

Mossy Creek Middle School



Student Handbook/Agenda

2011 - 2012

Paige Busbee, Principal

Mission Statement:

Our mission is to promote active learning, academic success, a sense of self-worth, and social responsibility.

School Beliefs:

We, as educators, consider our role to be the caretakers of society's future. It is our duty to make learning relevant and useful so that students apply their learning in ways that enable them to participate successfully in society. We accept this task with a great sense of responsibility and dedication.

At Mossy Creek Middle School we believe:

- The provision of a welcoming, safe, and orderly environment is fundamental to teaching and learning.
- Appropriate, rigorous learning and success for all is achieved through differentiated instruction.
- The provision of opportunities designed to enhance self-esteem, encourage self-motivation and practice good citizenship is essential to helping children become successful, contributing adults in our society.
- A student's work ethic and demonstration of personal responsibility are paramount to the highest levels of learning.
- On-going professional learning through collaborative communities is vital to providing students high quality instruction.

Mossy Creek Middle School



2011 - 2012

Student Handbook/Agenda

**200 Danny Carpenter Dr.
Kathleen, GA 31047**

**Office – 478-988-6171
Fax – 478-218-7538**

This agenda belongs to:

Name _____

Grade _____ **Homeroom Teacher** _____

AGENDA/HANDBOOK

The agenda includes a log of the required hall passes for travel outside the classroom. *It is important that parents monitor the frequency of hall pass usage on a regular basis.* Because the agenda is a fundamental means of communication, the expectation for student care is the same as that of any textbook. Students are to utilize the agenda for its intended use and purposes. Students may purchase **agendas for \$5. The cost of replacing a lost agenda is \$10.**

Means of Communication: The agenda provides a structured format for home-school communication. On a daily basis, information in the agenda may include:

1. assignments
2. timeliness of completion of assignments
3. teacher comments, including but not limited to, notification of detention caused by incomplete assignments
4. parent comments as desired
5. parent signature indicating review of agenda is always appreciated



AWARDS/RECOGNITION

At Mossy Creek, we believe it is very important to celebrate the success of our students. In order to do so, we have implemented various recognition programs to be held throughout the year. Teachers, administrators, and outside agencies select award recipients. It is our intent to recognize every deserving student. We encourage parents to attend award programs to share in the recognition of student accomplishments.

Weekly “Gator Good” Awards – These awards are given weekly to students who were nominated by an adult in the building for displaying random acts of kindness.

Golden Gators of the Quarter - All teams select two outstanding students, a boy and a girl, who exhibit good citizenship, compassion for others, dedication, and an overall good attitude each month. The students receive a certificate and invitation to a luncheon or breakfast with the principal. Parents are invited and encouraged to attend this special event.

Gator Honor Hall of Fame – The first three nine weeks, students who have received honor roll or honorable mention on their report card **and have displayed good** conduct will be inducted into this program.

Athletic Awards Program - At the end of each sports season, the athletic department honors all athletes for their participation and dedication. Athletes who have excelled in each sport will be recognized.

Band Awards - At the annual Spring Band Concert, all band members are recognized. Those band members who have made excellent achievements throughout the year are honored.

MCMS End-of-Year Awards - Students who have made outstanding achievements in academics, exhibited good citizenship and leadership, or have excelled in different aspects of school are honored in May.

ARRIVAL AND DISMISSAL TO AND FROM SCHOOL

All car riders are to be dropped off and picked up in the gym parking lot.

The school opens at **7:00 A.M.** each morning. Students who are **car riders** should be dropped off and picked up in front of the **gym**. **Students are not to be dropped off or picked up in front of the school between the hours of 6:30 A.M. – 7:30 A.M. or after 2:30 P.M.** Any student entering the front door should be accompanied by a parent or guardian.

Upon entering through the gym lobby or from the bus ramp, seventh- and eighth-grade students report to the gym where they will be supervised until the homeroom bell rings at 7:15 A.M. Sixth-grade students will report to the cafeteria until the 7:15 A.M. bell. **No** students should be on any other hall or in any other parts of the building prior to 7:15 A.M. **Homeroom begins at 7:15 A.M.** and is a very important period. Student attendance is recorded and announcements regarding school activities are made at this time. If for any reason a student arrives to school after 7:30, it is the **student's responsibility to report to the office for an admittance slip** and obtain any information missed.

At 2:45 P.M. a bell will sound to dismiss bus riders. At 2:50 P.M. a second bell will sound to release car riders to the gym parking lot and late bus riders to the cafeteria. Students will not be allowed to exit the front doors during dismissal.

Any students present after 2:50 P.M. should be with their group, club, teacher, or they should wait for their ride outside of the gym lobby. All students must be picked up no later than 3:30 P.M. unless they are attending a teacher-sponsored activity after school. Students left on campus after 3:30 P.M., who are not attending an official school activity, are unsupervised.

STUDENTS MAY NOT RIDE OR BRING SKATEBOARDS TO SCHOOL.

