

FORT JOHNSON MIDDLE SCHOOL

Home of the Rams
David A. Parler, Principal



STUDENT-PARENT HANDBOOK

2016-2017

School Colors: Blue and White

<http://ftjohnson.ccsdschools.com>

**1825 Camp Road
Charleston, South Carolina 29412**

**762-2740 Main office
762-6212 fax
762-5530 Guidance
762-5534 Media Center**

This agenda belongs to

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____

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CCSD 2016-2017 Calendar

August 2016

- Mon., 8/8 Teacher Workday/ no students
- Tues., 8/9 Professional Development Day/ no students
- Wed., 8/10 Professional Development Day/ no students
- Thurs., 8/11 Professional Development Day/ no students
- Fri., 8/12 Teacher Workday/ no students
- **Mon., 8/15 first day for students**

September 2016

- Mon., 9/05 Holiday/Labor Day/Schools & Offices Closed
- **Thurs., 9/15 Progress Reports**
- Wed., 9/21 Early Dismissal

October 2016

- **Mon., 10/17 End 1st grading period (45th day)**
- Fri., 10/21 Teacher Workday/ No Students
- **Tues., 10/25 Report Cards**
- Wed., 10/26 Early Dismissal

November 2016

- Tues., 11/08 Election Day/Schools & Offices Closed
- Mon., 11/21 – Fri., 11/25 Holiday/Thanksgiving/Schools Closed
- Thurs., 11/24-Fri., 11/25 Thanksgiving/ Offices Closed
- **Mon., 11/28 Progress Reports**

December 2016

- Mon., 12/19 – Fri., 12/30 Winter Break, Schools & Offices Closed
- Mon., 1/2 Winter Break, Schools Closed/Offices Open

January 2017

- **Tues., 1/03 School Resumes**
- **Thurs., 1/12 End of 1st Semester (90th day)**
- Fri., 1/13 Teacher Workday/No Students
- Mon., 1/16 Holiday/Martin Luther King, Jr./Schools & Offices Closed
- Tues., 1/17 Professional Development Day/No Students
- **Thurs., 1/20 Report Cards**

February 2017

- Wed., 2/15 Early Dismissal
- **Fri., 2/17 Progress Reports**
- Mon., 2/20 Holiday/Presidents' Day/Schools Closed – No School for Students or Teachers

March 2017

- Wed., 3/15 Early Dismissal
- **Wed., 3/22 End of 3rd grading period (135th day)**
- Fri., 3/24 Teacher Workday/No Students
- **Tues., Mar. 28 Report Cards**

April 2017

- Mon., 4/10-Fri., 4/14 Spring Break/No Students/Schools & Offices Closed

May 2017

- **Tues., 5/02 Progress Reports**
- Mon., 5/29 Holiday/Memorial Day/Schools & Offices Closed

June 2017

- **Fri., 6/02 Last day for students**
- Mon., 6/05 Teacher Workday/No Students

Inclement Weather Make-up days for students: Oct. 21, Jan. 2, June 5

SCHOOL INFORMATION

Fees

The activity fee for the 2016-2017 school year will be \$35.00. Special provisions will be made for those students participating in the free or reduced lunch program, if the parent completes a waiver form. This fee includes the cost of the student agendas, locker fees, student incentives, science supplies, copy paper, printing supplies, as well as consumable items used in the classroom.



Textbooks

Textbooks for middle school students are free. However, parents and students are responsible for the books once they have been issued. Students must pay for books that are lost, abused, or damaged. Payment should be made to the bookkeeper. No additional textbooks will be given to a student until payment is made for lost or damaged books.

Passes

1. Students found in hallways or any place other than classrooms after the beginning of a class period must have a pass issued by a teacher authorizing their presence outside the classroom.
2. Students must have an authorized pass to use the restrooms.
3. Students must have a signed pass to use the telephone in any office.
4. Failure to comply with these regulations will result in disciplinary action.



Off-Limit Areas



Students are not permitted in the following areas:

1. Teachers' lounge or workrooms (unless accompanied by a staff member)
2. Main office or clinic without written permission or a pass
3. Other grade level wings without a written pass
4. Other grade level restrooms
5. All parking lots except when unloading from or loading onto a school bus or parent's car.

Bike Rules

Students may bring their bikes at their own risk. All bikes must be locked to the bike rack behind the media center. No bikes are permitted on the breezeway or in the halls at any time.



Lost and Found

Students who find lost articles are asked to take them to the main office during the school day. All items are hung on the clothing rack in the cafeteria. Lost articles that are not claimed within a reasonable time will be given to a local charitable organization.

