

## THE SCHOOL DAY

The school day is from 7:30 AM until 2:50 PM. **The School building does not open until 7:00 AM.** Students dropped off before 7:00 AM will have to wait outside of the building until it is open. Students need to be present for the entire day in order to take full advantage of the educational opportunities offered at Perry Middle School. Students who miss more than one-half of the day are considered absent.

The Houston County Board of Education has determined that tardies to school and early dismissals count as 1/3 of the school day. **Three tardies or three early dismissals (or any combination) will result in a full day's absence.** Make plans to keep your children in school as much as possible.

See HCBOE pages on the **Attendance Policy**.

## ATTENDANCE:

To be eligible for promotion to the next grade, students in grades K-8 are expected to achieve 95% attendance (absent no more than 9 days). Students who achieve 90-94% (absent no more than 10-18 days) attendance **may** be promoted at the discretion of the building principal.

For this reason, parents are expected to send a note or provide a doctor's excuse following each absence from school. Please include the reason for the absence, the date of the absence, and your signature. With an excuse, students have up to 3 days to make-up the missed work unless the work, assignment, or test was announced before the absence. It is the student's responsibility to check with each teacher for missed work and to schedule taking a missed exam.

## ARRIVAL/DEPARTURE INFORMATION:

Students arrive at Perry Middle School by Bus Transportation and Parent Pick-up and Drop-off. Due to the traffic risks, we **do not** allow students to walk to or from school. For the same reason, we **do not** allow students to ride their bicycles. This rule is in effect 24 hours a day, seven days a week.

## PARENT DROP-OFF AND PICK-UP:

**No student is to enter or exit the building through the front door by the office unless accompanied by their parent(s).** Student drop off is on the "Gym" side of the building. This includes times of inclement weather. The parent drop-off and pick-up area is located off Highway 41, south of Perry Parkway. In order to help with the traffic and to make the drop-off/pick-up go faster, we are asking you to follow these procedures:

- Adults are stationed at either end of the loading area.
- **Watch the adults** for directions as they conduct the traffic.
- **Pull up as far as you can** and let your child walk to or from the car.
- The loading area goes from the front walkway to the back sidewalk.
- **Students should be picked-up no later than 3:15 PM.**

Students must be picked up at the parental pick up area by 3:15p.m. Students are not to walk around to the front of the building to leave school. Please don't get your child in trouble by not following this procedure.

It is the parents' obligation to make sure their children have a way to get home in a timely manner. Parents who neglect to provide a way for their children to get home from school, may be contacted by school personnel to determine other options for transportation.

### **EARLY DISMISSAL:**

- Students may leave school early with a parent/guardian or those persons listed on the student information form. If the emergency information changes during the year be sure to keep us informed. Adults may be asked for identification before taking a student off campus.

### **I.D. CARDS:**

All students will receive a student I.D. card. This card will contain the student's picture, name, student number, and bar code. This card must be presented at the front office when the student is checking in or out of school. If you lose your card, you can purchase a new one in the media center for \$5.00. You will also use your I.D. card for all media center and lunchroom transactions.

### **BUS NOTES:**

If you are going to ride a bus different from the one you're assigned to, you must take a note to the office in the morning during homeroom for approval from the office staff. Please do not wait until the end of the school day. **Notes will not be approved at the bus ramp.**

The note must include your name, the different bus number, parent signature, and a phone number for parental contact. You are expected to follow this procedure to avoid being left by the bus.

### **BUS RIDING:**

**Riding the bus is a privilege, not a right.** Students are expected to cooperate and use common sense while riding the bus. The bus driver and monitor are in charge at all times. Students are to follow the rules and listen to the instructions given to them. A student may be suspended from the bus for 1-10 days on the first report if the administrator determines the incident warrants suspension.

See HCBOE pages on **Bus Conduct**.

### **MESSAGES:**

Please make end of the day transportation arrangements for your child in advance. Occasionally, a situation may arise in which a change is necessary. Please notify us immediately so we can

notify your child. **We can not ensure that messages will be delivered to your child if we receive the message after 2:15p.m.**

### **EXTRA-CURRICULAR ACTIVITIES:**

- All school rules apply to school activities after regular school hours.
- Attendance at these activities should be for the enjoyment of the activity. Students will be asked to leave if their actions indicate poor demeanor.
- Perry Middle School staff has the authority to remove students from any extracurricular activity when their behavior makes it necessary. Unless an acceptable resolution is found, future attendance at these events may not be allowed.
- **Students assigned to in-school suspension can not attend any extracurricular activities at any school in the county while they are assigned to in-school suspension (Academic or Athletic).**
- Students must be picked up as soon as possible after the activity ends. This means no longer than 15 minutes after the end of the activity.

We do not have personnel to supervise students after an activity or event. It is the parents' obligation to make sure their children have a way to get home. Failure to be picked up on time may cause the student to lose their privileges to attend activities.

Please make arrangements ahead of time and have a back-up plan in case something goes wrong. It ruins the fun of the event when a child feels abandoned and unimportant because no one cared enough to pick them up.

### **SCHOOL DANCES:**

Attending dances and other fun activities are a reward for students good behavior. Students may not attend school dances if they have had an ISS or OSS assignment during the semester. All dances begin at 6:00p.m. and end at 8:30p.m. Students must be picked up on the bus ramp by 8:45p.m. in order to be eligible to attend the next dance or activity. **Only Perry Middle School students can attend school dances.**

If you come to a school dance after you have had ISS or OSS, you will receive ISS or OSS.

### **HOMEWORK:**

Homework should be a natural extension of the learning that happens in the classroom each day. Our goal is to allow students to review lessons and practice skills in much the same way as they practice any other activity. The more you practice something, the better you will be able to do it.