ATTENDANCE

Research shows that there is a direct correlation between student achievement and school attendance. It is, therefore, most important that students be in school unless there are legitimate reasons why they must be absent. Georgia law allows for student absences to be excused only for the following reasons:

1. personal illness
2. illness in immediate family
3. death in family
4. recognized religious holidays
5. absences mandated by other government agencies such as a court order
6. serving as a legislative page (excused and counted as present)
7. family leave for military deployment (must complete appropriate application)

No other absence from class will be considered excused. Students on field trips or officially sanctioned instructional trips organized by the school will be counted present. A student who is absent from school for any portion of a school day must have a written excuse for the absence from the parent or guardian. School officials will then determine if the absence is excusable, using the reasons listed above as guidelines. **If a student is absent and does not bring a written excuse within three days of his return to school, the absence will be considered unexcused.**

Parents can apply for an unexcused but prearranged absence in instances where it is absolutely necessary for the family to be out of town. This must be done prior to the absence by sending a letter to the principal explaining the reason for the child's impending absence. Students will be allowed to make up missed assignments.

EARLY DISMISSALS / TARDIES

Any student who leaves school early or reports to school late **must** come to the office either accompanied by a parent or guardian, or with a note from a parent or guardian. Students who are tardy to school will present an excuse for their tardiness and receive an admittance slip for class. Students with excessive tardies to school will be referred to the counselors and their parents will be notified. **Three unexcused tardies will be considered one unexcused absence.** Students who leave early must be signed out by a parent or guardian. **Three unexcused early dismissals will also constitute unexcused one absence.**

NOTE: Tardies and early dismissals are excused for the following reasons only: personal illness, illness in immediate family, death in the family, religious holiday, or a court order.

HOUSTON COUNTY ATTENDANCE POLICY

Three unexcused tardies and/or early dismissals will constitute one unexcused absence. **In order to be promoted to the next grade a student must be present 95% of the school year.**

BOOKBAGS

Book bags must remain in student lockers throughout the day. Rolling book bags are allowed, however, they will be stored under the lockers. The school will not be responsible for lost or damaged items.

BREAKFAST/LUNCH PROGRAM

Student lunch is provided at a cost of \$2.25 per day. Students are not allowed more than one charge. The School Nutrition Program accepts cash, checks, or can be paid online at www.mylunchmoney.com. Students will **not** be permitted to have fast food or hot lunches

delivered to school, except when parent(s) come to dine with their child. **Parents eating with their child are requested to sit in a designated area.**

BRIDGE BILL - Georgia General Assembly HB 400: May 20, 2010

The purpose of the BRIDGE Bill is to provide a process for development of an *individual graduation plan* for each student in Georgia. It allows students and parents to work together to plan for the future.

Beginning with the 2010-2011 school year, students in the sixth, seventh, and eighth grades shall be provided **counseling, advisement, career awareness, career interest inventories, and information** to assist them in evaluating their academic skills and career interests. **Before the end of the second semester of the eighth grade, students shall develop an individual graduation plan in consultation with their parents, guardians, or individuals appointed by the parents or guardians to serve as their designee.**

CLUBS and EXTRA-CURRICULAR ACTIVITIES:

Discipline, dress code and other behavior policies of the school and district are in effect at all school sponsored activities and functions.

Club	Sponsors	Mission	Activities	Dues	Membership Requirements
Book Club	Mrs. Roth	To foster a love of reading through discussion of current adolescent literature	This club meets bi-weekly before homeroom for breakfast and discussion of student-selected novels. All students and teachers are invited to participate.		Must maintain conduct grade of E or S
Pep Club		To provide support for our athletes and foster school spirit.	Make game signs, cheer at athletic events, sell spirit ribbons, etc.	\$5	Must maintain conduct grade of E or S and remain in good academic standing.
Academic Team	Ms. Kohn	To provide team members with the opportunity to increase and share their knowledge while representing Mossy Creek Middle in the PAGE Academic Bowl.	Students will meet and practice three days a week in the mornings from 7:00-7:25 AM.		The members of this team will audition in September.

Fellowship of Christian Athletes	Mrs. Waller Coach Brett Mrs. Veline	To provide the opportunity for athletes to meet for prayer and a devotional.	This club meets for prayer, devotion, and discussion of challenges facing today's athletes.	\$25.00 (includes shirt)	Must maintain conduct grade of E or S
Prayer Club	Mrs. Tammy Strickland	To provide the opportunity for students to meet for prayer and a devotional before the school day	This club meets every Wednesday morning before school. Activities include guest speakers as well as sponsoring "See You at the Pole" and "Operation Christmas Child."		Must maintain conduct grade of E or S
Student Council	Social Studies Teachers	The student council serves to advise the administration of ideas for school improvement and provide service and support to the school and staff.	Student council meets monthly, sponsors the valentines dance and provided service projects to support teacher of the month and other school projects.		Student representatives are elected by their peers and Must maintain conduct grade of E or S and remain in good academic standing.
Art Club	Mrs. Mc Niel	Students will meet to discuss art and create wonderful works of art for enjoyment.	Meet after-school to explore different aspect of the visual arts.	\$5	Must maintain conduct grade of E or S and remain in good academic standing.
Science Club	Ms. Kohn	To provide the opportunity for students to explore science concepts through hands-on investigations	This is a club for 7 th and 8 th graders who have their teacher's recommendation and who maintain an 87 or higher average in math and science classes. Activities include inquiry labs of student interest, field trips, and guest speakers.	\$5	Must maintain conduct grade of E or S and remain in good academic standing.