Lockers



1. Students will be issued lockers by their homeroom teachers.
2. Only school-owned locks will be used on school lockers. If a lock is lost, students will be charged a \$6.00 fee to replace the lock.
3. **The school cannot assume financial responsibility of items lost or stolen from lockers.**
4. Students may go to their lockers only at the time(s) designated by teachers.
5. School lockers may be searched when there is reasonable evidence that a locker may contain contraband, illegal substances, weapons, or materials that could be injurious to the health, safety, or welfare of the students. Although a student may have control of his locker in regards to his fellow students, such possession is not exclusive regarding the school and its officials.

ATTENDANCE

Student attendance in District 3 is regulated in accordance with current South Carolina state laws. Please read the Attendance Regulations provided to you by Charleston County School District in the Student Code of Conduct. Other situations relating to attendance will be addressed in the described manner.

Written Excuses

Parents are required to send a written excuse upon a student's return from an absence (parent's note, doctor's note, court note, funeral notice, etc.). Include a phone number for verification. Failure to bring a note upon return will result in the absence being categorized as unexcused. Students should give notes to their homeroom teachers.

Early Arrival at School

The school is not responsible for students arriving before 7:45 a.m. unless they arrive by school bus. Students who arrive before 7:45 a.m. need to report to the gym. Students who arrive after 7:45 a.m. are to go to their assigned grade-level area upon arrival at school:

- 8th grade: gym
- 7th grade: gym, **side closest to the front door**
- 6th grade: fine arts wing

Students are allowed in the cafeteria to eat breakfast, or visit the RAMs store. Students' participation in the breakfast program is dependent upon the arrival time of the buses. Breakfast will be served to those students whose bus arrives at least ten minutes before the first bell rings to begin the school day. Students must eat breakfast before going to their assigned area.

School Entrance Procedures for Students

In the morning, after the 8:23 a.m. bell, students will enter their grade-level wing through the breezeway doors. Students are NOT to enter the building before the bell rings. In the event of inclement or extremely cold weather, the principal will announce for teachers to report to their rooms and will then allow students to enter the buildings.

Late Arrival at School

Students who arrive after 8:30 a.m. must sign in with the attendance clerk in the front office. **A parent or responsible adult (over the age of 18) must accompany the student.** The only excused tardies will be late buses or medical notes.

Tardy procedure for late arrival: The following consequences will be a result of unexcused tardy to school infractions per semester.

3rd unexcused tardy will result in Saturday Skills (8-10 AM)

5th unexcused tardy will result in Saturday Skills (8-12 PM)

7th unexcused tardy and any additional ones will result in Saturday School (8-12 PM)

Early Dismissal

All students requesting early dismissal must bring a written note stating the reason for the request, the name of the person who will pick up the student (NOTE: this person must be listed on the student's emergency card), the time requested for early dismissal, and a telephone number for verification. If a student is to be picked up by anyone other than someone listed on the emergency card, the parent must contact the school in advance. The administration will determine the validity of the request. Only those requests deemed acceptable will be termed as "excused" absences. **NOTES FOR EARLY DISMISSAL MUST BE SUBMITTED TO THE HOMEROOM TEACHER NO LATER THAN THE MORNING OF THE DAY FOR WHICH THE EARLY DISMISSAL IS REQUESTED.**

When a student is to be dismissed early, the parent must sign the student out through the sign-out register in the main office. A picture I.D. must be produced upon request. Students will be released only to an adult over the age of 18. Only the office may give students permission to leave early. Students leaving without proper clearance will be viewed as truant and disciplinary action will be taken. **FINALLY, NO STUDENT WILL BE CALLED FROM A CLASS FOR EARLY DISMISSAL UNLESS THIS PROCEDURE HAS BEEN FOLLOWED.** The office will **NOT** disturb a class except in emergencies. **THIS IS IN ACCORDANCE WITH THE EDUCATION IMPROVEMENT ACT OF 1984.**

Please remember that the cut off time for early pick-up is 3:00 PM.

J.V. athletes must bring a parent note to leave early for an athletic competition.

They are responsible for any work missed. Courses that offer Carnegie Units require that students cannot miss more than 5 days for a half credit course or 10 days for a full credit course.

Afternoon Dismissal

6th & 8th Grade students will be released from homeroom; **7th Graders** will be dismissed from their last period class. Students will be called over the PA system by grade levels.

- **CAR RIDERS:** All car riders will walk to the parking lot near the gym to meet their rides.
- **BUS RIDERS:** Students will walk down the breezeway through the front lobby and directly to the front of the school to board the appropriate bus. Students are not to be in the roadway unless entering a waiting bus. Students waiting for a late bus will remain in the area designated by the administrator on bus duty.
- **WALKERS:** All walkers will leave campus by walking through the front lobby and crossing the street with the crossing guard. No loitering is allowed.
- **DETENTION STUDENTS:** These students will report to the BIC room when their grade level is dismissed.

NO STUDENTS ARE TO REMAIN ON THE SCHOOL GROUNDS AFTER 4:00 P.M. UNLESS PARTICIPATING IN A SCHOOL ACTIVITY. The school is not responsible for unauthorized students on campus after 4:00 p.m. Students who have not been picked up by 4:15 will wait on the front porch of the main building.

