

Feagin Mill Middle School ***-A Georgia School of Excellence-***

1200 Feagin Mill Road
Warner Robins, GA 31088

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<http://www.hcbe.net/schools/fmms/index.html>

2011 - 2012 **Student Handbook/Agenda**

Administrative Staff

Jesse W. Davis, Principal

Kae Harrison, Assistant Principal for Discipline

Jim Langley, Assistant Principal for Instruction

Betty Jo Lane, Counselor

Michelle Burk, Counselor

Jason Smith, Athletic Director

Jenny Bloser, Media Specialist



This agenda belongs to:

Name: _____

Grade: _____

Homeroom Teacher: _____



School Mascot:
Wolf

School Colors:
Black and Silver

Our Vision:

Feagin Mill Middle School strives to be an example of an efficient, high-functioning professional learning community that serves to set the highest standards for our students as well as our faculty and staff.

Our Mission:

Our mission at Feagin Mill Middle School is to ensure the success of all students in the present so that they may excel in the future.

Our Beliefs:

We, as educators, consider our role to be the caretakers of society's future. Implicit within our duties is the expectation to make learning relevant and useful, enabling students to participate successfully in our society. We accept this expectation with a great sense of responsibility and dedication.

At Feagin Mill Middle School we believe:

- The provision of a safe and orderly environment is fundamental to teaching and learning.
- The students' acceptance and demonstration of responsibility, including good citizenship and work ethic, are paramount.
- The development and application of problem-solving skills to real life are essential.
- The students' individual needs are best met by using a wide variety of pedagogies, including alternative strategies, on-going assessments, and instructional programs.
- The provision of opportunities designed to enhance self-esteem, to encourage self-motivation, and to provide success for all is vital.
- That with high expectations comes high achievement.

ARRIVAL AND DISMISSAL TO AND FROM SCHOOL

All car riders are to be dropped off and picked up before and after school on the gym side parking lot.

The school opens at **7:00 A.M.** each morning. **Students dropped off before 7:00 A.M. will have to wait outside of the building until the school opens. The front porch drop-off area is designated for use by students with special needs and received authorization from an administrator.** Students who are **car riders** should be dropped off and picked up only in front of the gym unless other arrangements have been made through the office. **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 2:30 P.M. – 3:10 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, 7th and 8th grade students should report to the gym where they will be supervised until the homeroom bell rings at 7:15 A.M. In addition, 6th grade students must report to the cafeteria until the 7:15 A.M. bell sounds. **No** students should be on any other hall or in any other section of the building prior to 7:15 A.M. Students who want to eat breakfast in the morning must report directly to the cafeteria. Students are not allowed in the hall without a pass from a teacher or administrator. **Breakfast will not be served after 7:20 A.M.** Students must report to their assigned homeroom no later than 7:30 A.M. **If students have not checked in to homeroom after 7:30 A.M., they are considered tardy and must report to the front office to receive a tardy slip.** All tardy or late slips should be turned in to the homeroom teacher which will be kept in the student's homeroom file. **We encourage students that are tardy to school have an adult sign them. Students must report to homeroom before going to their scheduled class.**

At 2:45 P.M. a bell will sound to dismiss bus riders. **At 2:48 P.M.** a second bell will sound to release car riders and walkers to the gym parking lot. **Students will not be allowed to exit through the front doors during dismissal.** Any students present after 2:50 P.M., should be with their club, teacher, organization, or waiting for their ride outside of the gym lobby. **Students should not loiter in the hallways after the last bell. 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, may be unsupervised.

STUDENTS MAY NOT RIDE OR BRING SKATEBOARDS TO SCHOOL. Shoes with skates are not allowed on school grounds. Students may

ride bikes to school and park them in the designated area by the gym. The school is not responsible for the security of bicycles. All bicycle riders must bring a bicycle lock for securing their bikes to the rack. The riding of bicycles around and through the campus in the morning, during, and after school is prohibited.

ATTENDANCE

Research shows that there is a direct correlation between student achievement and school attendance. Therefore, it is most important that students attend 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/medical appointments**
2. **Death or serious illness in the immediate family**
3. **Recognized religious holidays**
4. **Absences mandated by a governmental agency, such as a court order**
5. **Serving as a legislative page (excused and counted as present)**
6. **Students on field trips or officially sanctioned instructional trips organized by the school (counted present)**

***No other absence from class will be considered excused.**

WHAT IF I HAVE BEEN ABSENT?

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** (72 hours) of his/her return to school, the absence will be considered **unexcused.** **The written excuse must contain the following information:**

1. **Name of Student**
2. **Date of the Note**
3. **Date(s) of the Absence(s)**
4. **Reason for Absence**
5. **Parent Signature**
6. **Phone Number of the Parent**

Parents may apply for a **prearranged, unexcused** 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. In so doing, a student will be allowed to make up work missed.

Students and parents are responsible for keeping a documented copy of the absences. This documentation will be used in the event of an absence related discrepancy. Please be advised that students have three to five school days to make up all work at the discretion of the teacher. In situations

where an assignment was given to the student prior to the absence, the assignment can be required by the teacher on the first day the student returns to school.

Compulsory Attendance:

Georgia Compulsory Attendance Law mandates that all students between the ages of 6 and 16 attend school. All students missing more than five unexcused days in Georgia are declared truant by law. Guidelines for attendance are as follows:

Level I: Three (3) unexcused absences including unexcused tardies and early dismissals- School staff will contact parents and document the contact. Contacts may consist of email, phone call, or teacher notification form.

Level II: Five (5) unexcused absences including unexcused tardies and early dismissals- School staff will notify parent of the truancy and request a conference in order for parents to sign a Truancy Contract.

Level III: Eight (8) unexcused absences including unexcused tardies and early dismissals- School staff notifies Social Services Department. Social Services will provide the information to the court for judicial proceedings to begin.

EARLY DISMISSALS / TARDIES

Any student who leaves school early or reports to school late **must** come to the office. Students who are tardy to school will present an excuse for their tardiness and receive an admittance slip for class.

The student should turn the slip in to his/her homeroom teacher. Students with excessive tardies to school will be referred to the counselors and their parents will be notified. Houston County Board of Education has determined that tardies to school and early dismissals count as 1/3 of the school day. Therefore, **three (3) unexcused tardies or three unexcused early dismissals will constitute one full day's absence (or any combination of both).** Students may be signed out early from school by a parent/guardian or those persons listed on the student information form. If the emergency information changes during the year, be sure to keep the office updated. Adults may be asked to present identification before taking a student off campus. If a student returns the same day, he/she must report to the office to sign back in and get an admittance slip. **For daily reporting purposes, students must be present at least one-half of the instructional day to be considered present (students must arrive by 11:00 A.M. /or be dismissed after 11:00 A.M.).** Students will need to be checked out or changes in transportation made before 2:15 P.M. in the afternoons to aid in the school dismissal process.

NOTE: Accepted excuses for tardies and early dismissals are the same as absences: personal illness, illness in immediate family, death in the family, religious holidays, or a court order.

HOUSTON COUNTY ATTENDANCE POLICY

In order to be promoted to the next grade a student in 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. Students who miss more than 18 days during the year will be retained.

Military Family Deployment- Absences for Special Consideration:

In an effort to ease the burden of our students who have parents deploying, Houston County Schools will permit up to a total of 10 days of excused absences each academic year to allow families time during the deployment cycle. Absences may be planned to best fit your individual family needs. Excused absences will be allowed for the following situations:

- The day before deployment-1 day
- Day of departure- 1 day
- Reunion, post-deployment- 1 day
- R&R break-up to 3 days
- Travel to visit an injured parent- up to 5 days.

