

# Glenn Hills Middle School Parent and Student Handbook 2021-2022

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## **School Motto**

“Reaching for the Top of the Hill”

## **School Vision**

Creating a model middle school that inspires students to impact their community

## **School Mission**

Providing skills that are essential for positive, productive, and resourceful citizens of society

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# Principal's Message

Greetings Glenn Hills Middle School Family,

Welcome to the 2021-2022 school year. I am honored to serve as Principal. I am excited about the opportunity to work with all stakeholders to provide an optimal educational experience for our students. While we are still navigating through uncharted territory, student and faculty health and safety is a top priority. I look forward to partnering with you to provide your child a world-class academic experience. We will continue to use Canvas as a Learning Management System. Please become familiar with Canvas by visiting [rcboe.org/canvas](https://rcboe.org/canvas). I am pleased to announce that during the school year, students will be afforded the opportunity to have 1:1 Technology.

We are dedicated to instilling the desire to learn and providing our students with the tools to excel, while guiding them to become productive, responsible, and self-reliant citizens. We are motivated to ensuring that all students are successful. We are committed to providing students with a quality education through a rigorous curriculum in a safe, nurturing environment. To monitor your child's success, you may view the Parent Portal in Infinite Campus. Passwords are the same as last year. If you need your Parent Portal password, please contact our Parent Facilitator, Ms. Donna Cooper.

I encourage all parents, family members, and community members to take a part in the many opportunities to get involved in the educational process. We want to make this year the best year ever. I look forward to working with each of you.

Educationally Yours,

*Dr. Lloydette Young, Principal*

Glenn Hills Middle School

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## **AT GLENN HILLS MIDDLE, WE BELIEVE....**

1. Students learn in different ways.
2. Instructional practices should address individual learning differences.
3. A safe and orderly environment promotes student learning and achievement.
4. Teachers, parents, and the community share the responsibility for the support of the school's mission.
5. Students learn best when they are actively engaged in the learning process.
6. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
7. Students learn best when they have appropriate opportunities for success.
8. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
9. All students *can* learn, achieve, and succeed.
10. The entire team (parents, community, students, and school) is a positive force for student success.

## **ACCESSIBILITY FOR DISABLED STUDENTS**

Our facility meets all state and federal guidelines of accessibility for our disabled students

## **ACCIDENTS**

In the event of a serious accident, parents will be notified immediately. For students' security, it is very important that we have at least three updated phone numbers on file at all times. Every effort will be made to render emergency treatment until parents arrive; however, the school may call the EMS if the situation is beyond our control. Parents will be held responsible for subsequent treatment.

## **ARRIVAL AND DEPARTURE PROCEDURES**

All students will have assigned doors to enter and exit the school. This will be explained to the students on the first day of school and ALL will be expected to comply.

## **ASSAULT**

A student shall not cause, threaten, or attempt to cause physical injury or behave in such a way that could reasonably cause injury to a school employee or other students. Students found guilty of this offence will be subject to the disciplinary procedures as outlined in Rule 23 of the Uniform Code of Student Conduct and Discipline and/or referral to the Juvenile Court System.

## **ASSEMBLIES**

Students, accompanied by their teachers will move quietly to and from assemblies and remain together as a class. When applicable, polite applause is to be encouraged. **Booing, stomping of the feet, cat-calling, whistling, popping gum, chanting, etc. will not be tolerated.**

## **ATHLETIC ELIGIBILITY**

All students may participate in athletics (baseball, basketball, cheerleading, football, softball, track and field and golf). Students must pass five (5) courses the previous semester in order to be eligible to participate, and all students must maintain an average of 70 in all courses. Participants must not have reached their fifteenth (15) birthday preceding the year of participation. **FOR**

ELIGIBILITY REQUIREMENTS CHECK WITH THE GHMS COACHING STAFF. An Eligibility list is kept on file in the main office of the principal.

## **ATTENDANCE & ABSENCES**

State Law requires that students between the ages of seven (7) and sixteen (16) attend school except for the specific reasons listed. In case of an absence from school, **students must bring a written excuse from a parent or guardian stating the reason for the absence.** This excuse must be given to the homeroom teachers on the day students return to school.

State law recognizes the following reasons as legal absences:

1. Personal illness
2. Death in the immediate family
3. Recognized religious holidays observed by student's faith
4. Absences mandated by governmental agencies
5. Instances where attendance would be hazardous
6. Service as a Page in the Georgia General Assembly

## **AWARDS**

### **A. Academic and Conduct**

#### **-Distinguished Scholars**

Criteria met first through third report card periods: "A" in each subject and "S" in all categories requiring "S" or "U" including conduct.

### **B. Academic**

#### **1. All "A" Academic**

##### **Achievement**

##### **Honor Roll**

Criteria met first through third report card periods: "A" in each subject and "S" in all categories requiring "S" or "U" including with the exception of conduct.

#### **2. "A" Average**

Criteria met first through third report card periods with an overall average of 90-100 with the exception of conduct.

#### **3. All "A/B" Academic Achievement Honor Roll**

Criteria met first through third report card periods: "A" or "B" in each subject and "S" in all categories requiring a grade of "S" or "U" with the exception of conduct.

## **BICYCLES/SKATEBOARDS/ROLLER BLADES**

Bicycles, skateboards, and roller blades are not allowed on the GHMS campus.

## **BILINGUAL**

Students who qualify may attend a bilingual program at another school. Transportation will be provided. Interested persons may call the Curriculum Center at 706-826-1000.

## **BUS PROTOCOLS**

Protocols are in place to ensure student safety. Bus students will enter the building on the Gym hallway in the morning and exit the same hall in the afternoon. Students are expected to adhere to hallway

protocols when they are exiting or entering the bus. Students are only to be released when their buses are called. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver. Violators of bus protocols will receive consequences.

## **BUS REGULATIONS**

**School bus transportation is a privilege that may be withdrawn at any time for inappropriate behavior.** A student is to ride the bus to which he/she has been assigned. Any emergency request to ride a different bus must be submitted in writing, with a parent signature and phone number, by the parent/guardian and submitted to the office during homeroom for verification and approval by a principal before dismissal that afternoon. Requests will not be honored if students wait until dismissal time to bring the requests to the office. Students will be allowed off the bus only at school assigned bus stops, home, and locations requested in writing by parent/guardian.