We encourage you (parents) to establish a regular time for your child to do his/her homework. If your child was paying attention in class this should be REVIEW for them. They already have had instruction for this lesson. Do not get caught in doing the work yourself. Take a few minutes to review the final work with your child. Then be sure he/she returns the work to school.

Sixth grade students are going to be using “**Agendas**” which will be used to keep track of class work and homework assignments. We hope this will help home and school stay informed and working together for the best interest of our students (your children). If a student loses their agenda, another one may be purchased for a small charge.

Perry Middle School also has a web-site available to list homework. It is another tool to help parents stay informed.

<http://www.homeworknow.com>

[Go to “Get Homework”; find “Perry Middle School”; click on the name of your child’s teacher]

## **LOST AND FOUND:**

The “lost and found” is located in the Main Office. Students can visit the “lost and found” before homeroom or during break. **If you find something**, please give it to the teacher so that the item can be placed in the “lost and found.”

Here is a list of helpful hints to follow in order to avoid losing your possessions:

- **Do not bring large amounts of money to school.** Money is extremely difficult to track and identify.
- Use checks or money orders when paying for lunches, purchases, or fund-raisers.
- Do not bring your valuable items to school. If you don’t want to lose it, don’t bring it to school.
- Do not take any items of value with you to P.E. The coaches do not have anyway to keep it safe for you.
- Make sure that your name is on all of your possessions (for example: jackets, calculators, bookbags, etc.).
- Do not tell your locker combination to any other student. Keep your locker locked. Do not “rig” your locker to avoid using the combination.
- Never leave your possessions lying around. Keep all items, including books, in your locker when you are not using them.
- All lost textbooks should be turned into the office. If you lose a textbook, report it to your teacher. Hopefully we will be able to help locate your book. If textbooks can not be located students are responsible for the cost of the lost book.
- If you lose an item, write down a description of the item with the following: where and when it was lost, your name, and homeroom. When completed give this information to your teacher or take it to the office. We’ll keep an eye out for it and return it in to you if it comes in.

## **MEALS: BREAKFAST & LUNCH**

Breakfast is served each day before homeroom in our lunchroom area. Students are welcome to eat a well-balanced meal prior to beginning the school day. Come directly to the cafeteria when you arrive on campus. The price for breakfast is \$1.50 (reduced \$.30). Breakfast will not be served after 7:20a.m. with the exception of a late school bus.

Lunch served at Perry Middle School offers 8 different menus served on 4 lunch lines. The price for lunch is \$2.25 (\$.40 reduced).

Free and reduced lunch applications will be made available for every student. Parents will be notified by mail if their children qualify for these programs. These forms are available throughout the year should circumstances change and you need to apply at a later date.

Our cafeteria has a **no charge policy**. Alternative meals are not served at the Middle School. Students are encouraged to pay for their lunches in advance. Parents can send a check for the proper amount, made out to ***Houston County School Nutrition***. Students should pay in the morning before homeroom so that a receipt can be issued. Anytime a student is absent the lunch credit will go unused until the next time they eat lunch. The lunchroom manager is available for questions at 988-6285 Ext# 22292.

See HCBOE pages on **School Breakfast/Lunch Program**.

## **MEDIA CENTER:**

Students are responsible for returning their library books on time. Parents please help your children remember to return the books they checkout.

See HCBOE pages on **Media Center**.

## **BOOKKEEPING**

There is a \$15.00 charge on all returned checks to Perry Middle School.

Beginning May 1, 2010, checks will not be accepted for payment – cash or money orders only. This includes athletics, cheerleading, media fines, yearbook, lost and damaged books, etc.

## **PARENT CONFERENCES:**

We encourage our teachers to make frequent contact with the parents of Perry Middle School students. Parents may also request a conference with the teachers by calling the school (988-6285 Ext# 22610). E-mail is also available. Please check with your child's team of teachers – **Communication is a two way street.**

## **OFFICE SERVICES:**

The office is available for the following services. All students entering the office must have a hall pass from their teacher. *We ask teachers to dismiss students only during class changes so that instruction is not interrupted.*

### **Come to the office:**

1. To request a conference with someone in the office (principal or asst. principals).
2. To get medication.
3. To check for lost articles **before homeroom or during break.**
4. To call home (see below).

The phone may be used only for the following:

- a. illness;
- b. lunch money;
- c. missed bus; and
- d. change in plans for an after-school event.

The phone may not be used for the following:

- a. forgetting PE clothes;
- b. forgetting books, projects, or homework assignments;
- c. forgetting sports equipment;
- d. forgetting to tell parents of an after-school activity;
- e. forgetting to bring your report card/progress report back to school.

*If you are going home, let the office personnel talk to your parent or guardian before you hang the phone up. This will save time by allowing us to have you ready to check out of school promptly.*

**It is important that parents keep the emergency contact information up-to-date with the Perry Middle School office. We do not allow adults to check out students unless they are authorized and on the “Check Out List”. Identification may be requested.**

## **REPORT CARDS:**

Progress reports are issued four times during the year. Progress reports allow students to take advantage of improving their efforts before the grading period ends and report cards determine a final grade for each marking period.

Report cards are also issued four times during the school year. Except for the year-end report card, these are sent home with the students. A passing grade (70) must be earned in order to gain credit for a class. See HCBOE pages on **Grading** and **Promotion Policy**.

We ask parents to watch for these important reports as they come home. Please sign and return them to the school as soon as possible (1-3 days). As usual, if you have any questions or concerns, please contact the school.

