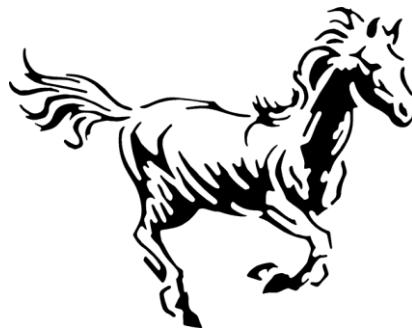


Morgan Road Middle School Student Handbook



2018-2019



**Dr. Johnnie M. Wright, Principal
Mr. Anton Anthony, Assistant Principal
Dr. Marquez Hall, Assistant Principal**

Morgan Road Middle School

MISSION

Morgan Road Mustangs take ownership in creating a positive environment through respect, resilience, and stellar academic achievement.

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. Morgan Road 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 Morgan Road 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 Morgan Road 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!!!!

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

	2018-2019
<i>Holiday (Independence Day)</i>	Wednesday, July 4, 2018
<i>Preplanning</i>	Tuesday, July 31-Friday, August 3, 2018
<i>Middle School Open House</i>	<i>Tuesday , August 1, 2018</i>
<i>First Day of School</i>	Monday, August 6, 2018
<i>District Wide Early Release/School based Professional Learning Day</i>	Wednesday, August 22, 2018
<i>Labor Day (School Closed)</i>	Monday, September 3, 2018
<i>Progress Reports</i>	Thursday, September 6, 2018
<i>District Wide Early Release/School based Professional Learning Day</i>	Wednesday, September 19, 2018
<i>Columbus Day Holiday (School Closed)</i>	Monday, October 8, 2018
<i>School Based Professional Learning/Teacher Work Day (Student Holiday)</i>	Tuesday, October 9, 2018
<i>End of 1st Nine Weeks</i>	Thursday, October 11, 2018 (45 Days)
<i>Beginning of the 2nd Nine Weeks</i>	Friday, October 12, 2018
<i>Elementary Early Release/Report Card Conferences</i>	Wednesday, October 17-Thursday, October 18, 2018
<i>Report Cards</i>	Thursday, October 18, 2018
<i>Veteran's Day (School Closed)</i>	Monday, November 12, 2018
<i>Thanksgiving (School Closed)</i>	Monday, November 19- Friday, November 23, 2018
<i>End of 2nd Nine Weeks</i>	Thursday, December 20, 2018 (90 Days)
<i>Christmas/ Winter Break (School Closed)</i>	Friday, December 21, 2018-Monday, January 7, 2019
<i>School Based Prof. Learning (Student Holiday)</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 Reports</i>	Thursday, February 7, 2019
<i>School Based Professional Learning/Teacher Work Day (Student Holiday)</i>	February 15, 2019

<i>President's Day Holiday (School Closed)</i>	Monday, February 18, 2019
<i>End of 3rd Nine Weeks</i>	Wednesday, March 13, 2019 (45 Day)
<i>Beginning of 4th Nine Weeks</i>	Friday, March 16, 2019
<i>Elementary Early Release/Report Card Conferences</i>	Wednesday, March 20- Thursday, March 21, 2019
<i>Report Cards</i>	Thursday, March 21, 2019
<i>Spring Break (School Closed)</i>	Monday, April 8, - Monday, April 15, 2019
<i>Easter Holiday (School Closed)</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 for High School (half day)</i>	Thursday, May 24, 2019
<i>Last Day of School for Elem. and Middle School</i>	Friday, May 25, 2019 (90 Days)
<i>Memorial Day (School Closed)</i>	Monday, May 27, 2019
<i>Post Planning</i>	Tuesday, May 28-Thursday, May 30, 2019
<i>Graduation</i>	Tuesday, May 28-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

TELEPHONE DIRECTORY

Main Office	706.796.4992 ext.2304
Guidance.....	706.796.4992 ext.2307
Media.....	706.796.4992 ext.2311
Lunchroom	706.796.4992 ext.2303

DAILY SCHEDULE

Breakfast	8:35-9:00
Homeroom	8:35-9:00
Instructional Day	9:00-4:00

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 4:30 pm

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

ABSENCES

When a student is absent, parents are asked to call the school and notify the front office and homeroom teacher. When the student returns to school, the parents are asked to send a note and/or a doctor's excuse verifying the reason for the absence. Such notes and excuses are attached to the student's attendance records.

AGENDAS

All students will be provided an agenda at the first week of school. These agendas are an integral part of our daily program, and students are required to have their agendas at school every day. We will use these to communicate with you, record assignments and monitor student travel in the building as a hall pass system. Should a student lose his/her agenda, please inform your teacher.

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.

ATTENDANCE

The school year for students is 180 days. It is the policy of RCBOE that no unexcused absences are allowed. Please refer to the RCBOE Code of Student Conduct and Discipline Handbook for details.

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.

CHANGE OF ADDRESS OR PHONE NUMBER

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.

CLASS CHANGES

Students are expected to remain quiet and orderly while in the halls. In the middle school, grades and classes do not change at the same time therefore, any disturbances in the halls interrupt the instructional program.