## **CARE OF SCHOOL PROPERTY**

**We are all proud of our facility!!!** Students are expected to be good citizens and help keep the campus and building free of litter. Students are expected to wipe their feet on the mats before entering the building and to keep their hands and feet off the walls. Writing on any wall is strictly prohibited and may result in **suspension**. In addition to disciplinary action, students will be held financially responsible for damage to any property.

Students are not allowed to damage or steal school property or the personal property of others. Students found guilty of these actions will be subject to the disciplinary procedures as outlined in rules two and three of the Uniform Code of Student Conduct and Discipline.

## **CELL PHONES**

Cell phones are allowed on campus as a part of the BYOT program. However, cell phones, or other electronic devices are to be used for educational purposes only at the direction and under the direct supervision of the teacher. This means there will be no use of cell phones in hallways, cafeteria, or restrooms. Cell phones used outside of the above mentioned criteria are subject to be confiscated. Please refer to Rule 1 in student code of conduct for any other concerns about electronic devices.

## **CHANGE OF ADDRESS**

If a student should move during the year, then he/she should report the change of address and phone number to the office. **IT IS ESSENTIAL THAT THE SCHOOL HAVE A CURRENT DAYTIME PHONE NUMBER SO THAT PARENTS CAN BE NOTIFIED IN CASE OF AN EMERGENCY.**

## **CHEATING**

Cheating on any assignment (class work, homework, test, etc.) will result in the student not receiving credit for the assignment and possible referral for discipline. Parents will be notified.

## **CHEWING GUM/CANDY/SNACKS**

Students are not allowed to chew gum at any location on the school campus. Students who bring their lunches from home may have candy and snacks as part of their lunches and will be allowed to eat them in the lunchroom during their regular lunch periods, **but may not share with others.** No other candy or snacks may be brought to school.



Students will NOT be allowed to use any of the candy, drink, or snack machines designated for the staff which are placed on campus for the sole use of GHMS's administration, faculty, and staff. A drink and snack machine will be provided for student use during lunch and after 4:05 p.m. If money is put in the machine before 4:00 p.m., or before and after lunch, it will not be returned and will be considered a donation to the school.

## **CITIZENSHIP**

It is each student's responsibility to display qualities of good citizenship. His/her best conduct is expected in the halls, in the cafeteria, in the classroom, or when leaving the school grounds. GHMS teachers want students to become good citizens. Expect teachers to remind students of their mistakes. Students will give and emphasize honesty, morality, and courtesy. Obedience to law, **RESPECT** to our country's flag, appreciation of the Constitution of the United States, respect for parents and home, and recognition of the dignity and necessity of honest labor are characteristics desired and expected of all students.

Owners of property adjacent to the school and adjoining streets have a right to expect no trespassing on their property. Home owners have a right to report harmful actions of students. **RESPECT** other people's property as students wish other people to **RESPECT** theirs.

## **CLASSROOM VISITATION/TEACHER CONFERENCE POLICY (See APPENDIX A)**

### **CLINIC/MEDICATION/NURSE**

The school clinic is staffed by a qualified nurse. The purpose of the clinic is to care for students who become ill or receive injuries at school. Clinic hours of operation are TBA at a later date. Legal concerns have required some changes in the operation of the clinic and the dispensing of medications, so please read the following guidelines carefully.

### **A STANDARD CONSENT FORM MUST BE COMPLETED FOR ANY MEDICATION INCLUDING NONPRESCRIPTION MEDICINES THAT WILL BE DISPENSED AAT SCHOOL. THE SCHOOL CAN NOT GIVE MEDICINE FROM DIRECTIONS OVER THE TELEPHONE.**

Written permission from parents will be accepted only on the first day of medicating. Students will be required to return a completed consent form before any more medicine will be dispensed at school. **NO** Tylenol or other pain medication will be given at school unless it is sent from home. A standard consent form including instructions for dispensing the medication will be required. Medicines must be in the original container when brought to the clinic. No medicines can be kept in plastic bags or other containers. Bring only the exact amount to be dispensed at school. **Students are not allowed to have any type of medication, prescription or nonprescription, in their possession while at school. Board policy forbids dispensing of any medicine, aspirin, etc... without written permission from a parent/guardian or doctor.**

In compliance with county policy, *inhalers* may be kept by a student. Medications that have to be taken three (3) times a day should **NOT** be brought to school **UNLESS** specific times are prescribed. Those medications can be taken before school, after school, and at bedtime.

A student with a temperature over 100 will not be allowed to stay at school. A parent will be asked to pick up that student as soon as possible.

Sanitary napkins are not available and cannot be supplied by the school. Please make sure your child has an adequate supply on hand. During homeroom the student will take medication to the office. The nurse will make copies of the consent form for teachers showing the times the medication should be given.

Parents will be notified when students are too ill to remain at school. **PLEASE BE SURE THAT THE OFFICE HAS AN EMERGENCY PHONE NUMBER LISTED FOR YOU. COMMUNICATION DEVICES/ELECTRONIC DEVICES**

See Richmond County's Uniform Code for Student Conduct and Discipline handbook.

### **CLUBS AND ORGANIZATIONS**

Dance Team  
Drama Club  
Helen Ruffin Reading Bowl  
Ladies of Excellence  
Student Council

Distinguished Gentlemen  
Math Club  
Fellowship of Christian Athletes  
Girls Who Code

### **CUBBIES**

GHMS does not have lockers in the halls but has cubbies available for students to use. These are in the classrooms and each teacher will explain their use in his/her room. Teachers are not responsible for materials left in the cubbies.

### **DETENTION**

Detention hall is a means of enforcing school rules. Detention may be assigned by a teacher, team, or administrator at any time for morning or afternoon. Transportation to and from detention is the responsibility of each student and the parents/guardians.

### **DISCIPLINE**

Goals for GHMS Discipline Plan are:

1. Maximize instructional time in the classroom
2. Develop positive student attitudes by giving them choices about behavior
3. Place responsibility for student behavior on the student, parent, and teacher
4. Strengthen school and parent communication

It is imperative that good discipline exists in school before good teaching and learning can take place.

### **School-wide Expectations**

1. Stay seated unless otherwise directed.
2. Eating is not allowed in the classroom.
3. No cell phones or ear buds.
4. Keep hands and feet to yourself.