Transfer or withdrawal



Parents must go through formal withdrawal procedures when moving or taking a child out of school. The student must return all textbooks, library books, or other school property. All fees owed must be cleared as well. A parent must come to school in order to complete the withdrawal process. The guidance office must be given a 24-hour notice when the parent wants to personally deliver records to the new school.

TRUANCY INFORMATION

According to South Carolina law, students are considered truant from school if they accumulate three consecutive unexcused absences or five total unexcused absences. In this case a truancy meeting will be held with an administrator and guidance counselor. A Truancy Plan will be written. If a student violates this plan with additional unexcused absences, he will be referred to the Hearing Officer at 75 Calhoun Street. A court order to attend school will be filed at this time. If a student violates this order, he will be charged with Contempt of Court and referred to the Department of Juvenile Justice.

Adverse weather conditions

When adverse weather conditions threaten, officials in Charleston County School District monitor the situation closely. The decision to close schools is made by the Superintendent and is based on safety conditions in our district. Students and parents are encouraged to watch Charleston area television news broadcasts or the Weather Channel as well as to listen to Charleston area radio news reports for information on school closings. Announcements of school closings are released to the media as soon as a decision on closing has been made.

District officials also have the option of calling for a delayed opening. A delayed opening occurs when all schools, area offices, and district offices operate on a two-hour delay. The following will be the school schedule in the event of a delayed opening:

- Schools and offices will open two (2) hours later than usual.
- Students should not be dropped off before school opens.
- Buses will run two (2) hours later than normal.
- Breakfast will not be served.
- The school day will end at the regular time.



Emergency Drills

Fort Johnson Middle School complies with regulations concerning the conduct of emergency drills. Such drills, including fire and tornado drills, are held at intervals during the school year. Misconduct during these drills will result in disciplinary action. The health and safety of our students is a shared concern between faculty and the students. By working together, we can make our school an even safer place to be. General instructions are as follows:

Fire Drill Procedure

1. Students are to leave the room and building in single file lines and at a normal walking pace.
2. On reaching the assigned area, students are to stand quietly while the teacher calls roll.
3. Students are to re-enter the building only when notified by a school administrator.

Tornado Drill Procedure

1. Students are to leave the room when instructed to do so by the teacher.
2. On reaching the designated shelter areas, students are to kneel on the floor, facing the wall. Books, coats, etc. should be used to shield the head from flying debris.
3. Students are to remain in shelter areas until the "all clear" bell is sounded.

STUDENT HEALTH SERVICES

Health Information

All students are required to turn in a health/emergency card filled out, and signed by a parent/guardian. Health information cards are confidential and will be kept in the nurse's office. Parents/guardians of students with chronic illnesses or health conditions which may affect their ability to learn at school should notify the guidance department, school nurse, or attendance clerk. Parents are asked to leave an emergency number where someone may be reached, if necessary.

Medication at School

The Charleston County School District is genuinely concerned with students' health and welfare. Because of this concern, the district has established rules and consistent procedures for the proper administration of prescribed medications during school hours.

General Rules

A school staff member or a registered professional nurse will assist with the administration of prescription drugs or over-the-counter medication only upon receipt of the completed CCSD Medication Permission Request Form signed by the parent/legal guardian and the child's physician. Students may not have medication in their possession during school or at school events, unless their physician has indicated this on the medication order.

In some rare instances the school district (after reviewing individual situation) reserves the right to reject requests for the administration of any medication.

All prescription medication must be properly labeled and in their original prescription container. Long-term non-prescription medications do not require a prescription label but must be provided in the original sealed container with the manufacturer's label intact.

Illness/Injuries at school

If a student becomes ill in class, he/she should request a pass to the clinic. If the nurse is not available, the receptionist will assist the student. An attempt will be made to contact a parent if the student has symptoms of illness or requests the parent to be contacted.

If a student becomes ill during the change of classes, it is his/her responsibility to notify the nearest faculty member, especially if it involves using any of the restrooms.

In the event of an injury of a student during the school day, the nurse/first responder will administer first aid. Every attempt will be made to contact a parent. If unable to contact a parent, a note will be sent home with the student describing the injury/care given.

Only the licensed nurse may administer over the counter medications to students following doctor's orders, which have been approved by the CCSD Physician Consultant. Parental permission must be granted. This permission can be granted by completing the back of the emergency card.



Homebound

CCSD offers homebound instruction to students in need of such instruction. This is not in lieu of attending school but is designed for the student who for health reasons (as verified by a physician) must be absent from school for an extended period of time. Parents are urged to contact the attendance clerk at school for more information about this procedure.

