

**MCNAIR MIDDLE SCHOOL**  
***STUDENT HANDBOOK***

**2014 – 2015**

**HOME OF THE COLTS**



**2190 Wallingford Drive**

**Decatur, GA 30032**

**678-874-5102**

**[www.dekalb.k12.ga.us/mcnairms/](http://www.dekalb.k12.ga.us/mcnairms/)**

**Ronald B. Mitchell – Principal**

**Dr. Sylvia Flen – Assistant Principal of Instruction**

**Mrs. Karen Stancil – 6<sup>th</sup> Grade Assistant Principal**

**Dr. Terry McMullen – 8<sup>th</sup> Grade Assistant Principal**

**Mrs. Tedra Ward – 7<sup>th</sup> Grade Student Support Specialist**

### **DeKalb County School District Mission State**

The mission of the DeKalb County District is to form a collaborative effort between home and school that maximizes students' social and academic potential preparing them to complete in a global society.

### **McNair Middle School Mission Statement:**

The mission of McNair Middle School is to provide a nurturing and enriching educational experience that is second to none, whereby all students will exhibit appropriate behavior and through a standards-based curriculum, function on the grade level sufficient to prepare them for high school.

*From the Desk of the Principal*

Dear Parents and Students,

It is a joy and pleasure to be the Principal at McNair Middle School. Our goal is to provide the best education possible for our students in a safe environment. We want to prepare our students for the challenges at the next level and beyond to college.

I encourage you to become involved with the school and your child's teachers. Please plan to attend school meetings, Title I, School Council, Concerned Observant Parenting, and Parent Conferences during the school year.

You are the most important teacher in your child's life. It is important that you stress the importance of good behavior and a quality education.

I am looking forward to working with you and your child.

Respectfully,  
Ronald B. Mitchell

### **PHILOSOPHY OF DEKALB MIDDLE SCHOOL PROGRAM:**

The DeKalb County School system dedicates itself to the mission of providing middle school learning environment, which considers the unique intellectual, social, physical, and emotional needs of the younger adolescent learner. The planning, teaching, and learning processes promote improved articulation during the difficult transitional years from elementary to high school. The overall objectives of the middle school provide an opportunity for each student to be self-directing and self-sustaining in a friendly, accepting, and encouraging atmosphere. The instructional program strongly emphasizes basic skills, academic achievement, high standards, and student recognition as well as an understanding of the student's relationship to the school, society, and the world. Staff member characteristics include an in-depth knowledge, sensitivity to the young adolescent learner, and an ability to adapt to the ever changing student. A guidance and counseling program supports affective developmental concerns of our students. A total team effort, which fosters staff, students, parents, and community involvement, is vital to the success of the school.

**INSTRUCTION:**

School begins on August 11, 2013 with classes on Monday - Friday at 8:50 a.m. and ends at 4:10 p.m. For safety and security purposes, the building **will not** be open to students before 8:00 a.m. All MMS students who remain after dismissal must be participating in a school activity under the supervision of a teacher or administrator and must have prior arrangements for transportation at the conclusion of the activity. Students participating in parent pick-up must leave the campus by 4:30 p.m.

**PROGRAM OF STUDIES:**

The Program of Studies for McNair Middle School is designed to meet the needs of individual students and provide a solid foundation for their educational experiences at the senior high level.

Each pupil is regarded as an individual. Student placement in the school program is recommended at a level on which progress may take place relative to ability, motivation, and willingness to work.

**MEDICATION:**

If a student needs to take medication during the school day, he/she should take the medication to the counseling secretary.

The parents must complete an "Authorization to Administer Prescribed Medication" form. All medication must be in a properly labeled prescription container.

**SCHOOL INSURANCE:**

Accident insurance at a reasonable cost is available on an optional basis. This insurance provides coverage from the time a pupil leaves home for school until he/she returns home, provided travel is direct to and from school. Insurance is required for each pupil who participates in athletics, band, and cheerleading. Insurance is recommended for all students, especially those who enrolled in laboratory classes and physical education.

**REQUIREMENT FOR PROMOTION:**

The promotional requirements have been established as follows:

All 8<sup>th</sup> grade students must pass the Reading and Math sections of the CRCT in order to be promoted to the 9<sup>th</sup> grade.

**COURSE UNITS:**

1. English	2	
2. Mathematics	2	
3. Science/Social Studies	2	
4. Heath/P.E./Connections/Reading	4	
	Total Units	10

### **MAKE-UP WORK:**

Students are expected to make up any work missed after all excused absences. It is the student's responsibility to contact the teacher to discuss the assignments that need to be completed. The student should also find out when the assignments are due. Students will receive a zero for any assignments not completed within the given time frame. This policy does not apply to long-term assignments, such as research papers for which a due date has been set in advance. Students who are absent on the date the assignments are due will be expected to turn it in on their first day back to school.

