

# **HOWARD MIDDLE SCHOOL STUDENT HANDBOOK 2020-2021**



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### ***Important Dates for 2020-2021***

September 8, 2020	First Day of School
November 11, 2020	Veterans Day
November 25-27, 2020	Thanksgiving Break
December 23 – January 4, 2021	Holiday Break
January 6, 2021	Students Return from Holiday Break
January 15, 2021	First Semester Ends
January 18, 2021	Dr. Martin Luther King, Jr. Day
January 19, 2021	No School for Students (Inclement Weather Make-up)
January 20, 2021	Second Semester Begins
February 15-17, 2021	Winter Break (Inclement Weather Make-up)
March 22-26, 2021	Spring Break
May 26, 2021	Last Day of School (1/2 day for students)
May 26-28, 2021	High School Graduations

### ***Vision***

Each student will demonstrate strength of character and will be college or career ready.

### ***Mission***

The Bibb County School District develops a highly trained staff and an engaged community dedicated to educating each student for a 21st century global society.



### **Howard Middle School**

### ***The P. A. C. K.***

- P** – Portray a positive attitude
- A** – Accept responsibility
- C** – Choose to be respectful
- K** – Keep learning first



## *Attendance Policy*

Tardiness is defined as (1) being late for school, (2) absenting oneself from school for any period during the day, or (3) leaving school early. Tardiness is either excused or unexcused. **Students who demonstrate a pattern of unexcused absences and tardiness shall be referred to the Office of Student Support Services for counseling and appropriate intervention that may include a charge of truancy being filed against the parent and/or student.**

**The school day starts promptly at 9:05 a.m.** Students who are late to school miss essential portions of the instructional program and create disruptions in the academic process for other students and teachers that have classes in progress. To receive the maximum benefit from the learning environment, students are expected to arrive at school and be in class on time. Any student who is not present in his or her supervision/homeroom at that time is considered tardy.

Students who arrive in homeroom after 9:05 a.m. will not be admitted to class without a tardy pass from the office. A parent/guardian must accompany a tardy student to the office for him/her to receive a tardy pass. Late students who are not accompanied by a parent will be considered unexcused.

Parents of car riders should take weather conditions and traffic volume into consideration when leaving home so their child can arrive at school and be in class on time. Teachers and staff will continue to encourage students to attend class on time and give appropriate consequences for students who fail to be on time.

## *Dental, Vision, and Hearing Screenings*

Each child attending a Georgia public school must present a Certificate of Vision, Hearing, Dental, and Nutritional Screening (Georgia Form 3300). The form must be dated within 12 months prior to the day of enrollment. This certificate is part of the child's record and is required by Georgia State School Standards.

Screenings maybe completed by a private physician or by the Macon-Bibb County Health Department. If your child's screening is not on file, you will be notified. **If you are entering a school in Bibb County from another state the Dental/Vision and Hearing information must be transferred to a Georgi a form.**

## *Dress Code*

Howard Middle School's dress code is designed to maintain an academic focus in the classroom and on campus.

Instruction is interrupted when a student has to be seen by an administrator because of inappropriate dress. **If in the judgment of the administration or staff, a student is dressed inappropriately, the student will be required to change clothing.**

The Howard administration and staff would like the cooperation of the students and parents in reviewing the student's dress to ensure it meets the following **uniform dress code** guidelines before the student comes to school.

**Any students' dress/appearance not specifically stated which causes a disruption in the learning environment will not be permitted. It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student uniform dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress" instilling dignity and pride.**

## School Uniform Dress Code

### **PANTS, SHORTS, OR SKIRTS (NO JEANS):**

- Plain khaki, black or navy DRESS pants
  - Must be of appropriate size, not flare legged, worn as designed and of ankle length. Pants designed to be worn below the top of the hip-bone are not allowed.
- Plain khaki, black or navy skirts or shorts.
  - Skirts or shorts must be no shorter than (4) inches above the knee.
  - Skirts cannot have any slits or openings.
  - Jean shorts or cut off shorts are not allowed.

### **SHIRTS:**

- Plain white or school color shirts.
- Shirts can be long sleeve or short sleeve.
- All shirts must be of appropriate size.

