

Swainsboro Middle School



Supplemental Student Handbook 2016-2017

This handbook belongs to:

The purpose of this handbook is to provide supplemental information regarding school policy and procedures at SMS to students and parents. SMS reserves the right to add information to this supplemental handbook as needs arise.

The information in this book was the best available at press time.

Watch for additional information and changes.

**Swainsboro Middle School
200 Tiger Trail
Swainsboro, Georgia 30401**

Main Office: 478.237.8047

FAX: 478.419.1148

Swainsboro Middle School

2016-2017 Master Schedule

6th Grade		
1 st Period	7:55 – 9:00	Academic - 1
2 nd Period	9:00 – 9:40	Tiger Time
3 rd Period	9:40 – 10:55	Academic - 2
	9:40 – 9:50	Team 1 Break
	10:45 – 10:55	Team 2 Break
Lunch	10:55 – 11:20	
4 th Period	11:20 – 12:50	Connections
	12:50 – 12:55	Transition
5 th Period	12:55 – 2:00	Academic – 3
6 th Period	2:00 – 3:05	Academic - 4

7th Grade		
1 st Period	7:55 – 9:00	Academic - 1
2 nd Period	9:00 – 9:40	Tiger Time
3 rd Period	9:40 – 11:10	Connections
	11:10 – 11:15	Transition
4 th Period	11:15 – 12:30	Academic - 2
	11:15 – 11:25	Team 1 Break
	12:20 – 12:30	Team 2 Break
Lunch	12:30 – 12:55	Lunch
5 th Period	12:55 – 2:00	Academic – 3
6 th Period	2:00 – 3:05	Academic - 4

8th Grade		
1 st Period	7:55 – 9:00	Academic - 1
2 nd Period	9:00 – 9:40	Tiger Time
3 rd Period	9:40 – 10:45	Academic - 2
4 th Period	10:45 – 11:50	Academic - 3
Lunch	11:50 – 12:15	
5 th Period	12:15 – 1:30	Academic - 4
	12:15 – 12:25	Team 1 Break
	1:20 – 1:30	Team 2 Break
6 th Period	1:30 – 3:00	Connections
	3:00 – 3:05	Transition

Connections	
9:40 – 11:10	7 th Grade
11:20 – 12:50	6 th Grade
1:30 – 3:00	8 th Grade

Lunch	
10:55 – 11:20	6 th Grade
11:50 – 12:15	8 th Grade
12:30 – 12:55	7 th Grade
12:55 – 1:20	Connections

Administration reserves the right to change the schedule during the year to meet the changing needs of our student population.

The Emanuel County Board of Education does not discriminate on the basis of age, disability, race, ethnic origin, color, or sex/gender in its educational programs and activities, athletic programs, or employment practices as required by the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the American with Disabilities Act of 1990 (Title II); Title VI of the Civil Rights Acts of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), and the Equity in Sports Act, O.C.G.A. 20-2-315.

Questions, concerns or complaints relating to the nondiscrimination policies and practices of the Emanuel County School System should be addressed to the following officials:

- Gail Greenway, All Title Programs
- Dr. Karen Ross, Section 504 and Americans with Disabilities Act Coordinator
- Stefanie Mason, CTAE and Perkins grants

Administration

Dr. Willie Gibson, Principal

Donna Godowns, Assistant Principal
Jamie Johnson, School Counselor

Darlene Jordan, Instructional Coordinator
Allison Hood, Media Specialist

This supplemental student handbook has been developed to assist you in understanding rules, regulations, and procedures that govern SMS. Read it carefully with your parents so that you will be knowledgeable about the information that it contains.

Mission: *Swainsboro Middle School's mission is to provide diverse learning opportunities in a safe environment that will enable students to grow into lifelong achievers.*

GENERAL EXPECTATIONS OF STUDENTS

- SMS students are expected to conduct themselves as ladies and gentlemen both on campus and at school-sponsored functions.
- No student has the right to interfere with his/her classmates' right to learn. It is expected that each pupil will have personal conduct that will not interfere with the educational opportunities of other classmates.
- **A student must present a hall pass to be permitted in the hall after scheduled class time begins.** Failure to abide by this procedure could lead to disciplinary action from the SMS administration.
- **The school is not responsible for students' personal valuables. Students should not bring excess money or valuable property to school. Although cell phones are permitted via our "bring your own device policy", SMS is not responsible for student cell phones/electronic devices.**
- Students are expected to report to class on time and with the necessary materials for class.
- Students will obey lawful commands from school staff at all times.
- Students are expected to leave the school campus immediately after the last class of the school day. The school building is closed from 4:00 p.m. until 7:00 a.m. Students involved in extracurricular activities should be with their coach or club sponsor after school hours.