The form must be given to the principal for approval.

****To receive an award for Perfect Attendance, a student may be neither absent nor tardy, nor may he/she be dismissed before the end of the instructional day.***

BOOK BAGS

Book bags are to be placed in students' lockers upon arrival to homeroom. **Book bags are not** to be taken to different classes throughout the school day. P.E. Bags should also be placed in a locker or on classroom hooks when the student is not in a connections class. Rolling book bags will be allowed, but must remain in the student's homeroom class. Note: Most rolling book bags will not fit inside the lockers; the school is not responsible for lost or damaged items. Books bags will **not** be allowed on school campus or the school bus the **last few days of school. Students will be given notice.**

BUS INFORMATION

Requests to ride the bus with another student, to ride a different bus, or get on or off at a different stop must be submitted in writing from the parents with a parent signature and contact number. The note must be approved by a school administrator in the **morning before homeroom.** **Notes will not be approved on the bus ramp.**

BUS POLICIES AND BEHAVIOR PROCEDURES:

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

- Students are prohibited from using any electronic devices during the operation of the bus, including but not limited to cell phones, pagers; radios, tape or compact disc players; or any other electronic device. This may interfere with the school bus communication equipment or the school bus driver's operation of the school bus.
- Students are also prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Minor Offenses

1. Failure to remain seated
2. Refusing to obey driver/monitor
3. Throwing objects on the bus
4. Improper/dangerous conduct boarding or unloading
5. Inappropriate physical contact
6. Excessive noise
7. Unsafe items
8. Eating/drinking on the bus
9. Discarding trash
10. Extending objects outside window
11. Other disruptive behavior

If a student exhibits disruptive behavior, the driver will notify the parents immediately in an attempt to solve the problem at the bus level. However, if the student chooses to break the same or another rule, the following consequences will apply:

- **First Sign of Student Misbehavior:** The bus driver will make contact with the parent to ask for help with the student. The driver will document the specific elements of the incident and document the conversation with the parent.
- **First Bus Report:** A conference with the school official, parent, and driver. Suspension from the bus for a minimum of 3 days will follow if the parent fails to attend the conference. A contract will be executed between student, parents, and school.
- **Second Bus Report:** Five (5) days off bus.
- **Third Bus Report:** Ten (10) days off bus.

- **Fourth Bus Report:** Off bus the remainder of the year.

A student may be suspended from the bus for 1-10 days on the first report if the principal determines the incident warrants suspension.

Major Offenses

Although there may be no other bus report, consequences for major offenses begin at the third report level and proceed as reports occur. Additionally, some behaviors will receive the appropriate disposition of time in ISS.

1. Disrespect of driver/monitor/administrator
2. Fighting
3. Severe vandalism - restitution required
4. Possession of tobacco

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

The student will be suspended from the bus for the remainder of the year for behaviors such as possession of weapons or drugs or severe disrespect to the driver. When a student is denied bus transportation due to misconduct, his/her absences from or associated tardies to school will **not** be excused. The parent/guardian shall be expected to provide transportation during the time the student is suspended from the bus.

CONFISCATED ITEMS

The school will not be responsible for replacement of any lost, stolen, or confiscated items nor the redelivery or safekeeping of such items. Parents will be given a reasonable period of time to pick up confiscated items. Measures will be taken to secure such items until they are picked up. Items will only be released to an authorized adult. A signature for receipt will also be required.

CONFERENCES

If parents would like to meet with a teacher, they should call the school's office at (478) 953-0430 to arrange an appointment. Parents can also email teachers at their school accounts to make arrangements. **PLEASE DO NOT CALL OR VISIT TEACHERS AT HOME.**

COUNSELING OFFICE

At FMMS, the guidance/counseling program is designed to meet the needs of our students. It is driven by data and follows the curriculum of the American School Counselor Association. Our mission is to provide all of our students direct counseling services that will facilitate their academic, personal/social, and career development so they will enjoy success both in the present and in the future.

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- Classroom guidance
- Individual counseling
- Student support team (SST)
- Small group counseling
- Crisis intervention
- Teacher/parent consultations

COMMUNICATION

Means of Communication:

A student agenda is provided by the school in order to facilitate communication between home and school. Agendas may be used to communicate:

1. Assignments (class/homework, projects etc.)
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

The agenda also includes a log of the **required** hall passes used for traveling 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. We discourage any alteration to the appearance of the agenda such as removing pages, folding pages, adhering stickers, or drawing artwork, etc. Students are to utilize the agenda for its intended use and purposes. The agenda is provided free of charge to all students. **Cost of replacing a lost agenda is \$10 and may include detention.**

Other effective ways to communicate with your student's teacher is through email and parent conferences. We encourage you to stay updated on school events and be actively involved.

DELIVERIES

Delivery of food, flowers, and/or balloons to students at school is not permitted. If you would like to eat lunch with your child, please follow the sign-in procedures in the front office. Parents are allowed to bring food for their child **only**. **Parents are not permitted to feed other students. When eating lunch with your child or bringing food for your child at lunchtime please sit in the designated area with your child only.** Only individuals listed on

the student emergency contact sheet provided to the school by the parents are permitted to visit students during lunch time or any other time during the school day. Same rules apply to visitors as they do to parents.

Please be mindful that your child's lunch time will not be extended due to a parent visit. Students are not permitted to eat food from outside restaurants with his or her class. He/she will have to sit in the designated area usually reserved for parents and visitors. Outside food is discouraged.

DRESS CODE

A student dress code exists to assure that a safe, orderly, distraction-free environment that is conducive to learning is maintained at school. The principal of the school is charged with the enforcement of the student dress code and is given wide latitude of discretion in the determination of proper or improper dress and behavior of students. Students who are found to be in violation of the dress code are subject to disciplinary action.

County Dress Code Policy:

General Rules

- Outer clothing which resembles loungewear, pajamas, or underwear is prohibited.
- Fads and styles in dress which differ extremely from conventionally accepted standards are prohibited.
- Any clothing that is viewed as distracting because of extremes in style, fit, color, pattern, fabric, etc., shall not be permitted. Undergarments may not be exposed at any time.

Specific Rules

- Blouses/shirts should be constructed so that the top of the shoulder is covered and is fitted under the arms (**no halter-tops, tank tops, strapless tops, spaghetti straps, or bare-shouldered tops of any type will be allowed**). Blouses/shirts which expose any portion of the waist, hips, or midriff are not allowed. Blouses/shirts which are not appropriate for school include those which are low-cut, see-through, backless, or tube tops.
- **Clothing which is cut, slashed or has holes, is prohibited.**
- **In accordance with board policy governing student conduct** with regard to bullying, weapons, gangs, and drugs: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes offensive words and designs, violence (blood, death, weapons), sex, playboy symbols, hate groups, tobacco products, drugs, and alcohol.

- No clothing or other article may be worn or displayed which may indicate membership in a gang at school or any school function.
- **Pants, skirts, and dresses must be knee-length or longer, and must have a hem.**
- Shirts must be tucked in.
- Nylon windsuits that fit appropriately are permitted.
- Mesh, nylon, or athletic shorts are not permitted in the classroom. These type shorts may be worn during P.E. classes only.

