



# Eagle's Landing Middle School

## 2024-2025 Student-Parent Handbook Addendum



*(This addendum was created to be used in addition to the Henry County Schools' Handbook).*

### **VISION**

ELMS is dedicated to ensuring a high-quality, world-class education for all scholars to SOAR.

### **MISSION**

ELMS is committed to empowering scholars with opportunities and access that leads to producing Exceptional Leaders Motivated to Succeed in a global society.

### **PBIS SCHOOL MOTO**

*We believe in the "E" because we SOAR daily. We are Safe, On Task, Accountable and Respectful. We have Exceptional Leaders Motivated to Succeed.*

### **GOALS**

- Learning is a process and all children have the potential to learn.
- Effective learning is achieved in a safe, nurturing, and challenging environment ➤ All experiences provide the opportunity to learn.
- Students have individual needs
- Discipline, respect, and confidence build character in children
- Parent involvement and community support are vital for continued improvement of student performance
- Learning involves an academic, social, nurturing, and challenging environment.

### **OUR DISTRICT PRIORITIES**

- *We will advance opportunities, access, and outcomes for every student group in Literacy Proficiency at every grade.*
- *We will advance opportunities, access, and outcomes for every student group in Readiness to Learn at every level.*
- *We will advance opportunities, access, and outcomes for every student group in College, Career, and Life Ready skills - post graduation.*

### **STRATEGIC ACTIONS & INITIATIVES**

*STRATEGIC ACTION 1: Advance PreK-12 Learning opportunities and experiences for all students*

*STRATEGIC ACTION 2: Advance effective school leadership and classroom instruction*

*STRATEGIC ACTION 3: Advance connectivity to value and engage all students, employees, families, and partners in our growing community*

*STRATEGIC ACTION 4: Advance student and employee health, wellness, and support structures*

*STRATEGIC ACTION 5: Advance a High-Performing Operational Culture*

## ARRIVAL/DISMISSAL/AFTER SCHOOL ACTIVITIES

### AM PROCEDURES


- There will be no access to the building by any student prior to 8:15 am. It will be the responsibility of a parent or guardian to supervise any student that arrives prior to 8:15 am. Students are not allowed to be dropped off at school prior to 8:15 am and not be supervised by a parent or guardian.
- All students will report to the Gym until they are dismissed to homeroom. Students who choose to eat breakfast will also report to the Gym until dismissal.

### PM PROCEDURES

- Dismissal begins at 3:55p beginning with walkers. Car riders will be dismissed at 4:05pm and can only enter a vehicle in front of the school in the car rider lane. Students are never permitted to leave the campus and enter into a vehicle, and they can never go into the parking lot and enter into a vehicle. The parent/guardian must be in the car rider lane to pick up their student. Bus riders will be dismissed as the bus route arrives on campus. Students must listen for the bus number to be called over the PA system. An announcement will be made for first, second and final call.
- All athletics will be dismissed with bus riders when the grade level is called. At no time will any student athlete be permitted to leave their assigned area or classroom prior to their grade level being dismissed.
- Students must leave the campus if they are not participating in an athletic event or after school activity.
- All students that remain on campus after the final dismissal, will be supervised by a teacher or a coach. Students are not authorized to be in the building unattended and without supervision. Students are not permitted to go to the high school to meet another student, get in any vehicle or to wait for a high school student or sibling to be dismissed from the high school.

### DISCIPLINE PROCEDURES

The discipline policy at Eagle's Landing Middle School is a collaborative effort on the part of the school, parents, and students. Discipline does not necessarily mean punishment. Discipline does mean the development of attitudes that lead students to respect the need for rules and be willing to follow them. Our expectations for student behavior are based on common sense, respect for the rights of others, and self-respect. The commitment comes from within the individual. It cannot be forced upon an individual. The rules that are outlined here enable the school to function within a safe environment. Each person must provide the self-discipline that shapes the decisions that he/she makes about specific behaviors. All students will adhere to the SOAR Expectations outlined in the PBIS matrix (see below).