**Dates for the 2009-2010 Middle School Progress Reports and Report Cards** are as follows:

September 4, 2009	<i>Progress Report</i>
October 15, 2009	<b>Report Card</b>
November 12, 2009	<i>Progress Report</i>
January 8, 2010	<b>Report Card</b>
February 9, 2010	<i>Progress Report</i>
March 24, 2010	<b>Report Card</b>
April 27, 2010	<i>Progress Report</i>
June 1, 2010	<b>Report Card</b>

## **SCHEDULE:**

A student's schedule is determined by his/her team of teachers. Students will receive instruction in the four core areas (Language Arts, Math, Science, and Social Studies). Students will also have connection classes to complete their academic schedule.

Students will follow a connections rotation that provides the opportunity for them to have a broad range of experiences during their years at Perry Middle School. Connection classes include: Agriculture, Art, Band, Computers, Foreign Language, Family and Consumer Science, Technology, and Physical Education.

## **LOCKERS:**

You will be issued a locker in your homeroom class. DO NOT share your locker combination with anyone. You are responsible for anything found in your locker. Lockers will not be issued until all signed forms are returned to your homeroom teacher.

## **BOOKBAGS:**

Bookbags are to be placed in your locker upon arrival to homeroom. You will get your bookbag out of your locker at the end of the day to aid you in transporting books home. Bookbags are not to be taken to different classes throughout the school day.

## **OVERSIZED JACKETS/COATS:**

Oversized or bulky jackets and coats will also be placed in your locker upon arrival to homeroom. You will not be allowed to wear oversized or bulky jackets in the building during the school day.

## **CODE OF CONDUCT** HCBOE Policy JCD/JCDA “Procedures for Proud Panthers”

Houston County Schools believes that every child in the school district has a right to equal opportunity in receiving an education. Student conduct and discipline should reinforce this right.

Perry Middle School expects students to learn appropriate behavior and use it each day. The following guidelines will help each student stay focused on their educational opportunities.

- Obey the rules of the school and individual classrooms.
- Be regular in attendance and on time to class.
- Come prepared to each class with book, paper, pen/pencil, and homework assignment.
- Study the lessons of your classes each day.
- Do not use another student's work and claim it as your own. This is known as “cheating”. Do your own work.
- No gum chewing at school.
- Follow common sense when dressing for school. See the **Dress Code Requirements**.

- Use good manners as you pass through the halls, cafeteria, and other areas of the school. Don't run, shove, shout, scream, or act in a way that creates disorder in the school.
- Show respectful behavior to the adults working in the school. When they give you instruction about your behavior, pay attention and do as you are told.
- Show respect to other students in the school. Treat them the way you want to be treated.
- Use courtesy during assemblies and other group meetings. Stop talking when the program begins, pay attention to the speaker or program, use appropriate applause when the program is finished.
- Do not verbally intimidate, threaten, harass or assault any other student. If you are being "pushed" or feel there is a risk to your safety, report it to an adult in the school or have your parents report it to us.
- Do not physically intimidate, threaten, harass or assault any other student. If you are being "pushed" or feel there is a risk to your safety, report it to an adult in the school or have your parents report it to us.
- Do not bring items to school to sale, sell items, and/or borrow items from other students without first getting permission from an adult.
- If you become aware of some situation that makes you feel unsafe, TELL US! Come to the Office, speak to an adult in the hall, find some reason to come to the office so that you can give us the information.
- If you bring something to school by mistake, and you know you should not have brought it, bring it to a teacher or to the School Office immediately.  
*What determines a "mistake"? If you are showing it around to other students, bragging or laughing about having it, and you don't turn it in, "It's NOT a mistake".*

## CLUBS:

Code Section 20-2-736 mandates information regarding school clubs and organizations to be distributed annually at the beginning of the school year. As the parent or guardian, you have the right to decline permission for your child to participate in a club or organization offered from this school. Below is a list of the clubs and organizations that are offered to students at Perry Middle. If you decide that you do not want your child to participate in any club(s) or organization(s), please fill out, sign, and return the "Student Prohibition from Extracurricular Activities" form on page 42 in the HCBOE section of the handbook.

See HCBOE pages on the **Code of Conduct Policy**.

**Name of Club/Organization:** Academic Team  
**Faculty Sponsor/Contact:** Mrs. Kimbrough and Mrs. Dodd  
**Membership Requirement:** strong academically  
**Financial Obligations/Dues:** none  
**Mission/Purpose:** The Academic Team consist of eight members, and is known for its unique knowledge base. This select team has competed several times and has been very successful in their many victories.  
**Planned Activities:** County Academic Bowl and others

**Name of Club/Organization:** FFA (National FFA Organization)  
**Faculty Sponsor/Contact:** Mrs. Moulton  
**Membership Requirement:** interest in livestock, agriculture, landscape, floral design, public speaking, and natural resources  
**Financial Obligations/Dues:** \$12.00 dues  
**Mission/Purpose:** FFA is a youth led organization that teaches skills in leadership, and promotes learning of agriculture activities  
**Planned Activities:** variety of competitions, such as: livestock shows, land judging, poultry judging, floriculture, natural resources, conferences, conventions, summer camps, and more.

**Name of Club/Organization:** National Junior Honor Society  
**Faculty Sponsor/Contact:** Mrs. Pheil / Mandy Gibson  
**Membership Requirement:** 10 hours community service, 88 or higher GPA, no discipline referrals  
**Financial Obligations/Dues:** \$10.00 dues  
**Mission/Purpose:** The National Junior Honor Society is the nation's premier organizations established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character.  
**Planned Activities:** monthly meetings, community service projects, participate in food drives, etc.