Accessories

- Shoes/sandals must be worn at all times. Cleated shoes are prohibited inside the building. House/bedroom slippers are not acceptable.
- Male students may not wear earrings; female students may wear earrings. Neither male nor female students may wear ornaments (jewelry) which pierce the skin such as the nose, lips, tongue, eyelid, etc.
- Students may not wear hats, caps, bandanas, sunglasses, combs, picks, etc., inside the building.

Hair & Grooming

- Hair must be well groomed. Only conventional hair coloring will be permitted. Extreme hairstyles and fads that would interfere with the learning process, cause a disruption of the educational environment, or be a health or safety hazard are prohibited.
- Well-groomed mustaches are permitted; goatees and beards are prohibited.

Coats

- Due to variances in physical design of schools, principal's discretion will apply to wearing of outer garments, coats, and jackets. Students may wear coats/winter garments to school, but may be asked to store them in their lockers during the school day. Students are encouraged to bring lightweight jackets to wear in the building as changes in weather dictate.

***All clothing is to be worn appropriately and in the manner for which it was designed. For example, a shirt designed to be tucked in the trousers or skirt should be worn with the shirttail tucked in. Belts should be buckled. The school reserves the right to establish rules during the school year regarding new fashion in dress.**

SCHOOL DRESS - In addition to county school dress policy:

1. **Underwear** of any kind is not to be worn as an outer garment and **must not** be visible.
2. Appropriate undergarments must be worn.
3. Pants cannot be worn with wide leg openings that cover the shoes. Pants should not be rolled up, bound at the ankle with bands or strings, or tucked into socks. Students may not adorn their clothing with safety pins, excessive button pins, or studs of any kind.
4. Basketball jerseys must be worn with a T-shirt underneath and it must be tucked into the pants.
5. **No** oversized jackets, hoodies, sweat shirts, or over shirts that fall below the buttocks are allowed.
6. **Students may not cover up any non-compliant clothing with a jacket, shirt, or sweater.**
7. 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 back, expose the back, or be cut low in the front.
8. On special occasions/events at school that promote formal attire, guidelines specific to that event will be communicated.
9. Sweat suits (to include terry cloth, fleece, and velour/velvet materials) and leggings worn as pants are prohibited.
10. 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. Any student(s), who violate this rule, shall be required to wear a belt daily.
11. Students must refrain from wearing clothes that are **too tight or immodest such as the wearing of female-cut pants by males.**
12. Shower Shoes are not permitted which including hard rubber slip on shoes (i.e. Nike slide on)

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 clothing and/or hair color or style may be placed in ISS until the clothes are changed and/or the hair 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 creditable behavior and 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 will be removed from the office and will not be considered for any other student honor or privilege.
4. Elected officers must attend all meetings.

Class Officers/School-wide Elections

1. Nominations are to be made at class meetings by fellow classmates or by nominating self.
2. Voting is held in homeroom by secret ballot.
3. All officers will be chosen by majority vote.

ELECTRONIC DEVICES

As taken from the Houston County Middle School Handbook:

No student is permitted to carry a pocket pager, an electronic communication device, or a portable telephone on campus or at a school-sponsored activity. CD players electronic games, radios, and other electronic sound devices, are not permitted on campus during the regular school day. Any request for an exception must be made in writing to the Superintendent of Schools and it must be approved by the Board of Education. **Any students found in violation of the above shall be subject to the disciplinary policies of the school and shall, at a minimum, be subject to In-School Suspension.**

Students may not use tape recorders, video cameras or any other electronic device to record classroom instruction/activities. Exceptions to this rule may be granted, for valid reason(s), at the discretion of the teacher with written approval by the building principal. Care must be taken to protect the privacy rights of students.

FMMS MEDIA CENTER

Operating Hours:

Monday- Friday
7:15 A.M. – 7:30 A.M. and 2:45 P.M. – 3:15 P.M.

Students will visit the media center on a bi-weekly rotation through their language arts classes.

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)

Computer Use

The media center has 26 computers available for student use. All students must have signed Internet

permission forms on file to use the Internet. Printouts are available for \$.10 per page for text only and \$.25 for text and pictures.

Online Catalog

Our online catalog, Safari, is available on all media center computers. Its database supports subject, title, author, and key word searches.

Report Card Hold Procedure:

Each 9 weeks, student report cards are held for media center fines and overdue books on the following basis:

- The student has received a minimum of 2 overdue/fine notices
- The student owes in excess of \$1.00 or has an overdue book or books

All homeroom teachers receive a list of students on the report card hold list, as well as a letter to be sent home in place of the held report card.

Students will not be eligible to attend special activities such as Wolf Wars and 8th Grade Day at the end of the year if they owe fines or have overdue books.

FMMS STUDENT RECOGNITION

At Feagin Mill, we believe it is very important to celebrate the successes 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.

The following is a list of some of our school-wide recognition programs:

Wonderful Wolves - 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 event.

Honor Wolves – Every nine weeks, students who have received honor roll or honorable mention on their report card will be recognized. At FMMS we pride ourselves on the accomplishments of our very talented students. Students earning honor roll status will be recognized for their efforts by having their names displayed in the hallway.

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.

FMMS Awards Nights- 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.

GRADE REPORTING

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 at least every 4 ½ weeks.

FINAL EXAMS:

- 6th grade students will take a comprehensive nine-week test beginning second semester which will count as a regular test grade.
- 7th grade students will take a comprehensive test for each nine week grading period beginning first semester which will count 10% of their nine-week grade.
- 8th grade students will take a comprehensive test for each nine week grading period beginning first semester which will count 20% of their nine-week grade.

Grading: Feagin Mill Middle School expects all assignments to be completed in a timely manner. The rigor of the curriculum at the middle school level requires that students make every effort to remain up to date with assignments and instruction.

Academic Support: Teachers will provide support for students experiencing difficulty completing assignments. Appointments for help may also be arranged by contacting individual teachers.

parent registration in order to view information by going to the Houston County Board of Education website, www.hcbe.net.

- At this site, you will need to select "Links", then "Parents", then "SmartWeb Parent Information Center". At this point, as a first time user, you will need to select "Register me!"
- You will be prompted to enter Student ID (located on past report cards, picture ID, etc.), SS#, and Birth date. To complete the process, you will be asked to give an e-mail address and password. This password will be the one that you will always need to use for future log-ins.
- You may even be asked to download the latest version of JAVA (which is required for viewing). If you are asked about JAVA Security, choose "Grant Always".
- SmartWeb will then assign you a "Family Number". It will be something like . . .
- FN _____ (with the FN being part of the number that you will have to enter).
- After the initial log-in, you will only be required to enter the Family Number and Password. **FN** _____ (assigned by SmartWeb)
Password (the one you selected)

These steps are in place to ensure security and to protect your child's privacy. It is a good idea to save the "Registered Parents/Guardians" site to your Favorites list for easier future access. If you have any questions or problems accessing SmartWeb, please call the school's office for assistance.

HOMEROOM

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 misses the homeroom period, it is the **student's responsibility to report to the office for an admittance slip** and obtain any information missed.

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.

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

HOMEWORK

In order for your child to be successful with out-of-school assignments, he/she needs:

- **Understanding of Knowledge** When your child is practicing a skill, ask which steps he/she finds difficult and easy and how he plans to improve speed and accuracy with the skill. If your child is working on a project, ask what knowledge and Georgia Performance Standard (GPS) he is using to complete the work. If your child consistently cannot answer these questions, please contact the appropriate teacher.
- **Organization** The use of the agenda is critical. Your child is expected to aid in keeping up with

their assignments through the use of their student agenda.

