

Absence and Tardy Policy

Your successful progress in school depends on prompt and regular attendance. Henry County has a uniform attendance policy for grades K-8. Please refer to the county handbook for these procedures and policies for absences. In addition to regular attendance, it is important for you to be present for the full school day to receive the maximum benefits from instruction. ***Absences and tardies are unexcused if you do not bring a note.*** State guidelines allow schools to excuse absences and tardies for illness, medical and dental appointments, death in the family, observed religious holidays, dangerous weather and subpoenas to court. Any other reasons are considered unexcused. An accumulation of unexcused absences and tardies may result in disciplinary consequences. The school will intervene based on three levels:

Level One - Three consecutive days absences – phone call will be made from teacher.

Level Two - Five days cumulative – first letter from administration.
- Ten days cumulative – second letter from administration.

Level Three - Fifteen days cumulative – letter from administration requesting conference with parent and social worker. An accumulation of unexcused tardies will result in the following consequences. Students will be given a citation for each unexcused tardy. The school will intervene based on two levels:

Level One - Second citation – call to parent from attendance clerk.

Level Two - Four unexcused tardies – student will receive one day ISS.

If you are absent during a school day, you may not participate in extra-curricular activities for that day. You must be present for at least three and one half hours to be considered present for the day.

Academics

The team goal for ELMS is to help each student learn as much as he/she can. Teachers, counselors and administrators will help you in every way they can, but the work and effort must be done by you. **Obviously, you are expected to complete all assignments you are given; this is the single most important thing you can do to be successful in your studies.** If you ever need help in any area, all you have to do is ask a question. Don't be afraid to ask anything; very often, what you ask or don't ask is the key to how much you will learn about a topic.

Athletics and Extracurricular Activities

Athletics at ELMS include football, girls' softball, cheerleading, wrestling, basketball, track and volleyball and are open to 7th and 8th graders at ELMS that meet the following requirements: Students may not have failed more than one class the last semester, must have proof of insurance, and a current physical (within the last year), on the proper athletic participation form, clearing them for athletic participation.

Coaches will provide a copy of and explain the rules to each participant for that team. The punishment for breaking team rules will be at the discretion of the coach. Participants are expected to have their rides ready at the end of each practice or event. Coaches put in many hours on top of their full time teaching job and should not be put in a situation of having to stay late with one or two players waiting on rides. We have high expectations of our athletics, both academically and their discipline.

The policy for athletes that receive in-school suspension (ISS) or out of school suspension (OSS) is as follows:

1st ISS or OSS – punishment will be at coach's discretion (example-laps or sprints)

2nd ISS or OSS – one game suspension (must be next game)

3rd ISS or OSS – dismissal from team and may not participate in any other sport that school year.

This policy begins the first day of school and carries over to any team the student may participate on.

Students may NOT participate in any practice, event or extra-curricular activity if they are absent from school, serving In-School Suspension (ISS) or Out of School Suspension (OSS). You must be present for at least three and one half hours to be considered present for the day.

Book bags

1. All book bags **MUST** be placed in the locker during the school day. Eighth graders are allowed to carry book bags to their connection classes during 5th and 6th period **ONLY**.
2. Book bags should be emptied **BEFORE** they are placed in the locker during the school day.
3. No book bags are to be brought to school during the final three days of the school year.

Cell Phones

Displaying, using, or having a cell phone turned on during the instructional day is a Section I Violation at ELMS. Cell phones **MUST** be secured in your lockers in the off-position during the instructional day. If a child must have a cell phone here for after school activities the aforementioned guidelines **MUST** be adhered to.

The school IS NOT responsible for lost/stolen cell phones.

Classes

In our Standards-based classrooms we've designated 70 minutes, 4 section segments for core subjects. These classes include science, language arts, math, reading and social studies. For 90 minutes you will attend connections classes. These classes are meant to expose you to a wide variety of subjects that might interest you, and give you an idea of what you might want to continue with in high school, and maybe even in college. The connections classes offered here at ELMS are as follows:

Band	Character Education	General Music	Physical Education
Chorus	Computer Technology	Family Consumer Science	Visual Arts

All students will take a broad variety of these classes during his or her three years at ELMS. Sorry, but students do not get to select their connections classes, or the order in which they are taken, except for participation in band and chorus.

