

**John M. Tutt**



**Middle School**

**Home of the Dragons**

**#TuttROAR**

**Student / Parent Handbook  
2018-2019**

**Tutt Middle School website:**

<http://tutt.rcboe.org/>  
495 Boy Scout Road  
Augusta, Georgia 30909  
Telephone: (706) 737-7288

**Mrs. Tikki Middleton**  
PRINCIPAL

**Mrs. Renita C. Webb**  
ASSISTANT PRINCIPAL

## **MISSION**

Our mission is to provide an engaging school experience where arts permeate school curriculum and students  
ROAR! (**R**esilient, **O**bserve Self-control, **A**ccountable, **R**espectful)

## **VISION**

*D.R.A.G.O.N.S.*

Developing Rigorous Academic Growth and Opportunity Necessary for Success.

## **BELIEFS**

We believe:

- that every student can learn; and that it is our duty and responsibility to teach them.
- early adolescents are developmentally unique and have needs that are different from the needs of elementary and high school students.
- that it is our duty and responsibility to provide a program that meets the educational, emotional, physical, and social needs of this age group.

## **PRINCIPAL'S MESSAGE**

Dear Students, Parents, and/or Guardians:

On behalf of the faculty, staff, and administration, I would like to welcome you in fulfilling your educational goals. Tutt has a long history of academic excellence and superior extracurricular accomplishments. We encourage you to meet and exceed all the academic challenges this year. You can benefit from your middle school experience by becoming actively involved in the academic programs and extracurricular activities. The faculty and staff are available to make your years in middle school challenging, enjoyable, and successful. The purpose of this agenda/handbook is to help you become aware of the privileges and opportunities that are available at Tutt Middle School. If you or your parents have any concerns or questions, please contact the counselor or an administrator for assistance. Have a great year!!!!

Best Regards,

Tikki Middleton, Ed.S

## **DAILY SCHEDULE**

First Bell	8:30 am
Breakfast	8:30 am - 8:50 am
Homeroom	9:00 am (Tardy Bell)
Dismissal	4:00 pm

## **EARLY ARRIVALS**

Students should NOT arrive on campus before 8:30 AM. There is NO supervision before 8:30 AM. Exceptions are made for school detention and tutoring; students must have a pass prior to entering the building.

**OFFICE HOURS: 8:30 am to 4:00 pm**

*In an effort to maximize instructional time and limit classroom interruptions, students will NOT be dismissed after 3:45 p.m.*



### **Disclaimer**

This document is presented as a matter of information only and should not be construed as an all-inclusive agreement. The administration of the school reserves the right to change anything in this book without notice.

***RICHMOND COUNTY SCHOOL SYSTEM - 2018-2019 ACADEMIC CALENDAR***

## Approved Calendar for 2018-2019

	<b>2018-2019</b>
<i>Holiday (Independence Day)</i>	Wednesday, July 4, 2018
<i>Preplanning –</i>	Tuesday, July 31, 2018-Friday, August 3, 2018
<i>First Day of School</i>	Monday, August 6, 2018
<i>District Wide Early Release and School Based PL</i>	Wednesday, August 22, 2018
<i>Labor Day</i>	Monday, September 3, 2018
<i>Progress Reports</i>	Thursday, September 6, 2018
<i>District Wide Early Release and School Based PL</i>	Wednesday, September 19, 2018
<i>Columbus Day Holiday</i>	Monday, October 8, 2018
<i>Student Holiday</i>	Tuesday, October 9, 2018
<i>School Based Prof. Learning/Teacher Work Day/Student Holiday</i>	Tuesday, October 9, 2018
<i>End of 1st Nine Weeks</i>	Thursday, October 11, 2018
<i>Beginning of 2nd Nine Weeks</i>	Friday, October 12, 2018
<i>Elementary Early Release/Parent Conferences</i>	Wednesday, October 17, 2018- Thursday, October 18, 2018
<i>Report Cards</i>	Thursday, October 18, 2018
<i>Veteran's Day</i>	Monday, November 12, 2018
<i>Progress Reports</i>	Thursday, November 15, 2018
<i>Thanksgiving Holiday</i>	Monday, November 19, 2018-Friday, November 23, 2018
<i>End of 2nd Nine Weeks</i>	Thursday, December 20, 2018
<i>Christmas/ Winter Break (Student Holidays)</i>	Friday, December 21, 2018 – Friday January 4, 2019
<i>School Based Prof. Learning/Teacher Work Day</i>	Friday, January 4, 2019
<i>Beginning of 3rd Nine Weeks</i>	Monday, January 7, 2019
<i>Report Cards</i>	Thursday, January 10, 2019
<i>MLK Holiday</i>	Monday, January 21, 2019
<i>Progress Report</i>	Thursday, February 7, 2019
<i>District Wide Early Release and School Based PL/Student Holiday</i>	Friday, February 15, 2019
<i>President's Day Holiday</i>	Monday, February 18, 2019
<i>End of 3rd Nine Weeks</i>	Wednesday, March 13, 2019
<i>Beginning of 4th Nine Weeks</i>	Thursday, March 14, 2019
<i>District Wide Early Release and School Based PL</i>	Wednesday, March 13, 2019
<i>Elementary Early Release/Parent Conferences</i>	Wednesday, March 20, 2019-Thursday, March 21, 2019
<i>Report Cards</i>	Thursday, March 21, 2019
<i>Spring Break</i>	Monday, April 8, 2019 – Monday, April 15, 2019
<i>Easter Holiday</i>	Friday, April 19, 2019
<i>Progress Reports</i>	Thursday, April 25, 2019
<i>Exams</i>	Monday, May 20-Thursday, May 23, 2019

<i>Last Day of School High School</i>	High School Thursday, May 23, 2019
<i>Last Day of School Elementary/Middle School</i>	Friday, May 24, 2019
<i>Memorial Day</i>	Monday, May 27, 2019
<i>Post Planning</i>	Tuesday, May 28, 2019-Thursday,, May 30, 2019
<i>Graduation</i>	Tuesday, May 28, 2019-Thursday,, May 30, 2019
<i>Report Cards (Pick Up)</i>	Wednesday, May 29, 2019
<i>Report Cards (Mail Out)</i>	Thursday, May 30, 2019
<i>Total Student/Teacher Days</i>	180/190

## ATTENDANCE

### Attendance Laws

#### GEORGIA COMPULSORY SCHOOL ATTENDANCE LAW:

All states require children of certain age ranges to attend school or receive some type of formal education, whether it's through public school, private school, homeschool, or some other venue. Georgia [compulsory education laws](#) require children between the ages of 6 and 16 to attend school, with penalties including fines and/or prison (applicable to parents) for noncompliance.