HELPFUL HINTS

Low grades are often the product of poor study habits. Your subject teachers constitute a great resource from which you may gather advice relating to effective study skills and organization. Our counselors are also available to help with this problem.

Below are a few hints relating to effective study habits.

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, you should always 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.

TEST TAKING

1. Relax.
2. Read the directions carefully before you begin.
3. Look over the test first and then decide how to allocate your time.
4. Read each question twice before answering.
5. Think before you write.
6. If time allows, check your work!

LOCKERS

Lockers are a privilege that students must maintain the right to keep. Abuse of a locker may result in the loss of locker privileges. Lockers are issued through homeroom. **Lockers are issued to students on an availability basis.** Students may not share lockers with other students. **DO NOT** share your locker combination with anyone. Lockers are the property of the school and may be checked or searched at any time without notice to the student. **Do not "rig" your locker so that it can be opened by other students without the use of the combination.** Rigging the locker may damage the locker. Students are responsible for anything found in their lockers and any damages that occur to the locker during their usage.

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. When reporting a lost item, write down a description of the article, some clue as to where it was lost, your name and homeroom number and take this information to the office.
4. Never tell your locker combination to anyone. This and any other abuse of lockers will result in the student losing the privilege of having a locker.
5. **Never carry items of value to the P.E. dressing rooms. These lockers remain unlocked and are not secure.**

LUNCH

Student lunch is provided at a cost of \$2.25 (reduced \$.40) per day and breakfast at a cost of \$1.50 (reduced \$.30) per day. Students may pay for lunch by the month in advance with the exception of the last month of school. **Students are not allowed to charge their lunch.** Any charges on a student's lunch account at the end of the year may cause his/her report card to be held.

Students will not be permitted to have fast food or hot lunches delivered to school, except when parents come to dine with their child. Parents eating with their child are requested to sit in a designated area. Students will **not** be dismissed to leave campus for lunch.

MEDICATION

ALL over-the-counter medications MUST be brought to the office upon arrival at school (including Tylenol). **A parent note must** accompany the medicine. 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. Medication must be picked up from the nurse at the end of the year.

OFFICE SERVICES

All students entering the office must have a pass from their teacher. **(USE Your Agenda) The office is available for the following services:**

1. To request a conference with the principal, assistant principals, or counselors
2. To use the phone with teacher permission. The phone is for emergency use only, and **is not to be used to call for forgotten assignments or items**
3. To call home when ill
4. To withdraw from school
5. To gain permission to ride a different bus
6. To visit with the nurse
7. To purchase a new agenda

SCHOOL DANCES

All school rules and dress code policies are strictly enforced at school dances. **ONLY STUDENTS CURRENTLY ENROLLED AT FEAGIN MILL ARE ALLOWED TO ATTEND SCHOOL DANCES.** **Students are to be picked up from the dance no later than 10 min after the scheduled ending time. If students do not have a ride they may be subject to missing the next scheduled dance.**

STUDENT EXPECTATIONS/ DISCIPLINE PROCEDURES

BEHAVIOR BEFORE HOMEROOM:

1. Go directly to the cafeteria (6th grade) or the gym (7th and 8th grade) upon arriving to school.
2. Students will be dismissed at 7:15 A.M. and should report directly to homeroom.
3. If students arrive after 7:15 A.M., students must report directly to homeroom unless they are going to eat breakfast then they report directly to the cafeteria before 7:20 A.M.
4. Students still eating breakfast after 7:15 A.M. will be dismissed by the teacher on duty to report to homeroom.
5. Students must have a written pass from a teacher in order to be in hallways before 7:15 A.M.
6. Once on campus, students may not leave without parental permission and signing out through the office.
7. Students will need a pass from their teacher to visit the library in the mornings and/or during school.
8. Bicycle riders should not linger at the bike rack.
9. Loitering on street corners adjacent to campus before and after school is prohibited.
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 if they are dropped off before 7:00 A.M.
12. Students are not to enter through the front doors of the building without a parent being present.

CHANGING CLASSES:

1. Walk--don't run.
2. Keep voices at a normal tone in order to observe a manageable level of noise in the hallway.
3. Walk on the **Red & Blue Stripes on the sides of the hallway.**
4. Remain only in the area designated by your teacher.
7. **Keep hands, feet, and objects to yourself.**
8. If someone drops his/her belongings, stop to help him/her pick the items up.
9. Wait for permission before entering a classroom.
10. Once permitted, enter the class and begin working on the assigned task without unnecessary delay.
11. **Horseplay in classrooms and hallways will not be tolerated.**

12. Always seek permission from the teacher before going to the restroom or getting water.
13. Use the restroom or water fountain nearest to your class.
13. Do not wonder off of the designated hall.

LUNCHROOM BEHAVIOR

1. When in the cafeteria, students should remain in their original place in line, single file. **(No jumping from serving line to serving line)**
2. After receiving food, sit at the assigned table for your class or team.
3. Moving chairs is not permitted.
4. Saving seats is not allowed.
5. Talk, do not shout, if you're too loud you may be asked to move.
6. Maintain a clean eating area while in the cafeteria.
7. Put plates, silverware, and waste away correctly and neatly when finished.
8. Make sure the table is clean and chairs are pushed in.
9. No glass containers are permitted.
10. Drinks are **not allowed in classrooms or hallways.** Chewing gum is not permitted at school.
11. Absolutely **NO** throwing of food or other objects.

AFTERNOON DISMISSAL

1. Only students who ride a bus home from school should be released at the second bell (bus bell).
2. Follow the exit directions given by the teachers, staff, or administrators.
3. Walk on the Red and Blue when exiting the building.
4. No running!
5. Students who are walkers, car riders, or staying for an activity will be released on the third bell.
6. **Students are not permitted to exit the building through the front doors.** Exit through doors on the gym side only.
7. No loitering in the hallway after school. You must be with a supervised group in order to stay in the building.
8. **Students who are car riders or who have arrangements to be picked up late must report to parent pick-up on the gym side at the third bell. These students will walk around to the front lobby when directed by a teacher or administrator.**

TEXTBOOKS

Students are responsible for their books whether they are lost, stolen, or damaged; therefore, do not leave books lying around! There will be a charge for lost books and another book will **not** be issued until the lost book has been paid for.

VISITORS

Parents are encouraged to visit the school to discuss student progress with counselors, teachers, or administrators. All conferences should be scheduled.

Parents should not go directly to the teacher's room to confront a teacher about a situation. **All visitors must sign-in in the front office and must wear an identification badge while in the building.** Upon departure, visitors should sign-out and badges should be returned to the main office. **Students are not permitted to invite visitors during the school year. All visitors must be listed on the student's emergency information sheet in order to visit or check-out the student from school.**

STUDENT DISCIPLINE POLICY

It is our 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 Feagin Mill discipline policies provide for close communication with parents at the onset of discipline problems so that together we can help students to 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 Feagin Mill an effective place for learning and also help our students to 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 a 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

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school-related activity, function or event, while traveling to and from such events;
- On school buses and at school bus stops.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential

danger to persons or property at the school or which disrupts the educational process.

The Houston County Board of Education believes that all students should recognize the consequences of their conduct. This refers to their actions toward each other, to their language, to their dress, and to their manners. All student behavior shall be based on respect and consideration for the rights of others. Students need to see that they benefit from an orderly school operation and they, as members of the school community, have a responsibility and interest in promoting a good learning environment.