## Consequences for Infractions

1<sup>st</sup> Offense---Verbal Warning

2<sup>nd</sup> Offense---Time Out to Another Class & Parent Contact

3<sup>rd</sup> Offense---Parent Conference

4<sup>th</sup> Offense---Guidance Referral

5<sup>th</sup> Offense---Referral to Office

## Class/Team Expectations

Team expectations, grading criteria, and other information relevant to learning and achievement on the team will be disseminated to students during the first week of school.

### Student Behavior

The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Students may be disciplined or suspended for any of the following reasons and others stated in the Uniform Code of Student Conduct. Published by the Richmond County Board of Education:

1. Possession, transmission, and/or use of tobacco, drugs, or alcohol.
2. Insolence, disrespect, or insubordination
3. Use of improper language
4. Fighting (including those who run to fights or instigate fights)
5. Inappropriate displays of affection
6. Rowdy behavior, running, pushing, shoving, yelling, and whistling
7. Leaving a classroom or leaving school without permission
8. Class tardiness or truancy
9. Vandalizing, damaging, or stealing school private property
10. Threatening, intimidating, or causing bodily harm to any person
11. Bullying, (including cyber bullying, i.e., Facebook, Twitter, texting, etc.)

### Authority of Principal

**The principal and /or assistant principals are the designated leaders of the school, and in consortium with the staff, is responsible for the orderly operation of the school. In case of discipline violations not covered by the prescribed disposition in this handbook, the principal may enact corrective measures which he or she feels are in the best interest of the school and students involved.**

### **DRESS CODE(S)**

Students are expected to dress in an appropriate manner while attending school and school-related functions. They should maintain an appearance which is not extreme or disruptive to teachers or students, and does not threaten the safety of anyone.

The following are not allowed:

- ❖ Mini-skirts, or leggings
- ❖ Biking shorts, gym shorts, running shorts, short shorts
- ❖ Muscle shirts, tank tops, bare midriffs, plunging necklines, halter tops, tube tops, undershirts, or any type of see- thru clothing.
- ❖ Shoes with no heel strap (This is a safety concern.) Shoe strings must be tied.
- ❖ Unbuckled belts (Excess belting must be tucked into belt loops).
- ❖ Untucked shirts or blouses

- ❖ Hats, caps, sunglasses, or other head coverings inside the buildings (While some ladies hats are deemed appropriate attire inside buildings, GHMS female students will abide by the NO HATS policy).
- ❖ No large dangling earrings for female students and no body piercing for any student
- ❖ No earrings for males of any kind
- ❖ No straws or strings in the ear hole
- ❖ No gang related clothing or apparel in accordance with Richmond County Policy
- ❖ Clothing that promotes or advertises drugs, alcohol, or tobacco
- ❖ Clothing that displays fraternity and sorority insignias
- ❖ Clothing that displays suggestive or obscene pictures and/or language
- ❖ Any clothing which results in the disruption of the normal school day
- ❖ Pants/shorts/shirts should be worn at waist level with a belt if pants or skirts have belt loops, **NOT HANGING DOWN!**
- ❖ Boys or girls are not allowed to wear their hair in outrageous, disruptive hairstyles.

*The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming is extreme, disruptive, or threatens the safety of anyone.*

## **DRUGS**

A student shall not possess, sell or attempt to sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, malt beverage, or intoxicant of any kind. A student shall not possess, sell or transmit any prohibited substance as outline in the Uniform Code of Student Conduct and Discipline handbook. Please refer to the handbook for further details.

## **FIELD TRIPS**

All participants **MUST** complete the proper release form as prepared by the board attorney. Unless otherwise stipulated, all policies and procedures in this manual also apply to students who are participating in a GHMS sponsored field trip. No phone calls, verbal approval or handwritten notes not on official forms will be accepted.

## **FIRE ALARMS**

**Any student pulling a fire alarm or activating a fire extinguisher without cause will receive an automatic ten (10) days suspension and a referral for a tribunal hearing which could result in Alternative School placement for one (1) school year.**

## **FLOWERS AND BALLOONS**

We discourage flower/balloon/gift deliveries. Again, our emphasis is instruction, and these deliveries do interrupt. In the event that deliveries are made, the student will receive them at **the end of the day.**

## **FUND-RAISING**

All fund-raising activities, or other activities requiring the collection of money or contractual agreements involving money, must have the advanced written approval and clearance of the principal. Booster clubs are not allowed in middle schools; therefore, parents cannot be involved in initiating projects, negotiating contracts, or collecting money in the school's name. Students are not to sell any items at school such as candy, gum, Avon products, etc.

for PERSONAL profit. All items intended for sale or sold for profit will be taken from students and will not be returned. Habitual offenses will result in disciplinary action. If you owe the school money, you will pay, or the same procedures used by a collection agency will be used. No one will be forced to participate in fund-raising activities.

## **GIFTED PROGRAM**

Gifted programs are provided for all system students who meet state mandated criteria. Parents and students may work through classroom teachers to refer a child to gifted program.

Placement in a gifted program is based upon multiple criteria which include mental ability, academic achievement, creativity and motivation. For more information call the Guidance Office at 706-796-4705.

## **GRADES**

Richmond County Schools operate on a six-weeks reporting system. The grading system below is used on report cards, cumulative folders, or any other student records.

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

## **GUIDANCE AND COUNSELING**

The guidance counselors are available to students throughout the school day to help develop their educational, social, career, and personal strengths. Guidance is a preventive measure that teaches student coping and decision-making skills. Guidance can also intervene in areas where the students are experiencing difficulties. Here are some strategies that are used:

### **Career Planning Center**

There is a Career Planning Center in the school that is available for students' use to help them explore all possibilities about careers and education that will be required to pursue that field. Counselors will introduce students to the center as part of the classroom guidance activities.

### **Classroom Guidance**

Counselors work in the classrooms to promote and foster positive learning experiences with classroom discussions on study and test taking skills, self-concept development, interpersonal relationships, and career information.

### **Individual Counseling**

A student may meet with a counselor privately to discuss personal or academic concerns. A student can make a self-referral for counseling by completing the **Student Referral Form** in

the Guidance Office, or a student can indicate to apparent, teacher, administrator, or counselor a need for counseling services. These sessions, depending upon the nature, could last several weeks.

### **Small Group Counseling**

A counselor will lead a small group of students who meet weekly for several sessions to discuss problems of a personal nature. These groups focus on solving problems and working towards a goal. Parental permission is required to attend.