While most school-age children go to public school, with a much smaller component enrolled in private school, some parents opt for [homeschooling](#) instead. In fact, the statute addressing Georgia's compulsory education laws also includes details about home study programs. For instance, home study (or home school) programs must meet certain requirements, such as keeping regular attendance records and making sure students receive an education comparable to that offered by a Georgia public school.

Any child who is found away from home and not in school ([truant](#)) may be placed in the temporary custody of a peace officer. Truant children also may be subject to processing by a juvenile court. If a child who has aged-out of the compulsory education requirements decides to withdraw from school, he or she first will need the written permission of a parent or legal guardian.

In an effort to maximize instructional time and limit classroom interruptions, students will not be dismissed after 3:45 p.m.

# Attendance Policy

## Code of Student Conduct and School and Discipline Attendance Policy Rule 10

**Students who are absent from school are required to bring a written excuse for the absence their first day back at school.**

Absence(s): Definitions

### **Excused Absence**

- A. Personal illness.
- B. Family death and funeral.
- C. Medical or dental appointments that cannot be scheduled outside school hours.
- D. Attendance of non-school activities or functions authorized by the Superintendent or designee.
- E. Special and recognized religious holidays observed by the student's faith.
- F. Mandate or order of government agency.
- G. Extreme circumstances that cannot be resolved outside school hours; parent or guardian must request and receive approval from the Principal or designated representative.
- H. Any other absence not explicitly defined herein, but deemed by the local school board of education to have merit based on the circumstances.

### **Unexcused Absence**

Any absence not covered in (A)-(G) above, shall be declared unexcused. It is the policy of the Richmond County Board of Education that no unexcused absences are allowed.

If parents keep their child out for other reasons outside of (A)-(G), such absence shall be deemed **unlawful** and therefore unexcused.

For any absence beyond (or after ) **5**, the parent shall be required to provide an official physician's note or an other excuse from an acceptable or official third party justifying the absence.

### **Truant**

Truant is defined as any child who has more than 5 days of unexcused absences during the academic year.

### **Full School Day**

For a student to be marked present for a full school day, a student must be in attendance for a one half or more of the school day (or at least half of the school day). However, a student will not be recognized for perfect attendance after (10) tardies.

### **Full Day Attendance Required**

A student who wishes to leave school early must bring a written request to school stating the reason for early dismissal. **Leaving school for unauthorized purposes before the end of the instructional (or school) day will be counted as a tardy. Parents should not pick up students before the end of the school day except where there is a legitimate emergency.**

**(For more detailed attendance information, please see pgs. 10-13 in the official Code of Student Conduct and Discipline Handbook)**

## **Attendance Expectations**

**Students are expected to be in school all day unless they are ill. Georgia State law only recognizes absences due to illness, religious holidays, medical or legal appointments, and funerals in the family. Parents have the right to present reasons they believe are justifiable to the Principal for consideration of other absences.**

**All absences require a written note from parents/guardians stating the reason for the absence. Emailed notes will not be accepted. A note without a reason and date of absence is unexcused. The note must include the student's full name, reason for absence, date(s) of absence, and parent/guardian signature.**

**In order to comply with district regulations and state law, when a student has 10 unexcused absences in one month or ten unexcused absences in one year, Richmond County administrators will petition the Juvenile Court System to seek mandatory attendance by a student. An *unexcused absence* is defined as any unauthorized absence from school. Examples include, but are not limited to:**

- 1. Hair appointments**
- 2. Oversleeping**
- 3. Shopping**
- 4. Missing the bus**
- 5. Concerts**
- 6. Babysitting**
- 7. Failure to obtain private transportation to school**
- 8. Mechanical problem**

## 9. Failure to obtain leave of Absence request for absences

**To access additional school attendance resources click the links below:**

<http://www.attendanceworks.org/>

Click the link below to understand how student absences correlate to success (or lack there of)

<https://getschooled.com/dashboard/tool/343-attendance-counts>

For best research based practices and strategies click link below

<https://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Student-Attendance-Improvement.aspx>

## INSTRUCTION

Tutt Middle School is in the process of transitioning from a traditional middle school to an arts-infused middle school beginning in the 2018-2019 school year. We are excited about this opportunity to enhance, strengthen, and broaden the educational experiences for our students. We are now in the process of planning for this transition.

The school and the district believe that this is an excellent opportunity to positively impact our students' learning. An arts infusion school uses the arts (i.e. visual arts, music, drama, dance) to teach and connect all subjects and to connect them to one another for deeper understanding. Arts infusion allows students to demonstrate their knowledge in a variety of ways and develop higher order thinking skills by creatively seeking solutions. An arts-infusion school seeks to inspire creativity, promote collaboration, engage critical thinking, and foster a strong sense of community.

This child-driven process will stimulate the creative ability to translate and analyze one form of information into an art form. By infusing the arts into the curriculum, we will be better able to develop higher order thinking skills by creatively seeking solutions.

## ATHLETICS

Football, baseball, softball, basketball, golf, track, and cheerleading are available for students in the middle grades. Information is available from the Athletic Director and coaches. All students participating in team sports must meet the eligibility requirements of the Richmond County School System.

## MAKE-UP WORK

Students are solely responsible for getting the makeup work form the teacher and completing the work within one week after returning from school. For extended illnesses, additional time may be allowed. Appointments for doctors and dentists are excused absences and are to be classified under the "sickness" category of the attendance policy. Students are allowed to make up all work during an excused absence. This also includes



suspensions.

