

# Mossy Creek Middle School



**Student Handbook/Agenda  
2020-2021**

**Dr. Andy Gentry, Principal**

## **Vision Statement:**

**Every student, every day will achieve excellence in every way.**

## **Mission Statement:**

**To cultivate independent thinkers, 21<sup>st</sup> century learners, community partners and global contributors through a collaborative environment.**

## **School Beliefs:**

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

## **At Mossy Creek Middle School, we believe:**

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

***Mossy Creek Middle  
School***  
**2020-2021**  
**Student Handbook/Agenda**

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

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**Office – 478-988-6171  
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Dr. Andy Gentry, Principal

Kelly Sharp, APD

Frank Kenney, API and Testing

Val Moss, Counselor and RTI Coordinator

Ashley Mower, Counselor and 504  
Coordinator

**This agenda belongs to:**

**Name** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Homeroom Teacher** \_\_\_\_\_

## **AGENDA/HANDBOOK PACKET**

The agenda includes a log of the required hall passes for travel outside the classroom, a student ID on a lanyard, and the student's Gator Discipline Card. *It is important that parents monitor the frequency of hall pass usage on a regular basis and the number of student signatures.* Students will be required to have their student ID on them at all times. Because the agenda is a fundamental means of communication, the expectation for student care is the same as that of any textbook. Students are to utilize the agenda for its intended use and purposes. Students purchase **agenda packet for \$15**. The **cost of replacing a lost agenda is \$10**. The **cost to replace the student ID is \$5**.

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

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



## **AWARDS/RECOGNITION**

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

**Daily “Gator Goods”** – These awards are given daily to students who demonstrate Generosity, Ambitiousness, Trustworthiness, Optimism, Respectfulness and Self – Discipline.

**Gator Good Ceremonies (every 6 ½ weeks)** – Students that receive Gator Good Points/Tickets will be allowed to attend our celebration each 6 ½ weeks. This will be based on a number decided by the leadership team.

**Golden Gators of the Semester** - 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 semester. The students receive a certificate and invitation to a luncheon or breakfast with the principal. Parents are invited and encouraged to attend this special event.

**Athletic Awards Program** - The athletic department will honor all athletes for their participation and dedication. Athletes who have excelled in each sport will be recognized.

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

## **ARRIVAL AND DISMISSAL TO AND FROM SCHOOL**

**All car riders are to be dropped off and picked up on the gym side parking lot. No students may be dropped off in the front office prior to 7:30am.**

The school opens at **7:00 A.M.** each morning. Students who are **car riders** should be dropped off and picked up on the gym side. Students should not be dropped off or picked up in the gym parking lot but should be done so through the parent pick-up/drop-off car rider line. **Students are not to be dropped off or picked up in front of the school between the hours of 6:30 A.M. – 7:30 A.M. or after 2:30 P.M. Any student entering the front door should be accompanied by a parent or guardian. No car rider should be dropped off at the bus ramp.**

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

**At 2:45 P.M. a bell will sound to dismiss 1<sup>st</sup> round bus riders. At 2:47 P.M. a second bell will sound to release car riders to the gym side student pick up area and walkers to the front of the school. A third bell will sound at 2:55 P.M. to release second round bus riders to the cafeteria.**

**Any students present after 2:55 P.M. should be with their group, club, teacher, or they should wait for their ride on the gym side student pick up area. All students must be picked up no later than 3:30 P.M. unless they are attending a teacher-sponsored activity after school. Students left on campus after 3:30 P.M., who are not attending an official school activity, are unsupervised.**

## **ATTENDANCE**

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

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

No other absence from class will be considered excused. Students on field trips or officially sanctioned instructional trips organized by the school will be counted present. A student who is absent from school for any portion of a school day must have a written excuse for the absence from the parent or guardian. School officials will then determine if the absence is excusable, using the reasons listed above as

guidelines. **If a student is absent and does not bring a written excuse within three days of his/her return to school, the absence will be considered unexcused.**

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

### **EARLY DISMISSALS / TARDIES**

Any student who leaves school early or reports to school late **must** come to the office either accompanied by a parent or guardian, or with a note from a parent or guardian. Students who are tardy to school will present an excuse for their tardiness and receive an admittance slip for class. Students with excessive tardies /early dismissals will be referred to the counselors and their parents will be notified. **Gator Discipline Cards will be signed for each unexcused tardy after the fifth one.** Tardy discipline will be progressive. Students will be put on contract and/or disciplined for excessive tardies or early dismissals. Students who leave early must be signed out by a parent or guardian. **There will be NO early dismissals after 2:30pm.**

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

### **BOOKBAGS**

Book bags must fit in the school lockers and remain in student lockers throughout the day. The school will not be responsible for lost or damaged items.