### **In addition to the required uniform dress code, students must comply to the following:**

1. **Headgear** - Headgear is not allowed to be worn in the building. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, or any other head covering including hoodies. Students may wear headbands which are school colors (white, black, gray, or burgundy) \*Exceptions for religious or medical reasons.

2. **Shirts/Blouses/Tops/T-shirts**- Blouses/shirts should be constructed so that the tops of the shoulders are covered (no halter tops, strapless tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips or midriff are not allowed. (If *you* raise your arms and the stomach shows, the top is not acceptable.) Other blouses/shirts that are not appropriate for school include, but are not limited to, low-cut, see-through, backless, hoodies or tube tops. Rips or holes are not allowed in shirts/tops. Boys are not permitted to wear sleeveless shirts.

3. **Shorts/Skirts/Pants**- All shorts and skirts must be no shorter than 4 inches above the knee. Slits in skirts cannot be more than 4 inches above the knee. Waistline of shorts/skirts/pants must be *on* or above the hips with no underwear showing. There should be **no** rips or holes in pants or shorts. No “pajama” bottoms or slippers. Students wearing leggings or tights will still be held to the same requirements. Leggings and tights are considered accessories and should not be worn as outer-garments/pants.

4. **Shoes** - Health regulations and safety factors require that footwear be worn at all times at school. All shoes must have closed toes and heels (thus, no slippers, slides, flip-flops, etc.). All shoes that requires shoelaces should be properly sized and secured with the laces .

5. No student clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, illegal gang affiliation or other illegal activity expressed or implied. No student clothing or accessories shall be disruptive or have caused past disruption to the school environment.

6. **Jewelry or accessories that can be used as weapons are not allowed to be at school.** This includes, but is not limited to, wallet chains, jewelry such as spiked rings, spiked bracelets, two or three finger rings that are joined and bulky chains worn around the neck or waist. Sharp objects that could pose a danger, such as spikes or safety pins, are not allowed on clothing or book bags.

7. Earbuds, headphones, and Bluetooth devices may not be used or worn around the neck anywhere in the building during school hours.

*These rules are subject to updates as additional wearing apparel becomes identified as gang affiliated or disruptive. Exceptions to Howard Middle School's uniform dress code may be made by the principal or his/her designee for specific reasons. An administrator will make the final determination as to the appropriateness.*

### **Student Uniform Violations**

**First Offense:** Includes a written warning and parent contact. If clothing cannot be corrected to meet the uniform dress code, student will be removed from the learning environment.

**Second Offense:** Includes a teacher/student conference and parent contact. If clothing cannot be corrected to meet the uniform dress code, student will be removed from the learning environment.

**Third Offense:** Includes a teacher/student conference, parent contact, and referral to the counselor. If clothing cannot be corrected to meet the uniform dress code, student will be removed from the learning environment.

**Fourth Offense:** Includes parent contact and an office referral; student may receive up to 2 days of ISS.

**Fifth Offense:** Includes parent contact and an office referral; if the uniform dress code violation issue becomes a disruption or repetitious problem, subsequent consequences may escalate to in-school suspension of 3-5 days per occurrence. Repetitive uniform dress code violations become a defiance issue, and may receive punishments beyond ISS that may include required parent meetings, OSS, and referrals to the alternative school.

### **Howard Spirt Wear**

Howard Husky apparel may be worn at any time and must follow the guidelines listed above.

### ***Early Dismissal from School***

Students being dismissed during the day for appointments or personal business are required to be signed out and picked up in the main office by a parent or designated adult. A picture ID will be required when picking up a student. **Individuals not designated on the emergency card or additional emergency pick-up card will not be allowed to take students from the school.**

When a parent or guardian comes to pick up a child, the student will be called to the office. Students may not wait in the office for someone to arrive to sign them out. Please do not call ahead and ask the office staff to have the student waiting in the office. Students are responsible for any class work or tests missed when they sign out. Students should be sure to check with the teacher of each class to find out any assignments that will be missed.

## *Emergency Cards*

If a child is seriously injured or becomes ill at school, we will make him or her as comfortable as possible and then call the parent immediately. If the parent cannot be reached, we will attempt to contact the emergency number listed on the emergency card.