ATTENDANCE

1. Students are expected to attend school each day.
2. A student must be in class for at least half of the instructional period to be counted present. When a student is not in class, he or she must be marked absent.
3. A student who is absent from school is required to bring an excuse for their absence. The following must be written on the excuse:
 - a. First and last name of student
 - b. Date of absence
 - c. Reason for absence with documentation attached if required
 - d. Parent/guardian signature
4. Excuses are presented to Mrs. Screws, Attendance Secretary. The absence will be documented as excused or unexcused and registered in Infinite Campus.
5. **Students have FIVE (5) school days to bring their excuse after the date of the absence. After five days, the unexcused absence will remain unchanged unless the excuse presented is from a medical professional.**

6. If an absence is excused, it is the student's responsibility to obtain missed assignments. The number of days students have to make-up work within a nine-week period will be outlined on the course syllabus.
7. **No more than FIVE (5) parent-written excuses will be accepted.**

STUDENT ILLNESS: *Students who become ill during the school day are to report to the School Nurse or the office of the Attendance Clerk. Contact with a parent or guardian must be made before a student leaves school.*

PERFECT ATTENDANCE: For purposes of determining perfect attendance, students shall have no unexcused tardies to school, no unexcused early dismissals from school, and be present on campus all day each school day.

CHECK-IN POLICY

Any student arriving to school after 7:55 a.m. must have a parent/guardian to sign him/her in. If a student arrives after 7:55 am, he/she must receive an admit slip from the office before entering class.

Emanuel Co. Student Attendance Protocol Adopted March 10, 2005(Updated July 23, 2014)

- 3-5 Unexcused Absences: Staff intervention; staff phone contact
- 5 Unexcused Absences: Counselor makes contact; phone contact; letters mailed, notes sent home by student; parent conferences; discussion concerning attendance during Student Support Team (SST) meetings Individualized Educational Program (IEP) meetings.
- 8 Unexcused Absences: Counselor makes Social Worker Referral
- 3 Unexcused Tardies/Early Releases is the equivalent to 1 Unexcused Absence (Will be adopted for the 2005-2006 school year)

Excessive Excused Absences: In the event a child has ten (10) or more excused absences with an excuse being written by the parent, a counselor or social worker, the designated administrator and the parent will meet to address reason for the absences. This excludes written excused absence from Health Care Providers. In some cases, a referral is made to Truancy court; in others, there may be a need for intervention from outside agencies.

Social Worker Interventions:

1. Attend RTI/IEP meetings to address issues of attendance
2. In the event there is an open DFCS case, Social Worker will contact case worker for assistance in addressing the problem.
3. In the event the student is involved with DJJ, probation officer will be contacted.
4. In some cases, letters will be sent or home visits will be made.

ARRIVAL-DISMISSAL PROCEDURES

- Safety is a large priority at Swainsboro Middle School. Procedures are in place to maximize safety measures during arrival and dismissal periods for students. Buses arrive via our bus lane on Tiger Trail beginning at 7:30. Car riders are dropped off and picked up in the front of the school only. School personnel have designated duty areas to provide supervision and promote safety.
- Students, who are car riders, will enter the building through the front, proceeding to the cafeteria to get breakfast. The students will then report to their homeroom class.
- Buses will arrive at Swainsboro Middle School for dismissal at approximately 3:05 p.m. Bus riders will be called to dismiss when all buses are in place. Parents/Guardians picking up students should wait in front of the school and wait until car riders/walkers are dismissed.

GUIDANCE SERVICES

The counseling department consists of the following with their areas of responsibilities:

Mrs. Jamie Johnson – School Counselor

Mrs. Amy Screws – Registrar/Attendance Clerk

Swainsboro Middle School has a comprehensive developmental guidance and counseling program with many components. A school counselor is available as a support system to help students experience educational success. Individual counseling, small group counseling, and classroom guidance opportunities are services provided to improve student performance, self-awareness, and interpersonal skills. In addition, the school counselor provides information on careers, study skills, decision-making skills, and other life skills. Through collaboration with educators, parents, and community, the counselor guides students through their educational experience to ensure positive results.