The guidance department will also offer the following programs: Peer Mediation, Classroom Advisement, and Career Information Systems for College Careers, and Mentoring between GHMS and volunteer mentors.

### **HALLWAY PROTOCOLS**

Students are expected to walk in a single file line at all times, and there should be no talking in the halls. This is essential to maintaining order and safety in the building.

### **HOMEWORK POLICY**

Students will have homework each day Monday through Thursday. They may also have homework on Fridays and weekends as needed. There are several reasons for this homework:

1. To provide extra practice learning skills.
2. To provide further learning in the areas taught in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide an opportunity for growth in responsibility.
5. To provide an opportunity to see what your child is studying and how well he/she is doing.

It will be an extension or practice of the work that is being taught in the classroom or a review of what is to be taught. Parents we ask that you help us by:

1. Cooperating with the school to make homework effective.
2. Providing suitable study conditions (desk or table, lights, books, and supplies).
3. Reserving a time for homework and turn off the television.
4. Encouraging your children, but avoiding undue pressure.
5. Showing interest in what your children are doing.
6. Understanding that the school expects homework to be completed correctly, neatly, and returned to the appropriate teacher\Encouraging students to work independently.

**PLEASE REVIEW THE COUNTY'S HOMEWORK POLICY, SIGN AND RETURN.**

**ABILITY plus EFFORT EQUALS  
RESULTS. (A + E = R)**

**ILLNESS/INJURIES**

If a student becomes too ill to remain in class, then he/she will be sent to the clinic. Students should not stay in the restroom when they are ill or injured. Parents will be notified when students are too ill to remain at school or receive an injury requiring medical attention. Minor injuries will be treated in the clinic. Parents will be notified of all injuries.

## **IMMUNIZATION/BIRTH CERTIFICATES**

According to Georgia State laws: All students entering a Georgia School for the first time must produce a birth certificate, an immunization certificate, and an eye, ear, and dental certificate on the Georgia form upon registration. You may use your personal doctor or the Health Department.

Any student attending a Richmond County school must prove that he/she has been immunized against seven childhood diseases: polio, mumps, measles, diphtheria, whooping cough, rubella, and tetanus. Effective 2000-2001 school years, for entrance into any Georgia Public School, all students must have completed the Hepatitis B Vaccine Series. **Sixth graders must show proof of a second MMR immunization.** If the student transferring to Georgia from another state, then the immunization record must be transferred to the appropriate Georgia form. Please send the immunization record to the school nurse or the homeroom teacher. Students who do not comply will be, according to law, removed from the school roll until this record is submitted. You may contact the following agency for help if necessary.

RICHMOND COUNTY HEALTH  
DEPARTMENT (EAST CENTRAL  
HEALTH DISTRICT OFFICES) 1916  
NORTH LEG ROAD  
AUGUSTA, GEORGIA 30909  
PHONE: 706-667-4335

The cost of birth certificate copies is \$25.00.

## **IN-SCHOOL SUSPENSION (ISS)**

The In-School Suspension (ISS) program is a part of Quality Based Education (QBE). At this time the program is not state funded at the middle school level, but our local system recognizes its value and is funding the program. **Only school administration can assign a student to ISS.** This allows for philosophical uniformity. ISS has accomplished a two-fold purpose. It is recognized as a solid deterrent to violations of the Code of Conduct and a way to significantly decrease out-of-school suspensions. GHMS will adhere to these requirements:

1. Students assigned to the program must be violated from all activities which include:
  - a. Homeroom
  - b. Lunchroom (goes at a time separated from the regular program or eats in the classroom.)
  - c. Restroom (at a time when other students are not on break)
  - d. Extra-curricular activities, including practice thereof (Band, music, football, etc.) will be temporarily terminated.
  - e. Physical education/unified arts classes
  - f. All regular class activities including laboratory work
  - g. All after school activities including socials, basketball games, football games, etc.

## **INSURANCE**

Parents are encouraged to take out school insurance each year. It is an inexpensive means of making sure your child has coverage in case of an accident at school. Twenty-four (24) hour insurance is also offered. **All students involved in interscholastic athletics are required to have insurance coverage before**

## **participating in try-outs and practice.**

### **LOST AND FOUND**

Articles which have been found, other than textbooks and library books, should be taken to the office. Library books and textbooks should be taken to the librarian. Lost articles may be claimed with proper identification. It is a good idea to clearly mark items with the owner's name so they can be returned without delay. Unauthorized borrowing is discouraged.

### **LUNCHROOM**

All students attending Richmond County Public schools receive free lunch during the school year. **BREAKFAST WILL BE SERVED TO ALL STUDENTS.** Breakfast will be served from 8:35 A.M. to 9:05 A.M. Students will pay the lunchroom manager for lunch during homeroom. They may pay by the day, week, month, or year. The system used in the lunchroom will allow students to carry forward unused meals accumulated due to absences or the desire not to eat the school's lunch. Lunch tickets are no longer used. Instead, students will key in the last four digits of their social security numbers. **Please make sure they know these numbers.**

**NOTE:** All returned checks will be the value of the check plus an additional \$8.00. Should a student lose or forget his/her money, the lunchroom manager will allow him/her to charge for that day. Students will be allowed to charge for three days only. Additional charges will not be allowed until payment is made for previous charges. No soft drink containers are allowed; however, students who cannot drink milk will be allowed to bring something to drink in a thermos, or water/juice will be provided upon request. **IT WILL BE ASSUMED THAT A CHILD CAN DRINK MILK UNLESS THE SCHOOL IS GIVEN A STATEMENT SIGNED BY A DOCTOR STATING THE MEDICAL REASONS WHY THE CHILD CANNOT DRINK MILK.**

For sanitary conditions and disease control, the Georgia Food Service prohibits the students from giving or accepting food from other students in the cafeteria.

### **MAKE-UP WORK**

Students are responsible for making arrangements, within one week after returning to school, to complete make-up work. For extended illnesses, additional time will be allowed to make up all work missed during excused absences. A student who is suspended for ten (10) or more days during a semester, either consecutively or serially, will be allowed to make up missed assignments or tests without the prior permission of the principal. A student must be present one-half of the school day to be counted present for the entire school day. The Home Bound Program will provide a teacher for students who are ill at home for ten (10) or more days.