**In case of an emergency, an updated work, home or cell phone number for a parent or guardian must be on file. Information must be kept current throughout the school year. Notify the school office if there is a change in phone numbers or you move to a new address.**

If we cannot reach someone and we feel medical treatment is necessary, we will call the appropriate medical personnel or facility for help. Costs of medical treatment are the responsibility of the parents.

Please make every effort to completely fill out the information on the emergency card. Consider who you may send to pick up your child when you are not available and include their information so that you are well prepared. **Students will not be released to individuals not listed on the emergency card.**

## *Extra-Curricular Activities*

Extra-curricular clubs and activities are an important part of the middle school child. Membership in different clubs and organizations gives students the opportunity to develop skills in social interaction, to be creative, and to assume positions of responsibility. Howard Middle School provides a wide variety of activities in which students may involve themselves. All students at Howard Middle School are encouraged to participate in extra-curricular activities.

- Sports teams: Football, cheerleading, girls' and boys' basketball, girls' and boys' soccer, boys' baseball, girls' softball, wrestling, and girls' and boys' track.
- Academic teams: Young Georgia Authors, Spelling Bee, Math Team, Science Fair, Quiz Bowl, National History Day/National History Bee, Technology Fair, Art of Reading
- Student clubs: Listed on school website

Students involved in after-school activities must remain in the classrooms until they are dismissed to their designated areas. Parents must pick up students participating in after school activities promptly after practices, games, club meetings, and team competitions.

## *Lockers and Book Bags*

For the 2020-2021 school year, students **will not** use lockers. They will be allowed to carry a **school appropriate book bag which must be clear or mesh.** The administration reserves the right to check book bags at any time and random searches are also conducted by BCSD Campus Police Officers.

## *Lost and Found*

Items such as clothing and book bags that have been lost will be placed in the lost and found in the gym. Unclaimed clothing will be donated to charity at the end of the school year. Parents and students may check the lost and found area for lost items.

Lost electronic media, cell phones, and other small or valuable items (such as keys, glasses, wallets, etc.) are kept in the front office. The school will not be responsible for lost, stolen, or broken personal items, including electronic media, cell phones and other devices.

Lost textbooks will be given to the Instructional Coaches.

## *Medical Information*

### **Student Illnesses**

Every effort will be made to encourage students to remain at school when they complain of minor aches and discomforts. **However, please do not send children to school if they are ill before the school day begins.**

**Students should not be sent to school if they are experiencing any of the following symptoms:**

- Fever of 100.4 degrees WITH or WITHOUT other symptoms.
- Vomiting or diarrhea. Keep your child at home until he/she has had no vomiting or diarrhea for at least 24 hours.
- Frequent cough or a thick, runny nose that is not clear. Keep your child at home until his/her symptoms have disappeared or significantly decreased.
- If a student is prescribed an antibiotic, please keep the child at home until he/she has been on the antibiotic for 24 hours and is without fever.

If a student develops any contagious symptoms during the school day, he/she will be required to return home. **Parents should make sure their home, work, and cell phone numbers are kept current on their child's emergency card. Emergency contact person(s) should be listed on the emergency card in case the school is unable to reach the parent. Students will not be released to individuals not listed on the emergency card.**

### **Medications**

**Faculty members may not dispense medication of any kind.** Please do not ask the teachers to dispense pain medicine, antacids, cough drops or other over-the-counter medications to students.

Students may request to see the nurse when available and will be treated only if a signed Nurse Consent Form and Medical Authorization Form is on file. The Nurse Consent form gives the nurse permission to give over the counter medication; this does not give the office staff permission to treat the student. Prescription medication should be brought to the office **by the parent in the original container** appropriately labeled by the pharmacy or physician with the student's name, medication, dosage and the time to be administered.