**Name of Club/Organization:** Prayer Club  
**Faculty Sponsor/Contact:** Mrs. Lumpkin  
**Membership Requirement:** any student  
**Financial Obligations/Dues:** none  
**Mission/Purpose:** Prayer Club is for students who would like to start their day off with Christian fellowship, discipleship, and a chance for prayer.  
**Planned Activities:** meet every Thursday at 7:00 AM

**Name of Club/Organization:** Yearbook Staff (8<sup>th</sup> Grade only)  
**Faculty Sponsor/Contact:** Mr. Paalz  
**Membership Requirement:** two teacher recommendations and at least a B average  
**Financial Obligations/Dues:** none  
**Mission/Purpose:** The Yearbook Staff will help with yearbook design and fundraising. The students will help take pictures, create posters, and arrange the photos for the yearbook.  
**Planned Activities:** produce Perry Middle School yearbook

**Name of Club/Organization:** FBLA (Future Business Leaders of America)  
**Faculty Sponsor/Contact:** Mrs. Phillips  
**Membership Requirement:** any student  
**Financial Obligations/Dues:** \$20.00 dues  
**Mission/Purpose:** FBLA's mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.  
**Planned Activities:** Fall leadership conference, regional and state competitions, community service activities, meetings, slots, Fall Motivational Rally

**Name of Club/Organization:** FCA (Fellowship of Christian Athletes)  
**Faculty Sponsor/Contact:** Mr. Cooley / Mrs. Moss  
**Membership Requirement:** any student  
**Financial Obligations/Dues:** none  
**Mission/Purpose:** FCA is for students to unite in Christian fellowship, discipleship, and prayer.  
**Planned Activities:** meet every Wednesday at 7:00 AM

**Name of Club/Organization:** FCCLA (Family Career & Community Leaders of America)  
**Faculty Sponsor/Contact:** Ms. Hall  
**Membership Requirement:** any student  
**Financial Obligations/Dues:** \$16.00  
**Mission/Purpose:** FCCLA is a nonprofit national career and technical student organization for young men and women in family and consumer sciences education. Chapter projects focus on a variety of youth concerns, child-development, family relationships, substance abuse, peer pressure, environmental concerns, nutrition and fitness, and career exploration.  
**Planned Activities:** monthly meetings, state and region competitions, leadership conferences, summer camp, community service projects, collaborative events with area middle schools.

**Name of Club/Organization:** Peer Helpers (7<sup>th</sup> and 8<sup>th</sup> Grade only)  
**Faculty Sponsor/Contact:** Ms. Hess  
**Membership Requirement:** teacher referral, at least a B average, no discipline referrals  
**Financial Obligations/Dues:** none  
**Mission/Purpose:** The students selected to participate in the peer helping program display responsible and caring behaviors as well as leadership potential. The purpose is to extend guidance services, enhance the student's interpersonal skills, and create a positive school climate.  
**Planned Activities:** tutoring other students, helping students resolve conflicts, and assisting with various school and community projects throughout the year.

**Name of Club/Organization:** 4-H  
**Faculty Sponsor/Contact:** Dr. Burch  
**Membership Requirement:** any student  
**Financial Obligations/Dues:** none  
**Mission/Purpose:** The mission of Georgia 4-H is to assist youth in acquiring knowledge, developing life skills and forming attitudes that will enable them to become self-directing, productive and contributing citizens.  
**Planned Activities:** monthly meetings, participate in county, district, state, and national events

**Name of Club/Organization:** Go Green! Recycling Club  
**Faculty Sponsor/Contact:** Ms. Tryan and Mrs. Stanley  
**Membership Requirement:** Students must possess an interest in Earth conversation and recycling.  
**Financial Obligations/Dues:** none  
**Mission/Purpose:** to promote and encourage conversation and recycling efforts and to make Perry Middle School an eco-friendly environment  
**Planned Activities:** monthly meetings, afterschool recycling collection, help maintain school grounds

**Name of Club/Organization:** Drama Club  
**Faculty Sponsor/Contact:** Ms. Boone, Mrs. Kimbrough, Dr. Wynn  
**Membership Requirement:** any student  
**Financial Obligations/Dues:** \$20.00  
**Mission/Purpose:** The drama club is designed to introduce students to drama techniques and skills. Students are given the opportunity to participate in various productions as either actors or support crew members.  
**Planned Activities:** monthly meetings, play practices, productions throughout the year

### **BEHAVIOR AT THE BEGINNING OF THE DAY: (before Homeroom)**

- All 7<sup>th</sup> and 8<sup>th</sup> grade students arriving before the 7:15 AM bell must report to the Cafeteria.
- 6<sup>th</sup> grade students eating breakfast should report to the cafeteria, eat breakfast, and then report to the gym for dismissal to homeroom.
- 6<sup>th</sup> grade students not eating breakfast should report to the gym upon arrival to school to wait for dismissal to homeroom.

- Car riders should enter the building from the parent drop-off /pick-up area: then go down your grade level hallway to the Cafeteria.
- Students will be dismissed from the Cafeteria in time to get to Homeroom.
- Do not enter any classroom on your way to the Cafeteria.
- After the 7:15 AM bell, all students must report directly to homeroom by 7:30 AM or you will be counted tardy. (three tardies equal one absence.)
- Use the restrooms outside the Cafeteria before school.
- No bookbags are allowed in the Restrooms.

### **CAFETERIA AND BREAK BEHAVIOR:**

- Walk in line to lunch and break as directed by your teacher. Do not drag behind to wait for friends.
- After you get your breakfast or lunch sit at your assigned table and/or seat.
- Do not save seats for others.
- Talk **quietly** to people at your table. Do not talk to students at other tables.
- You should have a clean place to eat when you arrive. Leave a **CLEAN** eating area in the cafeteria. Push your chair in when you leave. Throw away all trash.
- Walk in an orderly manner to return your tray.
- If something falls off your tray as you are walking, pick it up and throw it away.
- Put your tray and silverware away properly.
- Place all of your waste in the trashcans.
- Line up to report back to class in an orderly manner as directed by your teacher.