Closed Campus

ELMS operates on a closed campus policy. Students are to remain on campus in the appropriate area from the time they arrive until school is dismissed unless granted permission by the principal or an assistant principal. ***Students who leave without permission are subject to disciplinary action.***

Clubs

ELMS offers its students many opportunities to become involved in activities outside of the classroom. We offer clubs that appeal to a wide variety of student interests. It is our hope that every student will be involved in a club of their choice.

Counseling

Students will be alphabetically assigned to their counselor: **Mastin**– ALL 6^h/7th A-L **Turner** – All 8th/7th M-Z

Special projects could be:

Career Fair	Mentoring Program	Safe & Drug Free Coordinator
Group and Classroom Guidance	Orientation	WEB Program
Health and Safety Fair	Peer Mediation	

Dances

Every ELMS student, regardless of grade, is invited to attend the school dances held at ELMS. Dances are held between 4:00-6:30 PM in the commons area. School dress & behavior codes are enforced at ALL dances. Violations of any school rules will be handled as per the HCBOE handbook. Concessions are provided. A student may not leave the dance until it is over, unless a parent ***comes in*** to pick them up. Dance huddles are not allowed. Students who congregate inappropriately may be asked to sit on the side or to leave. It is the responsibility of the student and parent to ensure that transportation home is available promptly at the end of the dance to avoid imposing on the personal time of dance sponsors and chaperones.

The last dance of the year is for 8th graders and their dates only. It is a semi-formal/formal dress occasion. Gowns should cover the shoulder, be closed in the back, have a modest neckline and be of an appropriate length.

Dress Code

Eagle's Landing Middle School follows the county handbook concerning issues of dress code violations. Further clarification is as follows:

Don't wear:

- Extreme hairstyles such as hair dyed in unnatural colors or long spikes.
- Pajama type clothing or bedroom slippers.
- Hats, scarves, bandanas or sweatbands unless for special occasions approved by the principal.
- Shorts, skirts, culottes or dresses that are too short. If a skirt has a slit, the top of the slit should be closer to the knee than the child's buttocks.
- Lace up pants that reveal skin above the mid thigh. **The length of these items of clothing must be closer to the knee than the child's buttocks.**
- Midriff tops that show the belly button or any other part of the belly area.
- Halter-tops or excessively low-cut neckline clothing.
- Spaghetti strap tops or dresses unless accompanied by a shirt or blouse covering the shoulder.
- Tank tops or basketball-type jerseys. Your shoulders must be covered.
- See-through clothing.
- Pants or shorts that sag or droop below the waist. Do not have underwear showing. **Waistband should be worn at the waist and the crotch of pants should be closer to the buttocks than to the knees.**
- Shirts that are deemed inappropriate because of length must be tucked in or removed.

Emergency Information

Accidents: In case of any accident on the school grounds, the teacher in charge, the principal, or the assistant principal should be notified immediately.

Fire: Fire drills will be conducted monthly to prepare students and staff for orderly evacuation of the building in case of fire. Students will remain quiet and in a straight line as they leave the building. No one will return to the building for any reason until notified that it is safe.

Tornado: In case of a tornado warning, you will go quietly and quickly to the area assigned your class and sit on the floor with your back to the wall. Coats, jackets or books can be used to cover heads, arms and legs to reduce injuries from flying glass and other objects. You are expected to remain quiet at all times and to follow the directions of your teacher. We adhere to the county safety plan.

General Information

Balloons, Flowers and Other Deliveries

Delivery of balloons and flowers will not be permitted. The deliveries of these items create a disruption to the school day. If parents drop off items (gym shoes, clothes, projects, etc.) please have the items in a plastic bag with the student's name on it.