<b>STUDENT Behavior Expectations</b>					
	<b>CAFETERIA</b>	<b>HALLWAY</b>	<b>RESTROOM</b>	<b>CLASSROOM</b>	<b>SCHOOL-WIDE</b>
<b>Safe Behavior</b>	<ul style="list-style-type: none"> <li>• Keep feet and hands to self.</li> <li>• Report spills to staff.</li> <li>• Do not throw food.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep "One Shoe on the Blue" during ALL transitions.</li> <li>• No Touching Others.</li> </ul>	<ul style="list-style-type: none"> <li>• No horseplay.</li> <li>• No more than 4 students in the restroom.</li> <li>• Wash hands with soap and water.</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated unless directed.</li> <li>• No physical contact towards others.</li> <li>• Be in your assigned area.</li> </ul>	<ul style="list-style-type: none"> <li>• Know emergency procedures and take practice drills seriously.</li> <li>• Follow adult directions.</li> </ul>
<b>On-Task</b>	<ul style="list-style-type: none"> <li>• Ear and stay seated until excused.</li> <li>• Engage in conversations with students in your area only.</li> </ul>	<ul style="list-style-type: none"> <li>• Remain on the right side of the hallway.</li> <li>• No Talking.</li> <li>• Be attentive.</li> </ul>	<ul style="list-style-type: none"> <li>• Restroom Business Only.</li> <li>• Wash/Dry Your Hands.</li> <li>• No Hanging Out.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete all assignments on time.</li> <li>• Be attentive.</li> <li>• Be an active listener, learner and participant.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions at all times.</li> <li>• Be in assigned area.</li> <li>• Be on time.</li> <li>• Be prepared and ready to learn.</li> </ul>
<b>Accountable</b>	<ul style="list-style-type: none"> <li>• Clean up after yourself and throw away all trash.</li> </ul>	<ul style="list-style-type: none"> <li>• Transition directly to my next class.</li> <li>• No Socializing.</li> <li>• Have your Grid</li> </ul>	<ul style="list-style-type: none"> <li>• Flush the toilet.</li> <li>• Turn off water.</li> <li>• Make sure hands are clean.</li> </ul>	<ul style="list-style-type: none"> <li>• Take responsibility.</li> <li>• Produce high quality work.</li> <li>• Be prepared and ready to learn.</li> </ul>	<ul style="list-style-type: none"> <li>• Wear uniform to school each day.</li> <li>• Do not destroy or vandalize school property.</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>• Use Level 1 voices. (Low Tone)</li> <li>• No touching others food.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others personal space.</li> <li>• Use Level 0 (No talking)</li> </ul>	<ul style="list-style-type: none"> <li>• Keep restrooms clean.</li> <li>• Keep soap dispenser intact.</li> <li>• Make sure soap is NOT on the floor.</li> </ul>	<ul style="list-style-type: none"> <li>• Work cooperatively and collaboratively.</li> <li>• Show respect for self and others.</li> <li>• Communicate Kindness at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep comments about others positive.</li> <li>• Respect the Diversity of others.</li> </ul>

## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

- Warning: Preventative – Verbal Redirection
- 1st Offense: Re-teach Appropriate Behavior, Silent Lunch and Parental contact (Issue Citation)
- 2nd Offense: Written Behavior Reflection, Lunch Detention and Parental contact (Issue Citation)
- 3rd Offense: Lunch Detention, In-Team Suspension, Consultation with Grade Level Counselor, and Parent Conference (Issue Citation)
- 4th Offense: Parent Contact (Teacher & Grade Level Administrator) and off team suspension
- 5th Offense: Office Referral/Parent Contact from school administrator
- Subsequent behavior infractions can result in an office referral.

*\*Please note that major discipline violations will receive an immediate office referral. Silent lunch may also be an additional consequence at any step.*

“CITATIONS” are notifications for minor offenses. Infractions that require immediate attention include, but are not limited to, the following:

- Verbally Abusive Language
- Vandalism/ Property Damage
- Major Disruptions
- Fighting and or Inappropriate Physical Contact
- Gang Affiliation

**TARDIES** Students are allowed three (3) tardies per semester. After a student has received three (3) tardies, the student will be assigned after-school detention. If a student receives any additional tardies, then the student will be assigned In-School Suspension (ISS).