All students will be given an academic advisor to assist in developing an educational plan. This will provide the student with consistent encouragement and help. Advisement sessions will be held on a scheduled and consistent basis.

STUDENT INFORMATION: Each student is given a student information sheet to be taken home and completed by a parent/guardian. This sheet provides contact, transportation, emergency, and medical information as well as names of individuals who are authorized to check the student out of school. It is the responsibility of the student to keep these forms updated and accurate throughout the school year.

WITHDRAWAL FROM SCHOOL: If it is necessary to withdraw from school or transfer to another school, parents must accompany students. The guidance office will handle all withdrawals. Students must return all textbooks and clear all fees.

STUDENT ACADEMIC INFORMATION

AFTER-SCHOOL PROGRAM: Plans for after school tutoring is forthcoming.

AWARDS AND HONORS:

- **Highest Academic Average:** This award is presented to students with the highest averages in their classes.
- **Honor Roll:** This is calculated each 9 weeks. An overall average of 90 is required. There is no rounding up.
- **Star Honor Roll:** This is calculated each 9 weeks. The student must have all A's.

CURRICULUM AND INSTRUCTION

The SMS instructional program operates on a year-long system for Core Content classes with Connections classes operating on an 18-week semester system. The curriculum is governed by the requirements of the State Department of Education, Georgia Accrediting Commission and Southern Association of Colleges and schools.

COURSE SYLLABUS: Each classroom teacher will provide students with a class syllabus. The syllabus will include a brief course description and outline, grading procedures, and make-up policy.

SMS TESTING SCHEDULE: Georgia Milestone End of Grade Assessment is scheduled for April 18, 19, 20, 24, and 25, 2017. Make-up dates are April 21, 26, and 27, 2017.

GRADES AND GRADING: Each nine-weeks' averages will be determined by grades derived from a combination of activities, including assignments (i.e., homework, class work, reports, projects, and compositions), daily participation, notebooks, quizzes, and both unit and weekly assessments.

<p>Grades will be calculated in the following manners:</p> <ul style="list-style-type: none"> • Classwork/Homework = 40% • Quizzes/Performance Tasks = 30% • Unit Assessments = 30% 	<p>GRADING SYSTEM: Numerical grades will be used on report cards and permanent records.</p> <p>A = 100 – 90 B = 89 – 80 C = 79 – 70 F = Below 70</p>
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Students will receive a report card at the end of each nine-week grading period. Progress reports will be issued at the mid-point of each nine-week grading period.

FIELD TRIPS: Field trips are for the purpose of providing enrichment to the regular instructional program. However, students having excessive absences and/or chronic misbehavior, as well as those who are assigned ISS/OSS, may not participate.

MAKE-UP WORK: Make-up work is defined as work assigned on a day the student is absent and is not to be confused with previously assigned work. Previously assigned work includes but is not limited to reports, projects, homework, and term papers which were assigned when the student was present and should be completed on the day the student returns to school.

Teachers have the discretion to require students who are present prior to the date of the test administration, but absent on the date of the administration, to make up the missed test on the first date the student returns. Credit will only be awarded if the required excuse is submitted within five days and the absence is deemed an excused absence

MATERIALS: Students will be expected to have textbooks, notebook paper, and pencils at all times for use in the class.

HOMEWORK: Parents and students should realize that homework is an integral part of the educational process. It is a reinforcement of the classroom and may affect the final grade. Students will be assigned homework on a regular basis and should make an effort to complete it on time.

TEXTBOOKS: All textbooks furnished free of charge to students shall remain the property of the state or Emanuel County School System. At the completion of the course of study (school year), or at the instructions of the principal or teacher in charge, such textbooks shall be returned as directed. These books must be used for several years. If a student damages or loses a state-owned textbook, he/she must pay for the replacement. The parent, guardian, or other person having custody of the child to whom such textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use of such textbooks. It is the responsibility of the student or his/her parents, guardian, or persons having legal custody of the child to pay for lost or damaged textbooks before the issuance of a replacement. Teachers will inspect all textbooks issued to their students at the end of each year. Fines will be assessed if the book has been damaged according to the extent of the damage. When a student loses his book, he will be assessed for that book before another is issued to him. Discount 15% for each year used. All books will be turned in to the media center.