Make-up work

Students are encouraged to find a "buddy" in each class whom they can call upon for homework assignments, notes, etc., when absent from school. Teachers will regularly post information on their Sharp School page or Google Classroom that students may access for class information. The school's website is <http://ftjohnson.ccsdschools.com>.

The opportunity for students to make up work is covered by the following guidelines:

A student returning from an extended absence of three or more days must determine jointly with his teachers the time period in which work must be completed. A student will be permitted to make up any missed work due to an out-of-school suspension (OSS).

.Missed work NOT made up within the designated or agreed upon time will result in a grade of zero.

If a student is unable to participate in PE class due to illness or injury, the parent must send a note to the PE coach stating any restrictions in activity. A note from a physician is required if a student will not be able to participate in PE classes for 5 or more consecutive days. If an injury/illness occurs during the school day, the nurse will give the student a pass to sit out of class for that day only.

Parent Responsibility Regarding Medications

1. Complete CCSD Medication Permission Request Form with proper signatures. Return form to school with medication (see above).
2. Inform school of any changes in the student's health condition, medical procedures, or medication.
3. Update medication form annually or as required (i.e., change in medication or dosage).
4. Pick up any unused medication or supplies within one week of termination of treatment or on the last day of school for students, whichever comes first.
5. Be aware that no more than a thirty-day supply of medication may be kept at school.
6. Be responsible for the medication until it is received by the principal or his designee.
7. Insure that prescription medications are refilled as prescribed by physician.

School Responsibility Regarding Medications

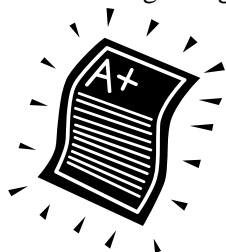
1. Receive and review CCSD Medication Permission Request Form and original prescription container.
2. Designate staff member, volunteer, or registered nurse to assist with administration of medication. Keep all medications in a secured/locked location. Complete a medication log.
3. Communicate with the parent, principal, and the registered school nurse concerning any problems or effects of administering the medication.
4. Destroy medication one week after termination of treatment (or as soon as feasible) or at the end of the school year, if not reclaimed by parents.

GRADES AND HONORS

Grading Scale


FJMS will adhere to the CCSD grading scale.

| | |
|----------|---------------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |



Report Cards and Progress Reports

Progress reports and report cards will be issued four times during the school year. These should be returned within 48 hours with a parent or guardian's signature. Teachers will also use other forms of reporting a student's progress.

 **Progress Reports: September 15, November 28, February 17, May 2**

 **Report Cards: October 25, January 20, March 28**

Honor Rolls

Ft. Johnson Middle School, realizing both the desirability of recognizing student achievement, has established general guidelines, which are to be used as the means by which honor roll listings are to be determined.

1. Honor rolls will be based on nine-weeks' grades.
2. The **Principal's Honor Roll** requires a 90 or above in ALL subject areas for the nine weeks.
3. The **A Honor Roll** requires an overall average of 90 for the nine weeks; no grade below 80 in any class.
4. The **B Honor Roll** requires an overall average of 80 or above for the nine weeks; no grade below 70 in any class.

Special Recognition

Students will be recognized at various points throughout the school year for achievements in reading, math, band, and physical education. Students are also recognized monthly for exemplary behavior with Fun Friday, Random Acts of Kindness, and Exchange Club Students of the Month.

On our web site, we post information about honors that students win, whether state-wide, district-wide, or county-wide. Such things as all-county band, Quest teams, Junior Scholars, and the like are placed on our Sharp School page.

GUIDANCE DEPARTMENT

School counseling services are available for all students and families. Middle school years can be very challenging academically, socially, and emotionally and the school counselor can be a valuable resource and support for you. Some of the services available are career information, test score interpretation, behavioral and academic classroom issues, individual sessions or group sessions that deal with grief, loss, health and safety, anger, conflict resolution, and friendship. References to outside agencies or mental health counselors are offered upon request.



Students who wish to see the counselor may do so by leaving a note in the mailbox situated outside the office. If the situation is emergent, the counselor will be contacted immediately and the problem will be addressed.

SCHOOL LIBRARY MEDIA SERVICES



The school library media center is open from 7:45 a.m. to 4:00 p.m. daily. Students may enter before the 8:18 a.m. bell to return materials. Books are circulated for a two-week period. Students are issued a barcode at the beginning of the school year, which serves as their identification to check out materials. Students who lose their barcodes must pay 50¢ for a replacement.

The media center houses the print and non-print reference materials for the school. Video cameras, digital cameras, laptop computers, and printing are all available from the SLMC for student use during school. Other services include technology support, desktop publishing, and Sharp School maintenance.

PUBLIC RELATIONS/COMMUNICATIONS

Conferences

We encourage parents to meet their children's teachers periodically to discuss the students' progress. Conferences should be scheduled through the guidance department (762-5530). Tuesdays and Thursdays are the designated conference days, with conferences scheduled during planning periods. Please state the reason for the conference and/or concerns to be addressed so that everyone can come prepared.

