

FACTORY SHOALS MIDDLE SCHOOL

2018-2019 STUDENT/PARENT HANDBOOK



FACTORY SHOALS MIDDLE SCHOOL

2018-2019 STUDENT/PARENT HANDBOOK

3301 Shoals School Road, Douglasville, GA 30135

Phone: 770-651-5800

Fax: 770-920-4356

Website: <https://fsms.dcssga.org/>

STUDENT NAME: _____

HOMEROOM: _____



Factory Shoals Middle School

3301 SHOALS SCHOOL ROAD
DOUGLASVILLE, GA 30135
(770) 651-5800
FAX (770) 920-4356

Dr. Raymond D. Leonard
Principal

Ms. Angela Holley
Assistant Principal

Mrs. Caroline Whitt
Assistant Principal

Mr. Rueben Pitts
Assistant Principal

Knight Family,

It is with great pleasure and pride that I welcome you to Factory Shoals Middle School as the 2018-2019 school year marks our eleventh year of service to students and to our community. Factory Shoals Middle School and our learning community have worked extremely hard to build a rich tradition of excellence and school pride. We have high expectations of all those who walk through our doors to not only continue the traditions established here at Factory Shoals Middle School, but to establish new traditions of excellence!

Factory Shoals Middle School is an institution of service where we will strive each and every day to provide our students with the knowledge, skills and encouragement necessary to ensure success. The efforts of our teachers, our families nor our community can be fully utilized without a personal commitment from our students to embrace their educational possibilities and be diligent in their responsibilities as students of Factory Shoals Middle School.

The pages of this handbook are filled with important information regarding school policy and procedures. We suggest parent(s)/guardian(s) review the contents together.

I am honored to serve as principal of Factory Shoals Middle School and excited as we begin the 2018-2019 school year. Please know that the Factory Shoals Middle School community stands ready to assist you in any way possible to ensure your success. On behalf of the faculty and staff, please allow me to welcome you to Factory Shoals Middle School and to what I hope is the most rewarding year you have ever experienced.

“Spirit of Excellence”

Raymond D. Leonard, Ed.D.

Principal

THEME:

Future **S**uccessful **M**embers of **S**ociety

VISION:

We envision Factory Shoals Middle School to be an outstanding middle school, a place that fosters improvement for “ALL.”

MISSION:

It is the mission of Factory Shoals Middle School to provide all students with the tools to be successful in a nurturing and challenging environment.

VALUES:

- I. High Academic Achievement
 - A. All students are expected to meet high academic standards
 - B. Teachers will provide students with exemplars of high quality work that meet the GSE
 - C. Teachers will use a variety of methods to assess student performance
 - D. Instructional strategies ensure student engagement related to concepts and skills being taught
 - E. Students can explain their work and can demonstrate their learning
- II. Commitment to Young Adolescents
 - A. Students are grouped in small learning communities (teams)
 - B. The school provides students with opportunities to develop and demonstrate character and citizenship skills
 - C. The school provides age appropriate activities including sports, clubs, and performing arts
 - D. The school devotes resources in professional development connected to the school’s vision
 - E. A structured organizational program that includes a student agenda, and consistent school-wide procedures will provide directions to help Factory Shoals Middle School meet school goals.
- III. A Shared Vision
 - A. A shared vision of the school guides every facet of the school
 - B. Shared and sustained leadership moves the school forward
 - C. School administration and staff are organized to develop and implement plans designed to improve students learning.
- IV. Positive School Climate
 - D. The vision of the school is reviewed and revised on a continuous basis
 - E. School personnel collect, analyze, and use data in making decisions
 - A. School staff creates a personalized environment that supports each student’s intellectual, ethical, social, and physical development.
 - B. Students have opportunities to learn about and appreciate their own and other’s cultures.
 - C. The school welcomes and encourages active involvement of all families
 - D. The school has a well-designed discipline plan which includes appropriate, incremental measures and alternatives. Rules and expectations are fair and clear.
- V. Family and Community Partnerships
 - A. The school works with families to support student development
 - B. A FSMS School Council made up of faculty, parents, and business partners
 - C. The community provides resources to the school.