Gum and Candy

Gum and candy are prohibited

Hurt feelings when there is not enough to share, disputes over ownership or careless disposal of candy and gum resulting in sanitation and cleaning problems that may sometimes include costly repairs, make it necessary to prohibit gum and candy at any time in the school building or on the school grounds. The sale of, give-away, barter, exchange, or distribution is a Section I offense that may result in disciplinary action as described in the county handbook, therefore any food substance including gum and candy are not to be sold at school or on the bus under any circumstances.

Halls

1. You are to walk only in the halls where you have a class.
2. You are to walk and talk quietly in the halls.
3. You are to keep your hands and feet to yourself. Horseplay can result in a referral for inappropriate physical contact.
4. You are to have your agenda any time you are in the hall during class time.
5. You are to keep moving in the halls between classes; don't congregate while talking to your friends--go directly to your next assigned location.

Homework Hotline/Makeup Work

Now that you are in middle school you have more responsibility for your own learning, which means that you need to work diligently on the assignments you are given, including homework. You are also responsible for keeping up with and obtaining your makeup work when you are absent. Whenever you are absent for two or more days, your parents can contact the school to get your assignments. Also, every team at ELMS has a homework hotline phone number. The number is 770/914-8290 and is available after 4 P.M. each day.

For makeup assignments, you will have the number of days that you were absent in which to obtain, complete and turn in the makeup work.

Honor Rolls

At the end of each semester grading period, two honor rolls will be published. The first will be published recognizing those students who achieved straight A's during the semester, while the second recognizes those students who achieved all A and B grades. Each semester an All A's ceremony will honor students who achieved A's in all their academic *and* exploratory classes. During semester I and II academic classes are cumulative through the end of each semester. An "A" is determined at the end of the semester for those classes. Exploratory/connections classes are determined after each six weeks. Needless to say, we expect to see each of you on these rolls.

Insurance

School insurance is available at the beginning of the school year for a reasonable fee. Both school day coverage and 24-hour coverage are available. If you have school day only coverage, you will not be covered for after-school sports activities or for overnight field trips. Information regarding school insurance will be provided to you in homeroom, but is the responsibility of your parents to contact the insurance company to buy coverage and file claims.

Lice

Should any student be found to have a case of head lice at school, his or her parents will be immediately notified so that the child might be picked up from school. Students will not be allowed to reenter school until they can provide a doctor's note stating that they no longer are carrying head lice, or bring proof of treatment (such as a medicine box) and be completely free of nits. Students, please keep in mind that it is unwise to share someone else's comb or brush; this is the fastest way that lice can be spread from one person to another.

Lockers

Lockers are assigned by your team. All lockers have built-in combination locks. The combination has only three numbers so you should be able to remember it after a few days. Write it on your schedule; you should be able to remember the combination in about the same amount of time it takes you to memorize your schedule. No other locking devices are allowed on your locker. A fee will be charged for the use of your locker(s).

1. You are to use only the lockers that are assigned to you. Do not share your combination with your friends.
2. You are only to go to your lockers during your team's assigned locker breaks.
3. Please do not keep food items that are not tightly sealed in your lockers. Do not leave food of any kind in locker overnight.

Lost and Found

Any item found anywhere on school grounds should be turned in to the school office where it may be claimed by its rightful owner. If you lose something, you should report it immediately to a teacher or to the office. Unclaimed articles will be disposed of periodically. You should place your name in items of outerwear, gym clothes and purses for easy identification and return. Remember, no valuables are to be brought to school.