Disobedience or open defiance of the teacher's authority shall constitute sufficient cause for disciplinary action and may result in suspension or expulsion from school. When in the judgment of a teacher an individual or group effectively challenges his authority to conduct meaningful instruction in a classroom through disruptive acts, abusive language, or threats of bodily harm, the teacher shall report such activity at once to the principal who is empowered to institute appropriate corrective and/or disciplinary action.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

Team Discipline

Team discipline is progressive in nature. All team teachers will make a point to contact parents frequently to discuss minor behaviors that progressively becoming more frequent. *Teachers may hold Team Detention as a consequence in the steps of their team's discipline plan.*

Detentions (Administrative & Team)

Detention may be applied as silent lunch or after school detention. Administrative and Team detention are held Monday-Friday; however, it may vary for each team. Please be aware of the general rules regarding detention:

1. Detention is held Monday –Friday with team and administrative discretion.

**It is our sincere hope that the tracking log shown above will remain clear and free of indicators just as it appears on day one of the school year! ☺
Hard work, constant communication, and good decision making will ensure that this happens!**

Discipline Tracking Log

Month	Team Detention	After School Detention	In-School Suspension	Out of School Suspension
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				

This log can be used to keep track of all disciplinary infractions for the entire year. It can aid as a visual for the students to be consciously aware of their disciplinary status.

Dates or tally marks can be used to indicate the days the student was assigned a particular disposition. See the example below:

Month	Break Detention	After School Detention	In-School Suspension	Out of School Suspension
July		7/2, 7/15	20, 21, 23	

- Students will report to the lunchroom with their class, pick-up their lunch in the sandwich line and report to the designated detention room/area if serving lunch detention. Grade level teachers have the option of having students report directly to detention and then go as a group to get their lunch and return.
- After school **team detention** will be held from 2:50 P.M. to 3:20 P.M. Students will report

straight to the designated room for team detention.

- Administrative After School Detention (ASD)** will be held from 2:55 P.M. to 3:45 P.M.
- Detention will be monitored by a teacher.
- Students exhibiting inappropriate conduct during detention will receive an office referral and further disciplinary actions will be taken.
- IT IS THE STUDENT'S RESPONSIBILITY TO BE IN DETENTION ON TIME. ALL STUDENTS AND PARENTS ARE GIVEN A 24-HR NOTICE BEFORE BEGINNING AFTER SCHOOL DETENTION.
- Students absent or having early dismissals on their day of detention will be required to fulfill their obligation on the day they return.
- Please have a note available explaining the absence.
- Failure to serve detention or tardiness to detention will result in additional days and/or assignment to In-School Suspension(ISS) in accordance with the following guidelines:
1st day missed- 1 extra day of detention
2nd day missed- Office referral
- A student who is habitually tardy or refuses to go to detention, will receive an office referral.
- These guidelines apply to all students assigned to detention. It is important that students be punctual and well behaved in detention.

Office Referrals

Whenever a student is referred to the office, he or she will be afforded *due process* and allowed an opportunity to tell their side of the incident. If necessary, written statements will be taken. The student will be informed of the school rules that were violated and the consequences. **All referrals will result in a phone call home and/or written notification. In most circumstances administrators and teachers will follow a progressive discipline process.**

The following disciplinary actions or continuation thereof may be imposed for any violation of the Code of Conduct:

- Warning and/or Counseling with School Administrator, Counselor, or Teacher
- Loss of Privileges
- Isolation or Time Out
- Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Probation
- Detention
- In-School Suspension
- Placement in an Alternative Education Program
- Short-Term Home Suspension
- Referral to a Tribunal for Long-Term Suspension or Expulsion
- Suspension or Expulsion from the School Bus

- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

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. **The school's administrators retain the right to modify dispositions when necessary.**

***All detentions Listed as consequences are Administrative Detention which occurs after school.-After School Detention (ASD)**

OFFENSES(S) AND DISPOSITION(S)

The following is a list of offense(s) and disposition(s) in order for students and parents to have a better understanding of discipline policies

CATEGORY	OFFENSES (examples)	DISPOSITIONS (All depends on severity)
<ul style="list-style-type: none"> Standard Procedures 	<ul style="list-style-type: none"> Classroom disturbance or repeated offense School disturbance (loud outburst in the hall, cafeteria, or during class etc.) Failure to follow morning or afternoon dismissal procedures Failure to accept redirection 	<p>1st Offense- 3 days ASD to 3 days ISS 2nd Offense- 5 days ASD to 5 days ISS 3rd Offense- 3 days ISS to 10 days ISS</p>
	<ul style="list-style-type: none"> Missed Placed Agendas <p>(Students will receive a temporary paper copy to be used for a maximum of 3 days. After the 3 day grace period the student can be referred to the office again.)</p>	<p>(Based on a 9-week period)</p> <p>1st Offense- Warning-(no parent call) 2nd Offense- 1 day ASD 3rd Offense- 2 days ASD 4th Offense- 3 days ASD (Counselor) 5th Offense- 4 days ASD 6th Offense- 5 days ASD to 3 days ISS</p>
	<ul style="list-style-type: none"> On campus before or *after school hours unsupervised Leaving classroom/assigned area without permission/pass Found in an unauthorized area during school Not signing in/out through the front office Unprepared for class (chronic) Exceeding Team Detentions Lost agenda/No hall pass/Lost success card Excessive tardies 	<p>1st Offense- 3 days ASD 2nd Offense- 5 days ASD 3rd Offense- 3 days ISS</p>
<ul style="list-style-type: none"> Defiance toward Authority Disrespect 	<ul style="list-style-type: none"> Failure to serve teacher detention Disrespectful toward teacher/staff (tone, body language, etc.) 	<p>1st Offense- 5 days ASD 2nd Offense- 3 days ISS 3rd Offense- 5 days ISS</p>
	<ul style="list-style-type: none"> Refusal to follow direct request of staff (reasonable and appropriate) Failure to accept disciplinary action (i.e. not serving 2 days or more of ASD) Extreme disrespect toward faculty/staff 	<p>1st Offense- 3 days ISS 2nd Offense- 5 days ISS 3rd Offense- 10 days ISS to recommendation for long term suspension</p>
	<ul style="list-style-type: none"> Refusal to accept/serve disciplinary action (i.e. refusing to report/serve ISS; coming to school when suspended home; participating in school activities when suspended) 	<p>1st Offense- Same number of days OSS assigned on the violated offense 2nd Offense- Same as 1st offense & placed on a behavioral contract 3rd Offense- recommended for long-term suspension</p>
<ul style="list-style-type: none"> Aggressive Behavior 	<ul style="list-style-type: none"> Profanity or vulgarity toward student (inappropriate talk or actions written/ verbal) Horseplay (inappropriate/aggressive behavior) 	<p>1st Offense- 3 days ASD to 5 days ASD 2nd Offense- 5 days ASD to 3 days ISS 3rd Offense- 3 days ISS to 5 days ISS</p>