GENERAL POLICIES AND PROCEDURES

AGENDA

An agenda will be issued to all students. It is a requirement that all students have one, and it should be in their possession at all times. The agenda is purchased by the school and it is considered a textbook. Loss of the agenda will result in a \$10.00 replacement fee.

It will be the responsibility of all students to enter information appropriately in the agenda. Parents are asked to sign the agenda nightly. Teachers will sign as well. Students must not attempt to alter communication between the teacher and parent or guardian. Marking out a teacher or parent note (or forgery) will result in disciplinary actions.

ARRIVAL PROCEDURES

No student should arrive at school prior to 7:30 a.m. Students arriving between 7:30 and 8:10 are to report directly to the cafeteria. At the 8:10 a.m. bell, students report to their homeroom. Students should always check with the homeroom teacher and receive a pass before attending to school business, seeing another teacher, or attending any activity outside homeroom.

LATE WORK/MAKE-UP WORK

All assigned work is expected to be turned in on time. Late work will be accepted without penalties only if a student is absent and unable to be in school on the due date. All other late work will be penalized for up to two days and may not be accepted after the third day. Students with excused absences will be given one day for each day absent to make up work. Make-up work will be confined to homework assignments; teacher handouts, textbook pages covered, quizzes, and scheduled tests. Teachers may modify the amount of work to be made up. **IT IS THE STUDENT'S RESPONSIBILITY TO ASK THE TEACHER FOR ANY MISSED ASSIGNMENTS.** If students are absent for several days, a parent should call the office and request their assignments. Please allow 24 hours for teachers to get assignments ready. If absences occur at the end of the grading period, an incomplete may be given on the report card. All incomplete work must be made up as soon as possible. The "incomplete" will be removed after 10 days to reflect the grade achieved. Work not made up will be averaged as a zero. Exclusion to this policy may be long-term projects.

TARDIES

If a student arrives at school after the end of homeroom (8:35 a.m.), he/she must report to the office and sign-in. A student must have a note from a parent indicating the reason for being tardy, or the student must be accompanied by a parent to the

office. Students who are tardy interrupt instruction and should try to be on time. Frequent tardies may result in an office referral. The administration will take appropriate action.

EARLY CHECK OUT

Parents are urged to make all dental, medical, and other appointments after school hours. If it becomes necessary for students to be checked out during the day, we ask that parents report to the office before 3:15 p.m. to sign the student out. Parents will be required to show picture identification before the office personnel will call a student from class. Students must have a parent or guardian's permission before early check out will be permitted.

BUS TRANSPORTATION

Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stops. Any student, who is to ride home with a friend by bus, must have the request in writing to the office before 9:00 a.m. The note will be verified by the office clerk before permission can be granted. Students will receive their bus transportation notes that day. Students are not to make other arrangements for after school transportation during the school day. Parents may call the school when a situation arises that necessitates a change during the day. Bus behavioral expectations are high. Discipline infractions on the bus can/may result in short term suspension or removal from the bus. Suspension is for ALL school system buses. Any student riding the bus while suspended will be disciplined at the school and reported to the SRO.

CAR RIDERS

Students who are brought to school in a car should be dropped off in the front of the building.

Students who are car riders in the afternoon should be picked up in the same location. Students should be picked up no later than 4:00. Students not picked up on time will have to wait.

Any student, who is to ride home with a friend by car, must have the request in writing to the office before 9:00 a.m. that day. The note will be verified by the office clerk before permission can be granted. Students will receive their car rider notes that day.

WALKERS

Traffic areas around the Factory Shoals campus are extremely dangerous. Students will not be allowed to walk to or from Factory Shoals Middle School.