Lunch

There are two serving lines at lunch which serve hot meals, and one which serves a salad bar. The cost of lunches will be announced at the beginning of the school year. Ice cream and vita-pup are also available at an extra cost. You must buy a lunch or bring one from home in order to buy ice cream or vita pup. Carbonated beverages like Coke, Pepsi, Sprite, or Energy Drinks, etc., are not allowed during the school day. Juice machines are available, or you can purchase milk at an extra cost if you desire a drink

1. You are to pick up your trays, ice cream, or anything else you need before you sit down.
2. You are to remain seated until you are dismissed by your teachers. If you have an emergency, you are to raise your hand to get the attention of your teacher.
3. When you get up to leave, you are to check the area around your seat and pick up any food or trash in the area.
4. You are not to be out of your seat during lunch without the permission of your teacher.
5. You are not permitted to have soft drinks in cans, glass or unreasonably large containers.
6. Only two lunch charges are permitted. Students who are unable to charge will receive milk and peanut butter sandwich until charges are paid.
7. No lunch charges are permitted during the last month of the school year.

Medication

If it becomes necessary for a student to take any form of medication at school, a Medication Authorization Form must be filled out by the parent or legal guardian and turned in to the office with the medication. All medications must be brought in by the parent/legal guardian (students **CANNOT** bring in medicine). The medication will be kept in the school office, and the student will come to the office for the dosage at the prescribed time. No medication, including aspirin, may be given out by the school unless brought from home by the parent. No student may carry any medication on their person or store it in their locker or bookbag unless specific arrangements have been made in advance in writing and approved by the principal. Failure to comply with this policy may result in disciplinary action including a disciplinary hearing. All medicines **MUST** be picked up at the end of the school year by the parent/guardian. Any medications not picked up will be disposed of.

All medication must be in the original container.

Office Telephones

The office telephones at ELMS are business phones. They should be used only in case of emergency such as an accident or illness. A secretary must give you permission to use the phone. Directions and information regarding after-school activities should be taken care of at home. You may not use the office phones to make these arrangements. If you forget something at home that you need at school, you will not be allowed to use an office phone to call home for it to be brought to you. You must have an agenda signed by your teacher to use the telephones.

Peer Mediation

Peer Mediation is a program where trained students moderate disputes between other students and help them resolve their conflicts. Students are selected to be Peer Mediators by recommendation and by completing the application process and training successfully.

Pesticides

From time to time it becomes necessary to use pesticides and other pest deterrents in the school building. When we will be using any chemicals as pesticides, students will be notified and signs will be posted around the building stating the dates that spraying or dusting will occur. Obviously, if any student has breathing difficulties that are triggered by these chemicals, parents can make arrangements with the school regarding their student's proximity to the areas being sprayed.

Prohibited items

You are not allowed to have the following items at school at any time. They will be taken up if they are brought to school:

Beepers/Pagers	Electronic Games	Radios/Tape Players/CD Players	Toys/Yoyo's
Cameras	Lazer Pointers	Skate Boards	Trading/Playing Cards
Comic Books	Monkey Darts	Stuffed Animals	Wallets w/chains

They will be returned ONLY when a parent comes to retrieve them.

Other items not listed here which interfere with the learning environment will be taken up as well.

Report Cards and Grade Reports

Progress reports are sent home at the end of the first, second, fourth and fifth six-weeks periods. Report cards are sent home at the end of the first semester and are mailed home at the end of the school year. Parents can check grades at any time through Infinite Campus if they have a computer with internet access.

Restrooms

1. You are to use only the restrooms assigned to your grade level.
2. You are to go to the restrooms only at restroom breaks or with your agenda signed by a teacher.
3. Restrooms are a public facility. Please use them with respect.

Returned Checks

For each returned check there will be a \$25 fee. NO checks will be cashed for students, nor will we be able to change bills larger than \$10. Due to the increased cost of handling returned checks, the preferred method of payment for fees, trip costs, uniforms, etc. is by cash or money order.

Schedules

Every twelve weeks you will get a new schedule. This will be given to you by your academic teacher. The only changes in your schedule during the school year will be your connections classes. Sometimes your teachers may change the order of your academic schedule to help you, but you will still have the same teachers for language arts, mathematics, science, social studies and reading.

School Closings

In case of snow, ice or other severe weather, the official stations for school closing information are WSB-AM radio (750) and WSB-TV (ch. 2). Students and parents should listen to those stations rather than calling the school or the Board of Education offices.

