

Moultrie Middle School

2018-2019

Student Agenda



Planner belongs to:

MOULTRIE MIDDLE SCHOOL
HOME OF THE PATRIOTS
PARENT/STUDENT HANDBOOK

645 Coleman Blvd., Mt. Pleasant, SC 29464
Telephone: 843-849-2819 FAX: 843-849-2899
Web: moultrie.ccsdschools.com
Ryan Cumback, Principal

This information is designed to familiarize parents and students with important information, expectations, and dates regarding this school year. Please review this handbook with your student.

Welcome to Moultrie!

Welcome back to the 2018-2019 school year! We are glad you are here! Middle school is an exciting time of challenges and changes for all students. You are not little kids anymore and are quickly growing into young adults. We are here to help you succeed. Your teachers are going to challenge you academically by providing rigorous, interesting, and engaging lessons. Show them how much you care by being here every day, working hard, and earning good grades. Along with your teachers, there are many adults (administrators, guidance counselors, and staff) here to help and guide you along your path. Ask when you need help and don't be afraid to speak up and let us know what you need. Moultrie has a long tradition of excellence and you are part of that tradition. You must work hard in order to succeed. Be proud that you are part of a wonderful school. There are many extra curricular opportunities in middle school and we encourage you to become involved in the Moultrie community outside of your classes. Join a club, volunteer, and help make Moultrie the best middle school ever. We know that you are going to thrive here at Moultrie Middle School. Have a great school year!

Doctrina Perpetua,

Ryan Cumback, Principal

ADMINISTRATION

Ryan Cumback, Principal

Rudell S. Burch, Assistant Principal

Arthur Ryan Giles, Assistant Principal

GUIDANCE DEPARTMENT

Dana Grow, Counselor - Grade 6

Anne Wyman Cipolla, Counselor - Grade 7

Claire Gatlin, Counselor - Grade 8

MEDIA CENTER

Rebecca Lebron, Media Specialist

Suzanne Crowfoot, Media Clerk

STUDENT SUPPORT TEAM

Marjorie Bailey, RN, NCSN

Carolyn Mims, School Psychologist

Jeffrey Waddell, Student Concern Specialist

Paula Wilson, School Resource Officer

Kelly Stanton, Behavior Teacher Assistant

SUPPORT STAFF

Tanya Meetze, Secretary/Bookkeeper

Suzanne Cribb, Data Clerk

Noelle McCartney, Front Office Receptionist

CAFETERIA

Annalee Brown, Supervisor

CCSD 2018-2019 Academic Calendar

July 4	Wednesday	Holiday – Independence Day (Schools and Offices Closed)
August 6	Monday	First Day of School for Early Head Start
August 13-17	Monday – Friday	Teacher Workday/Professional Development
August 20	Monday	First Day of School for Students
August 27	Monday	First day of School for Child Development/Head Start
September 3	Monday	Holiday – Labor Day (Schools and Offices Closed)
September 21	Friday	Progress Reports
September 25	Tuesday	Early Release/School Professional Development
October 23	Tuesday	End of First Quarter
October 25	Thursday	Early Release/Teacher Workday
October 26	Friday	Family Data Conferences (No School for Students)
October 29	Monday	Report Cards
November 6	Tuesday	Election Day (No School for Students, Offices Open)
November 19-21	Monday – Wednesday	Fall Break (Schools Closed, Offices Open) <i>(No School for students Nov. 19 & Nov. 20 unless needed as "Weather Make-up Day")</i>
November 22-23	Thursday – Friday	Fall Break (Schools and Offices Closed)
November 27	Tuesday	Progress Reports
December 21	Thursday	Half Day for Students
December 24-31	Monday – Monday	Winter Break (Schools and Offices Closed)
January 1-3	Tuesday – Thursday	Winter Break (Schools and Offices Closed)
January 4	Friday	Teacher Workday (No School for Students)
January 7	Monday	School Resumes
January 18	Friday	End of Second Quarter/First Semester
January 18	Friday	Early Release/Teacher Workday
January 21	Monday	Holiday – Martin Luther King, Jr. Day (Schools and Offices Closed)
January 22	Tuesday	Report Cards
February 15	Friday	Professional Development (No School for Students)
February 18	Monday	Holiday – President's Day (Schools Closed, Offices Open)* <i>(No School for students unless needed as "Weather Make-up Day")</i>
February 20	Wednesday	Progress Reports
March 22	Friday	Early Release/Teacher Workday
March 22	Friday	End of Third Quarter
March 25-29	Monday – Friday	Spring Break (Schools and Offices Closed)
April 3	Wednesday	Report Cards
April 19	Friday	Spring Weekend (Schools Closed, Offices Open)
April 22	Monday	Teacher Workday (No School for Students)
May 2	Thursday	Progress Reports
May 24	Friday	Last Day of School for Child Development/Head Start
May 27	Monday	Holiday – Memorial Day (Schools and Offices Closed)
June 5	Wednesday	Half Day for Students
June 6	Thursday	Half Day for Students, Last Day for Students
June 7	Friday	Teacher Workday
June 21	Friday	Last Day of School for Early Head Start