LOCKERS

Lockers are provided for the convenience of students who wish to rent one. Students should never share their lockers with other students, and students should not give their locker combination to anyone. The school cannot be responsible for items left in lockers. Lockers are issued to students as a service and for their convenience, but the security of the lockers cannot be guaranteed by the school. Valuables and money should not be brought to school and left in lockers. Additionally, lockers are not students' property and may be searched at any time by the administration without the students' consent. Students must report locker maintenance problems immediately (in writing) to the front office. Students will be responsible for the contents in their lockers. A locker fee is charged for maintenance of the locker. If students vandalize or abuse their lockers, additional charges will be assessed. (There will be no stickers, writing, or other defacing of the lockers.) Students may not alter the mechanical lock on the locker. Altering a lock may result in loss of the locker privilege.

TELEPHONE USE

The school phones are for business purposes and are available to students for emergency situations only. Students will not be allowed to use the phone for such things as forgotten items not brought to the school or to get permission to go home with a friend. Also, arrangements to stay after school for any activity must be made before arriving at school. All school events will have a pre-arranged pick up time; therefore, phone calls to parents are not necessary. **CELL PHONES ARE NOT ALLOWED.** See Discipline Code, Level III offense. If a cell phone is visible, it will be confiscated and the parent will be requested to pick it up.

BOOK BAGS

Book bags will be stored in the hall locker during the school day. No rolling book bags will be allowed. Book bags are not allowed in academic classrooms. Book bags can be taken to connection classes the last two periods of the day because students will not return to their lockers prior to dismissal.

TRANSPORTATION FOR AFTER-SCHOOL ACTIVITIES

When students are involved in activities that require after-school time, transportation must be arranged in advance. The school provides no transportation for after-school club meetings and practices. Please make arrangements to be picked up on time. Failure to be picked up at designated times may result in suspension from future after-school activities.

MEDICATION

In an effort to better ensure the safety of students, all medications (prescription and non-prescription) must be delivered to the school office by the parent. In addition, the parent must sign a letter of permission allowing the office clerk to administer medication to your child. Medication must be in the original, childproof container. Prescription medications must be in the labeled prescription bottle. Containers will be sent home with the student when empty; however, the refilled medication must be returned by the parent.

EIGHTH GRADE DANCE

The Eight Grade Dance is open only to currently enrolled Factory Shoals Middle School eighth graders. Eighth grade students and parents will receive a letter with specific details closer to the May dance. In order to attend the eighth grade dance, a student must be counted present on that day. The school reserves the right to make judgments in individual cases.

LOST AND FOUND

Lost and found items will be turned in to the office and eventually stored in the cafeteria. Names should be placed on all garments or items so they may be returned to you. When property is found, it should be returned to the owner or brought to the office. When an item is lost, it should be reported to the office and a description should be given. Unclaimed items will be turned over to a social agency on a monthly basis.

SOFT DRINKS, JUICE, ETC.

Any drink or juice in a glass or plastic bottles with/without a screw on top is not allowed. Students may bring a canned drink or juice box as part of their lunches. This will be the only time that drinks will be allowed. All drinks must be discarded before leaving the cafeteria. Drink machines in the school may only be used by students after the school day and with specific teacher permission.

MESSAGES/DELIVERIES TO STUDENT

Deliveries such as balloons, flowers, food from outside vendors etc. are not permitted during the school day. Also, a student will not be called from class for instruments, forgotten homework, projects, or lunches. Students may check for lunches/instruments at the office on their way to the cafeteria. Homework will be dated and placed in the teacher's mailbox. Food items cannot be dropped off by adults to give to the student to share with other students during school.

AFTER SCHOOL DETENTION POLICY

Detention times and dates are designated by teachers. If it becomes necessary for a teacher to assign detention period, a letter will be issued to the student giving him/her at least a one-day notice. This advance notice makes it possible to arrange transportation so the detention appointments can be kept. **THIS IS THE STUDENT'S RESPONSIBILITY.** Parents should contact the teacher assigning the detention with questions. Failure to serve detention will result in a discipline referral.

IN-SCHOOL SUSPENSION

The fundamental position of the Douglas County School System is that students are responsible for their own behavior and that learning to behave appropriately is a necessary and vital element in their education. When less severe methods of student management have been exhausted by teachers, and when behaviors disrupt the learning process, the student will be referred to school administrators.