### **HALLWAY BEHAVIOR:**

- We change classes and move about the building by grades. This means that when one grade is moving about, the other two grades are in class. Therefore, students must be quiet in the halls to ensure that other students are not disrupted during their class time.
- All students are to walk in a single file line on the right side of the hall at all times. When in carpeted hallways, **walk on the yellow line in the carpet.**
- Do not place your feet on the walls.
- Hall passes are required at all times if you are not with your class.
- Walk in the halls. **Do not run.**
- Do not push or shove other students.
- No talking during transition and keep your hands to yourself. Inappropriate behavior will result in a write up.
- Do not loiter in the hallway, restrooms, or at the water fountain.
- You are to use the restroom or water fountain nearest to your class.
- Respect school property and the possessions of others.

## **STUDENT DISCIPLINE**

The Perry Middle School discipline program is designed to support instruction in the classroom and promote a safe and orderly environment. When it is necessary to impose discipline, school administrators, and teachers will follow a progressive discipline process. We expect students to listen to the adults in charge and follow their directions. It is possible to receive multiple consequences if more than one offense is violated. The decision to do this will be completely up to the administration and based upon the severity of the incident. The following is a guideline to

help parents and students understand what may happen if directions are not followed or rules are violated.

We encourage all students to make good decisions. Life is all about the decisions that YOU make. Every decision has a consequence. You know the difference between right and wrong. Do right – Do what you're told to do!

## **OFFENSES(S) AND CONSEQUENCE(S)**

The following is a list of Offense(s) and Consequence(s) in order for students and parents to have a better understanding of discipline policies and procedures. The dispositions of the following offenses are **guidelines only** and the administration of the school retains the right to modify dispositions when necessary.

All detention listed as consequences is Administrative Detention.

<b><u>Offense</u></b>	<b><u>Consequences</u></b>
Classroom disturbance or repeated offenses (based on severity)	1 <sup>st</sup> Offense–3 days detention to 3 days ISS 2 <sup>nd</sup> Offense-5 days detention to 5 days ISS 3 <sup>rd</sup> Offense–5 to 10 days ISS
Failure to serve teacher detention	1 <sup>st</sup> Offense-3 days detention 2 <sup>nd</sup> Offense-5 days detention 3 <sup>rd</sup> Offense-3 days ISS
Disrespectful to teacher - smarting off (depending on severity)	1 <sup>st</sup> Offense-5 days detention or 3 days ISS 2 <sup>nd</sup> Offense-parent conference-3 to 5 days ISS 3 <sup>rd</sup> Offense-5 to 10 days ISS or OSS
Refusal to follow direct request of staff (reasonable and appropriate- including refusing to identify himself/herself and failure to report to the office when instructed to do so.	1 <sup>st</sup> Offense-3 days ISS 2 <sup>nd</sup> Offense-5 days ISS 3 <sup>rd</sup> Offense-10 days ISS
Failure to serve administrative detention	1 <sup>st</sup> Offense-3 days ISS 2 <sup>nd</sup> Offense-5 days ISS 3 <sup>rd</sup> Offense-3 days OSS
Academic Dishonesty Cheating Plagiarism	1 <sup>st</sup> Offense-no credit for assignment-parent notified 2 <sup>nd</sup> Offense-no credit for assignment-5 days detention-parent conference 3 <sup>rd</sup> Offense-no credit for assignment-3 days ISS
Dishonesty to teacher or member of staff (Lying)	1 <sup>st</sup> Offense-5 days detention 2 <sup>nd</sup> Offense-3 days ISS 3 <sup>rd</sup> Offense-5 days ISS

Forging parents, teachers, or another signature on a school document requiring a signature (Forgery)	1 <sup>st</sup> Offense-3 days ISS 2 <sup>nd</sup> Offense-5 days ISS 3 <sup>rd</sup> Offense-recommendation for long-term suspension/expulsion
Failure to follow standard procedures Some Examples: * not signing in or out in the front office * in building before or after school unsupervised * in an unauthorized area during school * out of class without a pass * loud outbursts	1 <sup>st</sup> Offense-3 days detention 2 <sup>nd</sup> Offense-5 days detention 3 <sup>rd</sup> Offense-3 days ISS
Violation of dress code (includes pants not pulled up, shirts not tucked in, oversized jewelry, etc.)	1 <sup>st</sup> Offense-parents called-required to change 2 <sup>nd</sup> Offense-3 days detention-required to change 3 <sup>rd</sup> Offense-may be treated as a repeated offense <b>Note: If a change of clothes is unavailable, students may be required to spend the day in the ISS room.</b>
Cafeteria Theft (includes taking eating utensils, packages of condiments, etc. out of cafeteria)	1 <sup>st</sup> Offense-3 days of ISS 2 <sup>nd</sup> Offense-5 days of ISS 3 <sup>rd</sup> Offense-3 days OSS
Possession of Electronic Devices (cell phones, pagers, palm pilots, radios, CD players, headphones, etc...)	1 <sup>st</sup> Offense-taken up, warned of ISS and released to parents the item taken up 2 <sup>nd</sup> Offense-3 days ISS - keep device until end of school year 3 <sup>rd</sup> Offense-considered Chronic Disciplinary Problem
Cell phones-turned on/usage	1 <sup>st</sup> Offense-3-5 days ISS-parent may pick phone up in office 2 <sup>nd</sup> Offense-5-10 days ISS - keep phone until end of school year 3 <sup>rd</sup> Offense-considered Chronic Disciplinary Problem
Skipping class – On campus	1 <sup>st</sup> Offense-5 days detention 2 <sup>nd</sup> Offense-parent conference-3 days ISS 3 <sup>rd</sup> Offense-5 days ISS
Skipping school/class – Off campus	1 <sup>st</sup> Offense- 3 days ISS 2 <sup>nd</sup> Offense-5 days ISS 3 <sup>rd</sup> Offense-Recommendation for long-term suspension/expulsion
Profanity or vulgarity (inappropriate talk) decision based on severity	1 <sup>st</sup> Offense-3 to 5 days detention 2 <sup>nd</sup> Offense-5 days detention or 3 days ISS 3 <sup>rd</sup> Offense-5 days ISS