### **BREAKFAST/LUNCH PROGRAM**

**Student lunch is provided at a cost of \$2.75 per day and breakfast is \$1.75. Students are not allowed more than one charge.** The School Nutrition Program accepts cash, checks, or can be paid online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Students will be given a sack lunch after they owe \$5 in charges to the cafeteria but will not be denied a lunch. Students will not be permitted to have fast food or hot lunches delivered to school. **Parents eating with their child are requested to sit in a designated area. Parents may only bring food for their child and may only sit with their child.**

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

The purpose of the BRIDGE Bill is to provide a process for development of an *individual graduation plan* for each student in Georgia. It allows students and parents to work together to plan for the future. Beginning with the 2010-2011 school year, students in the sixth, seventh, and eighth grades shall be provided **counseling, advisement, career awareness, career interest inventories, and information** to assist them in evaluating their academic skills and career interests. **Before the end of the second semester of the eighth grade, students shall develop an individual graduation plan in consultation with their parents, guardians, or individuals appointed by the parents or guardians to serve as their designee.**

## **BUS PASSES**

Students that are riding a bus with another student must have a bus pass. In order to obtain one, both students must have a note from their parents granting permission for the trip with parent contact information. The pass will only be given if there is room on the bus.

All bus pass request must be made prior to school beginning at 7:30A.M..

## **BYOD Bring Your Own Device Program –**

Mossy Creek is a BYOD school. Students will be allowed to bring their own device as a tool to enhance their instruction in the classroom. Students may bring iPads, tablets, kindles, laptops, etc. for instructional purposes only. Cellphones will not be used as a part of the BYOD program. All cellphones must be placed in a book bag or locker during the school day. Students will be allowed to access the internet during class when instructed to do so. Any devices used in an inappropriate manner and /or time will be handled through the discipline plan. Mossy Creek will not be responsible for lost, stolen or damaged devices. Students that steal or purposely break a device will be handle through the discipline plan. See County Policy: IFBG – Student Internet Acceptable Use

## **BYOD Rules**

Mossy Creek is NOT responsible for any lost, stolen or damaged devices. It is the student's responsibility to keep up with their device and keep it protected.

BYOD Devices may NOT be used in the hallways at any time.

Use of BYOD devices in all classrooms is at the discretion of the teacher.

Students are NOT allowed to record videos or take pictures at school and/or post to social media sites.

ALL CELLPHONES must be kept in the student's locker or book bag at all times during the school day.



**CLUBS and EXTRA-CURRICULAR ACTIVITIES:**

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

<b>Sponsors</b>	<b>Mission</b>	<b>Activities</b>	<b>Dues</b>
Mrs. Roth	<b>Book Club</b> - To foster a love of reading through discussion of current adolescent literature	This club meets bi-weekly before homeroom for breakfast and discussion of student-selected novels. All students and teachers are invited to participate.	\$25
Ms. Kohn	<b>Academic Bowl</b> -To provide team members with the opportunity to increase and share their knowledge while representing Mossy Creek Middle in the PAGE Academic Bowl.	Students will meet and practice three days a week in the mornings from 7:00-7:25 AM.	\$25
Mrs. Rainwater/ Gentry	<b>FCA</b> - To provide the opportunity for athletes to meet for prayer and a devotional.	This club meets for prayer, devotion, and discussion of challenges facing today's athletes.	\$25
Mrs. Fitzgerald	<b>Student Council</b> - The student council serves to advise the administration of ideas for school improvement and provide service and support to the school and staff.	Student council meets monthly, sponsors the valentines dance and provided service projects to support teacher of the month and other school projects.	\$25
Mrs. Manning	<b>Art Club</b> - Students will meet to discuss art and create wonderful works of art for enjoyment.	Meet after-school to explore different aspect of the visual arts.	\$25
Mrs. Rainwater	<b>Panda Pals</b> - provides students with opportunities to visit the elementary schools and assist in reading to the students.	Students work with elementary and primary school children and participate in community service projects.	\$25
Mrs. Roth	<b>Yearbook Club</b> - To publish the school yearbook.	Students will work with sponsors to create, edit, and publish the school yearbook.	\$25
Mrs. Sheppard	<b>FCCLA</b> - To promote personal growth and leadership development through family and consumer sciences education by focusing on *Character Development *Creative and Critical Thinking *Interpersonal Communication *Practical Knowledge *Career Preparation.	Monthly Meetings held the 1 <sup>st</sup> Tuesday. Fall Rally at State Fair. Fall and Spring Leadership Conferences TBA	\$25, includes club designed t-shirt.