Math Counts	Mrs. Strickland Mrs. Rainey	MATHCOUNTS® is a national math enrichment, coaching & competition program that promotes middle school mathematics achievement.	Students will compete individually or as part of a team in a written & oral competition held at Macon State College in February. Top students at the competition will advance to the state, & ultimately, national level.		Excel in mathematics and possess a willingness to practice various types and difficulty levels of middle school math problems. All grade levels are eligible.
Broadcast Club	Mrs. Smith Mr. Cooper	Broadcast Club develops individual and group cooperation; enhances research and writing skills, develops public speaking skills, technology skills and cultivates school spirit.	Members will learn and practice the process of producing a news broadcast.	\$25.00 (includes shirt)	Must maintain conduct grade of E or S
Future Educators of America (FEA)	Mrs. Rainwater	The FEA provides students with opportunities to explore teaching as a career option. FEA encourages students to be a positive role model in the school, the community, and fosters leadership skills.	Students work with elementary and primary school children and participate in community service projects.	\$10	Must maintain conduct grade of E or S and an overall academic average of 80.
Yearbook Staff	TBA	To publish the school yearbook.	Students will work with sponsors to create, edit, and publish the school yearbook.		Must maintain conduct grade of E or S and remain in good academic standing.

National Honor Society	Mrs. Singletary	To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship” in our middle school students.	Students meet quarterly or as needed to meet the mission of our chapter.	\$10	Membership is bestowed by a faculty council based on outstanding scholarship, leadership, service, character, and citizenship.
Creek Crafters	Mrs. Trayler	To use creativity to enhance the school atmosphere	Students will decorate halls, assist teachers by decorating for dances and other school activities. Creek Crafters will strive to provide a positive spirited environment.	\$15	Must maintain conduct grade of E or S

CONFERENCES

If parents would like to meet with a teacher, they should call the school’s office (Telephone 988-6171) to arrange an appointment. **PLEASE DO NOT CALL TEACHERS AT HOME.**

COUNSELING AND GUIDANCE SERVICES

At MCMS, the guidance/counseling program is based on a developmental and preventative model. Our goal is to facilitate the total positive development of adolescence by helping them to develop a positive self-image and to learn responsible life skills.

Mossy Creek’s counseling programs are designed to help all students develop their educational, social, career, and personal strengths along with becoming responsible and productive citizens. The focus of this program includes the needs, interest, and issues related to the various stages of student development.

Middle school students are in transition from childhood to adolescence. They experience accelerated social, intellectual, physical, and emotional changes. Since the changes that occur during this developmental period can be upsetting, our counselors are dedicated to providing a caring and supportive atmosphere. Various programs that are implemented at Mossy Creek in order to meet the “middle school challenge” include:

- Classroom guidance
- Peer support groups
- Individual counseling
- Student support team (SST)

- Peer mediation
- Crisis intervention
- Special Education referrals
- Teacher/parent consultations

Low grades are often related to poor study habits. The counselor is available to help you with this problem. However, your subject-area teachers are the first people you should see in order that they may offer advice as to what you can do in order to be successful.

Helpful Hints from Mrs. Moss and Mrs. McCranie

1. Develop an interest in what you are studying-don't refuse to learn!
2. Set up a time and a place to study that has adequate lighting and is free from distractions.
3. Budget your time into short periods of deep concentration.
4. Don't procrastinate; use your time wisely.
5. Understand your assignment completely; if needed, ask your teachers for help.
6. Keep your agenda organized and up-to-date.
7. Take notes in class and do your homework daily.
8. Treat your brain and body with care.

DANCES

All school rules and dress code policies are strictly enforced at school dances. ONLY STUDENTS CURRENTLY ENROLLED AT MOSSY CREEK ARE ALLOWED TO ATTEND SCHOOL DANCES.

DELIVERIES

Flowers, balloons, cupcakes, etc. will **not** be delivered to students.