PARENTAL INVOLVEMENT: School administrators recognized communication through personal contacts is extremely valuable; therefore, they provide information to parents, as well as ongoing opportunities for school personnel to hear parents' concerns and comments. Parents are encouraged to visit the school regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior. Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one (1) parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school will request at least

one (1) parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan. Such notification will be by telephone and by mail. The law allows the Board of Education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such conference, order the parent or guardian to participate in such programs or such treatment as the court may impose a fine not to exceed \$500.00 on a parent or guardian who wilfully disobeys an order of the court under this law.

CHANGING CLASSES AND MOVING IN THE HALLS: Students are not to run in halls, classrooms, buses, or the cafeteria. Students should walk on the right side of the corridors to facilitate movement. Students who “horse play,” make excessive noise, loiter in the halls during change of classes, at break, or lunch are subject to office referrals. Any student in the hall during class hours must carry a student pass from a teacher or member of the administration or be considered “Out of Class without Permission.”

ARTICLES OF VALUE: Large sums of money or articles of great value should not be brought to school. This is for the protection of the owners. The school cannot be responsible for money or valuable items that are brought to school. If a student has to bring club money or fund-raising money to school, the student is to turn it in to the sponsor as soon as he/she arrives at school. Students are reminded that it is not a good practice to keep valuables or money in lockers.

ASSEMBLIES: Students are expected to conduct themselves properly during assemblies and to show proper courtesy to speakers and guests. Unwarranted acts in assembly such as whistling, booing or stamping feet are out of order. Students are asked to cooperate by:

- Entering front doors of auditorium.
- Sitting in assigned grade sections.
- Not sitting on the stage or around the walls
- Following directions from faculty and staff. Improper conduct at assemblies will result in loss of privilege to attend in the future, as deemed appropriate by the administration.

*** Code of Conduct will be strictly enforced at all assemblies.**

Book bags may be brought to school and placed in locker prior to 1st period. Girls’ pocketbooks are not to be used as book bags. Alternative book bags, sports bags, or over-sized gym bags will NOT be allowed in the hallway. 1st Period teachers will determine appropriate location of athletic bags and oversized bags in classrooms.

LOCKERS:

All middle school students will have the opportunity to use a locker throughout the school year. Locker times will be scheduled by each teaching team. An activity fee of \$5.00 will be charged which includes the use of a school locker.

CAMPUS LITTERING: Students are not to litter the campus with soft drink cans, cups, bottles or containers, food wrappings or food bags. These items are not to be brought on campus in the mornings and will be confiscated when seen.

CARE OF CLASSROOMS, BUILDINGS, and GROUNDS: All students are expected to do their part in keeping Swainsboro Middle School clean and attractive. No food or drinks (excluding bottled water) will be allowed in the classroom areas. Please use trash cans!

FLOWERS, GIFTS, AND FOOD: Flowers, balloons, gifts, cards, etc., will not be delivered to students during the school day. Students, parents, or friends desiring to give these items should make arrangements to have them delivered to the home of the student. **No food deliveries will be allowed.**

- **Any celebration must have prior approval from administration. These should be limited to awards, recognitions, classroom achievements, etc.**

- **Outside lunches delivered by parents/guardian is prohibited.**

TELEPHONE USE: The office telephone is for business use only and is not to be used by the students except in cases of emergency. **All calls concerning sickness or checking out must be placed through the Office or Office of the Attendance Clerk.**

EMERGENCY AND DISASTER PROCEDURES

Fire and severe weather drills will be conducted periodically during the school year. Each homeroom will have an evacuation plan posted. The following rules should be observed during the fire drills:

1. No talking or playing during drill.
2. Do not take books or other articles from the room.
3. Move quickly, quietly, and carefully from classrooms to designated areas.

In case of a tornado drill, the following will apply:

1. Move to designated areas of hallways.
2. Protect the head.
3. Stay away from windows.

EXTRACURRICULAR ACTIVITIES

Student organization meetings will be held before, after school, and during Tiger Time.