Mrs. Fobbus	<b>FBLA</b> - To foster business and leadership skills through innovative leadership and career development programs, social and competitive events.	Meets after school once a month. Competitive Teams meet more often as required. Competitive Events, School and Community Service projects and Leadership Conferences at the Local, Region, State and National levels. All students are invited to participate.	\$25 includes State and National membership and a T-shirt
Mrs. Ham	<b>STEM Club</b> - To foster real world problem solving skills through the incorporation of science, technology, mathematics, and engineering.	This club meets monthly afterschool to research and solve problems using science, technology, engineering, and mathematics. The competition robotics team will practice additionally and participate in competitions (TBA).	\$25
Mr. Bennett	<b>FFA</b> - The National FFA Organization makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.	Monthly Meetings Competitive Events Exhibiting Livestock Community Service Projects	\$25 Includes T-shirt
Mrs. Rogers	<b>Gator Gamers</b> - Students meet to discuss game strategies for chess games. Lessons will be differentiated to teach basic rules to beginners and increase strategy of already skilled players.	Monthly with tournaments during the year against other middle schools.	\$25 Includes T-shirt
S. Smith/ McConnell/ Weber	<b>Drama Club</b> – Supports the Choral Program and has performances throughout the year.	Semester Dues	\$25 includes T-shirt
Burner/Page	<b>SHAPE Club</b> - Supports student’s health and fitness awareness	Bi-weekly	\$30 includes T-Shirt

## **COMMUNICATION**

Students are required to use the office phone for communication with parents or guardians when they are sick during the school day. This keeps the school informed when a student is sick or needs assistance.. Students that text or call parents using personal cellphones without permission will receive discipline based on their progression.

## **CONFERENCES**

If parents would like to meet with a teacher, they should call the school's office (478- 988-6171) to arrange an appointment. **PLEASE REFRAIN FROM CALLING TEACHERS AT HOME OR ON THEIR PERSONAL CELLPHONE.**

## **COUNSELING AND GUIDANCE SERVICES**

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

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

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

- Classroom guidance
- Peer support groups
- Individual counseling
- Student support team (SST)
- Peer mediation
- Crisis intervention
- Special Education referrals
- Teacher/parent consultations

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

## **Helpful Hints from Mrs. Moss and Mrs. Mower**

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

## **DANCES**

All school rules and dress code policies are strictly enforced at school dances. Students must be in good standing academically and behaviorally as determined by the staff. **ONLY STUDENTS CURRENTLY ENROLLED AT MOSSY CREEK ARE ALLOWED TO ATTEND SCHOOL DANCES.**

## **DELIVERIES**

Flowers, balloons, cupcakes, etc. will **not** be delivered to students. No latex balloons are allowed in the building due to student/staff safety. Students will **ONLY** be allowed to receive food from outside fast food venues if the parent is staying to eat lunch with them. Parents are not allowed to drop off fast food for a student to eat in the café.

## **DRESS CODE**

### **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.
- Holes in clothing that are excessive in size or amount, are a distraction to the learning environment, or allow skin to show are 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, shorts, and dresses must be knee-length or longer. Sagging pants are not

allowed and pants must be worn at the waist.

- Excessively long shirts must be tucked in.
- When leggings are worn, a dress or skirt must be worn over the leggings. The dress or skirt must be mid-thigh length or longer.

### **Accessories**

- Shoes/sandals must be worn at all times. Cleated shoes are prohibited inside the building. House/bedroom slippers are not acceptable.
- Students may not 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 natural 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.
- Facial hair should be neat, clean, closely trimmed, and not be a distraction to the learning environment.

### **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.

**NOTE: Principal discretion applies to all of the above.**

**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.**

## ELECTIONS AND OFFICES:

### Qualifications of Candidates/Elected Officers

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

## GRADES/GRADE REPORTING

Mossy Creek Middle School expects all class and homework assignments to be completed in a timely manner. **Reminder: Students have three days to turn in work after an excused absence. All assignments due to unexcused absences will be accepted at the admin/teacher's discretion.**

### Coursework Grades

Each teacher sets his/her grading procedures and expectations for student achievement at the beginning of the course. At the midpoint of each grading period, a progress report is prepared and given to students stating the general status of the child's progress; therefore, you should expect notification every 6 ½ weeks as a minimum.