Horseplay (Inappropriate/Aggressive Behavior)	1 <sup>st</sup> Offense-3 to 5 days detention or ISS based on severity 2 <sup>nd</sup> Offense-3 to 5 days ISS 3 <sup>rd</sup> Offense- 5 days ISS
Fighting (may include pushing/shoving)	Suspended home for that day and 1 <sup>st</sup> Offense-3 days ISS – law enforcement notified 2 <sup>nd</sup> Offense-5 days ISS – law enforcement notified 3 <sup>rd</sup> Offense-recommend long-term suspension-law enforcement notified
Malicious teasing/mischief-repeated violations may be disciplined as harassment	1 <sup>st</sup> Offense-5 days detention 2 <sup>nd</sup> Offense-3 days ISS 3 <sup>rd</sup> Offense-5 days ISS
Harassment/intimidation	1 <sup>st</sup> Offense-3 days ISS or long-term suspension depending on severity 2 <sup>nd</sup> Offense-5 days ISS or long-term suspension depending on severity 3 <sup>rd</sup> Offense-long-term suspension or expulsion
Bullying	1 <sup>st</sup> Offense-3days ISS 2 <sup>nd</sup> Offense-5 days ISS 3 <sup>rd</sup> Offense-long-term suspension
Sexual Harassment-verbal, physical And/or written, or sexual contact	1 <sup>st</sup> Offense-10 days ISS minimum with possible long-term suspension; depending on severity 2 <sup>nd</sup> Offense-referral to SRC
Profanity toward a staff member	1 <sup>st</sup> Offense-ISS or long-term suspension; depending on severity 2 <sup>nd</sup> Offense-Immediate suspension with recommendation for expulsion
Threat toward a staff member	Immediate suspension with recommendation for expulsion
Assault on staff member or student	Immediate suspension with recommendation for expulsion-law enforcement notified
Chronic Disciplinary Problem	Recommendation for long-term suspension or expulsion
Gambling	1 <sup>st</sup> Offense-5 days detention to 3 days ISS 2 <sup>nd</sup> Offense-3 to 5 days ISS 3 <sup>rd</sup> Offense-5 to 10 days ISS

Sale, use, possession of fireworks on school property—depends on severity (injury to staff member or student, will result in long-term suspension/expulsion)

1<sup>st</sup> Offense-3 days ISS  
2<sup>nd</sup> Offense-5 days ISS  
3<sup>rd</sup> Offense-long-term suspension/expulsion

Stealing (from staff or students—includes extortion or attempt to extort)

1<sup>st</sup> Offense-3 days ISS—restitution  
2<sup>nd</sup> Offense-5 days ISS—restitution  
3<sup>rd</sup> Offense—recommendation for long-term suspension

Use or possession of tobacco products (lighters and matches are considered tobacco products)

1<sup>st</sup> Offense-3 days ISS  
2<sup>nd</sup> Offense-5 days ISS  
3<sup>rd</sup> Offense-long-term suspension

Sale of drugs or alcohol on school property or at school related activities

Immediate suspension with recommendation for expulsion—law enforcement notified

Possession or use of drugs or alcohol, including being under the influence of these substances on school property or at school-related activities: possession of drug paraphernalia

1<sup>st</sup> Offense—long-term suspension (minimum 2 semesters)—law enforcement notified

Look-alike Drugs, Prescription, or Over-the-counter Drugs possession or distribution

1<sup>st</sup> Offense—long-term suspension (minimum 2 semesters)—law enforcement notified

Defacing/destruction of school property

1<sup>st</sup> Offense-3 days ISS—restitution  
2<sup>nd</sup> Offense-5 days ISS—restitution  
3<sup>rd</sup> Offense—recommendation for long-term suspension/expulsion

Vandalism of student property

1<sup>st</sup> Offense-3 days ISS—restitution  
2<sup>nd</sup> Offense-5 days ISS—restitution  
3<sup>rd</sup> Offense—recommendation for long-term suspension/expulsion

Breaking and entering, theft, vandalism of school property

Immediate suspension with recommendation for expulsion—restitution required

Computer Vandalism—erasing information, changing settings, inappropriate usage of hardware, inappropriate use of internet, inappropriate use or access to software

1<sup>st</sup> Offense-3 days ISS  
2<sup>nd</sup> Offense-5 days ISS  
3<sup>rd</sup> Offense—recommendation for long-term suspension/expulsion