Student Organizations

Organization	Advisor
FFA	Justin Coleman
FCCLA	Leah Rehberg
FBLA	Bob McNeely
Junior Beta Club	Tisha Easterling Marcie Gay Ashley Love
4-H Club	Emanuel County – UGA Extension
Band (Marching & Jazz)	Gene Hundley

Athletics

Sport	Coach
Athletic Director	Michael Singletary
Baseball	
Basketball - Boys	Daniel Flowers
Basketball – Girls	Yvette Mercer
Cheerleading – Basketball	Shonray Brooks
Cheerleading – Competition	Tammy Sutton
Cheerleading – Football	Tammy Sutton/Ms. Smith
Football	Jared Flowers
Soccer	
Softball	Macy Fagler
Tennis	Livia Daniel/Diane Morris
Track	Yvette Mercer
Wrestling	Michael Singletary

For more information regarding SMS Athletics, contact Athletic Director Michael Singletary.

NO PASS/NO PARTICIPATION: In order to participate in any extracurricular activity in which there is competition with another school, a student must have passed three out of four subjects the preceding semester and in accordance to GHSA policies. Students retained will not be eligible for participation the fall semester of the following year. Rising sixth graders are automatically eligible.

SOCIAL MEDIA & CONTACTS: SMS provides information about school events and activities via Facebook, SMS Website, and One Call Now.

CODE OF CONDUCT

The Emanuel County Board of Education has adopted a policy which requires all schools to adopt Codes of Conducts that requires students to conduct themselves in a manner that facilitates a learning environment for themselves and other students at all times. These standards for behavior require students to respect each other and school district employees to obey student behavior policies adopted by the Board, and to obey student behavior rules established at each school within the district.

This school's primary goal is to educate, not punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students will be governed by policies, regulations, and rules set forth in the handbook.

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 and while traveling to and from such events;
- On vehicles provided for student transportation by the school system.

Authority of the Principal: The principal is the designated leader of the school and, in conjunction with the staff, is responsible for the orderly operation of the school. In cases of disruption, disorderly, or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he/she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures.

Authority of the Teacher: The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of the state law. Each teacher shall comply with the provision of O.C.G.A. 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the student in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee. The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parent or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

Also, students may be disciplined for conduct off campus that is felonious or which may pose a threat to the school's learning environment or the safety of students and employees. Parents are encouraged to become familiar with the Code of Conduct, to be supportive of it in their daily communications with their children and others in the community, to participate in school activities such as Boosters and to be actively involved in the behavior support process designed to promote positive choices and behavior.

DISCIPLINE

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or counseling with a School Administrator or Counselor
- Loss of Privileges
- Time Out
- Removal from Class or Activity
- Notification of Parents
- Detention (Teacher assigned detention)
- One Block Intervention
- Placement in an Alternative Education Program
- Short-term Suspension (In-School or Out of School)
- Alternate Behavior Educator (ABE) provides students with interactive software that emphasizes the importance of responsible behavior
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Parental Suspension – Parents and students must meet with administration before returning to school. If a student reports to school without parent, he/she will be trespassing on school property which will result in additional disciplinary actions.
- 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 appropriate law enforcement officials.
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The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. **If the student is suspended, the student's parents will be notified if possible.** School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is legal requirements that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, or lockers on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school

or any school function, including activities which occur outside normal school hours or off school campus at the discretion of administrators.

Behavior Referrals

During the school day, the principal or designee will call the parent/student to discuss the purpose(s) and consequence(s) for the behavior referral. Because all conferences with the teachers and administrators are scheduled conferences, all parents are strongly encouraged to schedule a conference when the principal or designee calls. Conferences can be scheduled in the morning from 7:30 – 7:50 a.m., or in the afternoon from 3:07 p.m. until 3:30 p.m. with an administrator or teacher. Conferences may also be scheduled during the teacher’s plan time. That information may be obtained from the front office. The student will receive a copy of all behavior referrals and it is his/her responsibility to notify the parent if the administrator cannot reach the parent. Major infractions will be handled on a case-by-case basis and may forego the teacher behavior referral process. **Students with discipline referrals may be kept from attending certain school sponsored events such as pep rallies, assemblies, programs, recognitions, etc.**

In cases of chronic student incivility and/or other misconduct referrals which are not under the state discipline matrix, the following progressive discipline procedures will be followed:

A Collaborative Review can be held at any time.