### Grading Percent and Categories

<b>GRADE Category</b>	<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>	<b>8<sup>th</sup> Grade EOG Course</b>	<b>8<sup>th</sup> Grade EOC Course</b>
<b>Major</b>	<b>40%</b>	<b>40%</b>	<b>40%</b>	<b>40%</b>
<b>Minor</b>	<b>30%</b>	<b>30%</b>	<b>30%</b>	<b>25%</b>
<b>Daily</b>	<b>25%</b>	<b>20%</b>	<b>15%</b>	<b>15%</b>
<b>Final</b>	<b>5%</b>	<b>10%</b>	<b>15%</b>	<b>20%</b>
<b>Final Exams</b>	<b>Sem. 1:</b> Final from last 9 weeks of content. <b>Sem. 2:</b> Final from 18 weeks of content.	<b>Sem. 1 &amp; 2:</b> Final from 18 weeks of content.	<b>Sem. 1 &amp; 2:</b> Final from 18 weeks of content.	<b>Sem. 1:</b> Final from 18 weeks of content. <b>Sem. 2:</b> Final from EOC grade.

## **Infinite Campus**

In addition to receiving printed progress reports and report cards, parents can access their student's grades at any time via the Internet. Information on how to access Infinite Campus grade book can be obtained through the office at 478-988-6171.

### **PROMOTION POLICY**

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

## **HOMEWORK**

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

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

Homework is the student's responsibility.

## **LOST AND FOUND**

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

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

## **LUNCH**

Parents may visit their students for lunch as long as they check in with the office to get a pass. You may only bring food for your child. You may not feed other students. You can only sit with your student. Please, do not pull other students to sit with you.

## **MEDIA CENTER**

Open: Monday- Friday

7:15 A.M. – 3:15 P.M.

(Other hours by arrangement with media staff)

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

### Student Check-Out

General Collection books – 2 weeks

Reference/Reserve books/Magazines – overnight

### Overdue Fines

General Collection books – 10 cents/day

Reference/Reserve books/Magazines – 25 cents/day

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

### **Report Card Hold Procedure**

Student report cards will be held for media center issues on the following basis:

The student owes fines

The student has library book(s) overdue

Any Student fines

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

## **MEDICATION**

**ALL over-the-counter** medications (including Tylenol) **MUST** be brought to the office in an unopened bottle with the appropriate medical form by the parent. These forms must be completed by the parent and are available in the office. Please check expiration date on bottle before bringing the medication to school. All medications **will be** administered in the office. **All prescription medication** taken on a daily basis must be accompanied by a physician's statement form, which may be obtained from the office. Students are NOT allowed to bring medication to school.

## **OFFICE SERVICES**

Students may visit the office to use the phone for an emergency; the phone is not to be used to call for forgotten assignments or items. Students may also visit the office to see the medical technician, counselor or administrator. **Students using the phone for non-emergency situations will have their Gator Card signed.**

## **PUBLICITY**

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

## **RIGHTS**

**Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in education programs and activities. Our school does not discriminate on the basis of sex in its education programs and activities. Any inquiries concerning Title IX may be referred to our school's Title IX Coordinator, Frank Kenney. Mr. Kenney can be reached at 478-988-6171 or [frank.kenney@hcbe.net](mailto:frank.kenney@hcbe.net).**

**504 Coordinator : Ashley Mower 478-988-6171 or [ashley.mower@hcbe.net](mailto:ashley.mower@hcbe.net)**

**RTI Coordinator: Val Moss 478-988-6171 or [valena.moss@hcbe.net](mailto:valena.moss@hcbe.net)**

## **STUDENT EXPECTATIONS/DISCIPLINE PROCEDURES**

### **BEHAVIOR BEFORE AND AFTER SCHOOL**

1. Go directly to the cafeteria (6<sup>th</sup> grade) or the gym (7<sup>th</sup> and 8<sup>th</sup> grades) upon arriving at school.
2. Students will be dismissed at 7:15 A.M. and should report directly to homeroom.
3. If you arrive after gym/lunchroom dismissal, report directly to homeroom.
4. You must have a written pass to be in hallways before 7:15 A.M.
5. Once you arrive on campus, you may not leave without parental permission and signing out through the office.
6. The library is open for study each morning and after school. You will need a pass from your homeroom teacher to visit the library before school.
7. Bicycle riders should not linger at the bike rack.
8. No loitering on street corners adjacent to campus before and after school.
9. The gymnasium is off limits before and after school except for students who are participating in a supervised activity.
10. Car riders should wait **on the gym side pick-up area.**
11. **Cellphones are not allowed to be visible in the building and must be in a book bag or locker at all times during the school day.**



## VISITORS

All visitors must check –in with the office. Parents/Visitors that are allowed in the building must wear a visitor’s badge for identification. All visitors must show a valid ID to visit or pick up a student.