CATEGORY	OFFENSES (examples)	DISPOSITIONS (All depends on severity)
	<ul style="list-style-type: none"> Bullying 	<p align="center">(Depending on severity)</p> <p>1st Offense- Counseling to Suspension 2nd Offense- Suspension 3rd Offense- Long-term suspension</p>
	<ul style="list-style-type: none"> Physical contact with another person(s) (hitting, kicking, slapping, etc.) Verbal confrontation/Threats Horseplay w/ injury Profanity or vulgarity (indirectly toward an adult) Throwing objects 	<p align="center">(Depending on severity)</p> <p>1st Offense- 5 days ASD to long term suspension 2nd Offense- 3 days ISS to long term suspension 3rd Offense- 5 days ISS to Long term suspension</p>
	<ul style="list-style-type: none"> Fighting (may include pushing/shoving) 	<p align="center">(OSS for that day & Police Notified)</p> <p>1st Offense- 5 days ISS 2nd Offense- 5-10 days ISS 3rd Offense- 3-5 days OSS to long-term suspension</p>
	<ul style="list-style-type: none"> Assault on faculty/staff member Threat toward a staff member (verbal or written) 	<p>1st Offense- Immediate suspension with recommendation for long-term suspension (Police notification)</p>
	<ul style="list-style-type: none"> Profanity (directly toward a faculty/staff member or any adult on campus) Sexual Harassment – (verbal, physical and/or written, or sexual contact) 	<p align="center">(Depending on severity)</p> <p>1st Offense- OSS to long-term suspension 2nd Offense- Immediate suspension with recommendation for long-term suspension</p>
<ul style="list-style-type: none"> Dishonesty 	<ul style="list-style-type: none"> Academic Dishonesty (Cheating, Plagiarism, etc.) *Re-do assignment Dishonesty to teacher or member of staff Cheating on the AR program* 	<p>1st Offense- 5 days ASD *Loss of AR points 2nd Offense- 3 days ISS *Loss of AR eligibility 3rd Offense- 5 days ISS</p>
	<ul style="list-style-type: none"> Forgery (ex. parents signature on document requiring a signature) Taking others work & turning it in Inappropriate use of a computer 	<p>1st Offense- 3 days ISS 2nd Offense- 5 days ISS 3rd Offense- Recommendation for long-term suspension</p>
<ul style="list-style-type: none"> Inappropriate Behavior or Activity 	<ul style="list-style-type: none"> Inappropriate contact (public display of affection) Inappropriate comments/written notes Gambling Inappropriate materials/items/possession (items specified by the administrator) 	<p align="center">(Counselor Referral)</p> <p>1st Offense- 5 days ASD to 3 days ISS 2nd Offense- 3-5 days ISS 3rd Offense- 5-10 days ISS</p>
	<ul style="list-style-type: none"> Gang Activity-(see Gang Involvement in Definition of terms) 	<p align="center">(Notification of Police)</p> <p>1st Offense- 5 days ISS 2nd Offense- 5 days OSS 3rd Offense- OSS & recommendation for long-term suspension</p>
	<ul style="list-style-type: none"> Fire Alarm/Bomb Threat (ex. activating fire alarms, falsely making bomb threats) 	<p>1st Offense- Recommendation for long-term suspension</p>
	<ul style="list-style-type: none"> Activation of fire extinguishers, emergency defibrillator, or other fire prevention or safety devices under false pretense (includes science labs) 	<p>1st Offense- 3-5 days OSS & restitution 2nd Offense- 5-10 days OSS & restitution 3rd Offense- OSS, restitution, & long-term suspension</p>
<ul style="list-style-type: none"> Inappropriate Behavior or Activity 	<ul style="list-style-type: none"> Student found using teacher workstation- (computer, grade book, planner etc.) 	<p align="center">(Depends on severity)</p> <p>1st Offense- 5-10 days ISS 2nd Offense- OSS to recommendation for long-term suspension</p>

CATEGORY	OFFENSES (examples)	DISPOSITIONS (All depends on severity)
<ul style="list-style-type: none"> • Skipping 	<ul style="list-style-type: none"> • Skipping class – On campus (1 or Less classes) 	1st Offense- 5 days ASD 2nd Offense- 3 days ISS 3rd Offense- 5-10 days ISS
	<ul style="list-style-type: none"> • Skipping Class- On Campus (2 or more classes) • Skipping School – Off campus 	1st Offense- 3 days ISS 2nd Offense- 5 days ISS 3rd Offense- 10 days ISS to long-term suspension
<ul style="list-style-type: none"> • Theft/ Vandalism 	<ul style="list-style-type: none"> • Theft • Defacing/Damaging School Property • Computer Vandalism (erasing information, changing settings, inappropriate usage of hardware, inappropriate use of internet, inappropriate use or access to software) 	<p align="center">(Depending on severity)</p> 1st offense- Suspension to recommendation for long-term suspension & restitution <p align="center">(police notification depends on severity)</p>
<ul style="list-style-type: none"> • Drugs/Weapons /Fireworks/ other inappropriate items 	<ul style="list-style-type: none"> • Sale, use, possession of fireworks on school property • Use or possession of tobacco products 	<p align="center">(Depends on severity)</p> 1st Offense- 3 days ISS 2nd Offense- 5 days ISS 3rd Offense- Recommendation for long-term suspension
	<ul style="list-style-type: none"> • Possession or use of drugs or alcohol, including being under the influence of these substances on school property and/or at school-related activities; possession of drug paraphernalia • Look-alike Drugs, Prescription, or Over-the-counter Drugs – possession or distribution • Possession of look-alike weapons • Sale of drugs or alcohol on school property and/or at school related activities • Weapons- possession or use on school property. 	<p align="center">(Police notification)</p> 1st Offense- Recommendation for long-term suspension
<ul style="list-style-type: none"> • Other Disciplinary Issues 	<ul style="list-style-type: none"> • Violation of ISS 	<p align="center">(Depending on severity)</p> 1st Offense- Conference w/ student & 1 day added 2nd Offense- 2 days ISS added 3rd Offense- Suspended home for remaining days of ISS
	<ul style="list-style-type: none"> • Chronic Disciplinary Problems (Any third violation of the same offense may be viewed as a chronic disciplinary problem) 	Recommendation for long-term suspension
	<ul style="list-style-type: none"> • POSSESSION of Electronic Devices (Electronic communication devices-cell phones, pagers, palm pilots/video games/music playing electronics/headphones/cameras/ etc.) 	1st Offense- Taken up, warned of ISS, & device released to parents 2nd Offense- 3 days ISS 3rd Offense- 5 days ISS & may be seen as a chronic disciplinary issue
	<ul style="list-style-type: none"> • USE of Electronic Devices (This includes cell phones ringing and all noises associated with the use of electronic devices) 	1st Offense- 3 days ISS & device released to parents 2nd Offense- 5 days ISS 3rd Offense- 10 days ISS & may be seen as a chronic disciplinary issue
<ul style="list-style-type: none"> • Other Disciplinary Issues 	<ul style="list-style-type: none"> • Violation of dress code (If a change of clothes is unavailable, student may be required to spend the day in ISS) 	1st Offense- Warning; parents called; required to change 2nd Offense- 3-5 days ASD 3rd Offense- 5 days ASD to 3 days ISS

CATEGORY	OFFENSES (examples)	DISPOSITIONS (All depends on severity)
<ul style="list-style-type: none"> • Bus Violation 	<ul style="list-style-type: none"> • Not following bus rules & procedures • Rude and disrespectful toward bus driver or monitor • Throwing objects on the bus and/or out the window* • Horseplaying, arguing, or fighting (on bus or at the bus stop)* • Loud distracting noises 	<p>1st Reported incident- Parent notification & a warning</p> <p>2nd Reported incident- 3 days ASD</p> <p>3rd Reported incident- 3 days off the bus</p> <p>4th Reported incident- 5 days off the bus</p> <p>5th Reported incident- 10 days off bus</p> <p>6th Reported incident- Suspension off the bus for the remainder of the year</p> <p>(Some offense will also result in ISS) *School policy*</p>

*Students who demonstrate chronic disciplinary problems or disciplinary infractions which are of an extreme nature may not retain eligibility to attend certain school functions in which the environment is less restrictive. Such events include but are not limited to school dances, AR Day, Wolf Wars, and Eighth Grade Day.