DRESS CODE

1. Students shall not to wear **sweat pants** (to include terry cloth, fleece, and velour/velvet material), **athletic shorts**, or **leggings**. Wind suits are allowed.
2. Shorts, skirts, and dresses must touch the knee.
3. All shirts and/or jerseys must be tucked inside the pants.
4. **Underwear** of any kind is not to be worn as an outer garment and **must not** be visible.
5. Appropriate undergarments must be worn.
6. **Cut-offs, pants, or skirts** that are frayed, ragged or have holes are prohibited.
7. No **sagging-pants** may be worn. The waistband must encircle the body at the waist (at or above the hipbone) and the buttocks must be covered.
8. Pants cannot be worn with wide leg openings that cover the shoes. Pants cannot be rolled up or bound at the ankle with bands or strings. Students may not adorn their clothing with safety pins, excessive button pins, or studs of any kind.
9. Basketball jerseys may be worn with a T-shirt underneath.

10. No oversized jackets, hoodies, sweat shirts, or over shirts that fall below the buttocks are allowed.
11. Tank tops, layered tank tops, shirts with spaghetti straps or shirts that reveal any portion of undergarments are not permitted.
12. Students **may not** cover up any non-compliant clothing with a jacket, shirt, or sweater.
13. **Sleeveless shirts** are permitted if the shoulder is covered, the arm-holes are tight, and undergarments are not exposed. **Shirts must not cut in on the shoulder or back, expose the shoulder or back, or be cut low in the front.**
14. **Girls' shirts must be long enough so that when they raise their arms, their midriffs are not exposed.**
15. Girls may be allowed to wear spaghetti strap or strapless dresses at the **Valentine's Day Dance** as long as the dresses are modest and undergarments can be worn without being exposed. **No back lace-up dresses or dresses that expose the back will be allowed, even if covered with a shawl.**
16. Students must refrain from wearing clothes that are **too tight or immodest** such as the wearing of female-cut pants by males.
17. Unconventional or un-natural hair coloring (including black) or styles is not permitted. **Mohawks are not permitted.** Carving and lines in the hair are not permitted.
18. Students may not dress in a color or style that associates them with an identified gang or group that could intimidate or make other students uncomfortable. This includes dressing in all black, "gothic" dress, and colors known to be associated with gangs.
19. Student may not wear any jewelry with metal spikes.
20. Students may not wear oversized belt buckles (2 inches or larger in length or width).

Note: Dress Code Policies are enforced at all school related functions unless other notice is given. Final decisions and judgments concerning appropriate dress are made at the discretion of the administration. Students who violate dress code will be asked to call their parents for a change of clothing; if parents cannot bring appropriate clothing, the student will be placed in the In-School Suspension (ISS) classroom for the day. Students who arrive at school with unacceptable hair color or style may be placed in ISS until the color or style is corrected.

ELECTIONS AND OFFICES:

Qualifications of Candidates/Elected Officers

1. Students must pass all subjects previous semester.
2. Students must have admirable behavior and a positive attitude.
3. If, during the school year, an elected student fails to meet the above academic criteria or is involved in any disciplinary misconduct resulting in suspension, the student may be removed from the office.

GRADES/GRADE REPORTING

Mossy Creek Middle School expects all class and homework assignments to be completed in a timely manner. Any missing assignments will result in a signature on the student's *Gator Card* (see MCMS discipline procedures) and must be completed and submitted to the appropriate teacher.

Coursework Grades

Each teacher sets his/her grading procedures and expectations for student achievement at the beginning of the course. At the midpoint of each grading period, a progress report is prepared and given to students stating the general status of the child's progress; therefore, you should expect notification every 4 ½ weeks as a minimum.

FINAL EXAMS

- Sixth-grade students will take a comprehensive nine-week test beginning second semester which will count as a regular test grade.
- Seventh-grade students will take a comprehensive nine-week test beginning first semester which will count 10% of their nine-week grade.
- Eighth-grade students will take a comprehensive nine-week test beginning first semester which will count 20% of their nine-week grade.

SMARTWEB

In addition to receiving printed progress reports and report cards, parents can access their student's grades at any time via the Internet. You will be required to go through the parent registration in order to view information by going to the Houston County Board of Education website, www.hcbe.net.

Call the school for your SmartWeb I.D. number. Enter the site www.hcbe.net, select SmartWeB. You will then be prompted to enter the Student ID which was given to you by the school and a password.

PROMOTION POLICY

According to the Houston County Board of Education's promotion and attendance policy, all students must pass five out of six classes including all academic subjects in order to be promoted to the next grade, and must be in attendance for 95% of the school term.

HOMEWORK

The faculty and administration of Mossy Creek Middle School believe that homework is a valuable learning experience. Homework may accomplish any or all of the following:

- a. Reinforce academic skills introduced in the classroom.
- b. Increase learning time (time on task) thereby increasing student achievement.
- c. Communicate the curriculum to parents.
- d. Encourage personal responsibility in the student.
- e. Identify content or skills in which the student needs remediation or teacher assistance.

Homework is the student's responsibility. **Homework will count no more than 10% of a student's final grade.**

LOST AND FOUND

Teachers will provide a space in their rooms for unclaimed items. Students should be diligent in retrieving and attempting to find lost items. Items left unclaimed for a period longer than one week may be donated to local charities. Below are some helpful hints to avoid loss of personal items.