ACADEMIC CALENDAR NOTES:

1. **Weather Make-up Days:** November 19, November 20, February 18
2. **Employees, refer to and follow your attendance calendar for actual workdays and non-workdays.**
3. Test dates will be updated upon receipt from the SC Department of Education

MOULTRIE MIDDLE SCHOOL VISION AND MISSION STATEMENT

Vision Statement

Moultrie Middle School recognizes the unique needs of the middle school student. Through academics, arts, and athletics, we will develop and nurture individuals, empowering them to think creatively and critically to meet the challenges of a changing world.

Mission Statement

The mission of Moultrie Middle School is to create a safe and respectful community of responsible learners.

Belief Statement

We believe:

1. All students can learn.
2. All students learn best in a safe and orderly environment.
3. Middle school students have unique social, emotional and educational needs.
4. A consistent discipline policy is necessary for a healthy learning environment.
5. Faculty, staff, students and parents need to be held accountable for the choices they make.
6. Attendance for all is essential for school success.
7. Effective communication and collaboration among administration, faculty, parents, and community is crucial.

Moultrie Middle School does not discriminate on the basis of race, sex, religion, national origin, marital status, age, or disability, admission into, access to its program and activities.

School Motto: Doctrina Perpetua –Always Learning

School Colors: Navy Blue and White

School Newsletter: PTO

School Yearbook: Patriot's Pride

Important School Phone Numbers

Main Office	843-849-2819
Guidance Office	843-849-2819
Officer Paula Wilson (Mt. Pleasant PD)	843-856-6736
School Fax	843-849-2899
Nurse Fax	843-856-6752

Students and parents are responsible for reading and abiding by the CCSD Code of Conduct. All students and parents must sign and return the Acknowledge of Review page in the CCSD Code of Conduct to the school.

Glue your class schedule here

My MAP Scores 2018-2019

	Math	Reading	Lexile Level
Fall			
Winter			
Spring			
Spring Goal			

Usernames and Passwords

Program	Username	Password Hint

ACADEMIC CONCERNS

If at any time during the school year you are concerned about your child's academic progress, you are encouraged to do the following:

- **Contact the teacher(s) first!** They have the best information regarding your child's academic needs and strengths.
- Contact your child's guidance counselor for recommendations or to set up a parent teacher conference.
- Contact the grade level administrator: Ms. Burch (upstairs 6th grade and all of 8th) or Mr. Giles (downstairs 6th and all of 7th), should you still need assistance.

ARRIVAL/DISMISSAL

The morning bell rings at 8:30 AM, and students are dismissed at 3:30 PM. **Students are not allowed on campus prior to 8:05 AM, as there is no supervision.** Exceptions include students with a pass for teacher help or club activity. All students arriving early must sign in through the front office. Arrangements should be made for all students to be picked up daily by 3:45 PM.

Any student arriving before 8:05 AM will be sent to the "Homework Help Center" at a charge of \$1.00 a day. The center opens at 7:30 AM with adult supervision. Those students are to enter through the main office, sign in, and report immediately to the Media Center. These fees support the Media Center in purchasing newly released books and student supplies.

At 8:05 the school doors will be unlocked for students to go to their grade-level areas and wait for the 8:30 AM bell. All students having breakfast will enter the cafeteria, sit down, and eat. When they finish breakfast, they leave through the same doors and go to their grade-level area. NO food or drinks are allowed outside of the cafeteria.

