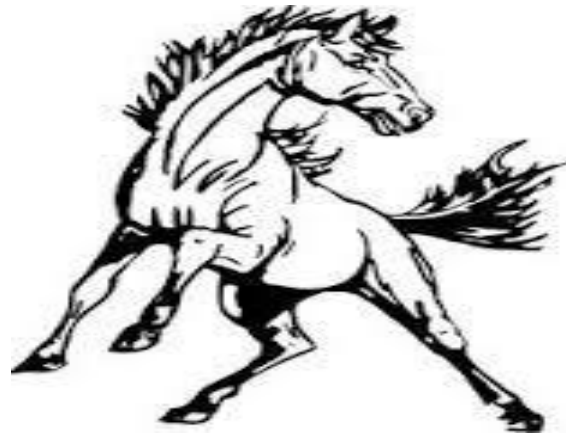


MURPHEY MIDDLE SCHOOL STUDENT HANDBOOK

2016-2017



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MURPHEY

MIDDLE

SCHOOL

MAVERICKS WILL SUCCEED!

MURPHEY MIDDLE SCHOOL

MISSION

MURPHEY MIDDLE SCHOOL STUDENTS WILL BE PREPARED FOR HIGH SCHOOL AND EMPOWERED TO BECOME COLLEGE AND CAREER READY.

MURPHEY MIDDLE SCHOOL

VISION

MURPHEY MIDDLE SCHOOL COMMITS TO FOSTERING AN INVITING ATMOSPHERE FULL OF INNOVATIVE EDUCATION, COMMUNITY PARTNERSHIPS, AND SELF-SUFFICIENCY FOR ALL STUDENTS.

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.

STUDENT – PARENT(S) RESPONSIBILITIES

All students and parents should know the rules and guidelines of the system and Murphey Middle School. Please read this handbook and the Richmond County Code of Conduct and Discipline Handbook carefully. If you have any questions and/or concerns, please contact the school.

TELEPHONE DIRECTORY

Main Office.....	706-737-7350
Guidance.....	706-737-7350 ext. 105
Media.....	706-737-7350 ext. 111
Lunchroom.....	706-737-7350 ext. 104

ABSENCES

When a student is absent, parents are asked to call the school and notify the front office and the 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.

ATHLETICS

Football, baseball, softball, 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 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 halls, students are expected to walk in a single file line at all times (including dismissal) without speaking.

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 school- appointed designee. We must have a medication form (signed by a doctor) on file for all prescription medication. We will not supply aspirin or other over-the-counter drugs. For additional information, please call our school nurse at 706-737-7350 ext. 106.

DRESS CODE

All students of Murphey 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.

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 member 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 3:30-4:00 p.m.

ELIGIBILITY REQUIREMENTS

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

PARENT CLASSROOM OBSEVATION POLICY

Murphey Middle School welcomes visits to the 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 consist of not more than two parents or legal guardians, at any one time.
- Visitors shall refrain from conversation and from interaction with children of staff during the period of classroom or program observation.
- During the visit the visitors shall remain in such locations within the classroom or program site as are designated by the staff members responsible for the classroom. No visitors shall be permitted to roam throughout the school building or school grounds.
- Questions or concerns about a visitor 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 visitors 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 the school office and sign out when leaving the building.

FIRE AND TORANDO 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 systems. 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 grade K-12 who exhibit superior performance, advanced learning needs and demonstrate higher level motivation and creativity. The identification process used multiple criteria as mandated by the Georgia Board of Education.

For further information, you may call a MMS counselor at 706-737-7350 or the RCSS Gifted Program at 706-826-1132.

GRADING PROCEDURES

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

A	90-99	C	75-79
B	80-89	D	70-74
		F	All grades of 69 or below

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 by the Guidance Department, please call 706-737-7350 ext. 105.

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 Systems for specifics and details.

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 areas will keep a student off the honor roll.

INJURIES AND ACCIDENTS

Students who are injured at school or in route to school are expected to report the injury to a school employee.

LEAVING SCHOOL WITHOUT PERMISSION

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

LOST AND FOUND

The school is not responsible for lost items. Each student is responsible for school issued material (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 cafeteria.

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. 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 area (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 teacher 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 9:00 a.m. until 4:00 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 706-737-7350 ext. 111 for additional information about our resources and services.

PARENT CONFRERENCES

Parents who wish to meet with a teacher and/or team of teachers should call the guidance office for an appointment (706-737-7350 ext. 105). 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 an administrator should call 706-737- 7350 and schedule an appointment.

PYHSICAL EDUCATION

Physical education is required for all students. All students will need to wear sneaker/tennis style shoes during physical education. All girls will need to wear shorts under their dresses or skirts during physical education class.

REPORT CARDS

Report cards are issued four times per year. Please check the school calendar for a schedule. Also, please read the code 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

Murphey Middle School places high emphasis on students’ 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
- Threats
- Alcohol/drugs

Please read the RCBOE Code of Student and Discipline Handbook for these and other rules and regulations. It is important that parents read and become familiar with the Code of Conduct and Discipline Handbook, which will be distributed at the beginning of the school year.

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 students, it is the student's responsibility to keep up with them. We are not responsible for books left in the classroom, the media center, on the bus, etc.

VISITORS

All visitors are required to report to the 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 (706) 737-7350 ext. 105 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
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