### **MEDIA CENTER**

The GHMS media center will provide media services for both faculty and students of the school. The media center will be opened each school day from 8:30 P.M. – 4:00 P.M. for students. Students will be welcomed to use the materials in the media center designated for student use. They will be put on an automated checkout system and will be expected to take care of the materials checked out. Each student will be allowed to check out two books at a given time and will have two weeks to return the books. The school's website can be accessed at [http://www.richmond.k12.ga.us/glennh\\_mid/](http://www.richmond.k12.ga.us/glennh_mid/)



## **OUT-OF-SCHOOL SUSPENSION (OSS)**

The following violations **will** result in Out-of-School Suspension. The severity and length of this consequence depends on the infraction and will be determined by the school administrators(s).

- Drugs to include alcohol and Tobacco
- Weapons
- Fighting
- Bullying
- Threats towards an adult
- Theft
- Profanity towards an adult
- Sexual Offenses

## **PARENT CONFERENCES**

Conferences may be requested by parents, teachers, counselors, and/or administrators. All conferences should be scheduled through the Guidance Office secretary. Conferences may be scheduled on Thursdays and Fridays during teachers' planning periods, before school, and after school.

## **PARENT RESOURCE CENTER**

The purpose of the Parent Resource Center is to:

- Educate our parents on school and community programs and events.
- Assist parents with seeking employment and furthering their education (writing resumes, finding jobs, interviewing skills, etc.)
- Providing information about community resources
- Keeping parents abreast of current and future educational programs and goals for Georgia public schools

## **PARENT TEACHER ASSOCIATION/ORGANIZATION**

The PTA/PTO supplements all facts of the school program and contributes financially to the betterment of the school programs. We strongly encourage ALL parents/guardians to become members of the PTA/PTO.

## **PARTIES**

No parties (exclusive of class/team reward celebration) are allowed. End-of-the-year or holiday parties are not permitted in middle school.

## **PBIS**

The Positive Behavioral Incentive Program is a county- wide program designed to reinforce positive school behavior. Students earn college credits to attend school functions during the day or purchase items from the school store by following protocols in all areas, such as classroom, hallway, bus stop, bus ride, and cafeteria.

## **PHYSICAL EDUCATION**

Students are required to dress out daily. Appropriate dress includes gym shorts. No blue jean/ denim

material is to be worn. **SHORTS MUST BE WORN AROUND THE WAIST, NOT HANGING DOWN, AND KNEE LENGTH.**

Shirts should not have buttons or pockets but must have sleeves. No tank tops are allowed. Wear tennis shoes only. Street shoes are not allowed on the gym floor.

**PLEASE be sure clothes are clean as personal hygiene/cleanliness is very important during P.E. and afterwards due to the high levels of activity.**

## **PROGRESS REPORTS**

The Mid-Nine-Weeks Progress Report is designed to give parents/guardians general feedback on the progress of students at the midway point during the grading period. Although progress reports are sent home during the grading period, grades can be viewed at any time through PIV.

## **PROMOTION POLICY**

Your child will receive a copy of the current promotion policy from his/her homeroom teacher at the beginning of the year or at registration. Be sure you have one.

## **PUBLIC DISPLAYS OF AFFECTION**

GHMS does not permit public displays of affection. The school expects all students to conduct themselves in an appropriate manner.

## **REPORT CARDS**

Report cards are issued at the end of every nine weeks. This report is an evaluation of your child's progress towards mastering the Georgia Performance Standards and can be viewed online through Parent Internet Viewer (PIV) at any time. Your signature on the report card jacket signifies that you have received and read the report card. Please make sure you keep the report card and return the jacket the next day with any notes or comments if desired. If you desire a conference, call the guidance Department or your child's teachers.

## **RESPONSE TO INTERVENTION (RTI)**

The purpose of the RTI is to provide a vehicle through which students, parents, teachers, and other educators work cooperatively toward developing appropriate alternatives for students experiencing problems in school. Students can be referred by teachers, parents, or administrators. Please contact the school office for more information if your child is experiencing difficulty in school.

## **SAFETY DRILLS**

### **Fire Drills**

We are required by law to hold at least one fire drill each month. Students must be familiar with the school's fire drill plan. Fire escapes maps will be posted in every room. Students should move quickly and quietly along their designated escape route and stay with their class for roll to be taken. Teachers will discuss procedures with students at the beginning of the year. Students remain outside until the signal is given for them to return to their classes.

### **Tornado and Disaster Drills**

Tornado safety drills are required and the action required is much different from a fire drill. The following action should be taken during a tornado warning.

- Signal: Three loud bells and an announcement.  
Meaning: A tornado has been sighted, and you must go to the designated area.
- What to do: Students must stay in their classrooms and line up along the interior wall, crouching on elbows and knees, and placing hands over the back of the head. Stay in this position until one loud bell and an announcement signals “all is clear.”

### **Intruder Code**

The Site Safety Team has developed procedures in the event of an emergency, such as the intrusion of unauthorized persons. An unauthorized person is any non-student who may present a threat to the school community. An announcement will be made if there is an intruder in the building who may be a threat to the safety of the students and staff. All personnel will adhere to prescribed procedures outlined in the Site Safety Manual and students are expected to comply. Failure to follow directions may result in injuries or the loss of life.

### **SCHOOL HOURS**

The school hours are from 9:00 A.M.-4:00 P.M.

STUDENTS MUST HAVE A PASS FOR DETENTION OR TUTORING (8:00-8:45 A.M.) All walking students or

those being dropped off should report to the bus area in the rear of the school and await the bell that signals the beginning of the school day. The bus parking lot is marked off. Students should be dropped off in the designated areas only, not in the path of buses. Students are to leave the school campus immediately after school is dismissed. They should stay off the school campus. Only those students who are participating in after-school sponsored activities will be allowed on campus. Unsupervised students may be suspected of any destruction of school and personal property occurring while they are on campus. Students should not come onto the campus when night meetings are being held unless they are accompanied by their parents. The campus will be patrolled by Richmond County Board of Education Police Officers. Students who loiter on campus after the close of the school day will be asked to go home or be arrested for trespassing. GHMS students are assigned bus transportation.

### **SCHOOL CLOSING DUE TO WEATHER CONDITIONS**

Inclement weather conditions may cause the school to be closed. School closings are determined by the Richmond County central office staff and not by the local school. Announcements of closings will be broadcast via local news media. The basic premise to observe is that school is open or will remain open unless it is specifically announced otherwise.