**IN-SCHOOL SUSPENSION (ISS)** is used to remove students from the regular classroom in order to modify the student's behavior. Students who do not respond to normal techniques of classroom behavior will be subject to this consequence. Students suspended under this mode are kept in complete social isolation while completing assignments provided by their classroom teachers. Students assigned to ISS will report to the cafeteria to meet with the ISS teacher. The ISS teacher will escort the student(s) to the ISS room. **Thus, students assigned ISS should never be on the hallway during their period of suspension.** Further, students will be required to leave the school campus at the end of the regular school day and will not be permitted to participate in extracurricular activities during the period of suspension. On or before the last day of suspension of ISS, or when a student returns to school from OSS, the student will have a conference with their grade-level counselor, or their grade-level administrator. This conference is not optional.

## **OUT-OF-SCHOOL SUSPENSION**

Absences due to suspension from school are considered unexcused. Students assigned out of school suspension (OSS) will be allowed to make-up work upon return to school. The number of days to complete make-up work is commensurate to the number of days of OSS (i.e. 3 days of Out of School Suspension = 3 days to make up work missed).

## **BOOKBAGS**

Students are not allowed to carry book bags to their individual classes. Once lockers are issued students must secure book bags in their lockers. Mesh/drawstring bags will only be used to carry clothes to their physical education Connections class. The last grade level attending connections classes will be allowed to retrieve their book bag and personal items and take them to their connections class for end of day dismissal.

## **DRESS CODE**

The student dress code is not an attempt to dictate style, rather it is an attempt to have students wear clothing and related accessories that allow us to maintain a positive learning atmosphere. **The school uniform that presents a neat and clean appearance is expected of all students and is the only authorized clothing to be worn. Articles of clothing that tend to draw unfavorable attention, interfere with instruction, threaten health or safety and are not the approved school uniform are prohibited.** Inappropriately dressed students will be referred to the appropriate administrator immediately.

Clothing items that are not the approved school uniform, advertises or promotes violence, drugs, alcohol, tobacco, gender biases, or sex is forbidden at school.

The following items are not allowed to be worn:

**Females:**

- Leggings or Joggers · Jeans
- Spandex skirts
- No Hoodie Pull-overs
- Hair nets, scarves, headbands (uniform colors only), caps
- **NO flip flops, slides, bedroom slippers, Sling-backs or Open Toe Shoes**
- **Zip-up Jackets/Hoodies in School Colors are allowed**

**Males:**

- Saggy pants (no underwear showing) · Jeans
- Joggers/Jogging Pants
- Caps, Headbands, Durags · No Hoodie Pull-overs
- **NO flip flops, slides, bedroom slippers, Sling-backs or Open Toe Shoes**
- Zip-up Jackets/Hoodies in School Colors are allowed

SHIRTS	PANTS/SHORTS/SKIRTS	BELTS	SHOES/SOCKS
<p>Navy Blue / Gold / White</p> <p><b>SOLID Color only</b></p> <p>All shirts must have collars.</p> <p>Undershirts should not be visible (through the top layer shirt, under the bottom or at the neck).</p> <p>Students will wear colored shirts based on their current grade level:</p> <p>6<sup>th</sup> Grade - Blue</p> <p>7<sup>th</sup> Grade - Gold</p> <p>8<sup>th</sup> Grade - White</p>	<p>Navy Blue / Khaki</p> <p><b>SOLID Color only</b></p> <p>Shorts/skirts are not being more than 3 inches above the knee.</p> <p>Pants/shorts/skirts should not be form-fitting.</p> <p>No black denim jeans or blue denim jeans, black pants, jeggings, sweatpants, or leggings are permitted.</p>	<p>Black / Brown</p> <p><b>SOLID Color only</b></p> <p>All male students are required to wear belts or pants with elastic waistbands at all times.</p> <p>No multi-colored belts or suspenders are permitted.</p>	<p>Student Choice of tennis shoe or any other closed toe shoe</p> <p>Pants cannot be tucked into socks.</p> <p>NO flip flops, slides, crocs or bedroom slippers are permitted.</p>

