students.
	<b>You are not to</b> post inappropriate videos, especially anything that has been recorded on school grounds during school hours without proper authorization and documentation.
Cheating/Plagiarism	Students should complete assignments based on their own merits. Cheating and plagiarizing will not be tolerated.
Reentering Classes after Suspension	Students reentering class after suspension must be brought by parent/guardian upon request to the main office for an admission slip and a conference with an administrator.
Notices Sent Through Students	Any correspondence or notices sent from school officials to parents/guardians carried by students is official school business and failure to deliver to parents will result in disciplinary action.
Selling on Campus	Students are prohibited from selling items on the school campus unless it is a school approved fundraiser. This includes items that are brought on campus for school purposes such as paper, pencils and the like, or other items that are not school related such as gum or candy. This further includes items that are consigned to students as part of a school-approved fund raising activity.
<b>Detention</b>	Students given detention will be provided notice in writing stating the reason for the consequence and the date it is to be served. This notice will be given a minimum of twenty-four hours in advance of the scheduled detention in order that parents are notified and transportation arrangements made.



Topic	Expectation
Detention, <i>continued</i>	<p>Detention will be held beginning at 4:05 p.m. No detention will be held longer than one (1) hour ending at 5:05 p.m.. Students are expected to be present when detention is scheduled. When a student fails to stay for detention, the teacher will call the parent and two more days of detention will be assigned. When reporting for detention, students are expected to have study materials and will not be allowed leisure reading or non-school work. Relief from detention can be approved by the Principal, Assistant Principal and/or teacher.</p>
	<p>After a student has accumulated three (3) detentions,</p>
	<p>After a student has accumulated five (5) detentions</p>
	<p>Students can receive from the select teachers the number of detentions earned. Each teacher will be responsible for keeping a running log of his/her own students' detentions. These logs will be maintained throughout the year and collected to be filed at the end of the school year.</p>
<p><b>In-School Suspension (ISS) Program</b></p>	<p>ISS is assigned by an administrator. The purpose of the In-School Suspension Program (ISSP) is to maintain disruptive students in an isolated classroom, and to continue a structured learning environment.</p>

Topic	Expectation
<p><b>Friday Evening School</b> - an alternative program in compliance with Muscogee County School District's effort to keep students in school rather than being suspended out of school for certain offenses. Friday Evening School will meet every other Friday or as needed.</p>	<p>Friday Evening School is held from 4:00 p.m. until 6:00 p.m. A student is considered tardy if he/she arrives after 4:00 p.m.</p> <p>Students are to bring their Fort Agenda Handbook to Friday Evening School. All assignments given daily by the teacher are to be written by the student in his/her Agenda Handbook</p>
<p><b>Classroom Expectations</b></p>	<p>Students are expected to maintain an excellent attendance record by avoiding unnecessary absences and tardy occurrences.</p> <p>Students are expected to assume responsibility for having necessary equipment and materials in class to begin their work immediately, including paper and pencil.</p> <p>Students are expected to maintain a kind relationship with teachers and fellow students, and to accomplish their work without disturbing others.</p> <p>Students are expected to obey the school rules, respect public and personal property, and actively promote the general welfare of their school.</p> <p>Students are expected to actively apply themselves in achieving academic goals.</p> <p>Students are expected to support all school activities and reflect the spirit of the school at all school related functions.</p>
<p><b>OSS (Out-of-School Suspension)</b> Out of school suspension is assigned by an administrator.</p>	<p>During the suspension period, student will not be allowed to attend or participate in any school activity. This includes athletic events, performances, field trips, dances, etc. <u>Furthermore, a suspended student is not allowed to be on any school campus during the suspension period. Please note that at the parent's request make-up work will be allowed for students who are suspended out-of-school. The student will have to turn in the work within two school days of coming off of suspension in order to receive credit</u></p>

**Please take note: Additional code of conduct rules and consequences from the MCSD Handbook will be followed and upheld as well.**

**Fort Middle School Service Learning Magnet Academy adheres to the policy on bullying as set forth by MCSD and the state. The policy states:**

The Muscogee County School District, in accordance with O.C.G.A. 20-2-751.4, which is applicable to students in grades six through twelve, prohibits bullying of a student by another student.