In-School Suspension (ISS) is one of several options the Douglas County School System uses to manage student behavior. ISS is designed to provide an effective means of discipline while maintaining an educational program and counseling source for the student.

When a student is assigned to ISS, he/she is removed from class or classes and is assigned to a designated supervisor. A student assigned to ISS, OSS, or Ombudsman, is also prohibited from attending all school sponsored activities during their assignment.

The three basic purposes of ISS are:

1. To isolate students from peers in a controlled setting. While in ISS, the student will be restricted to completing academic assignments, follow strictly enforced rules, and have minimal contact with other students. Students are counted present.
2. To help students continue academic progress while being isolated from the classroom. The regular classroom teacher checks on the student each day to make sure assignments are understood and progress is being made.
3. To teach the student appropriate behavior by identifying inappropriate behavior and providing practice in modeling appropriate behavior.

CAFETERIA

Tentative school breakfast and lunch prices have been established for the 2018-19 school year are:

	Breakfast	Lunch
Elementary Student	\$1.25	\$2.25
Middle School Student	\$1.25	\$2.50
High School Student	\$1.25	\$2.50
Staff	\$1.65	\$3.25
Guest	\$1.65	\$3.50

Meal Charge Policy

“To provide a vehicle whereby elementary and middle school students may accumulate a maximum in charges to equal the price of two full pay student lunches. This charge limit includes any charges for breakfast and lunch. High school students and adults will not be allowed to charge. A la carte purchases will not be allowed if a child owes a charge. After the charge limit is reached, a student will be offered a meal alternate which consists of a sandwich and a beverage. This regulation is to ensure that a child will not go hungry while potential losses of school food service funds will be limited.”

MIDDLESCHOOL DRESS CODE

Descriptor Code: JCDB-R (2)

The Douglas County School District dress code requires students to dress "in a manner that is conducive to a good learning environment."

In the selection of school dress, parents and students should exercise good taste and good judgement. Many "fads" in dress are not appropriate for school. Therefore, student dress should reflect neatness, cleanliness and should not distract or cause disruption in the educational process of school.

The school administration reserves the right to determine if a student's dress and personal appearance are too casual, too revealing, or too distracting from the learning environment to be considered appropriate for school. The health and safety of all students will be taken into consideration when making decisions regarding appropriate/inappropriate attire.

APPROVED FOR SCHOOL WEAR:

Pants

Pants that are size appropriate and worn at the waist.

Shorts that are size and length appropriate, worn at the waist, and are not more than three inches from the top of the knee are appropriate.

Skirts and dresses

Skirts must be worn at waistline, hemmed and no more than three inches from the top of the knee. Dresses must have sleeves and be no more than three inches from the top of the knee. Slits in dresses or skirts must be no more than three inches from the top of the knee. Skirts over leggings must meet the three inch rule.

Shirts and blouses

Long or short sleeved, dress shirt, T-shirt, polo type shirt, sweaters and sweatshirts which are size appropriate. Shirrtails must be below the belt line even with arms raised above the head or when the student is seated; for males shirt tails may be required to be tucked into the pants.

Shoes

All students must wear appropriate shoes at all times.

Undergarments

Appropriate undergarments must be worn at all times. Undergarments of any type must not be exposed.

Accessories

Belts are optional and, if worn, are to be proper length. Belts may be required for students having difficulty with wearing pants at the waist.

NOT APPROVED FOR SCHOOL WEAR:

- Pants that touch the ground or floor;
- Wide legged pants, skin-tight pants; form-fitting clothing; Holes above the knee;
- See-through clothing;
- Sleeveless shirts, dresses, halter tops, tank tops and spaghetti straps;
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or the bare shoulders;
- Rubber and/or metal cleats, bare feet; pajamas, bedroom shoes, or other sleepwear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages;
- Clothing which displays or implies profane, vulgar, obscene or racially offensive language, symbols or sexual innuendo;
- Emblems, insignias, writing, graphics, pictures, badges, tattoos or other symbols where the effect thereof is to unreasonably attract the attention or cause disruption of a class or disruption or interference with the operation of the school;
- Hats, sunglasses and caps, visors, head or wrist bands, skull caps, do rags, and bandanas etc. (All

hats and caps shall be properly stored during the school day).