If a child is required to take medication during the school day, either throughout the school year or for a temporary illness, a medical release form must be filled out and signed by the attending physician. Please contact the school office for a copy of this form. **No prescription medication of any kind will be given out without this medical release form on file. We cannot accept faxed copies or phone calls from parents authorizing administration of any medication.** Students are not allowed to keep medication with them during the school day. **All medications must be turned in to the office.**

Please inform the teacher if your child has a chronic health issue i.e. diabetes, asthma or seizures or life-threatening allergies, such as bee stings, allergic to peanuts or any other allergy needing an EPI Pen or an inhaler. **Inhalers are not supplied by the school.**

## ***Parent/Teacher Conferences***

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teachers. If you would like to schedule a parent-teacher conference to discuss your child's progress, teachers are available during their planning time and before or after school. To schedule a parent-teacher meeting, please contact the grade level counselor via email or at (478) 779-3500.

- Ms. A. Hamilton – 8<sup>th</sup> grade
  - Email: [afrika.hamilton@bcsdk12.net](mailto:afrika.hamilton@bcsdk12.net)
  - Extension: 3482
- Mrs. P. Thurman – 7<sup>th</sup> grade
  - Email: [patrice.thurman@bcsdk12.net](mailto:patrice.thurman@bcsdk12.net)
  - Extension: 3448
- Mrs. L. Rankin – 6<sup>th</sup> grade
  - Email: [lauren.rankin@bcsdk12.net](mailto:lauren.rankin@bcsdk12.net)
  - Extension: 3452

You can also contact teachers directly using their school email address. Teacher emails are [firstname.lastname@bcsdk12.net](mailto:firstname.lastname@bcsdk12.net).

## ***Structure of the Learning Program***

The transition from elementary school to middle school is challenging. In order to help make the transition more comfortable, the middle school has been organized around teams. Each team or cluster has 3 to 4 teachers. The classrooms are close together and teachers work and plan together to create meaningful lessons for students. Teachers make up an interdisciplinary team that provides instruction in the four academic areas of language arts, math, science and social studies.

While academic teachers are planning, students are exploring other areas of interest. Students can choose from the following:

- Physical Education/Health
- Art
- CTAE: Business and Computers, Junior Leadership Core, Communications, and Careers
- Fine Arts: Orchestra, Band, and Chorus
- Journalism
- Reading Support
- Math Support

## **Remote Learning**

The Bibb County School District (BCSD) decided to provide a remote learning option for students. In addition, a distance learning plan has been developed in case of school closure due to substantial spread of COVID-19. These guidelines represent BCSD's commitment to making every effort to ensure the learning of each student continues to be successful.

Through this remote learning option, careful considerations are being made to focus on equity for all students in a remote learning environment especially students with disabilities, second language learners, gifted learners, struggling readers and those who are economically disadvantaged.

**Middle School Remote Learning Option**

<b>School Day</b>	<b>Schedule</b>
<b>Monday</b>	Regular Schedule with at least 45 minutes of Targeted Remediation for ELA and Math A Connections
<b>Tuesday</b>	Regular Schedule with at least 45 minutes of Targeted Remediation for ELA and Math B Connections
<b>Wednesday</b>	<b>Asynchronous Learning for Students (Preparing for Upcoming Lessons)</b> Reading/ELA – 1-hour assignment Math – 1-hour assignment Social Studies – 1-hour assignment Science – 1-hour assignment Electives – 1 hour for assignments <b>Virtual Planning Day and Office Hours for Teacher</b>
<b>Thursday</b>	Regular Schedule with at least 45 minutes of Targeted Remediation for ELA and Math A Connections
<b>Friday</b>	Regular Schedule with at least 45 minutes of Targeted Remediation for ELA and Math B Connections

**Roles in Supporting Remote Learning**

<b>Students</b>	<b>Families</b>
<i>Students will prepare for remote learning by:</i>	<i>Families will prepare for remote learning by:</i>
<ul style="list-style-type: none"> <li>Engaging in remote learning activities being offered by their teachers</li> <li>Ensuring they know the usernames and passwords for instructional resources that are accessible via the district portal and/or website</li> <li>Ensuring they set up a remote workspace and calendar to manage their time</li> </ul>	<ul style="list-style-type: none"> <li>Assuring that a device and internet access are available at home</li> <li>Ensuring they are monitoring communication from the school for up-to-date information</li> <li>Encouraging their students' participation in remote learning content</li> <li>Reviewing the appropriate grade-level information linked within the learning management system</li> <li>Ensuring they know their students' usernames and passwords for instructional resources that are accessible via the district portal and/or website</li> </ul>

## Using Canvas

Students who will participate in the BCSD Remote Learning Option will attend school online using our robust learning management system (LMS), which hosts online courses and course management tools for students, teachers, and parents. The LMS which titled Canvas, offers a single place where students can access any information related to academics. Canvas is a learning management platform that will help teachers build a digital learning environment.