## **MCMS DISCIPLINE POLICY**

It is Mossy Creek’s belief that a structured and disciplined environment helps students develop self-control, character, orderliness, and efficiency, and that good discipline is inherently a cornerstone of a quality educational program. The Mossy Creek discipline policy provides for close communication with parents at the onset of discipline problems so that together we can help students have a positive experience and successful school year. While the school will help students develop good decision-making skills, ultimately, the students must make choices for themselves and be responsible for their own behavior and actions. Proper student conduct in school and at school-related activities is a joint responsibility of students, parents, and staff. Together we can make Mossy Creek an effective place for learning and also help our students develop the habit of self-restraint, which will help develop individual character.

Our first priority shall always be given to the safety of our students and to the attainment of quality education, free from disruption, for all students who seek it and accept the responsibility therein. You have our commitment that the administrative staff and teachers will administer discipline in a fair and consistent manner.

## **GUIDELINES OF DISCIPLINE**

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

## **ALTERNATIVE SCHOOL/STUDENT REVIEW COMMITTEE**

Students who are referred to the alternative school for long term suspension have the right to a Student Review Committee (SRC) hearing. Parents have the right to a **Tribunal** hearing before the School Board if they do not agree with the recommendation of the SRC. Any student entering Mossy Creek Middle School from the alternative school may be placed on a behavior contract.

## **OFFENSES(S) AND DISPOSITION(S)**

The following is a chart which describes offense(s) and disposition(s) in order for students and parents to have a better understanding of discipline policies and procedures. The dispositions of the following offenses are guidelines only which provide suggestions for how teachers and the administration of the school may address inappropriate student behaviors. **Mossy Creek follows a progressive discipline plan that increases punishment for continuous misbehavior. *The school’s administrators retain the right to modify dispositions as they determine necessary.***

<b>LEVEL I</b>	<b>1<sup>st</sup> office referral</b>	<b>2<sup>nd</sup> office referral</b>	<b>3<sup>rd</sup> office referral</b>	<b>4<sup>th</sup> office referral</b>
<u>Examples</u> <ul style="list-style-type: none"> <li>• Gum</li> <li>• Dress code</li> <li>• Unauthorized location</li> <li>• Failure to follow standard procedures</li> <li>• Unprepared for class</li> <li>• Horseplay</li> </ul>	3 days lunch detention/after-school detention	5 days lunch detention/after-school detention	3 days ISS	5 days ISS
<ul style="list-style-type: none"> <li>• Class disruption</li> </ul>	ISS the rest of the day; 3 or 5 days of lunch detention depending on severity	ISS the rest of the day; 5 days lunch detention or 3 days of after school detention depending on severity	3 days ISS or 5 days ISS depending on severity	5 days ISS or 3 days home suspension depending on severity
<ul style="list-style-type: none"> <li>• <b>Failure to complete homework and/or classwork</b></li> </ul>	One hour after-school detention for every three signatures	One hour after-school detention for every three signatures	Two, hour after-school detention for every three signatures	Three, one hour after-school detention for every three signatures (15 academic signatures will result in ISS)
<b>LEVEL II</b>	<b>1<sup>st</sup> office referral</b>	<b>2<sup>nd</sup> office referral</b>	<b>3<sup>rd</sup> office referral</b>	<b>4<sup>th</sup> office referral</b>
<u>Examples</u> <ul style="list-style-type: none"> <li>• Substantial disruption of class</li> <li>• Skipping class (on campus)</li> <li>• Profanity</li> <li>• Inappropriate displays of public affection</li> </ul>	ISS the rest of the day; 5 days lunch detention or 3 days of ISS depending on severity	3 days ISS or 5 days ISS depending on severity	5 days ISS or 3 days home suspension depending on severity	5 days home suspension possible long term suspension
<ul style="list-style-type: none"> <li>• Malicious teasing</li> </ul>	5 days lunch detention/after-school detention	3 days ISS	5 days ISS	Home suspension
<ul style="list-style-type: none"> <li>• Electronic devices-misuse</li> <li>• Cellphone</li> </ul>	Parent pick up  Warning-parent pick -up	Loss of use for rest of nine weeks  5 Days Lunch Detention	Loss of use for rest of the school year plus 3 days ISS  3 days ISS	5 days ISS  5 days ISS