**Notes: 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 may be brought in at a minimum once a year to conduct a random search. The administrators reserve the right to discipline any student whose behavior is subversive to good order and discipline, but is not specified in the preceding written guidelines.

Definition of Terms

BULLYING

In accordance with Georgia Law, *Bullying* is defined as:

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

Feagin Mill Middle School will operate as a bully-free campus. FMMS is committed to educating our students about bullying and helping to remediate bullying-type behaviors should they occur. Persistent bullying behaviors will be met with serious

consequences. **ACTS OF BULLYING SHOULD BE REPORTED IMMEDIATELY TO A SCHOOL STAFF MEMBER.**

GANG INVOLVEMENT (Gang Related Activities)

Students may not wear clothing, jewelry, accessories or grooming that indicates or implies that he/she is a member of a gang. This includes but is 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 pants
- Wearing sweatbands, headbands, or rubber bands
- Wearing different color shoestrings or no shoestrings, etc.

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 Feagin Mill is an alternative to home suspension. The ISS program at Feagin Mill is staffed by a certified teacher. In addition, while in ISS, students have access to their instructors who monitor the progress of students daily. Teachers support instruction by visiting the students to make sure they understand the assignments. Students in ISS receive assignments that are the same or are equivalent to those being completed in their classes. When students are initially 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 serving ISS may not participate in any school extracurricular activities, sporting events, games, or practices until they have successfully completed his/her assignment.

*To ensure that students have and continue to have all the material they need to work in ISS, students are not allowed to take books home from ISS **unless arrangements have been made through the office.**

OUT OF SCHOOL SUSPENSION (OSS)

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. Upon the student’s return to school, he/she will be responsible for making up all missed assignments in order not to accrue any grades of zero for missed work.**

STUDENT REVIEW COMMITTEE

Students who have been recommended for long term suspension have the right to a **Student Review Committee (SRC)** hearing. An SRC is a committee appointed by the Board of Education to hear cases of recommended long-term suspension or expulsion. Parents have the right to a **Tribunal** hearing before the Houston County School Board if they do not agree with the recommendation of the SRC. Any student entering Feagin Mill Middle School from the alternative school will be placed on a behavior contract. Behavior contracts may be used with other students as deemed necessary by the administration.

CROSSROADS CENTER

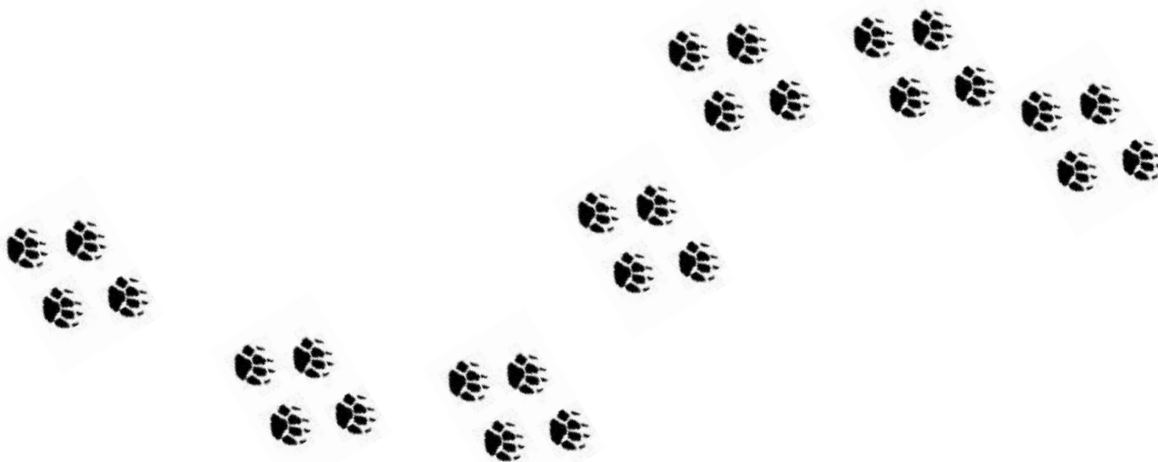
The Crossroads Center is an alternate location for academic instruction for those students who have been assigned long term suspension from their home school.

FEAGIN MILL ATHLETIC RULES AND REGULATIONS

An athlete cannot participate in practice or in any games during his/her time of suspension. (This period begins from the moment the student is assigned ISS or OSS until 2:45 of the last day of their suspension.) Once a player returns from suspension, he/she must attend one scheduled practice or sit out one scheduled game on the bench before playing again. A player may not return from suspension and participate in a game on the same day. Any athlete that receives ISS twice during one season will be removed from the team. Players who receive ASD will receive conditioning after practice. If the detention falls on the day of a game or event, athletes must first attend detention and then obtain their own transportation to the event.

EXTRA-CURRICULAR ACTIVITIES/CLUBS:

Early in the fall, teachers will post and announce opportunities to join these activities. **Discipline, dress code and other behavior policies of the school and district are in effect at all school sponsored activities and functions.**



EXTRA-CURRICULAR ACTIVITIES/CLUB OFFERINGS:

<u>Club Name</u>	<u>Sponsor(s)</u>	<u>Requirements</u>	<u>Mission</u>	<u>Activities</u>
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Club Name	Sponsor(s)	Requirements	Mission	Activities
Academic Team	Mrs. P. McCall	Try-Outs (written Test) Purchase a Shirt	To encourage academic excellence by strengthening knowledge	Meetings each morning at 7:00 AM. You must be available to come 5 days a week!
Athletics	Selected Coaches	Tryout- 7 th and 8 th Grades (only) Physicals are required	To promote sportsmanship, healthy competition, and athletic endurance	Football, Basketball, Baseball, Soccer, Track, Softball and Cheerleading - Practices vary during the year.
FMMS Band	Mr. L. McDonald	Own or rent an instrument and have an interest in music	To promote an interest in the fine arts	Perform at festivals and school events
FCCLA	Mrs. J. Banks	Minimum of \$20 dues All students who have had or are currently in the Family & Consumer Science class	Leadership organization that focuses on character development, creative and critical thinking, interpersonal communication, practical knowledge, and vocational preparation.	Monthly meetings, community service projects, volunteering, special holiday projects, star events, contest, participation in FCCLA week activities and field trips to FCCLA day, the capitol, leadership basic training and various events the students enter
Fellowship of Christian Athletes	Mrs. B. Taylor Mr. M. Topping	None	To teach Christian principles in sports and life and involve members in community service to help reach others in need	weekly meetings/bible study, community service projects
Hands Across Houston County Club	Mrs. D. Thomas	\$2 monthly club dues, monthly meetings. Must enjoy working with others and helping out in the community	To develop leadership skills and foster teamwork in the youth at Feagin Mill	Example Activities: <ul style="list-style-type: none"> • Assisting Habitat for Humanity • Assisting Hospice • Treat bags, etc. for nursing home residents • Assisting any one in need within the community
Partners Club	Mrs. M. Leary	Parent Permission Students must be compassionate towards all people of diverse backgrounds and learning differences and are willing to attend events and activities	To instill an appreciation and understanding for the learning/social differences and diversity of other people and to promote a compassionate learning environment within the school.	Monthly meetings, participate in activities set up during or after the school day