Visitors to School

Parents are encouraged to visit our school. Parents wishing to observe a class should enter during a regular class change. All visitors are to report first to the main office for a visitor's pass. Informal or unauthorized visits by minors are strongly discouraged unless the principal has authorized such visits. Unauthorized visitors may be subject to legal action under applicable prevailing statutes.

During times of heightened security, it is essential that no person be in the building without a visitor's pass. Please help insure the safety of your children by adhering to these regulations.

School Improvement Council (SIC)

All CCSD schools operate School Improvement Councils as required by the EIA and by CCSD. Parents are encouraged to attend SIC meetings and to assist in the accomplishment of SIC goals and objectives.

Dates and times for these meetings can be found on our website at <http://ftjohnson.ccsdschools.com>.

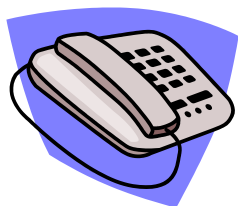
Email

All teachers have access to email. You may use the school's website to access the email addresses for each faculty member. Students are furnished with an email address that may be used only within the Sharp School system at Fort Johnson.

All students are provided with an email through our Sharp School system. This system does not allow any mail from outside the district.

Schedule Changes

Request for schedule changes must be submitted in writing to the guidance director or assistant principal. Please be aware that students are scheduled according to CCSD policies. A student must qualify for the appropriate level of class, whether honors or graded. The school will not deviate from any CCSD policy.



Telephone Policy

Parents are asked to limit messages to students to those of an emergency nature only. **We cannot interrupt classes to deliver messages to students.** Please remember that if your child becomes ill at school, the office will call you.

Cell Phones and Communication Devices

CAFETERIA PROCEDURES

In order to keep the cafeteria clean, attractive, safe, and in adherence with state health standards, the following rules will be enforced:

1. On entering the cafeteria, students must form a SINGLE file serving line along the left side of the cafeteria for the Charleston Chicken line or behind the stanchions for the hot lunch line. The lines should be orderly, and no cutting is allowed.
2. Food and drinks are NOT permitted outside of the cafeteria. Lunches brought from home should not be opened or consumed before the lunch period. No glass bottles or glass drink containers are permitted on campus.
3. Milk cartons and food should always be kept on the lunch tray. When directed by faculty, students should properly dispose of all trash in the receptacles provided.
4. Once students have purchased their lunches, they must be seated in the cafeteria.
5. No running, pushing, loitering, or excessive noise will be allowed.
6. Any food brought into the school by a third party must be approved by the office before being given to a student.

Free or Reduced Lunch Program

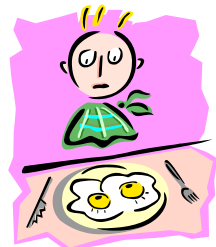
1. Parents must complete a lunch application during the first ten days of school in order to participate in the free/reduced lunch program. Completed applications should be submitted to the homeroom teacher.
2. Students may be served a free or reduced lunch during the first **thirty** days based on the previous year's eligibility.
3. With the "Point of Sale" system used at Fort Johnson, students must key in the last six (6) digits of their student identification number in order to purchase lunch.

Paying for Lunch

1. *On Monday morning before homeroom or during breakfast (not in line for lunch)*, a student may purchase lunch for the week (full price or reduced lunch price) or for the month. Students must give their money to the lunchroom manager or cashier. Checks should be made payable to Ft. Johnson Middle School.
2. Any days unused because of absences will be carried forward as credit.
3. Students who wish to purchase a second lunch must pay the adult price.

Meal Prices

| | Full Price | Reduced | Adult |
|-----------|------------|---------|--------|
| Breakfast | \$1.40 | \$0.30 | TBD |
| Lunch | \$2.25 | \$0.40 | \$3.50 |



Lunch menus are posted on the schools website <http://ftjohnson.ccsdschools.com>

SCHOOL CONDUCT AND DISCIPLINE

Every individual is entitled to courtesy and consideration in relationships with fellow students, staff, and faculty. Students must earn this courtesy and consideration by extending the same respect to every person they meet during the course of the day. Fort Johnson prides itself on its academic pursuits and accomplishments. To maintain our high standards, all students should abide by the rule that “no one has the right to violate the rights of others.”

**Charleston County School District provides a copy of the
Student Code of Conduct for every family.
Please read this document very carefully and discuss it with your child.
All rules and regulations contained in the *Student Code of Conduct* will
be strictly enforced.**

Please read this document with your child. Major areas of concern are cell phones, appropriate use of the Internet, and student conduct.