<ul style="list-style-type: none"> <li>Academic dishonesty</li> </ul>	No credit given	No credit given 3 days after school detention	No credit given 3 days ISS	No credit given 5 days ISS
<b>LEVEL III</b>	<b>1<sup>st</sup> office referral</b>	<b>2<sup>nd</sup> office referral</b>	<b>3<sup>rd</sup> office referral</b>	<b>4<sup>th</sup> office referral</b>
<u>Examples</u> <ul style="list-style-type: none"> <li>Disrespect</li> <li>Aggressive behavior</li> <li>Defiance</li> <li>Computer Misuse</li> <li>Physical contact</li> </ul>	3 days ISS	5 days ISS	10 days ISS/ 3 days home	3/5 days home Administrative discretion
<ul style="list-style-type: none"> <li>Forgery</li> <li>Skipping (off campus)</li> <li>Possession of fireworks</li> <li>Possession/use of tobacco</li> </ul>	3 days ISS	5 days ISS	Recommendation for expulsion	
<ul style="list-style-type: none"> <li>Defacing school property</li> </ul>	3 days ISS/Notify law enforcement	5 days ISS/Notify law enforcement	Recommendation for expulsion/Notify law enforcement	
<ul style="list-style-type: none"> <li>Bullying/Harassment</li> <li>Sexual Harassment</li> </ul>	5 days ISS- Recommendation for expulsion (based on severity)	Home suspension/ Recommendation for expulsion (based on severity)	Immediate suspension, recommendation for expulsion	
<ul style="list-style-type: none"> <li>Fighting</li> <li>Theft</li> <li>Gang related activity</li> </ul>	5 days ISS/ Law enforcement notified	10 days ISS/ Law enforcement notified	3 days home suspension/ Law enforcement notified	Recommendation for expulsion
<ul style="list-style-type: none"> <li>Student use of teacher workstation</li> </ul>	Recommendation for expulsion			
<ul style="list-style-type: none"> <li>Chronic discipline problems</li> </ul>	Recommendation for expulsion			
<ul style="list-style-type: none"> <li>Possession and/or distribution of drugs</li> <li>Possession and/or distribution of look-alike drugs and or prescription or over-the-counter drugs</li> <li>Weapon or dangerous instruments</li> </ul>	Recommendation for expulsion Law enforcement notified			

<ul style="list-style-type: none"> <li>• Assault on staff or student</li> <li>• Terroristic threats or acts</li> <li>• Pulling the fire alarm, falsely calling 911, bomb threat</li> <li>• Charged with Felony in the community</li> </ul>				
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*The school's administrators retain the right to modify dispositions as they determine necessary.*

**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.**

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

### **Gator Discipline Card**

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

# GATOR DISCIPLINE CARD

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HOMEWORK/CLASSWORK SIGNATURES

		*Call		*Team meeting	*Referral		*Parent Conf.
*Referral		*Behavior Contr.	*Referral			*Referral	
	*Referral			*Referral			*Referral
<b>Tardy- Office Use Only</b>							
*			*			*	
1-Day Lunch Detention			3-Day Lunch Detention			1-Day After School Detention	
	*			*			*
	3-Day After School Detention			5-Day After School Detention			1-Day ISS

## 7<sup>th</sup> Grade

A-BEING PREPARED FOR CLASS	B-FOLLOW SCHOOL RULES
C-LISTEN AND FOLLOW DIRECTIONS	D-RESPECT OTHERS AND YOURSELF
E-Electronic Device	T-Tardy
Behavioral Consequences: 3 Signatures-Parent Contact 6 Signatures-Office Referral Every 3 signatures after 6 will be another office referral Lost Card-Office Referral Tardy- Lunch Detention/After School Detention/ISS based on progression	
Academic Signatures Every Homework/Classwork signature may result in silent lunch so work can be completed.	