Grade Level Holding Areas

- 6th Graders: Gym
- 7th Graders: Cafeteria
- 8th Graders: Farmers' Market pavilion

Once students arrive on campus, they MAY NOT leave at any time or for any reason before school or during school hours unless signed out by a parent. This includes attending early morning practices or homework help.

Students arriving after 8:30 AM are considered tardy and must be signed in through the front office by an adult.

ATTENDANCE

Regular classroom attendance is critical to academic success. While a student may receive make-up work and notes from other students, nothing can replace the interaction between a student and teacher in the classroom. In addition, students in grades K-8 may not be eligible for promotion if they have more than ten (10) unlawful and/or unexcused absences. Students away from school more than 50% of the instructional day are counted as absent for one day. **12:00 PM is considered the midpoint of the middle school day. If a student is signed out prior to 12:00 PM, the student is marked absent for a full day.**

All absences are defined as lawful (excused) or unlawful (unexcused or unverified.) An excused lawful absence (including excused tardiness) shall permit a student to make up work missed during the absence. Students will receive a school-wide make-up policy during the first week of school (signature required).

When a student is scheduled or expected to leave school early, he/she is required to bring a signed note from a parent to the main office during homeroom. The office clerk will give the student an early dismissal slip. The slip must be presented to the teacher at the time of his/her dismissal.

All absences require written explanation from the parent/guardian and must be submitted to the front office within 3 days of return. Emails and texts are not acceptable to update attendance.

Lawful absences shall include but are not limited to:

- absences caused by a student's own illness and whose attendance in school would endanger his or her health and the health of others; the principal shall require a physician's certificate from the parent/legal guardian of a student reported continuously absent for illness.
- absences due to an illness or death in the student's immediate family
- absences due to a recognized religious holiday of the student's faith
- absences due to activities that are approved in advance by the principal. Approved activities include the following: - state and national competitions - ceremonies honoring outstanding students
- work approved or sponsored by the school, the school district, or the state department of education, accepted by the associate superintendent or school principal or their designees as reason for excusing the student
- out-of-school suspension
- in-school suspension
- field trips approved by the principal or designee

Unlawful Absences include but are not limited to:

- absences of a student without the knowledge of his/her parents/legal guardians
- absences of a student without acceptable cause with the knowledge of his/her parents/legal guardians

BICYCLES/SKATEBOARDS

Student safety is our top priority. All students are required to use crosswalks and obey all traffic and crossing guard rules.

Bicycles and skateboards are to be parked and locked at the appropriate racks upon arrival on the school grounds. No one is allowed to ride bicycles or skateboards on campus prior to, during, or after the school day.

All bicycles and skateboards on the racks **MUST BE PROPERLY LOCKED**, as the school is not responsible for lost/stolen bikes or skateboards. Scooters are **not** permitted on campus. Failure to abide by these guidelines will result in loss of privilege of having a skateboard or bicycle on campus.

BOOKBAGS/BACKPACKS

Students are not permitted to carry backpacks or purses once the academic day has begun. All schedules include locker times in which students visit their lockers to exchange their academic materials, exploratory items, and lunch items.

BUS TRANSPORTATION

Bus transportation to and from school is a privilege for students who live more than two miles from school. Students who ride the bus must obey the driver and all school rules, as the bus is an extension of the school. Safety regulations require that students remain seated and quiet while the bus is in operation. Students will be denied the privilege of riding the bus if they misbehave or fail to obey regulations. Please notify the front office and Durham School Services in writing of any changes in student transportation. The front office will verify the changes prior to dismissal and give students permission slips for the bus driver as appropriate.

PROCEDURE FOR FRIENDS ON BUSES

Because of the limited seat availability for assigned students riding several of our school buses to and from school, parent/student must submit prior written request for permission to ride home with a bus rider/friend to

the front office during the homeroom period. A parent's written request is to include the current date, the bus number, student names with the parent's signature and contact information. Our office clerk will verify the information prior to releasing the student approval to ride the bus with the friend. Permission will **ONLY** be granted if there is seat availability. Frequently, this information may not be available to the school until all assigned students are on their buses at dismissal. So, it is important to have a backup plan for the student to be transported from school if the requested bus is crowded.

The bus loop area is reserved for bus transportation only. Parents are not permitted to pick up their children in this area as it is a major safety issue. Students are not allowed to enter the bus loop area unless they are bus riders.