**CONSEQUENCES FOR DISCIPLINE INFRACTIONS WILL BE ADMINISTERED IN ACCORDANCE WITH THE MCSD POLICY.**

## Classroom & Office Managed Behaviors & Interventions/Consequences

These interventions aim to correct behavior so that students may learn and demonstrate Self-Control, Respect for Self and Others, Self-Direction and positive school Involvement. Teachers are encouraged to try a variety of teaching and classroom management strategies prior to writing an office referral.

<p><b>Teacher/Classroom Managed Behaviors</b></p> <ul style="list-style-type: none"> <li>❖ Calling out</li> <li>❖ Inappropriate language</li> <li>❖ Horseplay</li> <li>❖ Non-compliance</li> <li>❖ Off-task</li> <li>❖ Side talking</li> <li>❖ Tardy</li> <li>❖ Rude/Disrespect/Tone</li> <li>❖ Lying/Tattling/Teasing</li> <li>❖ Minor property destruction</li> <li>❖ Verbal conflict/arguing</li> </ul>	<p><b>Universal Interventions for all students</b></p> <ul style="list-style-type: none"> <li>❖ A private, positive conference with student. (Build positive relationship)</li> <li>❖ Seat change</li> <li>❖ Pre-correction &amp; Redirection: Re-state expectations in a short and positive manner.</li> <li>❖ Role-play replacement behavior (practice)</li> <li>❖ Buddy Classroom: student reflects in another classroom and has extended time away.</li> <li>❖ Parent/Guardian accompanies student in class</li> <li>❖ Daily progress report for behavior (with parent signature)</li> <li>❖ Increase positive acknowledgements/recognition</li> <li>❖ Goal-setting (&amp; reflection) with student</li> <li>❖ Provide student with breaks</li> <li>❖ Develop and use cueing systems to prompt student to engage in proper behavior</li> <li>❖ Positive greetings/encouragement at the door daily</li> <li>❖ Other</li> </ul>
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<p><b>Automatic Office-Based Referral</b></p> <ul style="list-style-type: none"> <li>❖ Aggressive behavior</li> <li>❖ Bullying</li> <li>❖ Harassment</li> <li>❖ Stealing</li> <li>❖ Major property damage</li> <li>❖ Drugs/Alcohol/Weapons</li> <li>❖ Dress code violation</li> <li>❖ Inappropriate language directed at staff</li> </ul>	<p><b>Possible Interventions</b></p> <ul style="list-style-type: none"> <li>❖ Conference with Student</li> <li>❖ Referral to Counselor/ Other:</li> <li>❖ Parent Contact</li> <li>❖ Parent Conference</li> <li>❖ SST (Student Study Team) Referral</li> <li>❖ SART (School Attendance Review Team) Referral</li> <li>❖ Other</li> </ul>	<p><b>Possible Consequences</b></p> <ul style="list-style-type: none"> <li>❖ Administrative Remediation</li> <li>❖ Administrative Detention</li> <li>❖ Suspension</li> <li>❖ Parent Contact</li> <li>❖ Other</li> </ul>
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## SCHOOL TRANSPORTED STUDENTS

Bus transportation provided each day is a privilege, and when students are riding the bus, the driver is in charge. In the morning when bus students arrive at school, they will move immediately to the cafeteria and/or gym area. In the afternoon, all students who ride the bus will report to their bus when called. Appropriate behavior is expected from each student to insure the safety of all.

### SPECIFIC RULES:

1. Hands, arms and heads should be inside the bus at all times.
2. Loud talk and laughter are not allowed.
3. Horseplay is not permitted at the bus stop or on the bus.
4. Never tamper with the bus.
5. Do not leave books, lunch, coats, purses, or other personal possessions on the bus.
6. Do not throw anything out of the window.
7. Do not leave your seat until the bus has stopped.
8. Be very quiet when the bus stops at a railroad crossing - no noise.
9. Any instructions that may be added by the driver of your bus.
10. No food, gum, or drinks allowed.
11. Student must sit facing the front, feet on the floor, and the aisle clear.