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HOMEWORK/CLASSWORK SIGNATURES

### **GATOR GOOD PROGRAM**

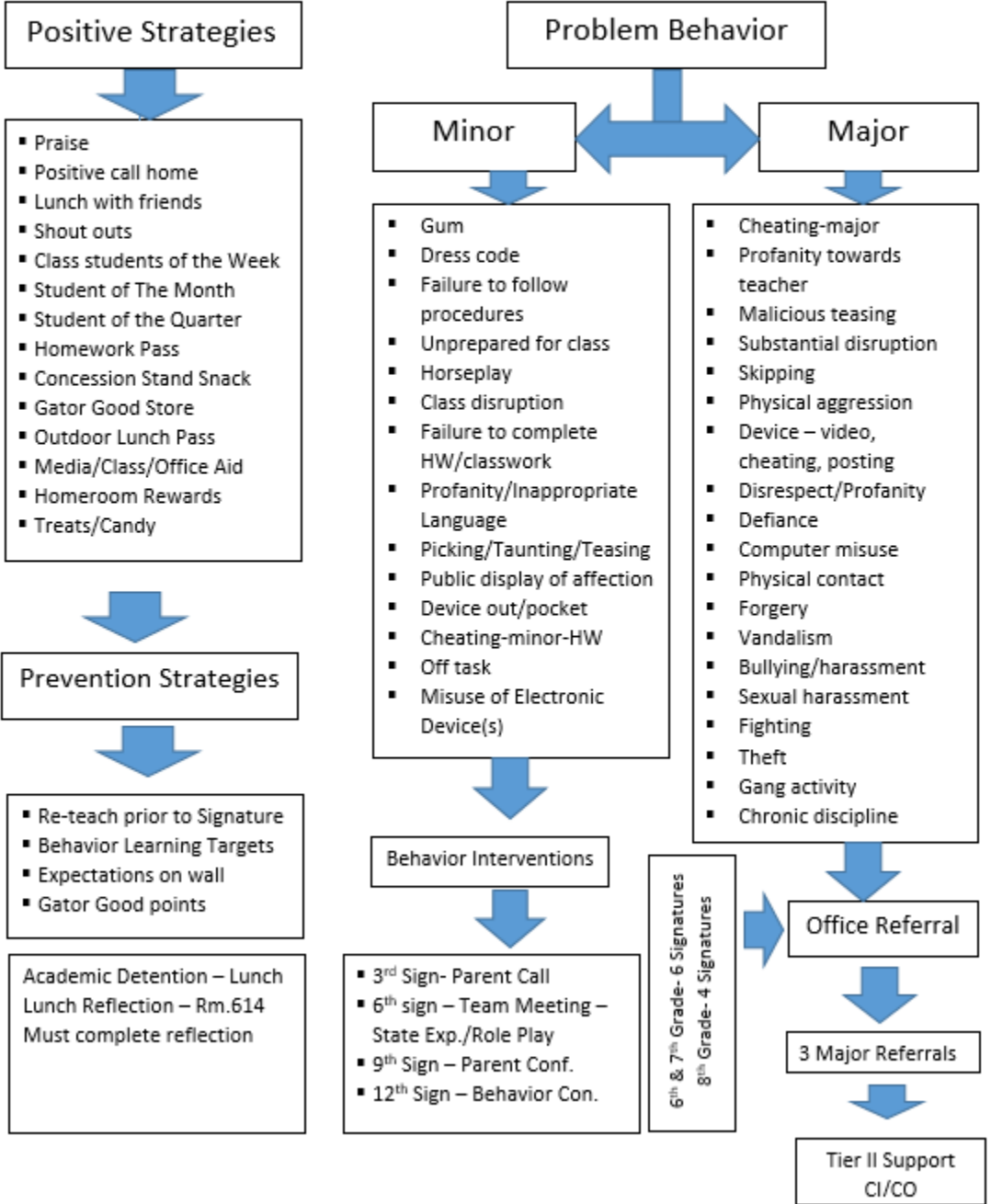
Students will be given Gator Good points through PBIS Rewards App for demonstrating exceptional behavior at school. Each time students are Generous, Ambitious, Trustworthy, and Optimistic and Self-Disciplined, they will receive a Gator Good points. The students will use these points to purchase items in the Gator Good Store or in the teacher's classroom store. Once again, Mossy Creek will be utilizing the PBIS Rewards App to give students points for positive behaviors. There will also be an App available for parents and the students to track their progress. We will be sending letters home in August.