SCHOOL-WIDE STUDENT RULES



1. Students may not give or receive public displays of affection such as hugging or kissing.
2. Students may not sell items while on campus. Students may take orders for school-sponsored sales such as PTA or club fundraisers.
3. Gum, candy, sunflower seeds, drinks, or any types of food are not allowed in the school building or on school grounds. Drinks and food may be brought as part of a complete lunch from home. However, students may not carry around water bottles or other drinks during the day.
4. No student may litter the building or grounds.
5. The use and possession of electronic devices must follow CCSD policy.
6. No student may have or use any tobacco products (cigarettes, cigars, chewing tobacco, etc.) on school grounds or at any school activity.
7. No student will distribute pamphlets, posters, or literature for non-school sponsored events without prior approval of the principal.
8. Any student who participates in fighting on the campus or at any school related activity may be suspended for five days, arrested, and charged with disturbing school or simple assault. **Students should report threats, harassment, etc. to a counselor or administrator before a confrontation occurs.**
9. Student-to-student sexual harassment is prohibited. Students should report harassment to a school complaint manager, usually a counselor or administrator.
10. Profanity is inappropriate, and students will be disciplined for using such.
11. No bullying is permitted. Any occurrences should be reported immediately to a counselor or administrator.
12. No gambling or activities that might be construed as gambling are allowed. No playing cards or dice are permitted on the school campus.
13. Students may not carry book bags, drawstring bags, or large handbags around with them during the school day.



POLICE CONTACT FOR STUDENT DISRUPTIONS

According to a revision of a school law passed on March 25, 1994, the administration of all South Carolina public schools is required to notify law enforcement authorities immediately when a person is engaging or has engaged in activities on school property or at a school-sanctioned or sponsored activity which may result in injury or serious threat of injury to the person or to another person or his property. **As summarized by the Attorney General of the State of South Carolina, fighting constitutes disrupting a school, which is against state law; refusing to leave a school campus when directed to do so by a principal is against state law; and using foul or abusive language against a teacher, staff member, or police officer is against state law. Although this is not intended to be an inclusive list, these are some examples of the offenses that would prompt a call to law enforcement.**

The faculty and staff of Fort Johnson Middle School utilize the **Positive Behavior Intervention Support (PBIS)** in an effort to deal with our discipline problems from a positive spectrum. Our program is unique in that we teach our students the appropriate behavior within the environment at Fort Johnson Middle School, thereby giving the students the opportunity to apply this same behavior within their community. Our PBIS program includes in depth instructions on the PBIS Model for Student Behavior, consistent reinforcement of this model by all faculty and staff at FJMS, positive incentives and rewards for appropriate student behavior, and our *Back in Control* procedures for dealing with the various middle school student personalities. When we deal with discipline we like to use as many interventions as possible to give every child a chance to be successful. We will use Saturday skills class (8 am – 10 am) and Saturday school (8 am – 12 noon) as a consequence for inappropriate behavior.

PBIS Matrix

- The PBIS Matrix is displayed on posters throughout campus.
- Teachers should do their best to memorize these posters and question the students on expectations in different locations often.
- The information displayed on the posters is as follows

$$R + A + M = S$$

| Expectations | Responsibility | Attitude | Manners | Success |
|---------------------|--|--|---|---|
| Breezeway/ Hallway | Know your route Arrive on time Follow the flow of traffic | Walk with a smile Walk at a steady pace Walk with pride | Yield to/merge with others Use inside voices Keep hands, feet and objects to yourself | Arrive on time and ready to learn |
| Classroom | Bring required materials Arrive on time Follow directions | Be actively engaged Wait your turn Sit in your seat properly | Show mutual respect Use inside voices Keep hands, feet, and objects to yourself | Earn passing grades Receive RAMs coupons Receive verbal/non-verbal compliments |
| Cafeteria | Bring lunch and/or money Arrive with your class Dispose of your trash properly | Enjoy your meal/ company Wait your turn Sit in your seat properly | Use please and thank you Use inside voices Keep hands, feet, and objects to yourself | Finish your meal on time Enjoy fellowship with peers |
| Office | Have a pass Show your pass Follow office procedures | Enter with optimism Wait your turn Sit in your seat properly | Make request appropriately Use inside voices Keep hands, feet, and objects to yourself | Return to class with information received |
| Bus | Board and exit properly Arrive promptly Obey bus rules | Respect your bus privilege Wait your turn Sit in your seat properly | Show mutual respect Use inside voices Keep hands, feet, and objects to yourself | Arrive safely |
| Bathroom | Enter slowly Keep hands, feet, and objects to yourself Do not leave things behind | Use polite words Notify adults of problems Exit when finished | Wait your turn Flush the toilet Wash your hands | TCB Return to class |
| Assembly | Use the stairs to enter and exit Sit with your class Watch your teacher for directions | Sit on the bleachers properly Wait your turn Respect the speaker | Listen when someone is talking Raise your hand for assistance Keep hands, feet, and objects to yourself | Enjoy the assembly |
| Library | Return all books on time Know your goals Pay attention | Use time wisely Work actively Ask for help | Walk Use inside voices Use positive words | Enjoy good books Meet your reading goals Have a clean library record |
| Gym | Follow directions Have required uniform Read board Secure personal items | Be positive Good sportsmanship Offer encouragement Give good effort | Share equipment and space Include others in your team Invite others to participate | Improved fitness scores Improved reading skills Maintain healthy body and mind Faster mile times Physical, social, and emotional benefits |