### **SEARCHES OF STUDENTS' DESKS AND CUBBIES**

Students' desks/cubbies and lockers are school property which are made available for students' use upon their choice. By exercising their option to use such cubbies/desks and lockers, students agree and consent that the said property may be searched at the discretion of school administrators. For a more detailed explanation, please refer to Rule 32 of the Uniform Code of Student Conduct and

Discipline.

## **SEARCHES OF STUDENTS**

Any student may be searched with a duly issued warrant. Any student may be searched without a warrant where there is a reasonable suspicion and under such circumstances which make it impractical to secure a warrant. (EXAMPLES: Where a student is obviously under the influence of drugs, or where school officials have reasonably reliable reports, or suspicion that the student may have possession of drugs or a weapon, the student could get away if the authorities were delayed by trying to get a warrant.) For a more detailed explanation, please refer to the Uniform Code of Conduct and Discipline.

## **SEXUAL HARASSMENT and/or ILLICIT OR IMMORAL ACT**

Sexual harassment and or immoral act (Rules 8A and 8B) may be defined as unwelcome sexual advances, requests for sexual favors, and written, spoken or physical conduct of a sexual nature or inappropriate touching on any part of another person's body in any way. Sexual harassment, whether physical, verbal, or non-verbal, is unacceptable and illegal.

Students who feel they may have been subjected to sexual harassment should report the matter to a school official and parent, immediately.

## **SMOKING**

In accordance with the Richmond County School District Policy, students will not be allowed to smoke or use any tobacco related products or any other substance at GHMS or at any school related event. Students found guilty of possessing, transmitting, or using tobacco, or other substance will be subject to the disciplinary procedures as outlined in Rule 15 of the Uniform Code of Student Conduct and Discipline.

## **STATEMENT OF NON-DISCRIMINATION**

Glenn Hills Middle School does not discriminate on the basis of race, color, national origin, sex, handicap, or age in educational programs, activities, or employment practices.

## **SUPPLIES**

Teachers will provide students with a specific list of supplies for each of their classes to include paper, pencils, notebooks, pens, and other supplies. **SUPPLIES MUST BE BROUGHT TO EVERY CLASS.** Some supplies can be purchased through the school store.

## **TARDIES**

ALL TARDY STUDENTS ARE TO REPORT TO THE MAIN OFFICE FOR A TARDY PASS TO CLASS. A student is tardy after 9:20A.M.

Students will be expected to report to classes promptly. Ample time is provided for class change. Homeroom tardies are to be considered the same as class tardies. If a student is tardy, the following procedures, according to the Richmond County Schools Code of Conduct, will be followed.

#### 1<sup>st</sup>-5<sup>th</sup> Tardy

Warning Letter sent home to parents explaining the Tardy Policy

#### 6<sup>th</sup> Tardy

A second warning letter sent home. The parent must bring the student to school the next day and have a conference with the principal. The Tardy Policy will be explained to the parent, and parents will sign a letter which states that they understand the policy. Continued tardiness may result in the student being retained if ten unexcused absences are accumulated per school year.

#### 8<sup>th</sup> Tardy

One day in ISS.

#### 10<sup>th</sup> Tardy

Two days in ISS with a letter sent home notifying the parent of the discipline imposed.

#### 12<sup>th</sup> Tardy

Three days in ISS with a letter sent home.

#### 15<sup>th</sup> tardy

One day of OSS. If a student accumulates ten unexcused absences from school, the student may be referred to juvenile court (DJJ). If the student transfers to another Richmond County School, unexcused absences/tardies will follow the student.

### **Leaving Campus Early**

Picking students up early from school is highly discouraged. When a student must leave, he/she will leave only with a parent, guardian, or someone listed on the student's registration form who is to be called in case of an emergency. A parent must send a written statement which is signed, dated, and has a telephone number for verification. Perhaps are urged to make dental, medical, and other appointments before or after school hours and during student holidays.

All students MUST be signed out by their parents/guardians at the front office before leaving campus. Students will not be allowed to sign themselves out.

*Students will not be allowed to wait in the front office for parents to pick them up early. They will be called when parents come to the main office and sign them out. Please allow time in your schedule to go through this process.*

### **Leaving Campus without Permission**

No student shall leave campus without permission of the principal.

- a. 1<sup>st</sup> Offense: The first offense will result in suspension from school for three days.
- b. 2<sup>nd</sup> Offense: The second offense will result in suspension from school for 10 days.
- c. 3<sup>rd</sup> Offense: The third offense may result in placement at the Alternative School for a semester, upon a finding of guilty by the tribunal.
- d. All other offenses after the 3<sup>rd</sup> will be referred to the Juvenile Court System. Parents will be notified as soon as possible if students leave the school without permission.

### **TELEPHONE CALLS**

**The school telephones are not available for student use except in case of an emergency.**

Forgetting gym shorts, lunch money, books and asking to go home with a friend are not considered emergencies. Students will **NOT** be called to the office to answer the telephone. This is for your child's safety. We have had some dangerous incidents where students were given directions contrary to their parents' wishes. Therefore, we ask that you not call and ask to have your child taken from the classroom to speak to you on the telephone. Students do not need to hear about emergencies over the phone. Parents need to come in person to pick them up. Students will not be given phone messages

unless someone recognizes the parent's/guardians voice over the phone.

Students will not be allowed to change directions for going home, change buses, ride home with a neighbor or friend, unless we have written permission from parents/guardians that are signed and dated. To verify the validity of the note, notices must have a telephone number and a time to call.

## **TESTING PROGRAM**

Each year your child will be given achievement ability tests. All test results are filed in the guidance office. Parents may consult guidance for explanation and to see results.

## **TEXTBOOKS**

All textbooks are property of the Richmond County School System and are issued to students free of charge. Books should be covered to help reduce wear and tear. Students are responsible for all books assigned to them and will be expected to pay for lost or damaged books including those reported as "stolen." Teachers will periodically check books to monitor lost or damaged books. Faculty and staff will not be held responsible for books left anywhere. Georgia Law (O.C.G.A.20-2-1013) requires:

1. Education Program funds or any other means of acquisition shall remain the property of the local unit purchasing or acquiring them.
2. Each local unit of administration shall establish such policies as it deems necessary for the care and protection of its textbooks, library books, or media materials.
3. Such policies may include any of the following sanctions against a pupil who sells or refuses to pay for lost or damaged textbooks, library books, or media materials at replacement costs:
  - a. Refusal to issue any additional textbooks, library books, or media materials until restitution is made; or
  - b. B. Withholding grades, cards, diplomas, or certificates of progress until restitution is made.
4. No local unit of administration shall require any pupil or parent to purchase any textbook, library book, or media material, except in cases where the pupil damages, loses, or defaces such item through willful intent or neglect.