Club Name	Sponsor(s)	Requirements	Mission	Activities
Math Competition Team	Mrs. M. Fischer Mrs. M. Noles	80% or above math Avg. 850 or above math CRCT score Teacher recommendation (Open to all three grade levels).	To compete in Math Competitions at the Middle Grade Level	Monthly meetings, in house challenges, Math Counts, and math competitions (TBA)
National Jr. Beta Club	Mrs. B. Warren Mrs. B. Taylor	All A's (A's w/only one B) \$25.00 Dues	We are a leadership-service organization that promotes the ideals of character, service, and leadership among middle school students and rewards meritorious academic achievement.	Monthly meetings and participate in many service projects with the community and elementary schools
Photography Club	Mrs. K. Henson	*Limited number of participants *Try Outs -required *Will need to have a camera and ability to print pictures	To promote creativity through photography	After school meetings once or twice a month
Student Council	Mrs. D. Dean Mrs. Susan Payne	Passing grades Must be elected	To promote a positive school culture and encourages great student character and leadership	Meets monthly during the year Service Projects
4H	Mrs. Caldwell	Open to all middle school students.	4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.	Meets monthly to discuss activities such as service projects, workshops, summer camp, DLA, and more.
Geocaching Club	Mrs. McCall	Purchase a t-shirt, helps to have a GPS unit (but not mandatory), teacher recommendation for behavior	To use higher-order thinking skills, to help our environment	Third Wed. of each month, starting after first grading period
Love Our Language (LOL)	Mrs. G. Waters	Teacher/Parent recommendations required based on academic needs	To encourage and promote strong reading and writing skills	Meetings vary



My Schedule

Home Room Teacher: _____

The Wolf Den: _____

1st PERIOD: _____

2ND PERIOD: _____

3RD PERIOD: _____

4TH PERIOD: _____

5TH PERIOD: _____

6TH PERIOD: _____

1ST 9 WEEK ELECTIVES

1. _____

2. _____

2ND 9 WEEK ELECTIVES

1. _____

2. _____

3RD 9 WEEK ELECTIVES

1. _____

2. _____

4TH 9 WEEK ELECTIVES

1. _____

2. _____

MY 2011-2012 GOALS FOR SUCCESS

Setting goals is the first step to being a successful student. What goals have you set for yourself this year?

1. Always do my best job!

2.

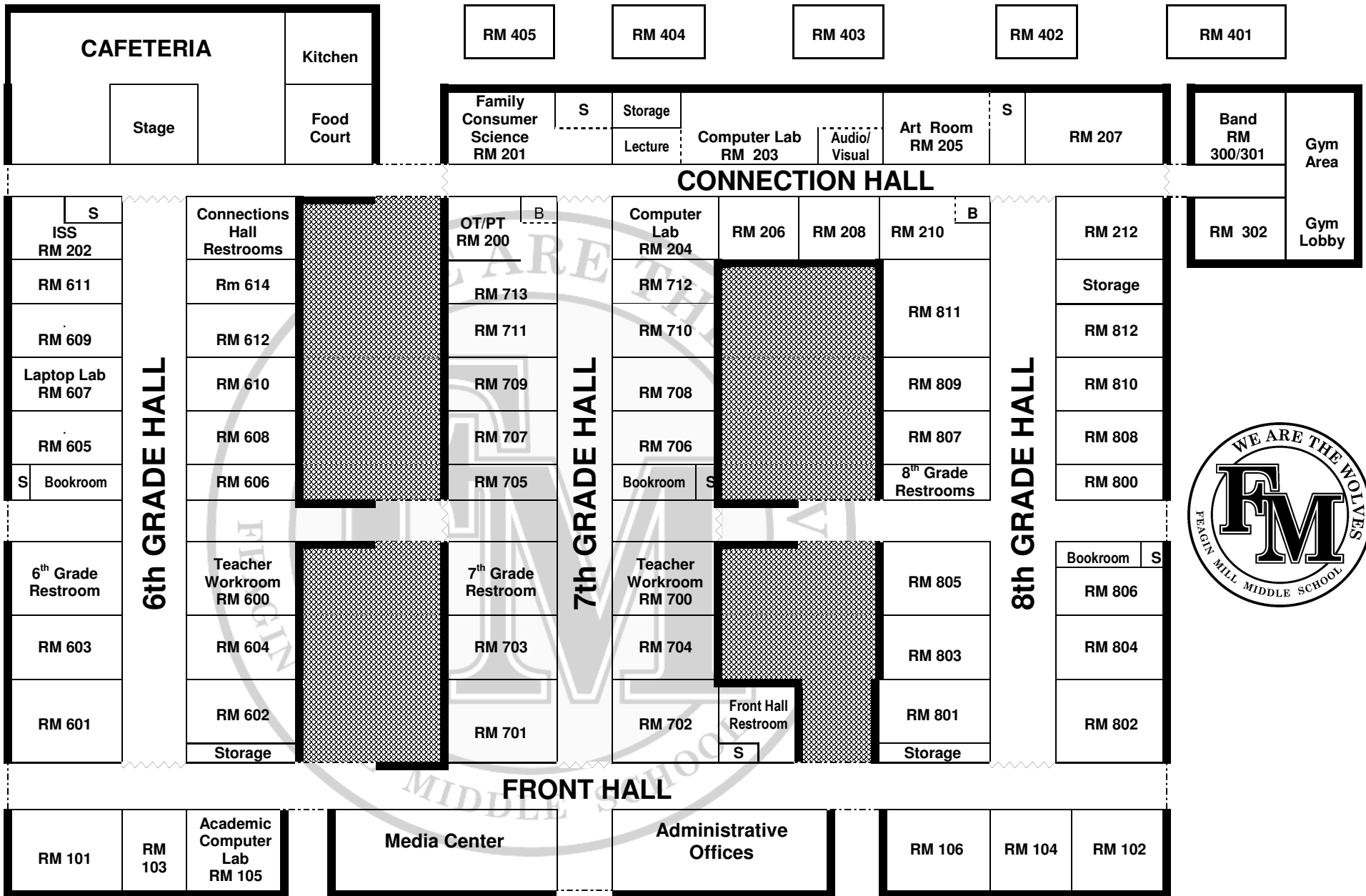
3.

4.

5.

GO WOLVES!





← Bus Ramp

→ Parent Drop off/Pickup on Gym side only

Houston County School Calendar 2011-2012

August 1, 2011	First Day of School
September 5, 2011	Labor Day Holiday
October 3, 2011	Student Holiday
October 4 - 7, 2011	Fall Break (Students & Teachers)
October 10, 2011	Columbus Day Holiday
November 11, 2011	Veterans Day Holiday
November 21 - 25, 2011	Thanksgiving Holidays
December 16, 2011	Last Day of Semester
December 19 - 30, 2011	Christmas Holidays
January 2, 2012	Teacher Work Day, Student Holiday
January 3, 2012	Second Semester Begins
January 16, 2012	Martin Luther King Jr. Holiday
February 20, 2012	President's Day Holiday
February 21 - 23, 2012	Winter Break (Teachers & Students)
February 24, 2012	Student Holiday
April 2 - 6, 2012	Spring Break
May 25, 2012	Last Day of School