BACK IN CONTROL (BIC) REFERRAL

BIC Referral

NAME _____ chose not to demonstrate:

Responsibility **A**ttitude **M**anners **S**uccess

Infraction:

- Disruption Disrespect Physical Contact
- Inappropriate language Non-Compliance Property Misuse

| | | | |
|--|-------------------------------|--|--|
| BIC Time: | <input type="checkbox"/> ASAP | <input type="checkbox"/> 15 min (see assignment) | <input type="checkbox"/> 30 min (see assignment) |
| <input type="checkbox"/> Hold Student/ Admin. Referral will follow | | | |

Write description of BIC offense below.

Motivation:

- Obtain peer attention Obtain items Avoid tasks Other _____
- Obtain adult attention Avoid peers Don't know

Date: _____ Time Sent: _____ Teacher: _____ Location: _____

...

Back In Control Procedures (BIC)

First and Second BIC per Week

- BIC monitor and student review appropriate behavior according to the school matrix, complete corresponding BIC Activity, and contact the parent. At the time of the second BIC, the student calls his/her parent to inform the parent that if he/she receives another BIC before the end of the week, the consequence will be an office referral.
- Student will remain in BIC classroom for amount of time designated by the sending teacher and complete corresponding BIC Activity.

Third BIC per Week

- Student will be sent to the BIC room to receive an office referral which will be delivered to administration.
- Student will remain in BIC classroom for amount of time designated by the sending teacher.
- Administration will contact parents.

FJMS Gum Policy

- **Chewing gum on school grounds is prohibited. Students who chew gum will be issued a 45 minute community service detention, 3:45-4:30 PM, Tuesday or Wednesday.**

DISCIPLINE AGENDA STICKER

Agenda Sticker Sample

RAMS Homeroom: _____ **AUG**

Name: _____

| Week: | Silent Lunch | Silent Lunch Served | Recess Detention | Recess Detention Served | BIC 1 | BIC 2 | BIC 3 |
|-------|--------------|---------------------|------------------|-------------------------|-------|-------|-------|
| 21-23 | | | | | | | |
| 26-30 | | | | | | | |

Agenda Sticker Procedures

- **The homeroom teacher will write the student's name and homeroom in ink or permanent marker and place the sticker inside the student's agenda cover each month so the most recent 4 months are displayed.**
- Students will carry his/her agenda to all classes.
- Students who do not have their agenda with the sticker upon a teacher request to enter recess detention or BIC will be sent to BIC for the offense and for no agenda.
- Students who do not have their agenda prior to reporting to lunch/recess will receive a recess detention for that day. **NO STUDENT WITHOUT AN AGENDA OR WITH A TEMPORARY AGENDA MAY ATTEND RECESS.**
- Students are responsible for having the recess detention teacher initial the recess served box on their sticker or WILL have to serve the detention again.
- The weekly time period is Monday through Friday.
- The consequences are accumulated during the dated week.
- Any combination of 3 silent lunch or recess detention signatures result is no Fun Friday.
- No student receiving a BIC can earn Fun Friday.
- Only teachers may write/mark on the agenda sticker

Consequences for Classroom Disruptions

- Each student will first receive a warning (verbal or written) in each class during the course of the day.
- If the student causes a disruption, the teacher may initial and date the silent lunch space, indicating the student must serve a silent lunch.
- The homeroom teachers will monitor their own silent lunch detentions and initial when it has been served.
- If the student causes a disruption, the teacher may initial and date the recess space, indicating the student must serve recess detention.
- Recess detention teacher will initial and date the recess detention space, indicating that the detention was served.
- The teacher's initial and date written in the BIC #1 space results in a trip to the BIC room **by the student with a completed BIC slip.** The BIC monitor will contact the parent before the end of the day in reference to BIC #1.
- The teacher's initial and date written in the BIC #2 space results in a second trip to the BIC room **by the student with a completed BIC slip.** The student will contact his parent and inform them that if he/she receives another BIC before the end of week he/she will receive an office referral.
- The teacher's initial and date written in the BIC #3 space results a third trip to the BIC room **by the student with a completed BIC slip.** The BIC proctor will complete an office referral which will be delivered to the administration. Consequence will be Saturday skills class, Saturday school, phone conference, and/or parent conference Administration will contact the parent in reference to the referral.
- **If a teacher sends a student to BIC and also wants him/her to serve a recess detention he/she must sign both sections of the sticker.**