### **Instructors will use Canvas to:**

- Create an online class
- Add assignments
- Curate resources
- Give Feedback
- Communicate with learners

### **Learners will us Canvas to:**

- Access class online
- Submit assignments
- View progress
- Communicate with instructors
- Access their courses
- Access supplemental tools and resources
- Take assessments
- Review grades
- Manage their course schedule
- Interact with faculty, staff, and peers in an online community

### **Parents will use Canvas to:**

- View student courses and grades
- View students' assignments and events
- Read announcements, view the calendar, and see the course syllabus
- Access a list of assignments with due dates
- See student's assignments, but not his/her discussion posts
- View student's scores on assignments in Canvas (Course grades will continue to be published in Infinite Campus.)
- Use the Inbox to contact the teacher
- Set up notifications to get emails or texts for announcements, assignments, etc.
- View the instructional content in the course

## *Student Expectations/PBIS*

At Howard Middle School, we use Positive Behavioral Interventions and Supports (PBIS). PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a sense of safety, and support improved academic outcomes.

The use of the PBIS framework includes:

- Monitoring of discipline data to identify proper support for students
- Close monitoring of key locations to prevent common problems
- Teaching appropriate skills
- Rewarding appropriate behavior

As part of our effort to clarify our expectations for student behavior, we have a P.A.C.K. matrix that outlines appropriate behavior in the classroom, hall, restroom, during arrival/dismissal, during emergency drills, and in the cafeteria.

<b>"Be a Leader of the P.A.C.K." Howard Middle School PBIS Matrix</b>						
	<b>Classroom</b>	<b>Hall</b>	<b>Restroom</b>	<b>Arrival/Dismissal</b>	<b>Emergency Drills</b>	<b>Cafeteria</b>
<b>P</b> Portray a Positive Attitude	<ul style="list-style-type: none"> <li>Use encouraging words</li> <li>Use appropriate &amp; positive language &amp; volume</li> </ul>	<ul style="list-style-type: none"> <li>Use encouraging words</li> <li>Use appropriate &amp; positive language &amp; volume</li> </ul>	<ul style="list-style-type: none"> <li>Honor the privacy of others</li> <li>Use appropriate &amp; positive language &amp; volume</li> </ul>	<ul style="list-style-type: none"> <li>Follow school-wide procedures</li> </ul>	<ul style="list-style-type: none"> <li>Follow school-wide procedures</li> <li>Listen attentively</li> </ul>	<ul style="list-style-type: none"> <li>Use encouraging words</li> <li>Use appropriate &amp; positive language &amp; volume</li> </ul>
<b>A</b> Accept Responsibility	<ul style="list-style-type: none"> <li>Keep classroom clean and neat</li> <li>Be prepared for learning</li> <li>Be on time</li> <li>Take care of your belongings</li> <li>Have supplies needed for class</li> </ul>	<ul style="list-style-type: none"> <li>Keep the hallways/lockers clean and neat</li> <li>Walk with a purpose to your destination</li> <li>Use the right side of the hall</li> <li>Have a pass at all times</li> </ul>	<ul style="list-style-type: none"> <li>Keep restroom clean and neat</li> <li>Have a pass, remain quiet and orderly</li> <li>Flush toilet</li> <li>Wash/sanitize your hands</li> <li>Report graffiti, damage, conflict to staff</li> </ul>	<ul style="list-style-type: none"> <li>Remain quiet and orderly</li> <li>Stay in your designated area</li> <li>Listen attentively</li> </ul>	<ul style="list-style-type: none"> <li>Remain SILENT &amp; OBEY at all times</li> <li>Stay with designated group</li> <li>Follow emergency procedures promptly</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your designated area</li> <li>Keep area clean and neat</li> <li>Keep all food and drink in the cafeteria</li> <li>Know your lunch number</li> </ul>
<b>C</b> Choose to Be Respectful	<ul style="list-style-type: none"> <li>Use appropriate &amp; positive language &amp; volume</li> <li>Respect others' personal space</li> <li>Value others' opinions and differences</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' personal space</li> <li>Follow directions of all adults</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' personal space</li> <li>Keep restroom clean</li> <li>Keep hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' personal space</li> <li>Follow directions of all adults</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions of all adults</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' personal space</li> <li>Use your inside voice</li> <li>Follow directions of all adults</li> </ul>
<b>K</b> Keep Learning First	<ul style="list-style-type: none"> <li>Actively participate</li> <li>Produce quality work</li> <li>Complete all tasks assigned</li> <li>Record homework assignments</li> <li>Work hard</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly &amp; quickly to your assigned area</li> </ul>	<ul style="list-style-type: none"> <li>Use in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Use time wisely</li> <li>Arrive on time</li> </ul>	<ul style="list-style-type: none"> <li>Walk QUICKLY and SILENTLY to your assigned area</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared to order</li> <li>Go directly to assigned area</li> <li>Wait your turn to dispose of plates, utensils and trash</li> </ul>