We also expect appropriate behavior of bus students at their neighborhood stops. Playing in the street, throwing, wrestling or damaging the neighborhood areas are prohibited, as well as interfering with passing citizens and other students.

Violation of these regulations may result in suspension of bus privileges or suspension from school. NOTE: A student is not permitted to get off at an unassigned bus stop unless he/she has a written permission from a parent/guardian and the note has been approved by the administration or designee. These notes must be turned in to the front office staff prior to the student reporting to his/her first period class. A student may pick up his/her note during their lunch period or at the end of the day before leaving and present it to the driver before boarding the bus.

### **Progressive Disciplinary Actions for Bus Referrals:**

**1st OFFENSE** - Written warning

**2nd OFFENSE:** 1 day bus suspension/Parent contact

**3rd OFFENSE:** 5 days bus suspension/Parent contact

**4th OFFENSE:** Suspension from bus for remainder of the year/Parent contact

*Depending on the infraction the administration reserves the right to forego the progressive disciplinary action.*



## Fort Service Learning Magnet Academy PRIDE CREED

Expectations	Classroom	Hallways	Cafeteria	Bus/Bus Stops	Bathroom
<b>Be Prepared</b>	Having all required materials to be actively engaged learner.	Following all hallway procedures.	Reporting silently to assigned lunch line.	Standing in a single file line at designated stop.	Set personal belongings on shelf as you enter.
<b>Be Respectful</b>	Being kind with our words and actions to one another.	Enter hallway traffic while keeping personal space.	Following all cafeteria procedures.	Reporting silently and directly to assigned seat.	Maintain privacy and personal space of others.
<b>Have Integrity</b>	Completing and submitting your own work.	Practice self-control.	Using our manners.	Report problems to bus drivers.	Report problems to teacher.
<b>Be Disciplined</b>	Being focused and on task.	Reporting directly to assigned class.	Report silently to assigned line.	Follow all bus rules and safety procedures.	Follow all bathroom rules and procedures.
<b>Have Etiquette</b>	Being considerate when responding to peers and teachers.	Practice physical distancing.	Greeting the staff and saying thank you.	Greeting the bus driver when boarding bus.	Wash your hands.

## Excessive Level II offenses

It must be understood that the principal of Fort Middle School Service Learning Magnet Academy has the final authority in the interpretation and implementation of the school code.

**Note:** All disciplinary actions will be handled in accordance with the MCSD Behavior Code and Discipline Handbook. Fort Middle School's administration has the right to set consequences as deemed appropriate. Depending on the circumstance, consequences may be less or more severe.

### Level II Infractions

- Fighting
- Inappropriate display of affection
- Leaving campus without permission
- Major disruptions (to include verbal altercations in which students will not redirect)
- Possession of or use of tobacco products (to include lighters and matches)
- Possession of prohibited items
- Profanity/Vulgarity/Obscenity (written or verbal) - If directed towards an adult, will result in a minimum three days OSS.
- Sexual Harassment (verbal, written, physical)
- Threatening/Intimidation - If directed towards an adult, will result in a minimum five days OSS

### Level III Consequences (unless specified above):

1st Offense: 3 days ISS

2nd Offense: 5 days ISS

3rd Offense: 3 days OSS

4th Offense: 5 days OSS

### Notification of Administrative Action

Students will receive a copy of the discipline referral form. This form will also include the consequence as assigned by the administrator. It is the student's responsibility to take the form home to the parent; this is a function of maturity and accepting responsibility. This type of responsible behavior must begin in middle school if students are going to progress and eventually prepare for high school and the future.