## **THEFT**

Theft by taking, theft by receiving stolen property and theft by deception are not only violations of Richmond County Schools Code of Conduct, they are also against the law and can result in severe consequences. Theft by taking is committed when someone takes or appropriates the property of another with the intention of depriving that individual of his/her property. Theft by deception is committed when an individual lies about being in possession of another's property with the intention of depriving the individual of his/her property. Theft by receiving stolen property occurs when an individual knowingly receives stolen goods from another person.

## **TRANSFERS/WITHDRAWALS**

1. The parent/guardian is to notify the guidance office **two** days in advance of withdrawal date.
2. The guidance office will initiate the withdrawal of the student by issuing him/her a copy of the withdrawal report.
3. The student will be instructed to have each subject teacher complete the section pertaining to the appropriate subject. All textbooks should be returned in at this time.
4. Students should see the lunchroom manager before withdrawing.

5. Students should see the media specialists before withdrawing.
6. Students **MUST** take care of any financial obligations before withdrawing.

The student must be officially cleared in the guidance office before leaving the school.

## **VALUABLE POSSESSIONS**

Students are cautioned not to bring unnecessary sums of money or any valuables to school. Band students may leave their instruments in the band room with the director before going to homeroom in the morning. They are not to place instruments outside the band room hoping someone will take them and lock them up. If instruments are kept in the students' possession and are lost, then the school will not take responsibility for their replacement. **STUDENTS, NOT THE SCHOOL, ARE RESPONSIBLE FOR THEIR PERSONAL PROPERTY.** PARENTS, please remember that our task is to educate your children, not to waste time on recovering lost, misplaced, swapped, and/or stolen items such as starter jackets, trading cards, hats, tennis shoes, and jewelry. Please help us provide a safe learning environment by labeling all personal property. It is strongly suggested, for the benefit of parents, students, and the school, that students not wear or possess expensive items while on school grounds. There will be a lost and found box in the front office, and we encourage students to check if they lose something.

## **VISITORS**

**PARENTS AND VISITORS MUST USE THE MAIN ENTRANCE. SIGN IN AT THE OFFICE AND RECEIVE A VISITOR'S PASS PRIOR TO MOVING ABOUT THE BUILDING. FOR THE SAFETY OF OUR STUDENTS, THIS POLICY WILL BE ENFORCED.** Visitors who do not check in at the office will be considered trespassing and subject to arrest. Visitors are not permitted to attend classes with students without permission from the principal. **See Appendix A.**

## **VOLUNTEERS**

Parent involvement is a most important aspect at GHMS. The Volunteer Tutorial program sponsored by PTA has been successful, and we invite parents/guardians to take the training. The qualifications are:

1. Completion of high school
2. Membership in the GHMS PTA

The faculty would appreciate you volunteering your services for the coming school year. It will take a minimum of two hours a day, two days a week. If you can spare the time, we can help you put it to good use helping a child. Also, the training will help you better understand what happens daily at school which may prove beneficial in working with your own children. Please contact the main office or a PTA/PTO officer to volunteer.

## **WEAPONS**

Possession of weapons or explosive compounds at school, or on school property or at school functions is a felony 9GA Code 16-11-127.1). It is unlawful for any person to be under such person's control, carry, possess or have any weapon or explosive compound while at a school building, to and from school, school functions, on a bus or other transportation furnished by the school. Punishment is set at a fine of not more than \$5,000.00, imprisonment for not less than one nor more than five years, or both. Weapons are broadly defined to include any pistol, any knife with a blade, razors, brass knuckles, blackjacks, numchucks, and throwing stars.

Instruments that can reasonably pose a danger to the health and safety of students, teachers, or any other person are not allowed. (Example: fingernail files, water guns, etc.).

Play weapons are not allowed. (Example: Rubber knives, plastic guns, switchblades

combs, water guns, etc.). Violators will be subject to punishment by the school system and

the criminal justice system.

## **Title IX Notice and Complaint Procedures**

### **Non-Discrimination/ Sexual Harassment**

The Richmond County School System (RCSS) is committed to maintaining an educational environment that is free from discrimination and harassment, where all members of the school community are treated with dignity and respect. Accordingly, RCSS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities and provides equitable access to all educational programs, activities, sports and facilities.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. RCSS prohibits discrimination based on sex, including sexual harassment.

**Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the School System conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School System's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

Any student or employee who believes themselves to be discriminated against on the basis of sex should make a report to an administrator or the School Title IX Coordinator. Click here to access the [Complaint Form](#)

Alleged violations will be investigated, and when it is determined that a violation has occurred, prompt appropriate disciplinary action will be taken against persons found to be in violation. These actions include sanctions authorized by law, Board policy, and the Code of Student Conduct and Discipline.

RCSS also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process as established by Board policy and the administrative regulations.



RCSS has designated a System Title IX Coordinator who is responsible for coordinating efforts to comply with and carry out the School System's responsibilities under Title IX. Individuals with a question on Title IX or who would like to file a formal Title IX Complaint should contact:

**System Title IX Coordinator Dr.  
Aronica Gloster Department of  
Student Services 864 Broad Street  
Augusta, GA 30901  
(706)826-1000 x 5501  
[glostar@boe.richmond.k12.ga.us](mailto:glostar@boe.richmond.k12.ga.us)**

Each RCSS school site has a designated Title IX Coordinator for handling complaints of sex-based discrimination, including sexual harassment. Deputy Title IX Coordinators have been designated to handle employee complaints and discrimination complaints related to athletics. A complete listing of Title IX Coordinators is available on the RCSS website, [www.rcboe.org](http://www.rcboe.org). [\[CLICK HERE\]](#)

For additional information, please refer to the discriminatory complaint procedures relative to the following Richmond County School System Policies: Policy GAAA (Equal Opportunity Employment), Policy GAEB (Harassment), Policy IDFA (Gender Equity in Sports) or JCDAG Bullying, which are located in the School System policy manual that is available on the System web site, [www.rcboe.org](http://www.rcboe.org).