To begin bus service for a student that has not ridden the bus during the year, parents must notify the school and Durham School Services in writing.

CAFETERIA

The cafeteria should always be a neat, clean, and pleasant place. All students will be made aware of cafeteria procedures, which includes routinely taking turns as table cleaners. Any student who demonstrates an inability to comply with cafeteria regulations are subject to disciplinary action.

CAR RIDERS

All students who are car riders must be dropped off and picked up in the car loop parallel to Simmons St.

Students are not to be dropped off or picked up in the front of the school (Coleman Blvd.). The only exception permitted will be in the case of a student's prior arrangement for early dismissal, a late after school activity or with special administrative approval. Also, when a student arrives to school late, he/she must be accompanied by the parent or must have a note from the parent. No student will be allowed to sign himself/herself in or out.

CELL PHONES

CCSD Board Policy: JICA

The board recognizes that, depending on how they are used, mobile communication, computer, and other wireless devices can be either valuable learning tools or a source of disruption in the learning environment. In order to maintain a secure and orderly learning environment, student use and possession of mobile communication, computers, and other wireless devices shall be subject to the limitations as set forth in this policy.

"Wireless electronic device" means a handheld electronic device having the ability to receive and/or transmit voice, text, or data messages without a cable connection and may include, but is not limited to, mobile telephones, smart phones, tablets, and computer and communications devices currently in existence. This also includes any current or emerging wireless technologies or portable information technology systems developed for similar purposes.

This policy applies to all CCSD property, school grounds, school buildings, personal vehicles on school property, buses, CCSD vehicles at any time (during or outside of school hours), or at any school or district-sponsored events.

The *"instructional school day"* is from the arrival bell until the final dismissal bell. The instructional school day includes, but is not limited to, study halls, lunch break, class changes, and any other structured or unstructured activities.

Students may possess mobile telephones, smart phones, or other such devices as described above as long as the students adhere to the restrictions provided herein. Any unauthorized use of mobile telephones, smart phones, or other such wireless devices during the instructional school day is prohibited as it can disrupt the instructional program and/or distract from the educational environment.

Earbuds and/or headphones may be worn in the classroom for instructional purposes, but may NOT be worn at any other time during the instructional school day.

Middle school students (sixth through eighth grade) may possess mobile telephones, smart phones, or other such devices as described above on school property and school-sponsored transportation provided they are not visible, used, or activated and are kept in a silent or “airplane” mode, blocking all alerts throughout the instructional school day and while on school-sponsored transportation. Middle school students must keep their mobile telephones, smart phones, or other such devices as described above stored in a vehicle, locker, pocket, purse, backpack, or other non-visible secure location.

Times of authorized use for middle school are as follows:

- before the beginning of the instructional school day
- after the dismissal bell at the end of the instructional school day
- during classroom instruction when directed by the teacher
- during recess while on the playground

CLINIC/HEALTH CARE

The school clinic is limited to handling minor first aid cases. When students become ill at school, they will be sent home as soon as the parents can be contacted. Our clinic is staffed with a Registered Nurse five days per week. Office staff and parent volunteers care for sick children in the nurse’s absence. Regularly scheduled medications will be administered to students according to clinic procedures. CCSD policy requires a student to be fever free for 24 hours without medication before returning to school after an illness.

MEDICATION

If a child needs to take medicine during the school day, the following steps are required:

- Request a CCSD Medication Policy form from the school office. (Also available on www.ccsdschools.com. (See Families tab then Nursing Services tab).
- Present the form to your child’s physician and request that it be filled out and signed. Fill out and sign the parent portion of the form.
- Bring the completed form and the medication in a properly labeled prescription bottle to the school office. Please note that ALL medications that are to be taken for longer than two weeks require a physician’s form. All prescription medications must be sent in a pharmacy labeled prescription container.
- Over the counter medicines must be sent in a sealed bottle with an intact manufacturer’s label. The school nurse will administer the following over the counter medications: acetaminophen, ibuprofen, hydrocortisone cream, antifungal cream as needed to students whose parents give permission on the Emergency Card. Any other medications will require a doctor’s order on CCSD forms. We will NOT give any medications sent in envelopes, zip lock bags, etc. We cannot verify the contents of these containers and therefore it is not safe for us to give them. Please notify the school nurse if you have any questions.
- Please note that it is a violation of Charleston County School District Board policy for your child to be in possession of any type of medication unless these procedures have been followed. This includes all prescription drugs, over the counter drugs, inhalers, and emergency medicines. All medication must be brought to the main office by the student’s parent. Under NO circumstances may a student have any type of medication in his/her possession (including book-bags, pocketbooks, pockets, etc) while

on school grounds. Students in possession of any kind of medication on campus may be referred for disciplinary actions.