## TARDINESS

A student is tardy when he or she enters the classroom or homeroom after the ringing of the bell. Specific disciplinary procedures for tardiness to school can be reviewed in detail within the *Code of Conduct and Discipline* book located at [www.rcboe.org](http://www.rcboe.org).

## EARLY DISMISSAL

Parents who must pick students up early due to an emergency or unavoidable circumstance should report directly to the office, where students must be signed out. Students will be released only to persons listed on the registration card or as identified in written authorization for a particular occasion. We cannot release students to friends and family members unless their names are listed on the registration form. In an effort to maximize instructional time and limit classroom interruptions, students will not be dismissed after 3:45 p.m. Students leaving early without legitimate excuse will be counted as tardy for attendance purposes.

## BUS TRANSPORTATION

Students riding buses are expected to conduct themselves in a manner that will not endanger others and/or distract the driver. Students are expected to (a) remain seated while the bus is in motion, (b) talk quietly, and (c) respect the bus drivers and follow their directions. Students who misbehave on the bus and/or at the bus stop are subject to suspension from the bus. For designated stops, pick-up times and drop off times, visit the Transportation Department (*School Zone & Bus Stop Locator*) at [www.rcboe.org](http://www.rcboe.org).

## INJURIES AND ACCIDENTS

Students who are injured at school or en route to school are expected to report the injury to a school employee. Employees will report injuries to the school clinic.

## ACADEMICS

### RCBOE Promotion/Retention Policy

#### Subject Requirements:

To meet promotion requirements, students in grades 6-8 must:

- a. Obtain a passing grade in mathematics **and** language arts
- b. Obtain a passing grade in science **or** social studies
- c. Obtain a passing average in connections/physical education

**-AND-**

All 8<sup>th</sup> grade students **must** pass Mathematics and Reading on the Georgia Milestone.

A student shall be promoted when, in professional judgment of the teacher(s), principal, and other professional school staff, he/she has successfully met the identified instructional standards.

## **GRADING**

In an effort to align our county grading system with other schools and colleges the following scale has been adopted:

A = 90-100      B = 80-89      C = 75-79      D = 70-74      F = Below 70

All parents are strongly encouraged to register for our computerized Infinite Campus parent portal system to review grades weekly. If you have concerns about your child's grade, please feel free to contact the school prior to the distribution of report cards to speak with the teacher or the guidance department to schedule a conference.

## **MID-NINE WEEKS (PROGRESS REPORTS)**

The mid-nine weeks progress report is designed to give parents general feedback on their child's progress at a point in the grading period when additional assistance can be provided if needed. Progress reports will be sent home around the fourth week of each grading period. Parents are encouraged to schedule conferences by calling guidance if students are not meeting course expectations.

## **REPORT CARDS**

Report cards are issued four times per year. Please check the school calendar for a schedule. Also, please read the codes on the report cards. Students receive both instruction and grades based on their level of performance - some students are above grade level, some below grade level, and some are at grade level. If you have any questions about the report card schedule and/or your child's performance level, please call or visit the school.

## **HOMEWORK POLICY**

Homework assignments will be given to all students at all grade levels. The purpose of homework is to give students additional practice on skills learned in class. Homework may be assigned Monday through Thursday and on weekends at the teachers' discretion. Please refer to the Richmond County Homework Policy for official guidelines.

## **PARENT CONFERENCES**

Parents who wish to meet with a teacher and/or team of teachers should call the guidance office for an appointment (706-737-7288 extension 2808). Please notify the guidance secretary if you wish to meet with a specific teacher and not the entire team. Parents who wish to meet with the principal should call 706-737-7288 extension 2802 to schedule an appointment.

## **CHANGE OF ADDRESS AND INFORMATION**

Parents are responsible for keeping the school informed of changes in address or other information that is pertinent to parent or home contact. Such information can be vital in case of an emergency. The information should be submitted to the student's homeroom teacher, the front office, and the guidance office.

## **LEAVING SCHOOL WITHOUT PERMISSION**

Students leaving school without permission will be suspended according to the RCBOE Code of Student Conduct and Discipline Handbook.

## **LOCKERS AND LOCKS**

All lockers are located in the locker rooms and should be used during PE only. Combination locks should be purchased by parents and remain the responsibility of the students. Sharing lockers is discouraged.

## **LOST AND FOUND**

The school is not responsible for lost items. Each student is responsible for school issued materials (including textbooks) and for all personal items. We do, however, teach the students to turn in any items they find. The lost and found is located in the front office.

## **LUNCH/ BREAKFAST SERVICES**

Breakfast and lunch programs are available to all students. Breakfast and Lunch are provided at no cost for students. Students are only allowed to go through the line once and must punch in their lunch number for accountability. The Richmond County Food Services Department develops the menus for both programs. Students are expected to adhere to the guidelines of not bringing canned or bottled drinks to school except for

medical reasons. No food or drinks are allowed to be sold on the school grounds. Also, students are not allowed to bring candy, junk food, etc. to school nor have food brought in from fast food restaurants.

At lunch and breakfast, students are expected to keep the lunch area clean and to talk softly with people at their table. Loud talking and playing in the lunch areas will not be tolerated. The common areas (eating areas) are surrounded by classrooms therefore, disturbances (such as loud talking and playing) interrupt the instructional program.

## **MAKE-UP WORK**

Students with excused absences will be allowed to make up work. Students should ask the teachers for make-up work. Parents are encouraged to be sure that make-up work has been issued to the student, completed by the student, and turned in for a grade.

## **MEDIA SERVICES**

The media center is open from 8:30 a.m. until 4:15 p.m. every school day. Students should use the media center to complete assignments, to work on research projects, and to check out books to read. Please call the media center at 706-737-7288 extension 2809 for additional information about our resources and services.

## **GUIDANCE**

Counseling services are available for every student in the school. These services include assisting students with planning and developing educational goals, helping with school and classroom adjustments, conflict management, interpreting test scores for parents and students, career guidance, study aids, activities for building character and self-esteem, and counseling for home, school, and social/emotional problems. For additional information about the services offered in the Guidance Department, please call 706-737-7288 extension 2808.