Student found using teacher workstation

1<sup>st</sup> Offense—long-term suspension—possible recommendation of expulsion

Weapons, possession or use on school property	Immediate suspension with recommendation for expulsion-law enforcement notified
Verbal Confrontation	1 <sup>st</sup> Offense-3 days ISS 2 <sup>nd</sup> Offense-5 days ISS 3 <sup>rd</sup> Offense-3 days OSS
Gang Activity (see Gang Involvement in definition section)	1 <sup>st</sup> Offense-law enforcement notified-5 days ISS 2 <sup>nd</sup> Offense-law enforcement notified-5 days OSS-possible referral to SRC 3 <sup>rd</sup> Offense-referral to SRC
Inappropriate contact (public display of affection)	1 <sup>st</sup> Offense-5 days administrative detention-counselor conference 2 <sup>nd</sup> Offense-3 days ISS 3 <sup>rd</sup> Offense-5 days ISS
Fire Alarm/Bomb Threat (activating fire alarms falsely-making bomb threats)	at the minimum- suspension for one full semester-law enforcement notified-restitution if applicable
Activation of fire extinguishers, emergency defibrillator, or other fire prevention devices under false pretense	1 <sup>st</sup> Offense-3 to 5 days OSS-restitution-law enforcement notified 2 <sup>nd</sup> Offense-5 to 10 days OSS-restitution-law enforcement notified 3 <sup>rd</sup> Offense-recommendation for long-term suspension/expulsion
Inappropriate materials/items possession/ (items specified by the administration)	1 <sup>st</sup> Offense- 5 days detention to 3 days ISS 2 <sup>nd</sup> Offense-3 to 5 days ISS 3 <sup>rd</sup> Offense-5 to 10 days ISS
Refusal to accept/serve disciplinary action( i.e. refusing to report/serve ISS; coming to school when suspended home)	1 <sup>st</sup> Offense-same number of days OSS assigned on the violated offense 2 <sup>nd</sup> Offense-same as 1 <sup>st</sup> offense also placed on behavior contract 3 <sup>rd</sup> Offense-recommended for long-term suspension/expulsion
Violation of ISS rules	1 <sup>st</sup> Offense-conference with student-1 day ISS added to original assignment 2 <sup>nd</sup> Offense-2 days ISS added to original assignment or suspended home for total number of unserved days

## **Any third violation of the same offense may be viewed as chronic disciplinary problem**

**Note: School administrators and/or designated representatives possess the authority to conduct a reasonable search of lockers, students, and their possessions while either on campus or at a school sponsored activity.**

### **Behavior not covered above...**

The administration reserves the right to punish any behavior which is subversive to good order and discipline at Perry Middle School, even though such behavior is not specified in the preceding written procedures.

### **Definition of Terms**

#### **DETENTION:**

When a student decides not to follow our discipline procedures, an administrator or staff member may assign them to detention.

- Students and parents are given a twenty-four hour notice. Students are expected to return the notification with a parent's signature on the next school day. Parent's signature indicates that the student will stay after school for the detention and he/she will be picked up from school when detention ends.
- Detention takes priority over extracurricular activities.
- It is not dependent on where the student lives or how he/she gets to or from school – rides the bus or by parents.
- Students are to be picked up promptly in front of the school at the indicated time.
- Perry Middle School does not have the resources to supervise students after their detention ends.
- Late pick-ups of students (after 3:30 or 4:00 PM) will make detention no longer an option in the discipline program.

There are three types of detention at Perry Middle School. Both are held on Monday through Thursday. No detention is held on Fridays.

1. **Teacher detention** is assigned by a teacher, lasts for 30 minutes (from 2:55 to 3:25 PM) in the assigned detention room. Detention starts promptly at 2:55 PM. Teachers have the right to require students serve teacher detention during break. This will last for the duration of break.
2. **Administrative detention** is assigned by an administrator, lasts for 1 hour (from 2:55 to 3:55 PM) in Room 810. Detention starts promptly at 2:55 PM.
3. **Break Detention** is assigned by a teacher and lasts during student break.
  - Students are expected to report to detention on time and follow all directions, and complete the assignment. **It is the student's responsibility to know where to go for detention.**
  - Students absence or having early dismissals on their day of detention will be required to fulfill their obligation on the day they return.
  - Students missing detention will be required to provide a valid reason with confirmation by parents (a note giving reason and a phone number).
  - Tardiness, misbehavior, or failure to stay for detention may result in extra detention days or in-school suspension (ISS).

**Please remember that your good behavior and decision-making will keep you out of detention.**

## **IN-SCHOOL SUSPENSION (ISS):**

The In-School Suspension program is a method of handling serious discipline offenses before the student is sent home. Students earn credit for their classes while they are restricted from the normal activities of the school day. They are given lunch and restroom breaks at specific times. As part of a physical activity, students will participate in campus beautification which will include picking up trash on campus. Teachers support instruction by visiting the students to be sure they understand the assignments. Since ISS is just one of the alternatives to correct behavior problems, students will be allowed only four(4) assignments to ISS during the school year with no more than three(3) assignments in one semester. The maximum number of days a student may serve is 18 per year. Students serving ISS **may not participate** in any school extra curricular activity, sporting event, game, or practice until they have successfully completed their ISS assignment.

### **In-School Suspension (ISS) Rules and Procedures**

\*To ensure that students have and continue to have all the materials they need to work in ISS, students are not allowed to take books home from ISS.

1. Must report directly to the ISS room immediately upon the arrival on Perry Middle Campus (Room 202) in the mornings. There will be no visits to the lunchroom, library, lockers, restrooms, etc. (subject to approval of principal)
2. Remain in ISS until dismissed.
3. Will not receive credit for partial days of attendance.
4. Must participate in a planned physical education activity each day with duration of one class period in which beautification of school grounds may be included.
5. Must bring an excuse from parent/guardian explaining reasons for their absence.
6. Refrain from chewing gum and eating at all times and student will not be allowed to eat or drink any item, except during lunch, while in ISS.
7. Must not compete, attend, or participate in any extra-curricular activities while assigned to the ISS program.
8. Must remain on task continuously and must complete all lessons assigned before being released from ISS. Also students are not permitted to talk or communicate with other students in the ISS room at any time. Communicating includes signaling, writing of notes, nodding, etc.
9. Students must understand that it is their responsibility to pick up all their books necessary to complete all assignments issued by teachers upon entering the ISS program. Also, students must furnish and bring all required materials to the ISS classroom. Failure to do so will result in further action. **(Students are not allowed to have materials that are not directly related to class.)**
10. Must not do any personal grooming during the ISS assignment, such as hair combing, nails, applying make-up, etc., except during the brief restroom breaks.
11. Must remain in seat assigned, in a straight, forward and upright position with feet on the floor.
12. Must inform the ISS Supervisor of any problem that might arise and seek assistance as required.