JACKETS	DRESSES/JUMPERS	HOODIES/PULLOVERS	ACCESSORIES (Misc.)
<p>White / Navy Blue / Black / Gold</p> <p><b>SOLID COLORS ONLY</b></p> <p>Students wearing "hooded" jackets will not be permitted to wear the jackets while in the building.</p> <p>Large jackets/coats should be stored in locker upon arrival at school.</p> <p>Denim jackets are not permitted.</p>	<p>Navy Blue / Khaki / Plaid</p> <p>Dresses/jumpers should not be more than 3 inches above the knee.</p> <p>Dresses/jumpers should not be form-fitting.</p> <p><b>Uniform Vendors</b></p> <p>Bima Designs/Bima Uniforms - 678-602-3300</p> <p>Graphics by Z - 770-742-3351</p> <p>Everyday Image Solutions &amp; Uniforms - 770-898-0184</p> <p>Lady Bug Jane Gifts - 404-401-0553</p>	<p><b>SWEATERS</b></p> <p>Students are not permitted to wear a hoodie or pullover with a hood over their school shirts.</p> <p>Sweaters must be in the school's color and cannot have any designs that are not of the Eagle's Landing Middle School logo.</p>	<p>Bracelets, earrings, and necklaces are acceptable when worn in moderation.</p> <p>Scarves, headbands and hair wraps are not permitted.</p> <p>(All the above is at administrator discretion.)</p>

During dress down days, students are authorized to wear jeans without holes, cuts, rips or joggings. Any approved school spirit shirt will be the only authorized shirt to be worn on these assigned days. Teachers are not authorized to allow any student to enter their classroom who is out of dress code compliance. It is the teacher's responsibility to make sure that the student is following all policies and procedures of ELMS. Students that cannot make an immediate correction to their dress code are subject to discipline consequences outlined below.

The following matrix applies for all dress code violations:

<u>NUMBER OF VIOLATIONS</u>	<u>CONSEQUENCES PER OCCURRENCE</u>
<u>1</u>	Student receives a warning. Teacher is responsible for contacting the parent(s) and completes citation #1.
<u>2</u>	Student receives citation #2 and lunch detention. Parents will be contacted by the teacher to bring change of clothing.
<u>3</u>	Student receives citation #3 and ISS Reflection Period until dress code violation is corrected. Parents will be contacted by the teacher and an administrator or MHWF.
<u>4</u>	Student receives citation #4 and 1 FULL day of in-school-suspension (ISS) or comparable consequence. Parents will be contacted by an administrator or MHWF.

ELECTRONIC DEVICES:

Students are not permitted to use their electronic devices to listen to music upon entering the school building. Upon entering the building, all electronic devices, including headphones/earbuds must be turned off, not be visible and secured in the student's locker. If these rules are not followed, then the teacher/staff will confiscate the electronic device/headphones/earbuds and log it into the front office. The parent/guardian must come to the school to retrieve the item from the front office Monday-Friday between 8:30 am - 4:30 pm. In addition, if students are in violation of misusing their technology (i.e. deviating from the teacher's instructions, taking pictures/video, texting students or

relatives/guardians during the school day) then their technology will be confiscated and an office referral will be submitted. ***It is the student's responsibility to always keep track of their electronic devices. If the device is lost or stolen, the school will not reimburse the student for the loss. The school will conduct a reasonable investigation of the lost or stolen item. This is the same policy and procedure for all items including shoes, clothing, etc. (See the attached Cellphone***

### **COLLECTION OF MONEY/SCHOOL PAYMENTS**

All collection of funds and payments will be made through the **My School Bucks online system**. The only authorized collection of funds will be through an approved fundraiser that requires the sale of an item, ice cream sales, concessions at an athletic event or paying for entering an athletic event. Personal checks, cashier checks, cash or money orders will not be accepted as a form of payment and under no circumstance will any staff member collect money without the knowledge and consent of the principal.

### **DROPPING ITEMS FOR YOUR CHILD**

Outside items will not be dropped off at the front office. The parent or guardian will have to request the student to come to the front office, to be checked out and receive the item. Items will never be left in the front office for the student to pick up at a later time.