Note: Nothing herein is designed to create rights where not otherwise provided by law. This policy or procedure is not intended to limit the discretionary authority of, or to create any liability for, or create a cause of action against, the Board of Education, or its officers, employees, volunteers or other designated individuals for any act or omission to act related to this policy or procedure. Georgia's Constitution provides that School System employees are immune from liability when they are performing discretionary functions and they act without malice or intent to cause injury.

# Glenn Hills Middle School

2941 Glenn Hills Drive  
Augusta, Georgia 30906  
Telephone: 706-796-4705 FAX: 706-796-4716

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**DR. LLOYDETTE YOUNG**  
Principal

**MRS. KERRY FLORES**  
Assistant Principal

**MRS. ROSE LOFLAND**  
Assistant Principal

**MR. DOUGLAS PRINCE**  
Assistant Principal

Guidance C-6 is for advising parents of the Right to Know Information about a Teacher's Qualifications as Required by the Elementary and Secondary Education Assistance Act of 1965 (ESEA) [Section 111(6) (A)]

**July 30, 2021**

Dear Parent(s)/Legal Guardian(s):

As a Title I school, we must meet federal regulations related to teacher qualifications as defined in The Elementary and Secondary Education Assistance Act (ESEA). These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you at any time, you may ask:

- Whether the **teacher** met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the **teacher** received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the **teachers** hold, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a **paraprofessional**. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. This commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Glenn Andrews at Glenn Hills Middle at 706-796-4705 or email Dr. V. Lancaster at chatmbe@boe.richmond.k12.ga.us.

Sincerely,

Dr. Young  
Principal GHMS

# Glenn Hills Middle School

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Augusta, Georgia 30906

Telephone: 706-796-4705 FAX: 706-796-4716

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**DR. LLOYDETTTE YOUNG**  
Principal

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Assistant Principal

**MRS. ROSE LOFLAND**  
Assistant Principal

**MR. DOUGLAS PRINCE**  
Assistant Principal

## Classroom Visitation and Teacher Conference Policy

Glenn Hills Middle School welcomes visits to school by parents and encourages parents to be involved with their child's education. To ensure order and safety in the schools, it is necessary to establish procedures governing school visits, classroom and program visitations. Visitations should be arranged at least two school days in advance with the principal, guidance office, front office, or Special Education teacher, if applicable, and the parent or guardian must state the reason for the visit.

The following shall apply to the timing of visitations, other than visitations that are by teacher invitation as part of a planned parent activity:

1. Visitors must obtain a visitor's pass from the front office with assigned area to visit, and the pass should be worn during the entire visit.
2. Visits shall not exceed one hour of silent observation.
3. Conferences may be held with teachers during ***non-instructional time only*** and should be scheduled through the Guidance office.
4. The following conditions shall be observed for all visits:
  - A. Visitors shall consist of not more than two parents, legal guardians, grandparents, or surrogate parents, at any one time.
  - B. Visitors shall refrain from conversation and/or interaction with children or staff during period of classroom or program observation.
  - C. Visitors shall remain in assigned area indicated on the Visitor's pass.
  - D. Questions or concerns about a visit should be addressed *before or after the visit and outside the presence of children or working staff members.***
  - E. Staff members shall require that a visitor has registered at the school office and received authorization to be present in the building.
  - F. Visitors shall return to the school office and sign out when leaving the building.

The building principal/designee has the authority to prohibit the entry of any person to a school in this District.

Thank you,

Dr. Young  
Principal GHMS

# Glenn Hills Middle School

2941 Glenn Hills Drive  
Augusta, Georgia 30906  
Telephone: 706-796-4705 FAX: 706-796-4716

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**DR. LLOYDETTE YOUNG**  
Principal

**MRS. KERRY FLORES**  
Assistant Principal

**MRS. ROSE LOFLAND**  
Assistant Principal

**MR. DOUGLAS PRINCE**  
Assistant Principal

Dear Parents and Guardians:

Students are expected to dress in an appropriate manner while attending school and school related functions. They should maintain an appearance which is not extreme or disruptive to teachers or students, and does not threaten the safety of anyone.

The following items are not allowed:

- Mini Skirts, leggings, or jeggings, tutus. **Skirts should be no higher than 2 inches above the knee.**
- Tight shirt or blouse; shirt or blouse/shirt with cleavage showing
- Biking shorts, gym shorts, wind suits/warm up sets, running shorts, and short shorts
- Muscle shirts, tank tops, bare midriffs, plunging necklines, halter tops, tube tops, undershirts, or any type of see-through clothing. **There is no 2 finger rule.**
- Ripped, frayed, or torn jeans with or without leggings are not permitted.
- Unbuckled belts
- Hats, caps, sunglasses, or other head coverings inside the building.
- Large dangling ear rings
- No earrings for males of any kind. **No straws or strings in ear lobes.**
- No gang related clothing or apparel in accordance with Richmond County Policy
- Clothing that promotes or advertises drugs, alcohol, or tobacco.
- Clothing that displays fraternity and sorority insignias.
- Clothing that displays suggestive or obscene pictures and/or language.
- Any clothing which results in the disruption of the normal school day.
- Pants, shorts, and shirts should be worn at waist level with a belt. **Pants should not be hanging down or sagging.**
- Boys and Girls are not allowed to wear their hair in outrageous disruptive hairstyles.
- No flip flops or slides. **Sandals must have straps around the ankle.**

Sincerely,  
Dr. Young  
Principal GHMS

## Glenn Hills Middle School Dress Code Written Notification

Notification sent by \_\_\_\_\_

(Printed Name of Administrator)

on \_\_\_\_\_

(Date)

---

(Signature of Administrator)

Your child, \_\_\_\_\_, is in violation of the Dress Code Policy for Richmond County Schools. This is the \_\_ offense. The consequences are

\_\_\_\_\_. Please make sure that your child is in the proper dress code for Richmond County Schools. If this form is not returned to the school by \_\_\_\_\_ and signed by the parent/guardian, your child will be suspended pending a parent or guardian returning to school for a conference with administration.

I, \_\_\_\_\_ acknowledge that I have (Printed name of Parent/Guardian)

received this written notification about the dress code policy.

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(Signature of the Parent/Guardian)