CLINIC

The following certificates are required by Georgia state law for all students enrolled in schools in Georgia: (a) a certificate of immunization, and (b) an eye, ear and dental certificate for all students entering Georgia public schools for the first time. In addition, a student health card, signed by a parent, must be on file in the clinic.

Students are required to bring all medication, prescription and nonprescription, to the clinic. For the safety of all students, all medication must be taken under the supervision of the nurse or a school-appointed designee. We must have a medication form (signed by a doctor) on file for all prescription medications. We will not supply aspirin or other over-the-counter drugs. For additional information, please call our school nurse at 706-796-4992 ext. 109.

DRESS CODE

RCBOE has adopted a student dress code policy. Students not abiding by the RCBOE uniform policy will be subject to disciplinary actions.

EARLY DISMISSAL

Students leaving school before 4:00 p.m. will be called to the main office for dismissal. Students will be released to parents and/or guardians whose names appear on the registration form. We cannot release students to friends and family members unless their names are listed on the registration form. A student who wishes to leave school early must bring a written request to school stating the reason for early dismissal. Parents should not pick up students before the end of the school day except where there is a legitimate emergency.

In order to maintain a safe and orderly environment that is conducive to high academic achievement, we will not release students between the hours of 3:45-4:05.

ELIGIBILITY REQUIREMENTS

All students participating in team sports must meet the eligibility requirements of the Richmond County School System.

PARENT CLASSROOM OBSERVATION POLICY

Morgan Road 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 provide 24 hours notice of the intent to observe/visit the classroom.
- Visitors must complete the class observation confidentiality form prior to conducting a classroom visit.
- Visitors shall consist of not more than one parent or legal guardian, at any one time. Please note that small children are not allowed to accompany parents (guardians) on classroom visits.
- Classroom visits will be limited to no more than fifteen minutes.
- Visitors shall refrain from conversation and from interaction with children or staff during the period of classroom or program observation.
- During the visit, visitors shall remain in such locations within the classroom or program site as are 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.

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.

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 call a MRMS counselor at 706-796-4992 or the RCSS Gifted Program at 706-826-1132.

GRADING PROCEDURES

All grades will be reported as numerical grades and are based on academic standards being met, class participation, class assignments, projects, and a cumulative homework grade. The grading scale for all classes is as follows:

A 90-99

B 80-89

F All grades of 69 or below

C 75-79

D 70-74

GUIDANCE

Counseling services are available for every student in the school. These services include assisting students with planning and developing educational goals, helping them 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 796-4992 ex. 106.

HOMEWORK

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. Please refer to the homework policy of the Richmond County School System for specifics and details.

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

The honor roll is published each grading period. Students with grades of “A”, and/or “B” are considered honor roll students. A grade of “C” in any area will keep a student off the honor roll.

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.

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 prohibited. Locks must be removed at the conclusion of each gym period. Locks which are not removed are subject to being cut off.

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; to do otherwise is stealing. 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 8:35 a.m. until 4:30 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 706-796-4992 ext. 112 for additional information about our resources and services.

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 during the fourth week of each grading period. Parents are encouraged to schedule conferences by calling guidance if students are not meeting course expectations.

PARENT CONFERENCES

Parents who wish to meet with a teacher and/or team of teachers should call the guidance office for an appointment (706-796-4992 ext. 106). 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 706-796-4992 and schedule an appointment.

PARENT-TEACHER ASSOCIATION (PTA)

Parental involvement is a vital part of our students' success. Research has shown that student achievement levels are higher in schools where parents support the mission of the school and take an active role in the school's operation. As a parent who wants a quality education for your child, can you afford to stay home and leave the total responsibility of educating your child to the school? You have a responsibility to participate in your child's education.

The purpose of our school PTA is not to raise money. Our PTA keeps our parents informed about school news; sponsors forums on parenting, education, fitness, and other topics; serves on school advisory committees; and coordinates the school's parent volunteer program.

PHYSICAL EDUCATION

Physical education is required for all students. Changing clothes for PE is also required. Physical education dress consists of T-shirts with shorts, slacks or warm-ups and tennis shoes, or a warm-up suit and tennis shoes. Lockers are available for students to store valuables. Students must provide their own locks.

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.

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

Morgan Road Middle School places a high emphasis on student conduct. Learning cannot take place 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 Morgan Road Middle School is to provide a safe and orderly environment that is conducive to learning for all students.

This next section provides information about the policies and procedures of our School-wide PBIS 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 PBIS 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 PBIS 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 PBIS 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 turned in, 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 8:35 AM
- Duty teachers are expected to be on duty at 8:30 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.

Transition Procedures

- Class change is expected to be less than 5 minutes.
- Students are to walk to and from on the designated sides of the hallway as they transition.
- Grade level teachers are responsible for collectively monitoring the hallway and restrooms during transition.

- All teachers are expected to escort their students to connections. Once in connections, teachers will complete one additional rotation to endure 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 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 not be dismissed from class until 4:15.
- Car riders and walkers will be dismissed after announcements.
- Bus dismissal will begin as soon as the magnet school shuttle buses arrive. Teachers are expected to only dismiss the buses that have been 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

- 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.