## **WITHDRAWAL PROCEDURES FOR STUDENTS**

At least one day notice (24 hours) is requested to withdraw a student from school. Parents are asked to notify the school as soon as possible of the student expected withdrawal date. All textbooks, library books, school athletic uniforms, and/or Band Instruments must be returned, and any outstanding debts to the school must be cleared before the withdrawal can be completed.

## **HOSPITAL/HOME BOUND PROGRAM**

The Hospital/Home Bound Program will provide a teacher for students who are ill at home for ten (10) or more days with physician approval. Proper procedures must be followed to receive these services. Contact the school principal or counselor for more information if these services are likely to be needed.

## **FIRE AND TORNADO DRILLS**

Fire drills are required by law and are held monthly. Students are expected to exit the building quickly and quietly. Visiting with other classes and/or students during drills is not allowed. Students must remain with their assigned teacher.

Evacuation plans are posted in the classrooms. Fire alarms and fire extinguishers are located throughout the building.

Annual tornado drills are scheduled by the state weather alarm system. Students are expected to enter the halls and assume a safety position as instructed by their teachers.

Students who falsify emergency situations or tamper with safety devices are automatically suspended and referred to tribunal.

## **REQUIRED TEST**

- Grade 6 COGAT & Georgia Milestone
- Grade 7 Georgia Milestone
- Grade 8 Georgia Milestone

## **HONORS DAY**

All Honors Day programs are held in the month of May. Invitations are sent home two weeks prior to the event. All parents/students are encouraged to attend. Students receiving special recognitions will have special invitations denoting that they will be recognized by their teachers.

Students receive recognition in the following areas:

1. Highest GPA in core academic and connections classes.
  2. Honor Roll
3. Outstanding Citizenship
  4. Most Improved
  5. Perfect Attendance

## **HONOR ROLL**

Students with All A's for the nine weeks grading period will be recognized with high honors. Students with all A's and B's will be recognized with honors. A grade of "C" in any area will keep a student off the honor roll.

## THE GOLD T AWARD

At Tutt Middle School, outstanding achievement is recognized for students in the eighth grade by the awarding of the **GOLD T**. A special certificate is presented to students who earn the minimum required points in each category:

1. **Scholarship** – 80 average all three years, “A” honor roll all year in each grade level, and President’s Education Award
2. **Leadership** – member and/or officer of Student Council, officer of an approved student organization, character commitment, team captain, and perfect attendance.
3. **School Activities** – performing chorus, band, and strings, math and science bowl team members, spelling bee representative for Tutt, members of clubs, literary contest, peer mediators, peer tutors, WTMS staff, and yearbook staff
4. **Athletics** – athletic teams and yearly average of 90 each year in physical education. Students may begin to accumulate **GOLD T** points in the 6th grade. Points can only be earned at Tutt Middle School. Winning the **GOLD T** indicates these students have been involved in numerous activities throughout their years at Tutt. This promotes school pride and places a great emphasis on the total school program and the well-rounded student. These students are an elite group and hopefully serve as an example for their peers. Their names will be placed on a permanent plaque by the main office along with other **GOLD T** winners.

## GIFTED PROGRAM

Richmond County provides programs for all qualifying students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate higher level motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education.

For further information you may contact the Tutt guidance counselor or the RCSS Gifted Program at 706-826-1000 extension 5629.

## DRESS CODE

All students of John M. Tutt Middle School are required to adhere to the Richmond County Board of Education dress code and grooming policy. Detailed dress code guidelines can be found in the Code of Student Conduct and Discipline Handbook that will be sent home at the beginning of the school year.

## PARENT CLASSROOM OBSERVATION POLICY

Tutt Middle School welcomes visits to school by parents and encourages parents/guardians to make informed decisions about the programs and services recommended for, or to which the school has assigned their children.

To ensure order and safety in the schools, it is necessary to establish procedures governing school visits, classroom and program visitations. The interest that parents and guardians often have in visiting classrooms and program sites must, however, be weighed against the disruption and distraction that often accompanies such visitations.

**The following conditions shall be observed for all visits:**

- \* Visitors shall report to the school office and sign in upon entering the building and specify the location of the visit.
- \* Visitors shall consist of not more than two parents or legal guardians, at any one time; siblings are not allowed to attend classroom observations with parents or legal guardians.
- \* Visitors shall refrain from conversation and from interaction with children or staff during the period of classroom or program observation.
- \* During the visit, parents or legal guardians cannot record any portion of the lesson.
- \* During the visit, parents or legal guardians should not take pictures at all of anything or anyone within the classrooms.
- \* During the visit, visitors shall remain in such locations within the classroom or program site as designated by the staff member responsible for the classroom. No visitor shall be permitted to roam throughout the school building or school grounds.
- \* Questions or concerns about a visit or about anything observed during a visit must be addressed to the principal or, by appointment, to the staff member responsible for the classroom, before or after the visit and outside the presence of children or working staff members.
- \* During school hours, visitors must register at the school office immediately upon entering the building and obtain a visitor's pass for identification. The visitor must wear the visitor's pass for the duration of the school visit.
- \* Staff members shall require that a visitor has registered at the school office and received authorization to be present in the building.
- \* Visitors shall return to the school office and sign out when leaving the building.

## **RESPONSE-TO-INTERVENTION**

The purpose of the Response to Intervention (RTI) team is to address the problems of students who have difficulty in regular class situations because of academic, behavioral, social, emotional, and/or physical disabilities. The team consists of an administrator, a regular education teacher, and an exceptional education consultant. Parents are invited to the meetings. The RTI contact person is the Assistant Principal.