1. Do not bring any valuables or large amounts of money to school.
2. Mark all your possessions with your name.
3. Never share your locker combination with friends. Do not "rig" your locker so that it can be opened by other students. This and any other abuse of lockers may result in the student losing the privilege of having a locker.
4. Never carry items of value to the P.E. dressing rooms; these lockers remain unlocked and are **not** secure.

MEDIA CENTER

Open - Monday- Friday

7:15 A.M. – 3:15 P.M.

(Other hours by arrangement with media staff)

Unless coming with an entire class, a student must have his/her agenda to come to the media center during the school day.

Student Check-Out

General Collection books – 2 weeks

Reference/Reserve books/Magazines – overnight

Overdue Fines

General Collection books – 10 cents/day

Reference/Reserve books/Magazines – 25 cents/day

(Additional books or magazines may not be checked out when fines are owed or books are overdue)

Report Card Hold Procedure

Each 9 weeks, student report cards are held for media center issues on the following basis:

The student owes fines in excess of \$1.00 and/or

The student has library book(s) at least 2 weeks overdue

Students receive overdue and fine notices on a regular basis from their language arts teachers. Also, as part of media center orientation at the beginning of the year, they are instructed on how to check their personal media accounts on Safari, our online card catalog. A list of students on the report card hold list is given to all homeroom teachers a week prior to the date report cards are sent home. This list is updated several times during the week preceding report cards. A final hold list is sent to teachers the day before report cards go home along with copies of a letter to be sent home in place of the held report card. This letter is to go in the report card envelope with all the other inserts. **Students will not be eligible to attend special activities, such as 8th Grade Day and/or Gator Days, if they owe fines or have overdue books.**

MEDICATION

ALL over-the-counter medications (including Tylenol) **MUST** be brought to the office in an unopened bottle with the appropriate medical form. These forms must be completed by the parent and are available in the office. Please check expiration date on bottle before bringing the medication to school. All medications will be administered in the office.

All prescription medication taken on a daily basis must be accompanied by a physician's statement form, which may be obtained from the office.

OFFICE SERVICES

Students may visit the office to use the phone for an emergency; the phone is not to be used to call for forgotten assignments or items. Students may also visit the office to see the medical technician, counselor or administrator.

PUBLICITY

We are proud of our students and their accomplishments. From time-to-time, photos will be taken and posted on the school website or published in the local paper. **If you object to having your child's photo used in this way, please contact the school office for an opt-out publicity form.**

STUDENT EXPECTATIONS/DISCIPLINE PROCEDURES

BEHAVIOR BEFORE AND AFTERSCHOOL

1. Go directly to the cafeteria (6th grade) or the Gym (7th and 8th grades) upon arriving at school.
2. Students will be dismissed at 7:15 A.M. and should report directly to homeroom.

3. If you arrive after gym/lunchroom dismissal, report directly to homeroom.
4. You must have a written pass to be in hallways before 7:15 A.M.
5. Once you arrive on campus, you may not leave without parental permission and signing out through the office.
6. The library is open for study each morning and after school. You will need a pass from your homeroom teacher to visit the library before school.
7. Bicycle riders should not linger at the bike rack.
8. No loitering on street corners adjacent to campus before and after school is allowed.
9. Chewing gum is **not** allowed at school. Drinks are **not allowed in classrooms or hallways**.
10. The gymnasium is off limits before and after school except for students who are participating in a supervised activity.
11. Car riders should wait **outside the gym lobby**.

MCMS DISCIPLINE POLICY

It is Mossy Creek's belief that a structured and disciplined environment helps students develop self-control, character, orderliness, and efficiency, and that good discipline is inherently a cornerstone of a quality educational program. The Mossy Creek discipline policy provides for close communication with parents at the onset of discipline problems so that together we can help students have a positive experience and successful school year. While the school will help students develop good decision-making skills, ultimately, the students must make choices for themselves and be responsible for their own behavior and actions. Proper student conduct in school and at school-related activities is a joint responsibility of students, parents, and staff. Together we can make Mossy Creek an effective place for learning and also help our students develop the habit of self-restraint, which will help develop individual character. Our first priority shall always be given to the safety of our students and to the attainment of quality education, free from disruption, for all students who seek it and accept the responsibility therein. You have our commitment that the administrative staff and teachers will administer discipline in a fair and consistent manner.

GUIDELINES OF DISCIPLINE

School discipline applies to incidents that occur on the way to school, at school, and returning home from school. Whenever a student is referred to the office, he or she will be afforded *due process* and allowed an opportunity to tell his/her side of the incident. If necessary, written statements will be taken. The student will be informed of the school rule(s)/policy(ies) that was violated and the consequences. **All referrals will result in a phone call home and/or written notification.**

ALTERNATIVE SCHOOL/STUDENT REVIEW COMMITTEE

Students who are referred to the alternative school for long term suspension have the right to a Student Review Committee (SRC) hearing. Parents have the right to a **Tribunal** hearing before the School Board if they do not agree with the recommendation of the SRC. Any student

entering Mossy Creek Middle School from the alternative school may be placed on a behavior contract.