The virtual P.A.C.K. matrix outlines expected behavior during virtual and remote learning.

<b>P.A.C.K. Virtual Learning Matrix</b>	
<h1>P</h1> <p><b>Portray a Positive Attitude</b></p>	<ul style="list-style-type: none"> <li>Motivate others with positive words of encouragement.</li> <li>Actively engage in the digital lesson.</li> <li>Approach problems with solutions.</li> <li>Share ideas using appropriate tone and language.</li> </ul>
<h1>A</h1> <p><b>Accept Responsibility</b></p>	<ul style="list-style-type: none"> <li>Log in early with necessary materials and be actively engaged.</li> <li>Use BCSD devices for educationally appropriate sites only.</li> <li>Submit your own assignments in a timely manner.</li> <li>Keep your password private.</li> </ul>
<h1>C</h1> <p><b>Choose to be Respectful</b></p>	<ul style="list-style-type: none"> <li>Mute microphone when entering a virtual classroom or chat and while others are speaking.</li> <li>Use the "raise hand" tool to ask a question, or ask questions using the chat box feature.</li> <li>Let teacher know if chat conversations are inappropriate.</li> <li>Dress appropriately.</li> </ul>
<h1>K</h1> <p><b>Keep Learning First</b></p>	<ul style="list-style-type: none"> <li>Focus on academics by minimizing distractions and staying on topic.</li> <li>Keep laptop charged.</li> <li>Ask for help and be willing to try.</li> <li>Review grades regularly.</li> <li>Create a quiet learning space.</li> </ul>

## **SLED Time**

Our daily schedule reflects “Sled Time”. This time will serve a few purposes; however, its main purpose will be for academic remediation and acceleration.

- Morning announcements, pledge of allegiance, and moment of silence.
- Housekeeping tasks such as taking attendance.
- Academic RtI and Targeted Remediation support.
- Weekly Leader in Me, SEL Core Curriculum Lesson, and PBIS lessons designed to develop strength of character in all of our students.

## **PBIS Rewards/Recognitions/Management**

Changing our focus from a negative, reactive approach to a positive, proactive approach involves utilizing various methods of encouraging students to display the desired behaviors. While every teacher may reinforce these positive attributes in slightly different ways at times, we will also have well-established, school-wide plans for rewarding/acknowledging students for following our P.A.C.K. expectations.

### Qualifying for PBIS Events

In order to qualify to attend various PBIS events, students must meet academic, behavioral, and attendance requirements. Some events may also include an entry fee or students using P.A.C.K. points.