WE ARE A PBIS SCHOOL

What is PBIS?

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes.

The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students.

How Does This Look at Morgan Road Middle?

Something that is the foundation of the Morgan Road Middle School house system is that while we are comprised of several houses, we all share common foundational goals and principles. The house system will be comprised of the kingdom (Morgan Road) and 4 coterie that are further divided into 8 houses. The kingdom and coterie names are derived from Latin root words that represents one of our five fundamental principles (**scholarship, courage, love, family, wisdom**). Each house name translates to "mustang" in a foreign language and represents one of the 8 guiding principles (character education).

Kingdom (Morgan Road Middle School)				
Principle	Symbol	Motto	Colors	
<u>scholaris</u> —Latin for scholarship	Laurel Wreath	<u>Clann Morgan Road Abl</u> —"The Morgan Road Family Forever"	Blue & Gold	
Coterie and Houses				
Name	Origin	Principle	Symbol	Motto
<u>Isbindi Coterie</u>	Zulu	Courage	Viper	<u>Rotione Non Vi</u> —By Reason not Force
<ul style="list-style-type: none">House of Cheval—Courage (Gold)House of <u>Cavalo</u>—Perseverance (Light Blue)				
Name	Origin	Principle	Symbol	Motto
<u>Amare' Coterie</u>	Latin	Love	Griffin	<u>Toujours fidele</u> —Always Loyal (faithful)
<ul style="list-style-type: none">House of <u>Caballo</u>—Compassion (Black)House of <u>Perd</u>—Kindness (Red)				
Name	Origin	Principle	Symbol	Motto
<u>Umndeni Coterie</u>	Zulu	Family	Dragon	<u>Praestat open sapientia</u> —Virtue by Wisdom
<ul style="list-style-type: none">House of <u>Kon</u>—Community (Purple)House of <u>Yarraman</u>—Leadership (Orange)				
Name	Origin	Principle	Symbol	Motto
<u>Sapientiae Coterie</u>	Latin	Wisdom	Phoenix	<u>Studio sapientia crescit</u> —Wisdom grows by study
<ul style="list-style-type: none">House of <u>Beygir</u>—Wisdom (Green)House of <u>Farasi</u>—Creativity (Navy Blue)				

How Will Students be Assigned to Houses?

Each student will be sorted into one of the eight (8) houses during their grade level assemblies during the first week of school. These houses are like their school families (coterie), and will be comprised of students across all grade levels (6-8).

1. These teams will then compete in activities throughout the year to receive points for their houses. A crest and chant will be created by each house.
2. Each house will elect a council of leaders with 8th graders (2) serving as "elders" of the house and serving on the school's student council. The council of leaders will also include a parliamentarian (7th grader) and a recorder of minutes and deeds (6th grader)
3. Houses will meet periodically throughout the month to collaboratively work on that month's challenge.
4. At the end of every month the coterie talisman (spirit stick) will be presented to the house who has won the monthly challenge during the monthly PBIS coterie council meeting to be held in the gymnasium. During the council meeting the elders of the house along with a select group of members will present themselves before the student

body to receive their feedback and next steps from the Kingdom (MRMS) administration.

How Will Faculty and Staff be Assigned to Houses?

The premise that this is a *family affair* is something that must be taken to heart! All adults in the building, including the support staff, will participate in the house sorting process and will serve as advisors for each house. The administration and instructional coach will serve as the four Coterie elders. They will draw names to be assigned to a Coterie during the sorting celebration.

How Will the Houses Earn Points?

Students can earn points for themselves and thereby for their house by way of academics, attendance, honor roll, “above and beyond” behavior or manners (the Essential 15), cheer or spirit activity participation, wearing house colors on event days, etc.

How Will the Houses Lose Points?

A reduction in house points can only be done by the Coterie Elder (administration). House points are deducted when a member of the house (student) is reprimanded for breaking a school or district rule of student conduct.

What is the End of the Year Celebration?

It varies year to year and is to be determined by the PBIS committee members.

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
4. 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. To truly start the year off right we will need participation and support from the entire staff.

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 that so 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). As staff it is very easy to get caught up focusing on catching students engaging in negative behavior.

TEXTBOOKS

Textbooks are issued to every student free of charge. Students will be charged for all lost or damaged books. Once books have been issued to a student, it is the student's responsibility to keep up with them. We are not responsible for books left in the classroom, the locker room, the media center, on the bus, etc.

VISITORS

All visitors are required to report to the main office before going to any area in the building or on school grounds. Students are not allowed to invite friends to visit classes. Parents may not visit classes or any other areas before checking in at the front office.

WITHDRAWALS

A guidance counselor must withdraw students who transfer or leave before the end of the school year. Parents are asked to notify the guidance office (796-4992 ext. 106) at least twenty-four (24) hours prior to withdrawal. This gives the counselor time to notify teachers, collect grades, and complete withdrawal forms.

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.

Deputy Superintendent, RCBOE
864 BROAD STREET, AUGUSTA, GEORGIA 30901
TELEPHONE (706) 826-1000