OFFENSES(S) AND DISPOSITION(S)

The following is a chart which describes offense(s) and disposition(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 which provide suggestions for how teachers and the administration of the school may address inappropriate student behaviors. **Mossy Creek follows a progressive discipline plan that increases punishment for continuous misbehavior. The school's administrators retain the right to modify dispositions as they determine necessary.**

Level I	1 st office referral	2 nd office referral	3 rd office referral	4 th office referral
<u>Examples</u> <ul style="list-style-type: none"> • Gum • Failure to turn in homework • Dress code • Unauthorized location • Failure to follow standard procedures • Unprepared for class • Horseplay 	3 days lunch detention	5 days lunch detention	3 days ISS	5 days ISS
<ul style="list-style-type: none"> • Class disruption 	ISS the rest of the day; 3 or 5 days of lunch detention depending on severity	ISS the rest of the day; 5 days lunch detention or 3 days of ISS depending on severity	3 days ISS or 5 days ISS depending on severity	5 days ISS or 3 days home suspension depending on severity
LEVEL II	1 st office referral	2 nd office referral	3 rd office referral	4 th office referral
<u>Examples</u> <ul style="list-style-type: none"> • Substantial disruption of class • Skipping class (on campus) • Profanity • Inappropriate displays of public affection 	ISS the rest of the day; 5 days lunch detention or 3 days of ISS depending on severity	3 days ISS or 5 days ISS depending on severity	5 days ISS or 3 days home suspension depending on severity	5 days home suspension possible long term suspension
<ul style="list-style-type: none"> • Malicious teasing 	5 days lunch detention	3 days ISS	5 days ISS	Home suspension

<ul style="list-style-type: none"> Possession of electronic devices <p><i>* disruption of class caused by electronic device will result in assignment to ISS</i></p>	Device is taken up and released to parent or 3 days ISS if the phone is on or being used (texting, calling, camera use)	5 days ISS	5 days ISS	3 days home
<ul style="list-style-type: none"> Academic dishonesty 	No credit given	No credit given + 3 days ISS	No credit given + 5 days ISS	No credit given + home suspension
LEVEL III	1st office referral	2nd office referral	3rd office referral	4th office referral
<u>Examples</u> <ul style="list-style-type: none"> Disrespect Aggressive behavior Defiance Computer Misuse 	3 days ISS	5 days ISS	10 days ISS/ 3 days home	3/5 days home Administrative discretion
<ul style="list-style-type: none"> Forgery Skipping (off campus) Possession of fireworks Possession/use of tobacco 	3 days ISS	5 days ISS	Recommendation for expulsion	
<ul style="list-style-type: none"> Defacing school property 	3 days ISS/Notify law enforcement	5 days ISS/Notify law enforcement	Recommendation for expulsion/Notify law enforcement	
<ul style="list-style-type: none"> Bullying/Harassment Sexual Harassment 	5 days ISS- Recommendation for expulsion <i>(based on severity)</i>	Home suspension/ Recommendation for expulsion <i>(based on severity)</i>	Immediate suspension, recommendation for expulsion	
<ul style="list-style-type: none"> Fighting Theft Gang related activity 	5 days ISS/ Law enforcement notified	10 days ISS/ Law enforcement notified	3 days home suspension/ Law enforcement notified	Recommendation for expulsion
<ul style="list-style-type: none"> Student use of teacher workstation 	Recommendation for expulsion			
<ul style="list-style-type: none"> Chronic discipline problems 	Recommendation for expulsion			

<ul style="list-style-type: none"> • Possession and/or distribution of drugs • Possession and/or distribution of look-alike drugs and or prescription or over-the-counter drugs • Weapon or dangerous instrument • Assault on staff or student • Terroristic threats and acts • Pulling the fire alarm, falsely calling 911, bomb threat 	Recommendation for expulsion Law enforcement notified			
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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. Drug dogs are brought in periodically to conduct random searches.

***Parents, please be advised and encouraged to communicate to your children the consequences and potential criminal penalties of underage sexual conduct and related crimes for which children may be tried as adults.**

Gator Discipline Card

In order to involve our students and parents in the discipline process, each student will be given a Gator Discipline Card at the beginning of the school year and at the beginning of 2nd semester. This card will be in the front of their agenda (an example is below). The teachers will use this discipline card to help remind students of the expected behavior at Mossy Creek (this includes failure to complete assignments). Each time a student fails to follow the policy/procedures and/or fail to complete assignments, the student will receive a signature from a teacher. Once a student receives 6 signatures on his/her card for behavior and/or 3 signatures for failure to complete assignments, he/she will be referred to the office. After-school detention will be Monday, Tuesday, and Thursday from 2:50pm – 4:50pm. Students that receive no signatures will be rewarded with free time each grading period.