### **OUTSIDE FOOD**

Parents cannot drop off special/outside food. If parents/guardians wish to bring outside food (restaurant food, pizza, etc.) for their child, they must be prepared to eat with their child in an alternate location outside of the school's cafeteria.

### **LUNCH CHARGES**

Students may charge up to two items. No charges are permitted after the second and if the first charge is older than 30 days, the student cannot charge again until the first lunch charge is paid. If a charge is needed after this time, we will provide an alternate meal that is free to the student (sandwich, milk and a fruit).

The last month of school (May) lunch charges are **NOT** permitted, unless the parent notifies the School Lunch Manager prior to lunch time that they need for their child to charge lunch. All lunch checks sent to the school should be written in blue or black ink, with the student's I.D. number on the check and a telephone number. **For additional information or questions, please contact Ms. Kantrell Brown, Director of School Nutrition for Henry County Schools at 770-914-0915, or via email at [Kantrell.Brown@Henry.K12.Ga.Us](mailto:Kantrell.Brown@Henry.K12.Ga.Us).**

Food Prices	Breakfast	Reduced Price Breakfast	Lunch	Reduced Price Lunch	Extra Milk
Grades 6-8	\$1.25	30 cents	\$2.60	40 cents	30 cents
School Staff	\$1.75		\$3.00		30 cents
Adult Visitor	\$1.75		\$3.25		30 cents

### **STUDENTS CHECKING OUT OF SCHOOL**

For any check out, a parent/guardian must come into the building and present proper identification to check their child out. **Check outs after 3:15 p.m. are not permitted.**

### **STUDENT BUS CHANGES**

***Any student requesting a temporary change of bus service must submit a letter from the parent to the front office for approval before 10:00 a.m. of the requesting day.*** The approval request must be signed by the parent/guardian and an administrator, prior to the student being allowed to change their transportation. Students are not permitted to ride with friends or family members without prior written approval.

### **STUDENT COUNSELING HOURS**

Students are only allowed to meet with their grade level counselor, through a scheduled conference. Students will be notified of the date and time of their appointment and this will be the only allowed time for the student(s) to be in the counseling suite.

### PARENT/TEACHER CONFERENCES

To schedule a parent/teacher conference, please contact your child's grade level counselor. Teachers are available during their scheduled planning periods on Mondays, Tuesdays and Fridays and if available before school from 7:30 am to 8:00 am and after school from 4:00 pm – 5:00 pm:

### PARENTS/ GUARDIANS VISITING THE CLASSROOM

Parents are welcomed to visit their child's classroom at any time. Parents are required to read and sign a visitation procedures form. The parents are there only to observe their child. Parents are not allowed to talk with other children or try to have a conference with the teacher. If the class is taking an exam, we ask that you reschedule your visit. Classroom visits are limited to 30 minutes unless prior arrangements have been made. **Prior to the scheduled visit, the parent must notify the teacher and administration of their desire to visit the classroom. All visits will be scheduled through the Family Engagement Liaison office by phone 770-914-8189 or email [Tashekia.parker@henry.k12.ga.us](mailto:Tashekia.parker@henry.k12.ga.us)**

### PARENTS/GUARDIANS VISITING THE SCHOOL

At ELMS we view everyone as family. We understand there may be situations that might cause parents/guardians to be frustrated. We ask that if you are feeling overwhelmed, please remember that we can work every situation out in a respectful manner, devoid of amplified tones and words that can be viewed as disrespectful. Remember a solution is just around the corner.

The Eagle's Landing Middle School staff believes that well-informed students will make good decisions, thereby avoiding the need for disciplinary or punitive consequences. However, we are here to guide students in the making of good decisions. If you have any questions, please feel free to contact the school.

Thank you for your continued support and cooperation!

***“Expecting Excellence Every Day”***





**Eagle's Landing Middle School**  
**2024-2025 Student Handbook Addendum**

My signature denotes that I have read and understand the items outlined in the 2024-2025 Eagle's Landing Middle School Student Handbook Addendum. This form must be returned to the student's homeroom teacher by August 9, 2024.

Student Name (Print) \_\_\_\_\_ Team \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