### School/Grade Level Events

Incentives are a great way to engage students and create excitement for PBIS events. When students meet the criteria for a school/grade level event, they earn the opportunity to participate in a wide variety of activities such as:

- Fall Fun Day
- Winter Wonderland
- Spring Fling
- Field Day
- Pep Rallies

Each classroom will also have a chance for students to work together for group awards that may include:

- Homework pass
- Movie & Popcorn
- Pizza Party
- Class Party

### Behavior Management System

The Bibb County School District uses a wide range of factors when deciding the appropriate consequences for a student who engages in misconduct and ultimately school administration has the authority to assign or recommend consequences they believe to be appropriate. Progressive discipline is followed in order that the degree of discipline will be in proportion to the severity of the behavior.

The first step in progressive discipline is the use of Low-Level Referrals for Tier 1 and Tier 2 behaviors. These referrals are teacher managed and can result in the loss of classroom/team/school-wide privileges.

Level I violations include such behaviors, but are not limited to:

- Minor classroom disturbance/violation of school rules
- District dress code policy
- Running and/or making excessive noise in the classroom and/or school building
- Refusing to participate in classroom activities
- Failure to bring classroom materials and/or assignments to class
- Possessing and/or using items of annoyance
- Eating or drinking in an undesignated area
- Leaving assigned area in classroom without permission
- Lunchroom or restroom misconduct
- Refusing to complete assigned work
- Inappropriate language between peers
- Any other act that impedes the orderly classroom procedure or interrupts the orderly operation of the classroom

Level II violations include such behaviors, but are not limited to:

- Any repeated violation cited in previous level
- Willful disobedience-refusal to follow classroom/school/bus rules
- Refusal to carry out instructions
- District dress code policy
- Academic dishonesty
- Absence related violation (less than 3)
- Truancy (less than 4 occurrences)
- Altering school assignments or signing another person's name on school assignments
- Electronic communication device misuse (iPods, mp3 players etc.)
- Loitering in authorized areas
- Cell phone misuse
- Classroom computer misuse
- Inappropriate language between peers
- Leaving the classroom without permission
- Verbal aggression
- Violating the medication policy

Level 1 and Level 2 consequences may include:

- Warning
- Seat Change
- Student/Teacher Conference
- Silent Lunch
- Restorative Practice Assignment
- Short Time Out
- Repeat Silent Lunch
- Parent Partner Referral
- Teacher Detention
- Extended Time Out
- Team Rotation Change
- Off-Team Isolation

**Repeated Level 1 and Level 2 offenses will result in an office discipline referral (ODR) and an administrator will determine the appropriate consequences. Refer to the BCSD Code of Conduct for additional information ([https://www.bcsdk12.net/parents/code\\_of\\_conduct](https://www.bcsdk12.net/parents/code_of_conduct)).**

## ***Transportation***

### **Bibb County Buses**

Bus passes are required for students registered to ride a school bus for the 2020-2021 school year. Bus passes will be available for pick-up in the front office at Howard Middle School beginning August 24, 2020. You may also access your student's bus information via [e-Link](#) or the [Parent Portal](#) after August 17, 2020. This bus information may be printed and/or screen shot to a mobile phone and used as your student's bus pass. Instructions for accessing this important information is available on the district's website. If you have not registered your child for transportation services, you may do so when you visit the school or you may do so via the Parent Portal.

The Student Guidelines for Success will apply to all violations to and from school; at the bus stop; and while boarding, riding, or exiting buses. Violation of these rules may result in the suspension of bus privileges or consequences deemed necessary by the administration.

The school system provides transportation as a service to students. Transportation is a privilege that is granted to students who comply with school bus rules and regulations. Eligibility to ride a school bus may be revoked or suspended for the violation of any policy governing student conduct on a school bus.

### **Bus Morning Procedures**

Students should be at their assigned bus stop at their scheduled time. Students must catch the bus at their assigned stop only. Upon entering the bus, students must show their bus pass to the bus driver and sit in their assigned seat. Once students arrive to school on the bus ramp, they should secure all of their items, safely exit the bus, and enter their grade level hallway. Students will pick up their breakfast on their grade level hallway and eat in their supervision classroom.

### **Bus Afternoon Procedures**

Students will remain in their classroom until their route number is called. Once their route number has been called, students should exit the building and go directly to their assigned bus. Students should show their bus pass to the bus driver and sit in their assigned seat. Students must exit the bus at their assigned bus stop; no exceptions!