GATOR DISCIPLINE CARD

HOMework / CLASSWORK 3 SIGNATURES = 1 DAY AFTER SCHOOL DETENTION

HOMework / CLASSWORK 3 SIGNATURES = 1 DAY AFTER SCHOOL DETENTION

BEING PREPARED FOR CLASS							
FOLLOW ALL SCHOOL RULES							
LISTEN AND FOLLOW DIRECTIONS							
RESPECT OTHERS AND YOURSELF							

Students with no signatures will enjoy free time every 4 ½ week period.

Consequences:

Each Signature: 1 day silent lunch

3 signatures – Parent contact

6 signatures – Office referral

Every 3 signatures after 6 will be another office referral

Lost card – Office referral

Every 3 Homework/Classwork signatures will result in one 2 hour after school detention (M,T,TH)

Parent Signatures

4 ½ weeks (with Progress report _____) 9 Weeks Signature with report card _____

IN-SCHOOL SUSPENSION (ISS)

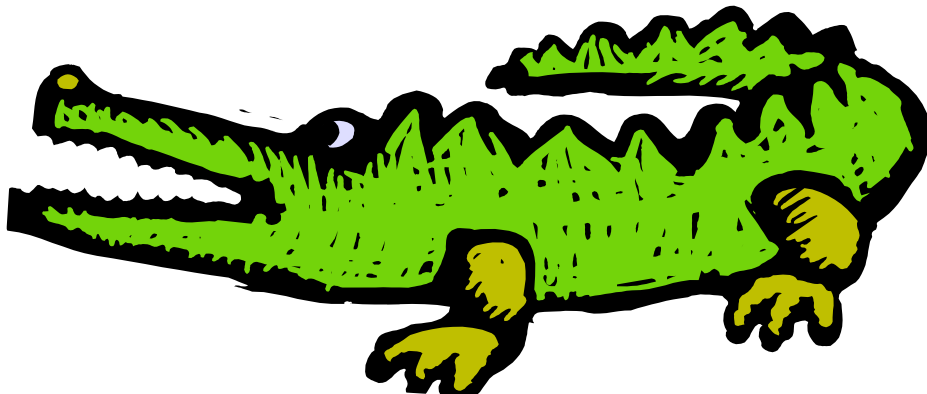
Some instances of serious rules infractions may result in students being assigned to the In-School Suspension (ISS) program. The ISS program at Mossy Creek is an alternative to home suspension and is staffed by a certified teacher. In addition, while in ISS, students have access to their instructors who monitor the progress of students daily. Students in ISS receive assignments that are the same or are equivalent to those being completed in their classes. When students are assigned to ISS, a copy of the rules and procedures are sent home. Should your child be assigned to ISS, please review in-depth with him/her the rules and procedures of ISS so that your child may perform successfully. Students who fail to uphold the rules of ISS will be given extra days and/or suspended home depending on the severity of their offense.

HOME SUSPENSION

For infractions of the rules, disruptions, disobedience, or failing to carry out previously assigned punishment, students may be suspended home up to 10 days. While suspended home, the student will be counted as absent (unexcused) from school and will receive no credit for all missed work.

CONDUCT GRADES

Each student at Mossy Creek will earn a conduct grade that will be recorded on their progress report and report card during the school year. We expect Mossy Creek students to have good conduct from the time they leave home to the time they arrive home each afternoon. Below is a rubric that will be used to assign your student a conduct grade. All students who receive a Satisfactory (S) and or Excellent (E) conduct grade will be allowed to attend all Mossy Creek activities such as: pep rallies, assemblies, dances, and club activities. Students who receive a **Needs Improvement (N) or Unsatisfactory (U)** conduct grade **will not** be allowed to attend these activities. Students not allowed to attend school-hour activities will be given other assignments in the classroom or cafeteria. Student conduct grades will be checked at each progress report and report card distribution.