*Parent Notification - Parents will also receive written notification by mail of all suspensions; this includes in-school as well as out-of-school suspension. It is important that the mailing address that we utilize is the correct and current address. We will attempt to contact parents by phone when a suspension occurs; however, there are instances where this may not be possible.*

### **Disruptive Students**

Any student who has demonstrated behavior that the administrator deems to be disruptive to the learning environment can receive an OSS or be sent home for the day. If a student's behavior is disruptive and the administration desires the student be sent home for the day, the student will face the following consequences:

When the appropriate steps have been taken and no parental contact is made, the student is required to remain in ISS until contact can be made with the parent. In the event that a student is already suspended and continues to be uncooperative and the parent cannot be contacted, the student will receive two additional days.

## Clubs/Organizations Description

### ACADEMIC BOWL

Teams compete against each other middle school students on trivia questions.

### ART CLUB

Bringing together artists to share their interests and enrich their experiences in art, as well as making creative contributions to the community.

### CHESS CLUB

Improve every member's skill level of Chess, challenging other chess clubs, and to encourage others.

### DANCE TEAM

The dance team performs during basketball season, pep rallies, Black History Month performances, and various activities throughout the year.

### DRAMA CLUB

Drama Club provides interest in theatre through the presentation of plays and performances. Drama Club is a way for middle school students to use their acting and other theatrical skills in a productive setting, outside of the classroom.

### PEER HELPERS

Peer Helpers are full or part-time middle school student volunteers who play an integral role in delivering programs and services to their peers.

### SPELLING BEE

A school-wide competition where contestants are asked to spell English words and the winners advance to district, state, and national level competitions.

**STUDENT COUNCIL**-The Student Government is an elected group of students who are responsible for promoting school spirit and awareness of others (through activities such as the canned food drive). Each 6th through 8th grade class has representation with officers elected from those grades.

**YEARBOOK STAFF** - Students will assist with the layout and organization of the school's yearbook.

**HELEN RUFFIN READING BOWL** - A team of students compete with different school to test their knowledge on selected books.

\*\*\* Additional clubs may be found on the Fort website.



# Fort Service Learning Magnet Academy

2900 Woodruff Farm Road

Columbus, Georgia 31907

Telephone Number: (706) 569-3740

Fax Number: (706) 569-3616



**Ms. Amia Hamilton**  
Principal

**Mrs. Shenikki Thornton**  
Assistant Principal

**Mrs. Sukina Boynton**  
Guidance Counselor

**Ms. Shanakie Ward**  
Athletic Director

## Parent Right To Know 2022-2023

Parents may request, in writing, the following information about his/her student's teacher:

- Whether the teacher met the state requirements for the Georgia Professional Standards Commission for certification for the grade level and subject area which they teach
- Whether the teacher is teaching under an emergency or other temporary status through which Georgia qualifications or certification criteria have been waived
- What undergraduate or graduate degree(s) the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) on concentration
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