- No student shall carry medicine in school except for students given permission to do so to guard against a life threatening condition. Self monitoring/ self medicate is only for emergency medications like inhalers, epipens, and diabetes care. Permission will be granted only after careful review by the school district in consultation with the registered school nurse and the student's parent/legal guardian and physician or legal prescriber. A Health Management Plan must be completed.

CPR (CONTENT PARALLEL READING)

Students begin each day with silent reading of a novel or book. These books will enhance and reinforce the curriculum that is being taught. Teachers across all subject areas will reinforce the reading standards throughout the school year. In order for the program to be successful, it is important that all students have their reading material and report to school on time daily.

DISCIPLINE PLAN

Moultrie uses various interventions and consequences to enforce appropriate behavior and classroom discipline. One of these is use of the Back in Control room (BIC). Students may be sent to BIC for repeated classroom interruptions after teachers have used classroom level interventions/Tier 1. The BIC teacher will have the student call home to explain the offense that led them to be removed from class and assign an appropriate consequence according to CCSD'S Progressive Discipline Plan.

Students may also be sent to BIC for procedural items such as dress code violations and ID replacement. These are separate from behavior or discipline visits and will have appropriate consequences.

In all grades, severe or habitual misbehavior may result in ineligibility for field trips and other special events/activities.

Extreme discipline problems may warrant automatic office referral to the administration. Once students are referred to the administration, consequences for inappropriate behavior are generally much more severe, including In-School Suspension, After School Detention, Saturday School Detention, and Out-of-School Suspension according to CCSD's Progressive Discipline Plan.

Students who receive In-School Suspension report to BIC, where they are isolated from their classmates. Teachers send assignments to BIC, so students may complete their assignments.

After School Detention is scheduled by administration from 3:30 PM-4:30 PM throughout the week. Saturday School is held monthly from 8:00 AM – 11:00 AM. During After School and Saturday School, students may be required to give something back to the school in the form of work detail inside and/or outside the building. In addition, students may complete any missing academic assignments and remediation as needed.

Students may be suspended out of school for one to five days. According to CCSD Policy, students suspended out of school are allowed to make up work missed during the suspension. Please refer to the CCSD Student Code of Conduct for information regarding levels of offenses and consequences.

DRESS CODE AND UNIFORM POLICY

UNIFORM REQUIREMENTS

- Moultrie t-shirts or collared shirts with official Moultrie emblem (from Moultrie PTO)
- Moultrie specialty t-shirts – tie dye, chorus shirts, band shirts, or any school sponsored event shirt
- Solid (no patterns, stripes, or large logos) navy blue, tan khaki, white, or blue jeans long pants. No

pajama jeans, jeggings, or leggings may be worn.

- Solid (no patterns, stripes, or large logos) navy blue, tan khaki, white or jeans shorts or skirts
- Moultrie sweatshirts or fleece pullover (available through Moultrie PTO)
- Any shirt worn under a uniform shirt must be solid navy or solid white
- School issued student identification badge with the grade level color lanyard worn properly around neck

DRESS CODE

This general policy acknowledges that appropriate, decent, and non-distracting attire must be worn in an educational setting. The goal of this policy is to assist students in presenting themselves in a manner that is conducive to a safe and orderly learning environment. Families are encouraged to monitor their students' dress to ensure compliance.