School Day Supervision

The school day begins at 8:35 AM and ends at 3:45 P.M. No supervision is provided before 7:45 AM or after 4:00 PM. Any student remaining on campus consistently after 4:00 P.M. must consider other arrangements.

School Supplies, Textbooks and Agendas

You are responsible for obtaining paper, writing utensils and folders for your use in class. Textbooks are loaned to you for your use during the school year. You are expected to return books in good, usable condition at the end of the semester or year: ***If your books are damaged or lost while assigned to you, you will be responsible for paying the full replacement cost of the book. Please see the schools bookkeeper to take care of the payment. A replacement book will not be assigned to you until payment is made for the one lost or damaged. Agenda booklets are used to record assignments in your classes as well as hall passes and should be carried by you all day every day. If your agenda is lost you MUST pay for its***

replacement.

School Classroom Visitation

We encourage, and welcome parental/guardian visits of classrooms. However, we do require a 24-hour notice. Parent/Guardian should contact the front office to set up the visit. Proper identification is required before the visit can be set up.

ALL VISITORS MUST SIGN IN AT THE FRONT OFFICE.

Special Programs

At ELMS, we believe that reading is fundamental to successful learning. We have instituted a reading program for all students. We encourage parents to actively participate with their students as readers. The **SAGE** program is designed to address the social and academic needs of gifted students. Students must qualify according to State guidelines. It is designed to enrich the student's educational experience within the regular classroom. Students are served by SAGE certified teachers. ***SAGE students may be required to enter into a learning contract which outlines the differentiated work that they will be responsible for in addition to the regular classroom assignments.***

Student Arrival and Departure

Students who ride to school in automobiles are to be let out and picked up at the front entrance. The side entrances are for buses only. If a student needs to ride home in a different manner than he or she usually goes home, a note from the parent must be presented at the office prior to the beginning of third period; these notes will be verified by phone call by a member of the front office staff. This applies to a bus student riding home in a car or a car rider riding home on his/her bus. Students are not allowed to ride home on a different bus than the one he or she usually rides unless permission has been given by the transportation department to the school. If the note cannot be verified or the transportation department has not notified the school you will not be allowed to go home in a different manner than normal.

Teams

In a middle school, teachers are organized into teams, or groups of teachers who work together to make learning easier and more productive for students. Teams are formed in the following manner by grade level: Because your teachers are working together, they will get to know you better, and can communicate with you and your parents to help you achieve at the highest possible level.

Some students require a little extra help in school. We have all kinds of special programs at ELMS. You will share a class with many of the students who participate in these programs. Some may stay in a separate classroom all day, while others may work in small group's part of the day. We have programs to assist the visually impaired, hearing impaired, orthopedically impaired, and all levels of the intellectually and behaviorally challenged. Each person has something about them that is unique and that adds something special to our school. Remember: ***EAGLES RESPECT AND ACCEPT ONE ANOTHER!***

Valuables

Valuables may not be brought to school unless they have been approved by a teacher as part of a class assignment. You should not carry large amounts of money. ***The school will not be responsible for lost or stolen money or valuables.***

Student Pick Up (Telephone Request)

In the event a parent notifies the school by telephone that a child is to be picked up early from school, it will still be necessary for the parent to come in and sign the student out of school. Persons picking students up from school will be required to show identification (**NO EXCEPTIONS**). Due to the disruptions check outs cause, we will stop check outs at 3:00 PM. If you come to check out your student after 3:00 PM the student will be called up at the end of the announcements at 3:45. Please try to schedule appointments and meetings accordingly.

Voice Mail

Each employee at Eagle's Landing Middle School has a voice mail box. You can reach the voice mail system by dialing 770/914-8189.

IF YOU HAVE AN ADDRESS OR PHONE NUMBER CHANGE DURING THE SCHOOL YEAR PLEASE CONTACT THE SCHOOL TO MAKE THE

CHANGES IN YOUR CHILDS RECORDS.