**Point of contact:** Federal Programs Department, (706)748-2138 or (706)748-2154

**School:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Sincerely,

*Ms. Amia Hamilton*

**Ms. Amia Hamilton, Proud Principal**

## BELL SCHEDULE

### FORT SERVICE LEARNING MAGNET ACADEMY SCHOOL YEAR 2022 – 2023

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Planning (30)	Planning (30)	Planning (30)	Planning (30)	Planning (30)
8:30-8:50	AM Duty Homeroom	AM Duty Homeroom	AM Duty Homeroom	AM Duty Homeroom	AM Duty Homeroom
8:30 (Students leave Cafeteria Bell) 8:50 (Bell)					
8:50-9:18	ILT (25)	ILT (25)	ILT (25)	ILT (25)	ILT (25)
9:13 (6 <sup>th</sup> Bell)					
9:15 (7 <sup>th</sup> Bell)					
9:18 (8 <sup>th</sup> Bell)	1ST Period (55)	1ST Period (55)	1ST Period (55)	1ST Period (55)	1ST Period (55)
9:19-10:17					
10:12 (6th Bell)					
10:14 (7 <sup>th</sup> Bell)	2 <sup>nd</sup> Period (55)	2 <sup>nd</sup> Period (55)	2 <sup>nd</sup> Period (55)	2 <sup>nd</sup> Period (55)	2 <sup>nd</sup> Period (55)
10:17 (8 <sup>th</sup> Bell)					
10:18-11:16					
11:11 (6th Bell)	3 <sup>rd</sup> Period (55)	3 <sup>rd</sup> Period (55)	3 <sup>rd</sup> Period (55)	3 <sup>rd</sup> Period (55)	3 <sup>rd</sup> Period (55)
11:13 (7th Bell)					
11:16 (8 <sup>th</sup> Bell)					
11:17-12:55	Lunch A	Lunch B	Lunch C (Lunch reports back to class for dismissal)	Lunch C (Lunch reports back to class for dismissal)	Lunch C (Lunch reports back to class for dismissal)
12:53 (6th Bell)					
12:55 (7 <sup>th</sup> Bell)					
12:58 (8 <sup>th</sup> Bell)	4th Period (55)	4th Period (55)	4th Period (55)	4th Period (55)	4th Period (55)
11:22-11:55					
11:55-12:25					
12:25-12:55	5th Period (55)	5th Period (55)	5th Period (55)	5th Period (55)	5th Period (55)
1:00 PM-1:54					
1:52 (6th Bell)					
1:54 (7 <sup>th</sup> Bell)	6 <sup>th</sup> Period (55)	6 <sup>th</sup> Period (55)	6 <sup>th</sup> Period (55)	6 <sup>th</sup> Period (55)	6 <sup>th</sup> Period (55)
1:57 (8 <sup>th</sup> Bell)					
1:58-2:53					
2:51 (6th Bell)	6 <sup>th</sup> Period (55)	6 <sup>th</sup> Period (55)	6 <sup>th</sup> Period (55)	6 <sup>th</sup> Period (55)	6 <sup>th</sup> Period (55)
2:53 (7 <sup>th</sup> Bell)					
2:56 (8 <sup>th</sup> Bell)					
2:57-3:52	6 <sup>th</sup> Period (55)	6 <sup>th</sup> Period (55)	6 <sup>th</sup> Period (55)	6 <sup>th</sup> Period (55)	6 <sup>th</sup> Period (55)
3:50 (Announcement Bell)					

## BELL/LUNCH SCHEDULE 2022-2023

**Fort Service Learning Magnet Academy**  
Student Handbook

2022 - 2023

**Fort Middle School Alma Mater**

In the pines of east Columbus,

Stands a school we love.

Memories to last a lifetime,

Blessed from Heaven above.

In the halls of dear old Fort,

Friends we've come to know.

As our minds grow.

**Chorus:**

Fort Middle School, we adore you,

We will 'ere be true,

And pledge to you to be loyal,

Love you gold and blue!

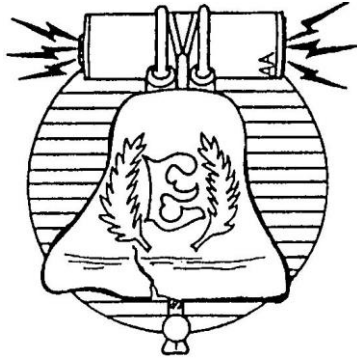
In the walls of this dear school,

Our spirit here remains,

Join with us in one last chorus,

Joyful, true refrains.

**(Repeat Chorus)**



## *The Right Connection*

# **FORT FUN FACTS**

**Nickname:** The Patriots

**Newspaper:** Liberty Ledger

**Yearbook:** The Constitution

**Motto:** "The Best Middle School in the World!"

**Colors:** Columbia Blue & Gold



### **Our Partners in Education**

**Panasonic Energy Corporation, MEDDAC, True Vine Church of Hope,  
Smith Grove A.M.E. Zion Church, Lewis Hayden Lodge, Al Faruque Temple**

*From Fort Service Learning Magnet Academy, thank you for all your support!*