PBIS MODEL FOR STUDENT BEHAVIOR ON BUSES

| | |
|-----------------------|--|
| Responsibility | Board and exit properly Arrive promptly Obey bus routes |
| Attitude | Respect your bus privilege Wait your turn Sit in your seat |
| Manners | Show mutual respect Use inside voices Keep hands, feet, and objects to yourself and inside the bus |
| Success | Lead by example Exhibit self worth Arrive safely |

Bus Discipline Policy

Students who have the opportunity to ride buses may do so as long as they display behavior that is reasonable and safe. Choosing to participate in unacceptable behavior will result in the loss of bus service. From the time the students board the bus in the morning until they disembark in the afternoon, they will be considered “at school” and subject to all school rules and regulations. The bus is an extension of the school. The following lists are not intended to be all-inclusive nor is it limiting to the administration as they apply consequences.

Bus passes

Students who have reason to ride a bus other than their assigned bus must bring a note to the front office before the end of homeroom to be approved and to receive administrative permission.



Minor Infractions

1. Eating or drinking on the bus
2. Excessive noise (talking, screaming, yelling at someone outside the bus, etc.)
3. Horseplay (wrestling, tag, or other physical contact)
4. Spitting
5. Leaving seat or standing (except when directed by driver)
6. Providing false information/identification
7. Verbal abuse of another student, obscene gestures, or possession of unacceptable material
8. Other inappropriate behaviors as reported by driver or school official

Consequences for minor infractions

| | |
|-------------------------|--|
| 1 st offense | Warning and parent notification |
| 2 nd offense | 1-2 days suspension from bus; parent notification |
| 3 rd offense | 3-5 days suspension from bus; parent notification |
| 4 th offense | 5-10 days suspension from bus; parent notification |
| 5 th offense | 10-15 days suspension from bus; parent notification |
| 6 th offense | Loss of bus service for remainder of year; parent notification |



Major Infractions

1. Disrespect to driver
2. Profanity
3. Verbal/physical harassment
4. Any part of student’s body or belongings hanging out of window
5. Throwing/shooting any object
6. Use of tobacco or any controlled substance
7. Fighting or physical aggression
8. Possession and/or use of matches, firecrackers, or any flammable /combustible object or substance
9. Vandalism to bus (Restitution will be required.)
10. Holding on to or attempting to hold on to any exterior portion of bus
11. Unauthorized entering or leaving bus through door marked “EMERGENCY”
12. Tampering with bus equipment
13. Unauthorized boarding of bus
14. Other offenses as reported by driver or school official

Consequences for major infractions

| | |
|-------------------------|--|
| 1 st offense | 1-5 days suspension from bus; parent notification |
| 2 nd offense | 6-10 days suspension from bus; parent notification |
| 3 rd offense | 11-15 days suspension from bus; parent notification |
| 4 th offense | Loss of bus service for remainder of year; parent notification |

DRESS CODE POLICY

- All sleeveless tops/straps for girls must be a minimum of two inches in width.
- All shorts and skirts must not be shorter than five inches above the knee as measured by a 3x5 index card.
- No clothing may be worn which has wording designated to draw attention to certain body parts.
- No jeans/pants may be worn that has skin showing above the knee.
- Students should not expose their chest/cleavage or midriff (in standing or sitting positions).
- Shear tops or tops that fall off a shoulder may not display an undergarment or a sleeveless shirt that does not meet the minimum width of two inches.
- Underwear and undergarments of any type shall be covered at all times.
- Boys may not wear white t-shirts/undershirts or sleeveless shirts.
- No hats, caps, head stockings/do-rags, athletic style headbands, bandannas, head kerchiefs are allowed AT ANY TIME on campus. These items will be confiscated by a teacher or administrator and returned only to a parent or guardian.
- The hoods of jackets or sweatshirts may not be worn inside the building.
- No **backless shoes**, bedroom slippers, flip-flops, or **high heels** are allowed for safety reasons. Shoes with laces must be laced and tied at all times. No Heelys allowed (shoes with wheels)
- No gloves may be worn in the building.
- No pajamas are allowed.
- No beachwear is allowed.
- Sunglasses may only be worn outside the building.
- Pants will be worn at the waist.
- Clothes that advertise alcoholic beverages, tobacco products, drugs, or other suggestive messages/merchandise (i.e. weapons, Snowman) are not permitted.
- Leggings/Jeggings and spandex may not be worn as an outer garment. Shorts or a skirt of proper length must be worn over them.

Policy JICA

***FJMS may restrict the wearing of clothing, adornments, or personal grooming which is inimical to the safety or health of the student or other students.**

***FJMS may restrict the wearing of clothing, adornments, or personal grooming which is distracting to other students to the point of disrupting the classroom or other activities.**

***FJMS may restrict the wearing of clothing that causes unusual wear on floors, furniture, or equipment.**