13. Students are fully responsible for their actions and understand the consequences for misbehavior or refusal to carry-out all instructions given.
14. Understand fully that the ISS Room Supervisor has wide discretion concerning what is proper behavior for ISS.
15. Will be served lunch in the ISS Room. You will have an option of purchasing school lunch or bringing a lunch from home. (free or reduced lunches will be served.)
16. Must tell Dr. Hall or Mrs. McGhee about any required medication before going to ISS.

### **OFF CAMPUS SUSPENSION (OSS):**

Suspension from school is a serious problem. We reserve this consequence for the most serious offenses. Students and parents should reassess their purpose for being in the regular school setting and make important adjustments as they return to school. **Students do not earn credit for their classes when suspended off campus. This is counted as an unexcused absence.**

### **DRESS CODE INFORMATION**

Perry Middle School believes students should be dressed appropriately for the activities of learning. We enforce the **HCBOE Dress Code Policy**. This Dress Code will be enforced during the school day and at after school activities.

We frequently tell our students that what we wear to the beach or to the mall is not what we wear to school. Perry Middle School is not a place to show off. It is a place to learn. We want our students to dress modestly, without creating a “statement”, crusading for a cause, or causing distractions (hair color, hair styles, electronic belt buckles, etc.). We want our students to be safe. If our students look good (clean and neat), they will act better and study harder. This is our purpose for having and enforcing dress code. The administration reserves the right to require students to wear a belt in their pants if the student has trouble keeping their pants up around their waist. Clothes are not to be worn backwards or inside out.

See the HCBOE pages on **Dress Code** for more complete information.

### **WEAPONS**

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

The term “weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind; any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade three or more inches; straight-edge razor, spring stick, metal knucks, blackjack or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, or any weapons of like kind.

## **LOOK ALIKE WEAPONS:**

Items that look like weapons and/or are used as weapons will be considered weapons. For this reason, we ask parents to help educate their children and check to be sure that nothing gets brought to school that might cause concern or misunderstanding.

This includes: Toy replicas of guns, knives, or other weapons; bringing unknown substances and passing them off as drugs, etc. **Toy weapons will be treated as real weapons.**

## **GANG INVOLVEMENT (Gang Related Activities):**

Students may not wear clothing, jewelry, accessories or grooming that indicate or imply that he/she is a member of a gang.

This includes but not limited to:

- throwing gang signs
- wearing towels around the neck
- displaying gang symbols, drawing symbols or possessing drawings of gang involvement
- rolling up shirt sleeves or pant legs
- wearing sweatbands, headbands, or rubberbands
- different color shoestrings or no shoestrings

## **CROSSROADS CENTER:**

Students that are enrolled at Crossroads but get on the bus at Perry Middle School are not allowed to be in any part of the school building at Perry Middle for any reason unless they are under the direct supervision of an administrator or teacher. Crossroads students are to remain on the bus ramp or on the bus. **DO NOT** come into the building! If you are found in the building for any reason without permission, you will not be allowed on school campus again. This means that you will lose your bus riding privileges and you will have to provide your own transportation to the Crossroads Center. Specific instructions will be given and must be followed for eating breakfast.

Parent Signature Page #1

**Houston County Schools  
Parent-Student-Teacher Compact School**

*“Working Together We Can Make a Difference”*

*As a Teacher, I will:*

Have high expectations of all my students  
Help each child grow to his\her fullest potential  
Demonstrate professional behavior and a positive attitude  
Provide an environment conducive to learning  
Provide appropriate homework activities  
Enforce school and classroom rules fairly and consistently  
Maintain open lines of communication with students and their families  
Show respect for myself, my school, my students, and their parents

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

*As a student, I will:*

Believe that I am a learner  
Come to school prepared with my homework and supplies  
Do work I can be proud of  
Work together with my teacher and classmates  
Obey the classroom, school, and bus rules  
Show respect for myself, my school, and its staff and students  
Spend time every day reading and studying

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

*As a Parent/Guardian, I will:*

Be sure that my child attends school every day and arrives on time  
Communicate regularly with my child's teachers  
Encourage my child to learn and talk to my child about his\her school activities every day  
Be sure that all homework assignments are completed  
Attend school-sponsored activities  
Encourage my child to read and spend time reading with my child  
Limit and monitor my child's TV viewing and computer use  
Show respect and support for my child, the teachers and the school

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

Parent Signature Page #2

**Houston County Schools**  
**1100 Main Street ~ Perry, Georgia 31069**  
**478-988-6200**  
<http://www.hcbe.net>

**STUDENT PROHIBITION FROM EXTRACURRICULAR ACTIVITIES**

Note to Parent/Guardian: Please complete this form ONLY if there are school clubs and/or organizations from which you are PROHIBITING your child to participate.

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

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

Grade: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

My child (named above) is prohibited from participating  
in the following school clubs and organizations:

- |         |          |
|---------|----------|
| 1 _____ | 6 _____  |
| 2 _____ | 7 _____  |
| 3 _____ | 8 _____  |
| 4 _____ | 9 _____  |
| 5 _____ | 10 _____ |

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

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

Date \_\_\_\_\_