## **STUDENT CODE OF CONDUCT AND DISCIPLINE**

Tutt Middle School places a high emphasis on student conduct. Learning is negatively impacted if there is no discipline in the school. Therefore, all students are expected to follow the rules and regulations of their school and classrooms. The following will not be tolerated:

- bullying
- disregard of directions or commands
- fighting
- disrespect to teachers and others
- profanity
- weapons
- immoral acts
- theft and/or property damage
- classroom/ school disruptions
- physical assault
- tardiness
- leaving /cutting school
- throwing food
- smoking
- inappropriate dress
- threats
- alcohol/drugs

Please read the RCBOE Code of Student Conduct and Discipline Handbook for these and other rules and regulations. It is important that parents read and become familiar with the Code of Student Conduct and Discipline Handbook, which will be distributed at the beginning of the school year. Any student not following the Code of Student Conduct and Discipline Handbook will be subject to disciplinary action.

## SCHOOL-WIDE DISCIPLINE PLAN

### **Purpose**

The purpose of Tutt Middle School is to provide a safe and orderly environment that is conducive to learning for all students.

*This handbook provides information about the policies and procedures of our School-wide Discipline Plan. When parents, students and teachers work together toward a common goal, a more enjoyable school experience will happen. The goal of our plan is to help our students be successful. Discipline plays a huge role in a child's education. It is a life-long skill children will rely on as they become active members of their community. Our students deserve the best positive learning environment to achieve academic success. Therefore, this school-wide discipline plan will be in effect at all times.*

### **Teacher's Role**

#### **The Teacher will:**

- Review the expectations for behavior with all students.



- › Communicate high behavioral expectations to students and parents.
- › Enforce the school-wide discipline plan as agreed.
- › Report to designated supervision spots on time.
- › Actively supervise students.
- › Address any student violations of behavior expectations individually with that particular student.
- › Use behavior modification strategies to correct the behavior.
- › Keep students together if traveling as a class. Stop at intervals to ensure all students are present.
- › Sign student agenda or hall pass when sending a student to the bathroom, office, etc.
- › Seek assistance from peers or administration when necessary.
- › Model the expectations for hallway behavior.
- › Encourage peers to uphold the expectations for hallway behavior.

### **Staff's Role**

#### **The staff will:**

- Enforce the School-wide Discipline Plan as agreed
- Communicate high behavioral expectations to students
- Take an interest in personal goals, achievements and needs of students
- Support the students in their academic and extracurricular activities.

### **Student's Role**

#### **The students will:**

- Follow the School-wide Discipline Plan and all classroom behavior rituals and routines
- Maintain high behavioral expectations
- Accept responsibility for their behavior
- Set personal goals and work hard to achieve them

### **Parent's Role**

#### **The parent will:**

- Reinforce the School-wide Discipline Plan
- Communicate high behavioral expectations to their child
- Take an interest in personal goals, achievements and needs of their child
- Support the students in their academic and extracurricular activities.

### **Shared Responsibilities**

**Please understand that when any referrals are entered in Infinite Campus, the teacher has then turned over the decision of the consequence to the administrator. The administrator will act in the best interest of the student and the teacher. The administrator may mitigate or aggravate the consequence based on a set of factors.**

Mitigating factors include, but are not limited to: having no discipline history, having a significant amount of time pass between discipline problems, parent cooperation with the school and involvement in the discipline, truthfulness and cooperation with administrator, or aiding in the discovery of other offenders.

Aggravating factors include, but are not limited to: frequency and severity of referrals, deceitfulness, and failure to cooperate with teachers and administrators, failure to adhere to behavior improvement plan (BIP).

## PROCEDURES

The following are school-wide rituals and routines that must be enforced by all faculty and staff. It is imperative that we work together to establish a consistent learning environment at all times.

### General School Day Procedures

- **Students are to be supervised at all times.**
- Student may not be released from class during the first and last 15 minutes of the instructional day unless it is an emergency.
- Student must have a school pass to be in the hallway.
- Teachers will not send students on errands to adults-only areas of the building.
- Classroom teachers are responsible for ensuring their student(s) have classwork when assigned to In-School Suspension (ISS). If they do not have an assignment, they will be sent back to class.
- Students are not to be sent to the office unless their behavior disturbs instructions in a significant way. They do not sit in the office to wait on administration or to use the phone for nonemergency reasons.
- Teachers will not send students in the hallway to stand. Teachers are expected to utilize the buddy teacher system.
- All students are expected to respect the learning of others by talking softly in the hallway.
- All students are to walk to the right side of the hallway.
- Teachers will take students to the restroom as a class. Students are not to be in and out of the classroom individually to go to the restroom unless it is an emergency.

### Morning Procedures

- Students are not permitted in the building until 8:30 AM.
- Duty teachers are expected to be on duty at 8:25 and ready to supervise students.
- Students must report and remain in their designated area – cafeteria and/or gym.
- If students report to the gym first, they are to remain in the gym until 8:55. They elect to not eat breakfast at school.
  - Class change is expected to be less than 5 minutes.
  - Students are to remain in a single file line and quiet at all times.
  - Grade level teachers are responsible for collectively determining hallway and classroom line up rotation.
  - **All teachers are expected to walk their students to connections. Once in connections, teachers will complete one additional rotation to ensure all students are in class.**

### Lunchroom Procedures

- Classes are expected to be on time (please ensure your classroom clock and personal clocks are in sync with the school's bell time).
  - Teachers are responsible for walking their classes to and from lunch, supervising their students in the lunch line, and supervising their students during lunch.
  - Classes are expected to sit together at their designated table.
  - Students are not permitted to get up from their seats to visit other classes or to go back through the lunch line.

- Teachers are responsible for ensuring students clean up after themselves when leaving the lunch table. There should not be any food and/or trays left on the lunchroom table.

- Students are to line up and walk orderly to dispose of their lunch tray. Teachers are responsible for walking their students to this area and supervising to ensure students are following the procedure.