Mossy Creek Middle School Conduct Rubric

	<i>1. Team work/relationships</i>	<i>2. Responsibility</i>	<i>3. Attitude</i>	<i>4. Focus</i>	<i>5. Behavior</i>
E	Works very well with all group members. Completes share of group responsibilities. Has positive relationship with every member of the group. Extends self to make friends with all students. Treats teacher and staff with respect.	Turns in all work on time. Has all books and agenda available in class when needed. Keeps up with their belongings and keeps locker neat and orderly. Needs no help staying organized.	Shows enthusiasm and a positive attitude all the time. Encourages others. Appreciates different ideas and experiences.	Focuses on task at hand and makes good use of time to complete assignments. Shows interest in new learning and asks questions and engages in discussion.	Is a model student, always using best manners and polite language. Has fun with all students and helps others to do the same. Makes good, safe choices and models good behavior for others.
S	Works well with group, does fair share of the assigned tasks, and gets along well with most students. Is considerate to the teachers and staff.	Turns in most of their work on time. Has all books and agenda available in class most of the time. Keeps up with their belongings and keeps locker neat and orderly most of the time. Needs only slight reminder to stay organized.	Has a positive attitude most of the time, and tries new things when comfortable with them. Puts on “best face”, even under difficult or strenuous circumstances.	Most of the time is on task and is able to get right to work without being reminded. Makes good use of time.	Is well-behaved. There were a few reprimands, but not more than once for the same thing.
N	Has problems working with group and does not resolve them in positive ways. Does not complete share of work. Gets along with some of the people in the class, and some of the teachers.	Has difficulty turning in work on time. Has difficulty bringing books and agenda to class. Has difficulty keeping up with his/her belongings and keeping locker neat and orderly. Has to be reminded often to stay organized.	Tries to be positive, but often makes more negative comments and causes others to be negative.	Has to be reminded to get to work or to stay on task and often distracts others from doing their work. Does not make the attempt to try new learning experiences.	Is unruly and has to be corrected or spoken to often by teachers and staff. Has been referred to the office for his/her behavior.
U	Always has problems working with group and causes problems with the group. Does no work in the group. Does not get along with others	Does not turn in work on time. Does not bring books and agenda to class. Does not keep up with their belongings and keeping locker neat and orderly. Is not organized.	Negative attitude	Does not stay on task, does not try new learning activities.	Is unruly and has to be corrected or spoken to constantly by teachers and staff. Has been referred to the office for his/her behavior.

BUS POLICIES AND BEHAVIOR PROCEDURES

Riding a school bus is a privilege – it is not a required service. Bus suspension is a reasonable and often necessary discipline action. Bus privileges can be suspended either temporarily or permanently.

We believe all students can behave appropriately and safely while riding on a school bus. Student behavior that may impair the ability of the bus driver to carry out his/her duties while driving the bus will not be tolerated. In order to insure the safety of our students, the following rules must be observed on the bus:

- Respect yourself and the rights of others.
- Follow the driver’s directions the first time they are given.

- Stay in your seat; keep all parts of your body and all objects in the bus.
- Pushing, shoving, or fighting is not allowed.
- Eating, drinking, chewing gum, smoking, or spitting is not allowed.

If a student exhibits disruptive behavior, the driver will notify the parents immediately in an attempt to solve the problem; however, if the student continues to violate bus rules the following will occur:

- 1st reported incident: parent contact and possible assignment to lunch detention or ISS.
- 2nd reported incident: three days off bus and/or lunch detention or ISS
- 3rd reported incident: five days off bus.
- 4th reported incident: ten days off bus
- 5th reported incident: suspension off the bus for the remainder of the year

A student may be suspended from the bus for 1-10 days on the first report based on the severity of the incident. More serious offenses will receive consequences beginning at the third report level.

SPORTS

MOSSY CREEK ATHLETIC RULES AND REGULATIONS

Practice

Administrative Discipline

- 1) Players who receive after-school detention will receive conditioning after practice. If the detention falls on the day of a game, athletes must provide their own transportation to the game, if necessary.
- 2) ISS- An athlete cannot participate in practice or in any games during their time in ISS. (This period begins from the moment they are assigned ISS until 2:45 of their last day.) Once returning from ISS, a player must attend one scheduled practice before they can participate in a game. A missed game will count as one scheduled practice, as long as the player attended the game with the team on the bench. Any athlete that receives ISS twice during one season will be removed from the team.

Dress

- 1) Proper attire for each sport must be worn.
- 2) Jeans or shorts with writing across the back may not be worn at any time.
- 3) No cleats are to be worn in the building.

If you have a question, or concern, please contact your child's coach at 988-6171; then press option #3, or contact **Mark Sams, athletic director, at 218-7543.**



DR. JAMES R. HINES, JR., SUPERINTENDENT

BOARD MEMBERS

DR. CHARLES M. (TOBY) HILL, VICE CHAIRMAN
HELEN HUGHES
DR. MARIANNE MELNICK

TOM WALMER, CHAIRMAN

SKIP DAWKINS
JIM MADDOX
FRED WILSON

Right-to-Know Teacher Qualifications

Guidance C-6 is for Advising Parents of the Right to Know Information about Teacher's Qualifications as required by The Elementary and Secondary Education Assistance Act of 1965 (ESEA) [Section 1111(6) (A)]

August 1, 2011

Dear Parent(s) or Legal Guardian(s):

Mossy Creek Middle School receives federal funds for Title I and/or Title II programs that are part of the Elementary and Secondary Education Act of 1965 (ESEA). We are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a school receiving federal funds, we must meet federal regulations related to teacher qualifications as defined by ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you and will do so as quickly as possible. At any time, you may ask:

- a. Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching;
- b. Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- c. What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The staff of Mossy Creek Middle School is committed to helping your child develop the academic knowledge and critical thinking he/she need to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request this information, please contact Paige Busbee at Mossy Creek Middle School at 478-988-6171 or email paige.busbee@hcbe.net.

Thank you for your interest and involvement in your child's education.

Sincerely,

Paige Busbee
Principal