1. Students may not wear any clothing that reveals skin between the upper chest and mid-thigh. Students may wear short-sleeved shirts. Shoulders must be covered at all times (no sleeveless shirts or tank tops). Clothing must be free of rips, tears, holes, or frayed edges.
2. Clothing must fit appropriately. Pants and shorts will be worn at the waist. Bottoms must not be too loose or too tight as deemed by administration.
3. Clothing must be appropriate for the educational setting. Undershirts, elastic waist athletic type pants/shorts/skirts are NOT acceptable attire outside the gym. See-through clothing, sweat pants, workout attire, gym shorts, or pajamas are not acceptable at any time.
4. No clothing, jewelry, or accessory will be permitted that displays profanity, weapons, violence, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols as determined by the administration.
5. Students may not wear accessories or jewelry that may be considered unsafe as determined by the school administration. This includes but is not limited to chains and spikes.
6. No purses are allowed except in lockers.
7. The minimum length of skirts, shorts, etc., must reach the point of the leg that is 5 inches above the crease in the knee. Skirts and shorts must be this length or longer even with leggings underneath.
8. Students may not wear hats, sweatbands, goggles, bandanas, hair picks or any headgear on campus. The hoods on hooded sweatshirts may not be worn.
9. While on the Moultrie campus, students may not wear towels, blankets, or bandanas as accessories on clothing, around the body, or on book bags.
10. Heavy jackets may not be worn indoors. Any jackets, sweaters, or sweatshirts worn indoors must be solid navy or solid white and the uniform shirt must be visible underneath. Moultrie sweatshirts and fleece are encouraged and available for purchase through the PTO.
11. Health laws require students to wear shoes at all times. To prevent accidents, students should avoid wearing shoes that slide off easily. Open-toed and are acceptable but not recommended. **All shoes must have a back or ankle strap.** Flip flops, backless sandals (i.e.- Jack Rogers), bedroom shoes including slipper boots, and shoes with wheels are not permitted. Shoes with laces must be tied at all times. Athletic shoes are the most appropriate footwear for safety and comfort on campus.

12. Moultrie athletes will be in professional attire as described by coaches and administration on game days. Sleeveless, see-through, or mesh tops (basketball tank tops, football jerseys, cheerleading tops) must be worn with an appropriate shirt underneath.
13. A student's personal appearance, particularly with regard to hair color or style and facial piercings, must not be distracting to the learning environment as determined by the administration. Gauges are not allowed.

If a student violates the uniform or dress code, he/she will be required to make a phone call home from BIC and will be given the choice to wear a school-owned T-shirt or his/her parents must provide appropriate clothing within a short time period to correct dress code violations. These measures will be taken in lieu of the student being removed from the educational setting for the balance of the day whenever appropriate. Students who repeatedly violate the dress code will be subject to disciplinary action. Students are responsible for returning any school-owned shirts that they wear to the Main Office. A student who does not return the school-issued shirt will be charged a replacement fee.

** The same dress code applies during special events; however, students may be allowed to wear items based on the day's activities as approved by administration.*

ELECTRONIC DEVICES

Students are not permitted to have electronic devices other than cellular phones on school property during the school day without the written approval of the school principal. Students using or having electronic devices visible on campus shall have their electronic devices confiscated and returned to student at the end of the school year, or earlier to a parent/guardian at the discretion of the administration. At no time may an electronic device be used for illegal or unethical purposes.

FIRE DRILLS/DISASTER ALERTS

In case of fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. An evacuation plan is posted in each room showing the route of evacuation for that particular room. In any emergency situation, students are to remain quiet and follow teachers' instructions concerning moving to a designated area, etc.

GRADING SCALE AND PROMOTION/RETENTION

All grades will be reported by a numerical system:

100-90	A
89-80	B
79-70	C
69-60	D
59 and below	F

Students and parents are encouraged to review together all interim reports and report cards in order to determine the likelihood of the student passing or failing. Grades can also be monitored through Parent Portal, our online grade system. At the first sign of a grade below 70 on an interim report or report card, parents should call the school to schedule an appointment for a conference with the student's teachers.

DO NOT WAIT UNTIL APRIL TO BE CONCERNED WITH LOW GRADES! We are here to assist you and will be available to meet with you to discuss your student's progress.

GUIDANCE SERVICES

Counseling is available to all students. Many issues, both school-related and personal, can be helped by counseling with a qualified person. Moultrie has counselors who offer the following services: conflict resolution, educational planning, analysis of test scores, career information, study hints, group and individual counseling. Appointments to visit the counselor should be made through the guidance office during homeroom. Students must always have a pass to see a counselor.

HALL PASSES

STUDENTS ARE NOT ALLOWED IN THE HALL WITHOUT A PASS. All students will be given an agenda at the beginning of the school year. There are pages in this book designated as hall passes. Students must have a signed and completed hall pass in order to be out of the classroom. Replacement agendas can be purchased in the main office for \$7.