### **Dismissal Procedures**

- We will begin afternoon announcements at 3:55.
- Students are expected to remain seated and quiet, so that they can hear the intercom.
- Teachers are to be at their classroom door monitoring movement in the hallway.
- Teachers are expected to keep an updated dismissal roster of students. The front office and administration are to have a copy of all dismissal rosters.
- Students are not permitted in the office or restroom during dismissal unless it is an emergency.
- Students participating in after school activities will report to the commons area and be escorted to designated practice areas by the coach.
- Car riders and walkers will be dismissed after announcements when students transported by bus are escorted to the covered shelter for pick-up.
- Bus dismissal will begin as soon as the magnet school shuttle buses arrive. Teachers are expected to escort students to the bus loading zone when the designated grade level is called over the intercom.
- Last-minute after-school activity changes are not acceptable unless it is an emergency. These last-minute changes create disorder and confusion.
- All duty teachers are expected to be at their duty station on time.

### **Office Referral Procedures**

- All discipline referrals are to be submitted to the designated administrator using a paper referral.
- Documentation of previous steps from teacher and any other supporting documentation are required to be submitted with referral. This includes specific dates.
- Administration will send referral back to the teacher if the referral is not complete and if there is not proper documentation of previous actions taken by teacher.
- Major behaviors outlined on the discipline chart are an automatic office referral.
- Administration is expected to respond to referrals in a timely manner.
- Administration will follow the consequence charts for office referral offenses for all general education students.
- The principal must approve a deviation from the chart for unique situations.
- Administration will follow behavior intervention plans for all special education students and consult with their special education teacher prior to out of school suspension.

**Tutt will operate from a PBIS framework!**

At Tutt.....

**#WeLead #WeSucceed # WeROAR!!**

## **#TuttROAR**

**R** -Respectful

**O** - Observe Self-Control

**A** –Act Safe

**R** - Resilient

### **What does a PBIS framework within a school look like?**

A school implementing PBIS will use school-wide expectations in specific settings to teach students appropriate behavior, an acknowledgement system to encourage appropriate behavior, predetermined consequences to discourage inappropriate behavior, discipline referral procedures that are implemented consistently, outcome data to monitor progress, and a problem-solving process for making data-based decisions.

Please consider donating supplies or other small items to our PBIS reward store!

### **PBIS School-Wide Overall**

There are three overall expectations for students. As part of focus time activities, students will be explicitly taught about #TuttROAR including how expectations play out in different school settings. Posters throughout the school will advertise and reinforce #TuttROAR!

### **#TuttROAR**

### **What is “Positive Behavioral Interventions & Supports (PBIS)?**

The PBIS plan includes elements of a traditional discipline plan that includes school-wide expectations, specific consequences for breaking those expectations/rules, and a system of documenting the interventions attempted to reduce the problem behavior. However, the fear of punishment has been shown to be a relatively ineffective means of reducing inappropriate behaviors with most people. Thus, what makes the PBIS plan “non-traditional,” is its focus on reducing the problem behavior through positive support and explicit teaching of appropriate behaviors rather than through fear of punishment.

We cannot expect students to know appropriate social and behavior skills without explicit instruction. It is important that we teach our students what type of behavior is expected while they are at school. We cannot assume they know how to behave in a school setting. Students may not have seen appropriate school behavior in years past. Students may have different standards of behavior at home than what we expect from them at school. Every teacher must accept the responsibility of explicitly teaching students how to behave properly in all of the school settings.

## **CONSEQUENCES for MINOR INFRACTIONS:**

While PBIS focuses on positive behaviors, we must be prepared to deal with negative behaviors when they happen. Each classroom teacher will follow the school-wide 5-step plan in dealing with inappropriate behaviors.

1. Specific Verbal Warning
2. Teacher Intervention
3. After School Detention
5. Counselor Referral
6. Office Referral with documentation attached

## **Teaching School-wide Rules, Behavioral Expectations, & Routines**

### **Starting the Year off Right!**

During the first week of school, we will focus on teaching the school-wide rules, behavioral expectations, and routines to all students across all settings in the school. The PBIS team is organizing a set of events that hopes to provide students and staff with an entertaining, memorable, and positive first week of school in which everyone learns the rules, expectations, and routines throughout the entire school.

### **Why teach the Rules, Expectations, and Routines during the first week of school?**

One of the major reasons to teach behavioral expectations and routines across settings is so that all staff agree on what is expected. This will improve consistency across staff in enforcing the school rules. Surprisingly often, staff have different expectations about what behavior is acceptable in different settings which can confuse the students.

A second major reason is that we cannot assume that students know the expectations and routines.

### **What are Routines?**

Routines are the procedures and processes that students are expected to follow to keep things running smoothly and prevent problems. Examples of routines include: entering the cafeteria, the lunch line process, the dismissal process for classes from lunch, process for sharpening your pencil in class, etc. Choosing routines should be a thoughtful process since some routines can inadvertently set up students to engage in misbehavior. Routines should be taught and reinforced during the first week of school so that everyone in the school is following the same set of procedures.

### **Booster Sessions: Re-teaching the Rules, Expectations, and Routines.**

Like all good teachers, we must remember that we cannot simply teach the expectations and routines once. It is important to hold booster sessions to review the expectations. Booster sessions are especially helpful after returning from a long break, during times in the year when you anticipate having more troubles, or in areas that continue to be problematic.

Booster sessions may include re-teaching expectations, increasing the number of acknowledgment events, or having a contest between classes to award the class that does the best with the identified expectations or in the specified area.

### **Why do we want to recognize expected behavior?**

It is not enough just to teach expected behavior, we also need to regularly recognize and reward students for engaging in appropriate behavior. Research has shown that recognizing students for engaging in expected behavior is even more important than catching students breaking the rules. In fact, research on effective teaching has found that teachers should engage in a rate of 4 positive interactions with students to every 1 negative interaction (4:1 ratio).

Please consider donating to our PBIS store items such as pencils, pens, books, erasers, highlighters, \$1 earbuds, colored pencils, journals, decorative folders, or other items that student could elect to receive as personal rewards for meeting behavior expectations. Items can be given to the secretary in the main office. We thank you in advance!!

### **Morning Detention**

Morning detention will serve as an alternative to suspension and to help eliminate disruptive behaviors including, but not limited to: excessive talking, disobedience, disrespect, failure to complete assignments, lack of class materials, disturbing the class, not following class/school rules. Parent must provide transportation. Students must serve detention on the assigned day or they will be assigned in-school suspension (ISS).