### **Bus Transportation Change**

Parents should notify the school **in advance** if there is to be an emergency change in the bus transportation for your child. A bus pass will not be issued to students that are going home with each other for after school social time; this is not an emergency circumstance. If no prior notification is received, your child will follow his or her regular method of transportation.

A written note describing the reason for the transportation need should be provided to the front office clerk and should include contact information for the parent. This information will be verified by an

administrator or designee and if approved, a temporary bus pass will be issued to the student. This bus pass must be shown to the bus driver when entering the bus.

**For your child's safety we cannot accept any transportation changes over the telephone.**

### **Car Pool Morning Procedures**

Student safety is our top priority during carpool. The following expectations will help us conduct carpool as safely and efficiently as possible:

1. Students may arrive on campus **no earlier than 8:35 am**.
2. Students should exit the vehicle on the passenger side. As soon as the car stops, students must be prepared to exit quickly with their book bags, band instruments, lunch money, etc., in order to keep the car pool line moving.
3. Drivers should not exit the car at any time. If a driver needs to exit the car, he or she should do so in the parking lot (rather than in the carpool lane).
4. There are times when a family member, babysitter, or friend may bring your child(ren) to school. In an effort to keep traffic running smoothly, parents should brief any additional drivers on our carpool procedures.
5. Students may **NOT** be dropped off in the parking lot. All cars must wait in the car pool line.
  - a. Students are not to be dropped off in areas reserved for busses.
  - b. **Students can not be dropped off on Forsyth Road or Lamar Road** and allowed to walk the remaining distance to school. The school social worker will be contacted.
6. Students enter the building at the cafeteria foyer entrance. Students will pick up their breakfast and go to their supervision classroom.
7. **If a student arrives to school after 9:05 am, they are tardy and must be signed in by a parent/guardian in the front office.**
8. **Carpool signs must be displayed in the front window on the driver's side.**

### **Car Pool Afternoon Procedures**

Carpool students will be dismissed by grade level to the front of the building. No carpool students should remain in their classrooms, in the restrooms, or in the hallways. Continued failure to pick up carpool students by 4:20 pm may result in the student being assigned to ride the school bus and the school social worker being contacted.

1. The school day ends at 4:05 pm and all carpool students must be picked up by 4:20 pm.
2. As soon as the car stops, students must be prepared to enter the car quickly with their book bags, band instruments, etc., in order to keep the car pool line moving.
3. Drivers should not exit the car at any time. If a driver needs to exit the car, he or she should do so in the parking lot (rather than in the carpool lane).
4. There are times when a family member, babysitter, or friend may pick up your child(ren) from school. In an effort to keep traffic running smoothly, parents should brief any additional drivers on our carpool procedures.
5. **Carpool signs must be displayed in the front window on the driver's side.**
6. Parents must accompany students to cars parked in the parking lot and pedestrian crosswalks must be used—no jaywalking.
7. Once a student is dismissed, he or she will not be allowed back into the building.

## *Visitors*

Visitors are welcome to come to our school at any time. However, to ensure the safety of our students and to ensure they receive the maximum benefit from their instructional time, we ask that visitors to our building observe the following procedures:

- **Visitors must report to the main office, sign in and obtain a visitor's pass before entering any other area of the building.**
- Photo ID will be required.
- When leaving the building, visitors should sign out and return the visitor's pass.
- No high school student should be on Howard Middle School's campus at any time.
- Any person visiting the campus should display appropriate behavior.
- Inappropriate language and/or behavior will not be tolerated.

## *Withdrawal Procedures*

A parent who needs to withdraw a student from school should contact the Registrar's office. The parent must provide school transfer information to the registrar so the appropriate documents can be provided to the receiving school. State law also requires schools to include disciplinary records as part of the student's transcripts. If the transfer is outside of the school district, the student must clear any outstanding debts and return all textbooks before records will be released.

## *Yearbooks*

Yearbooks capture the spirit and excitement of the school year. We encourage students to place their orders in advance. Yearbooks are delivered at the end of the school year. There are very few extra yearbooks ordered, so students should place their orders in advance. Upon receiving their yearbook, students are responsible for its care and safekeeping. The school will not be responsible for lost, stolen, or damaged yearbooks.