HOMEWORK

In addition to reinforcement of skills attained through drill exercises, homework assignments should encourage students to conduct research and to think independently. Generally, the amount of homework time spent by students per day should be:

6th Grade	45-60 Minutes
7th and 8th Grade	60-90 Minutes

In the event of an absence from school, students may check the teacher or team website to obtain daily homework assignments. It is the student's responsibility to obtain all work assignments missed and to make arrangements to make up missed tests. Teachers will assist students in this process.

LIBRARY/MEDIA CENTER

The library is open every school day for circulation and reference use. An appropriate pass from a teacher or an administrator is required when students visit the library.

IDENTIFICATION BADGES

Student identification badges (IDs) are considered part of the Moultrie student uniform and must be worn at all times, with the student's grade level lanyard. This is a safety procedure and a way to ensure that we know all of our students. IDs should be worn outside of the outer layer of clothing so that it is visible at all times. Students should not write on or deface the ID in any way. Students that deface the ID must purchase a new ID. Teachers may use stickers to indicate privileges but students should not alter their ID in any way. Students may wear pins such as Honor Roll, Principal's List, Reading Awards, etc. on their lanyards.

If a student forgets his/her ID, he/she may get a temporary ID for \$1.00 from his/her homeroom teacher. Temporary IDs are good for one day only. A replacement ID is \$5.00 and includes a lanyard. Replacement lanyards are \$1.

LOCKERS

Homeroom teachers will assign lockers and combination locks to students. Students should not share lockers, and it is the responsibility of the original owner to monitor his/her locker for the content at all times. Lockers must remain locked at all times. Homeroom teachers have the student combinations, should a student forget it. Grade levels will set appropriate locker times for students to use their lockers. Books and possessions should not be left on the floor on or around lockers in the halls. Lost locks are \$10.

LUNCHES/FOOD ON CAMPUS

Lunches will be served every day with the option to buy extra milk. Applications for free or reduced lunches are available in the school office. Families are encouraged to pay for lunches in advance. Students may purchase lunches and all special items with the balance in their lunch account.

PROCEDURE FOR FORGOTTEN OR DROPPED OFF LUNCHES

When a parent drops off a student's lunch in the front office, the parent is to complete the office form with the student's full name and grade. Depending on the time of the lunch delivery, at the beginning of the student's lunch period, the front office staff will deliver to the teachers on duty in the cafeteria. The student and teachers should seek that the lunch is delivered to the correct student in a timely manner.

Students may eat only in the cafeteria. Gum and candy are prohibited anywhere on school grounds. The sale of non approved food, candy, or gum, etc. will not be tolerated. Teachers and administrators will confiscate these items if discovered on campus.

PARENT INVOLVEMENT

We appreciate the critical role parents play in the education of their children. Your interest in your child's education helps to make our teachers much more effective in the classroom. There are many ways you can be involved at Moultrie, and we encourage you to take advantage of these opportunities. Please call the school if you need information about participating.

PARENT PORTAL

Parent Portal allows you to access up-to date information on your child's grades and attendance. You can simply click on your child's grade in a class and see the complete list of assignments and grades; and e-mail your child's teachers by simply clicking on their name within the grade book. To access the Parent-Portal, you need access to a computer or smartphone with internet access, and a working email account, to which you alone have access.

Access to Parent Portal is requested through the Parent Portal link on the Moultrie website (under the parents tab). You will need the following information:

- 1) Your child's full legal name – as it appears on their birth certificate
- 2) Your full legal name
- 3) Your current address
- 4) Your best daytime contact phone number

We will verify your information and email you a Private Access ID and Password and Information on how to access and maximize the PowerSchool Parent Portal.

**** Download the PowerSchool App for your smartphone- it's easier to use, and parents can set upgrade alerts! When prompted, enter "LGLC" for the district code.**

****Students will also have their own Parent Portal account that we will help them set up during the first two weeks of the 2018-2019 school year.**

PERSONAL PROPERTY/LOST AND FOUND

A student's personal property is his/her own responsibility. Students are not allowed to bring large sums of money or electronic devices. These items will be confiscated and held until the parent/guardian picks them up from the main office. Lost articles are kept in the lost and found. Periodically throughout the school year and at the end of the school year, unclaimed items will be donated.