### **In-School Suspension (ISS)**

In-School Suspension provides a short-term alternative to out-of-school suspension. ISS is for students with repeated minor behavioral infractions. The student maintains classroom assignments and remains in school, but is isolated from other school activities.

### **Saturday School/School Beautification Project**

Saturday school detentions will be assigned by administration and are an alternative to out-of-school suspension. Saturday school will be scheduled from 9:00 AM to 12:00 noon. Students may be assigned campus clean-up or study skills. The students will not be allowed to enter Saturday school after 9:00 AM. Those students arriving after 9:00 AM will be considered absence. If Saturday school is not served, further disciplinary action will be issued.

### **Out-of-School Suspension (OSS)**

An out-of-school suspension is issued when a student has committed a serious behavioral infraction (i.e. fighting, theft, etc.) The student is not allowed to attend school or any school related activity/event, for a designated period of time. The student will be provided with an opportunity to make-up any missed classwork

within a designated time period. A parent conference must be held before a student is permitted to return to class.



## CLINICAL INFORMATION

### Immunization Record

According to Georgia State laws:

1. Students attending a Richmond County school must prove that they have been immunized against seven childhood diseases (polio, mumps, measles, diphtheria, whooping cough, rubella, and tetanus). All sixth graders must have proof of their second measles, mumps, and rubella (MMR) vaccines.
2. Any student entering a Georgia school for the first time or entering kindergarten or first grade must have a dental, hearing, and vision certificate. The Immunization Certificate and the Dental, Hearing, and Vision Certificate may be obtained at the Richmond County Health Department (724-4214), from a private physician, or a physician from Fort Gordon. Please note that any immunization record from another state must be transferred to the appropriate Georgia form. Please send the immunization record to the school nurse. Students who do not comply will, according to the state laws, be removed from the school roll until this record is submitted.

### CLINIC

A licensed registered nurse staffs the clinic for half a day starting at 1:30. In the event of an emergency during the nurse absence, students should report to the main office. The purpose of the clinic is to care for students who become ill or receive injuries at school. The following rules apply to the clinic:

1. A student pass is required for admittance.
2. No one is allowed to stop by the clinic in between classes. Go to the next class to which you are assigned and get a pass from that teacher.
3. No medication (including aspirin) will be given at school unless it is sent from home with written permission from the parents. All medication must be properly labeled with the student's name and left in the clinic before school or during homeroom. **Any long-term prescription medication must have medication**

**form completed and signed by the physician. All medication must be in its original container.**

4. In case of illness during the school day, the student must report to the clinic and/or office before leaving the building. The school will contact parents so that arrangements can be made for the student to leave.

## MEDICATIONS

The policy of the Richmond County Schools is that all medications be administered at home, whenever possible. If medication must be administered at school, specific conditions must be met. A completed medication form must be on file in the school office/clinic. It must include the following:

- Name, address, telephone number
- Name and strength of medication
- Amount of medication to be administered and time to be administered
- Purpose of medication
- Medication must be in the original bottle. The pharmacy will furnish the school a bottle, if requested.
- Physician anticipation of any side effects
- Instruction for school personnel in case of side effects
- Expiration date
- Parent signature
- Physician signature

If it is necessary for the student to take any type of medication during school hours, it must be sent in the original prescription bottle with the dose amount and time clearly indicated on the package. The medication must be given to the nurse for storage in the clinic. The nurse will dispense it at the appropriate time. Students must provide their own aspirin or Tylenol with a note from the parent. The medications and note will be kept on file in the clinic. A permission slip for dispensing medication must be renewed each school year. Medication cannot be sent home on the bus. Please contact the school nurse if you have any questions about your child's medication needs while at school.



## ATHLETICS

### Physicals

Students trying out for or participating in athletics are required to have an annual physical. Students cannot try-out if a physical is not in place!

### Intramural Program



All students are encouraged to participate in the intramural program that may held during the regular scheduled PE classes. Intramurals consist of various types of sports and games to meet the interests of our students.

## Interscholastic Sports/Activities

As a dragon, students are encouraged to become actively involved in as many activities as possible. A strong effort is made by the school staff to schedule practices and events to avoid schedule conflicts. Therefore, students are limited in participation only by their own interest and energy. Dragons may involve themselves in all school sports, band, chorus, drama, student council, media club, and orchestra. We also encourage our students to voice their opinions for clubs they desire that we at Tutt Middle may not offer at this time. In order to participate, students must be in good academic standing. In addition, students attending Tutt Middle on a “zone exemption” are not eligible to play sports their first year at Tutt Middle School per RCBOE guidelines. When we have questions about eligibility or a parent makes a request to verify zones, incidents are referred to the Richmond County Board of Education for final approval.

## Insurance

The Richmond County Board of Education does not carry insurance for students; however, student insurance is offered to parents on an optional basis. Insurance information will be sent home at the beginning of the school year. Parents are strongly advised to consider coverage for their children.



## CAFETERIA

All students enrolled in Richmond County schools are eligible to have breakfast and lunch at no cost. You will receive a Breakfast and Lunch Meal Information handout at the beginning of the school year. Students use a personal account number (last four (4) digits of social security number) which they enter in a keypad at the register.

**Breakfast:** Serving line starts at 8:30 a.m. and ends at 8:50 a.m. for any student riding in private transportation. Students on late buses are allowed to eat prior to reporting to class.

**Lunch:** Your child’s teacher will provide you with the class daily lunchtime. Many parents enjoy having lunch with their child and you are welcome to do so. If at all possible we ask that you send a note in your child’s agenda so that we can plan accordingly. **Please do not bring in fast food for your child to eat during lunch (McDonalds, Burger King, Zaxby’s, etc.).** Students will not be able to eat this type of food in the cafeteria due to Nutrition Guidelines. Students are not permitted to bring glass bottles or canned goods as a part of their lunch. There will be no access to a microwave for student lunches.

Students should always:

- Maintain order while in the serving lines.