## Gator Good Matrix

MCMS GATORS	HALLWAY	BUS	CAFETERIA	RESTROOM
<b>GENEROUS:</b> PUTTING OTHERS BEFORE YOURSELF; WATCHING OUT FOR OTHERS	HOLD A DOOR OPEN FOR OTHERS;  KEEP MIDDLE OF HALLWAY CLEAR WALK ON THE BLACKLINE	ALLOW OTHERS TO SIT WITH YOU	PICK UP TRASH PICK UP AFTER OTHERS  MAKE NEW FRIENDS	CLEAN UP AFTER YOURSELF
<b>AMBITIOUS:</b> HARD-WORKING (ABOVE AND BEYOND)	HAVE AGENDA  FOLLOW PROCEDURES	ASSIST OTHERS ON THE BUS	CLEAN TABLES SWEEP FLOORS MOP FLOORS	USE MATERIALS APPROPRIATELY  REPORT ANY INCIDENTS/ACCIDENTS TO AN ADULT
<b>TRUSTWORTHY:</b> BEING HONEST AND DEPENDABLE	WALK ON THE BLACK LINE  PUT AWAY ALL ELECTRONIC DEVICES AND ACCESSORIES	FOLLOW BUS RULES  ENTER AND EXIT BUS APPROPRIATELY	FOLLOW SCHOOL RULES ALL DEVICES PUT AWAY  PUT ALL TRASH IN TRASH CANS  FOOD STAYS IN THE CAFETERIA	DISPOSE OF ITEMS IN THE RIGHT PLACE  NO ELECTRONIC DEVICES  KEEP WALLS/STALLS FREE FROM WRITING AND DRAWING
<b>OPTIMISTIC:</b> BE POSITIVE	POSITIVE AND QUIET CONVERSATIONS	POSITIVE AND QUIET CONVERSATIONS BE CONSIDERATE OF/TO OTHERS	POSITIVE AND QUIET CONVERSATIONS TALK TO NEARBY STUDENTS AT YOUR TABLE	RESPECT PERSONAL SPACE
<b>RESPECTFUL:</b> VALUING OTHERS	MAINTAIN PERSONAL SPACE	FOLLOW THE BUS DRIVER'S DIRECTIONS  USE KIND WORDS	RESPECT PERSONAL SPACE  USE KIND WORDS	RESPECT PRIVACY  KEEP FACILITIES CLEAN
<b>SELF-DISCIPLINE:</b> WHEN IN DOUBT, DO THE RIGHT THING	BE IN YOUR ASSIGNED LOCATION  KEEP HANDS AND FEET TO YOURSELF	FOLLOW DRESS CODE  CLEAN UP AFTER YOURSELF	CLEAN UP AFTER YOURSELF	KEEP HANDS AND FEET TO YOURSELF  CLEANUP AFTER YOURSELF

# Mossy Creek Middle School

## School Wide Gator Good Flowchart 2020-2021





## IN-SCHOOL SUSPENSION (ISS)

Some instances of serious rules infractions may result in students being assigned to the In-School Suspension (ISS) program. The ISS program at Mossy Creek is an alternative to home suspension and is staffed by a certified teacher. In addition, while in ISS, students have access to their instructors who monitor the progress of students daily. Students in ISS receive assignments that are the same or are equivalent to those being completed in their classes. When students are assigned to ISS, a copy of the rules and procedures are sent home. Should your child be assigned to ISS, please review in-depth with him/her the rules and procedures of ISS so that your child may perform successfully. Students who fail to uphold the rules of ISS will be given extra days and/or suspended home depending on the severity of their offense. Students will report to ISS when they arrive on campus. Students may NOT attend any school events while are suspended.

## HOME SUSPENSION

For infractions of the rules, disruptions, disobedience, or failing to carry out previously assigned punishment, students may be suspended home up to 10 days. While suspended home, the student will be counted as absent (unexcused) from school and will receive no credit for all missed work. Students may NOT attend any school events while are suspended.

## BUS POLICIES AND BEHAVIOR PROCEDURES

*Riding a school bus is a privilege. It is not a required service. School buses and the bus stop are an extension of the school, therefore the student code of conduct will be enforced. Bus suspension is a reasonable and often necessary discipline action. Bus privileges can be suspended either temporarily or permanently.*

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

- Respect yourself and the rights of others.
- Follow the driver's directions the first time they are given.
- Stay in your seat; keep all parts of your body and all objects in the bus.
- Pushing, shoving, or fighting is not allowed.
- Eating, drinking, chewing gum, smoking, or spitting is not allowed.

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

**1<sup>st</sup> reported incident:** parent contact and warning

**2<sup>nd</sup> reported incident:** three days off bus

**3<sup>rd</sup> reported incident:** five days off bus.

**4<sup>th</sup> reported incident:** ten days off bus

**5<sup>th</sup> reported incident:** suspension off the bus for the remainder of the year

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

## **MOSSY CREEK ATHLETIC RULES AND REGULATIONS**

### **Practice**

#### **Administrative Discipline**

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

#### **Dress**

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

If you have a question, or concern, please contact your child's coach at (478) 988-6171; then press option #3, or contact Coach Joey Brett directly at (478) 293-9478.