- Large coats and hoods may not be worn in the school building. (Hoods on sweatshirts must not be pulled up on head);
- Chains hanging from wallets or clothing; dog collars or electronic belt buckles.
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g., bandanas, sweat bands, head rags, T-shirts, jerseys, jackets, etc.);
- Jewelry that is offensive; distracts or is studded or pointed, including “grills” and heavy chains;
- Any hairstyle or coloring and body piercings which cause a distraction or disturbance to the learning environment;
- Clothing worn in a manner inconsistent with the intended design (ex.: exposure of clothing designed and sold as undergarments, rolled up pants legs, bandanas used as belts, etc.).
- Shoes with any type of wheels or other rolling apparatus.

Exceptions:

- Uniforms for school related activities are acceptable if approved by school administrators. Female cheerleaders must wear warm-ups under cheerleading uniforms except during games and pep rallies.
- School administrators may alter the dress code for special occasions or extracurricular activities.
- Parents of students who require an exemption from the dress code for religious, cultural, or short-term medical reasons may make application to the principal.

Consequences for failure to comply:

The administration will determine consequences. These may include dress modification, parent notification,

counseling or In School Suspension. Refusal to comply with the dress code, repeated offenses, or violations of severe nature may result in a higher degree of discipline.

The Student Handbook shall serve as first notice of Dress Code Policy. The school administration may require more restrictive requirements in their local school dress code, with reasonable notification.

FACTORY SHOALS MIDDLE SCHOOL CLUBS

BAND

Sixth graders interested in band will be tested in the first two weeks of school and will begin band within the first month of school. There is a football Pep band. Band students also perform at band festivals and perform concerts throughout the year.

CHORUS

The sixth grade chorus begins during the first month of school and students interested in chorus will sign up with the chorus teacher during the first two weeks of school. Chorus students will perform several times during the school year.

JUNIOR BETA CLUB

Junior Beta is a club for students in 6th through 8th grade. Membership in the FSMS Chapter of the Junior Beta Club is earned through exceptional achievement and behavior. Students with all A's and B's in academics and all appropriate behavior are eligible to become a member. Students are invited to join after the first semester for new membership. Seventh and eighth graders may attend the convention in the fall in Macon, and students compete in service projects and fund-raising. The students also organize in committees for school service activities.

STUDENT COUNCIL

Student Council is made up of 6th, 7th and 8th grade representatives. It is the only club in the school that membership is by peer election. Each homeroom elects a representative. The organization focuses on service projects that benefit the school and community. Projects Student Council sponsors are the Thanksgiving food drive, landscaping and sponsorship for families in need at the holidays.

KNIGHT TOUR GUIDES

Students interested in being ambassadors for FSMS may apply to be a Knight Tour Guide. Tour Guide applications are accepted during first semester. Tour Guides work to learn about FSMS and serve as buddies to new students and/or tour new parents throughout the FSMS campus.

CHESS CLUB

The purpose of Chess Club is to provide students an opportunity to develop critical thinking skills. These skills include logical reasoning, strategy processing, and analytical thinking. This club also promotes self-confidence and Sportsmanlike conduct in a safe and academic environment through learning chess strategies and playing in chess tournaments. Membership in the Chess Club shall be open to any interested FSMS student. Chess Club meets once a week and tournaments are usually held on weekends.

**FACTORY SHOALS MIDDLE SCHOOL
ATTENDANCE POLICY ACKNOWLEDGEMENT SIGNATURE PAGE**

PLEASE SIGN AND RETURN

Student's Name: _____ **Teacher:** _____ **Date:** _____

I received the Parent/Student Handbook, and I intend to support the school by reading and discussing the handbook information with my child and seeing that he/she understands the rules and procedures.

Parent/Guardian Signature: _____

I have received the Attendance Policy and I understand that I can be charged with a misdemeanor if my student gets the sixth (6) unexcused absences.

Parent/Guardian Signature: _____