- Maintain appropriate behavior during the breakfast and lunch periods.
- Sit in chairs only, not on tabletops.
- Dispose of all food and debris before leaving the lunch area.
- Remain in the assigned areas during the breakfast and lunch periods.
- Carry trays to the appropriate window for disposal.
- Keep appropriate levels of conversation.
- Students are not permitted to have fast food delivered/brought to school.



## TELEPHONE AND MESSAGES

During the school day a phone is available in the office for calls that are deemed as being of high importance. Students must gain authorization from the office staff to place their call. There is a two-minute time limit for student calls. If a parent or other responsible adult calls to talk to a student, the office will take a message and notify the student. Students will only be allowed to talk with a parent directly if there is an emergency.

## PTO

PTO membership is vital because the support and commitment of active PTO members contributes much to the success of John M. Tutt. We hope you will join and take part -there are many opportunities and ways for you to serve. Your membership, attendance, interest, and personal contributions are valuable components when it comes to the education of all children and especially your child; membership is available for \$5.00.



## MONEY

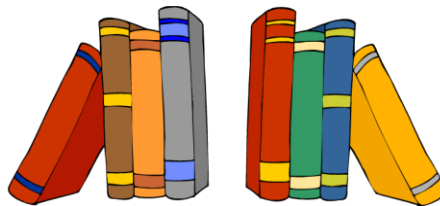
On occasion it may be necessary for students to bring money to school. **Always send money in a sealed envelope with the following information written on the outside of the envelope: student's name,**

**teacher's name, and room number, amount of money enclosed and purpose of money (i.e...lunch money, book money, field trip...).** Please send the exact amount to the bookkeeper

If checks are returned to the school due to insufficient funds, the parent may be charged a fee plus the bank's returned check fee at the time.

## BIRTHDAY/CLASSROOM CELEBRATIONS

Per Richmond County Board of Education policy, the only holidays/events that can be honored with a celebration in the classroom are Winter Celebration (end of the first semester) and end of School. Parents are asked not to send birthday party invitations to school to be distributed in the classroom. If necessary, contact your child's teacher to make any necessary arrangements before sending invitations to the school. Our new wellness policy sets guidelines concerning snacks served to students during the school day. We cannot accept deliveries of outside food, or other items such as flowers or balloons for students at school as these pose a distraction to the mission of our school day.



## MEDIA CENTER

The mission of the Tutt Middle School Media Center is to provide service and support to all students, faculty, and administrators by developing and maintaining a balanced collection of books, periodicals, and non-print materials that support and supplement the school curriculum. The center contains materials on subjects of interest to students for pleasure reading and research. It provides appropriate materials for students locating information and using reference works. Help is given in selecting reading matter, acquainting students with different types of literature, assisting with or providing project production materials, equipment, and facilities. Since the media center serves the entire population of the school, it is imperative that students follow media center procedure during regular school hours.

1. Students who come to the media center must have a specific assignment/purpose that involves the use of media materials. Students must always bring their media center passes.
2. Upon entering the media center, students must sign-in at the circulation desk and present their pass to the media specialist or media assistant.
3. Regular materials may be checked out for a two-week period. Reference materials, CD-ROM's, magazines and newspapers must remain in the media center. Copy service is available for a charge of ten cents per page black and white / twenty - five cents for color printed page for students needing information from printed sources for a school project. Students may check out up to two or more books at any one time.
4. In order to check out a book, a student must present his/her pass with his/her student ID's. Under NO circumstances should a student check out materials for another student. Students are responsible for all materials checked out under his/her name and number.

5. The individual must pay for lost and damaged materials. The fee for lost books will be replacement cost for the lost book. Damaged book fees will be assessed according to the extent of the damage.
6. Checkout privileges will be suspended for any student whose book is past due. Privileges will be restored when the book/s are returned
7. Should a student lose/destroy his/her barcode, he/she will be required to purchase a new one. The media center is open to students during regular school hours (8:30 am until 3:45 am).

## **CARE OF TEXTBOOKS**

Textbooks are supplied to each student at no cost. **This is a loan for the period that you use the textbook and all books should be treated as borrowed property.** In the event of a loss or abused textbook, whether accidental or purposeful, you must pay for the book(s) in accordance with the scale fixed by the Board of Education. All textbooks will be issued or “checked out” through the media center. Band instruments, library books, and other school equipment and/or property should be considered as a loan for the period that you use such equipment or material. In the event of loss or abuse of instruments, equipment or property, restitution will be determined by the amount it costs for replacement or repair. When personally owned or rented instruments or equipment are brought to school, the school cannot assume responsibility for loss or damage. The responsibility remains with the student and parents.

## **POLICY FOR ACCESS TO THE INTERNET**

Access to material that may be considered objectionable in a school setting comes with Internet connectivity. The value of access to educational information and interaction on the Internet far outweighs the possible negative impact of inappropriate use of this resource. Internet access from Tutt Middle School shall be efficient, ethical and legal and in conformance with this policy at all times. Proper conduct by all persons who access the Internet and adherence to the guidelines can be reviewed in detail in the *Code of Conduct and Discipline* book located at [www.rcboe.org](http://www.rcboe.org).

## **NOTICE OF NON-DISCRIMINATION FOR STUDENTS**

THE RICHMOND COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR NATIONAL ORIGIN, RELIGION, SEX, DISABILITY OR AGE IN ITS PROGRAMS AND ACTIVITIES FOR STUDENTS. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO INVESTIGATE ANY COMPLAINT COMMUNICATED TO THE BOARD OF EDUCATION ALLEGING NON-COMPLIANCE OF NON-DISCRIMINATION POLICIES REGARDING STUDENT ACTIVITIES.

**Associate Superintendent of Curriculum & Instruction and Technology  
864 Broad Street, Augusta, Georgia 30901  
Telephone (706) 826-1000**

### **NOTICE OF NON-DISCRIMINATION**

THE RICHMOND COUNTY SCHOOL SYSTEM DOES NOT DISCRIMINATE IN EMPLOYMENT OR SERVICES ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, OR HANDICAP.

**Chief of Human Resources Officer  
864 Broad Street, Augusta, Georgia 30901  
Telephone (706) 826-1000**