- **First Behavior Referral** - may result in an administrative warning.
- **Second Behavior Referral** - will result in one (1) to three (3) day(s) of in-school suspension.
- **Third Behavior Referral** – will result in one (1) to three (3) day(s) of in-school suspension.
- **Forth Referral** – may result in one (1) day of out of school suspension.
- **Fifth Referral** – will result in one (1) day of out of school suspension. A required **parent/student/teacher/principal conference** must occur before the student returns to school.
- **Sixth Referral** – will result in a two (2) day out of school suspension. A required **parent/student/principal conference** must occur before the student returns to school. A student behavior contract will be completed at this time if not already in place. It will be reviewed if already established.
- **Seventh Referral** – will result in a two (2) day out of school suspension. A required **parent/student/principal conference** must occur before the student returns to school. The student behavior contract will be reviewed.
- **Eighth Referral** – will result in a three (3) day out of school suspension. A required **parent/student/principal conference** must occur before the student returns to school. A chronic disruption letter will be imposed at this point.
- **Ninth Referral** – will result in a three (3) day out of school suspension. A required **parent/student/teacher/principal conference** must occur before the student returns to school. The chronic disruption letter will be reviewed at this conference.
- **Tenth Referral** – will result in an **out of school suspension pending the outcome** of the **Collaborative Review or Tribunal**.

CONFLICT RESOLUTION

Students have a process by which they may disagree with a teacher without creating a more difficult situation. The following steps must be used to seek a proper solution:

The students will not challenge the authority or judgment of the teacher during the class period nor in the company of other students.

The student will quietly accept the accusation, grade, assignment, or subject of disagreement.

After class, the student may request an appointment with the teacher to discuss the matter. The request may be made before or after school.

During the appointed meeting, the opinion of the student may be described in a calm manner. The student will listen carefully to the opinion of the teacher concerning the circumstance. If after this meeting, the student is still in disagreement, he/she is encouraged to explain the conflict to a parent/guardian. If the parent/guardian feels that the conflict is not resolved, an appointment should be arranged with the teacher. If the conflict remains unresolved, a conference with the administration should be scheduled.

AFTER SCHOOL DETENTION (ASD)

ASD may be assigned by a teacher at his/her discretion with the location being in his/her classroom. ASD will be held Tuesday, Wednesday and/or Thursday from 3:15 to 4:00. It will be the responsibility of the student's parent/guardian to make arrangements for student pick-up from school.

ALTERNATIVE EDUCATION PROGRAM

The Crossroads Alternative School addresses the general educational needs of students who have been unsuccessful in a traditional school setting. Crossroads Alternative School will serve as an alternative learning environment for students in grades 6-12 who have been referred to an alternative education setting. The program is a technology driven, individualized, competency-based program designed to meet the educational needs of all students. The primary curriculum is Odyssey Ware. Students and parents/guardians will complete an interview as part of the intake process. All parties must agree to the structured terms of the agreement. Upon acceptance, students will attend a non-traditional school day.

Parent's Right to Know

- ▶ To know the professional qualifications of their child's teacher(s)
- ▶ To know whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching
- ▶ To know whether the teacher received an emergency or conditional certification through which state qualifications were waived
- ▶ To know what undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration
- ▶ To know the academic performance status of the school
- ▶ To know the level of achievement of their child
- ▶ To know if their child has been assigned, or has been taught for at least four consecutive weeks, by a teacher who does not meet the highly qualified definition
- ▶ To be involved in the planning and implementation of the parent involvement program in their school
- ▶ Contact the principal at your child's school for more information

1st Period Teacher _____

**AFFIRMATION OF RECEIPT OF
SWAINBORO MIDDLE SCHOOL
SUPPLEMENTAL STUDENT HANDBOOK**

(Please Print)

I, _____, _____, _____
Student's Last Name First Name Middle Name Preferred Name

Have received a copy of the Swainsboro Middle Schools 2016-2017 Student Supplemental Handbook.

Student Signature Date

We have read a copy of the Swainsboro Middle School Supplemental Handbook for the 2016-2017 school year.
We expect our son/daughter to abide by these policies.

Parent/Guardian Signature

Parent/Guardian Signature

Date

Please sign, date, and return to the school site within five school days.