### **COURSE SYLLABUS**

Each teacher will give each student a course syllabus that gives an overview of the semester's work, at the beginning of each semester. It will include a brief description of the course, textbooks to be used, units to be covered, special projects, and grading procedures. Although some changes may be made during the semester, it is a general statement of what is expected of each student in the class. It is the student's responsibility to come prepared with books, paper, and pencil.

### **TEXTBOOKS:**

Textbooks are the sole responsibility of the student. **Students who lose textbooks shall be issued a second textbook with the same title only after payment for the first textbook has been received.**

### **ATTENDANCE PROCEDURES:**

#### **ABSENCES**

Excessive absences and/or tardies hinder student academic progress and decrease the satisfaction of full participation in school experiences.

Upon return to school after an absence, the student must present a written statement from the parent or guardian giving the reason for the absence. The student should present this note to the attendance secretary upon arrival to school.

#### **GEORGIA LAW DEFINES LAWFUL ABSENCES AS FOLLOWS:**

- Illness
- Death in family
- Religious family
- Instances in which attendance could be hazardous as determined by the DeKalb County School System
- Service as a page in the legislature

Academic work missed due to lawful absences can be made up when a student returns to school. Students are responsible for arranging to make up the work they have missed during an excused absence.

### **HOSPITAL HOMEBOUND**

Parents need to contact the Counseling Department for information regarding homebound instruction if a student has a medically diagnosed physical condition restricting him/her to home or hospital confinement.

### **CHECK IN/CHECK OUT PROCEDURE**

Parents/guardians should check out students at the security desk with proper identification. Parents/guardians are urged to make dental, medical, and other appointments for their children after school hours and on Saturdays, teacher workdays, and holidays. Students will only be released to the legal parent or guardian on school records with identification. Students must be checked in before 11:30 a.m. in order to be counted present. If a student checks out before 11:30 a.m. they will be marked absent for the school day.

### **UNEXCUSED TARDINESS TO CLASS**

Teachers will review and use the posted tardy policy guidelines as outlined by the district.

### **STANDARDIZED TESTING:**

The specific tests and dates for each test will be announced once the information is disseminated from the county office.

### **HOMEWORK:**

Each student is expected to complete homework assignments. Some assignments are long range in nature and require planned study time at home for completion. Homework reinforces skills taught in the classroom, increases the student's success on achievement tests, provides opportunities for parental involvement, and develops responsibility.

### **TUTORING:**

Tutoring is available on specified days set by each teacher. Please see your teacher or your counselor for information on tutoring. This information is also shared on the course syllabus.

### **PROGRESS REPORTS AND CONFERENCE NIGHTS:**

Progress reports are issued every 4 ½ weeks of each semester. It is the student's responsibility to give this report to their parents. If the progress report is unsatisfactory, parents are encouraged to meet with the teacher to establish a plan of remediation to enhance the probability of success. Parents must call the counseling center to set-up appointments with desired teachers.

### **REPORT CARDS:**

Report cards are issued approximately 10 days after the end of each semester. The following scale explains the meaning of the academic and conduct codes:

Excellent	A = 90-100
Good	B = 80-89
Fair	C = 71-79
Passing	D = 70
Failing	F = 69-below
S = Satisfactory	
N = Needs Improvement	
U = Unsatisfactory	

#### **First Semester Progress Report Dates**

4.5 week  
9 week  
13.5 week

#### **Second Semester Progress Report Dates**

4.5 week  
9 week  
13.5 week

First Semester Report Cards:

Second Semester Report Cards:

### **GRADE POINT AVERAGES:**

Grade point averages at McNair Middle School will be computed on a 4.0 scale:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 point

### **RECOGNITION:**

Student Recognition Days will be held after each progress report and at other announced times. We strive to recognize **all of our students** for outstanding achievement, good character, and hard work.

#### **Contact Phone Numbers**

Front Office	678-874-5102
Fax	678-874-5110
Counseling	678-874-5131
Registrar	678-874-5106

### **MEDIA CENTER POLICIES AND REGULATIONS:**

The McNair Middle School Library Media Center is a centrally located learning resource center where materials and services are purposefully directed and interrelated to the instructional program. Students are invited to come to the Library Media Center frequently for the purpose of

conducting research, completing required class assignments, selecting books for required reading, or for personal reading and browsing.

**MEDIA CENTER HOURS:**

Monday-Friday (8:00 a.m. - 4:00 p.m.)

**MATERIAL CIRCULATION:**

- Books in the general collection may be checked out for three (3) weeks and renewed.
- Periodicals are to be used in the Library Media Center only. Facilities are available for copying articles.
- Students are responsible for paying for lost and damaged materials.
- Overdue notices will be issued to students.
- When books are returned, they should be placed in the book-return bin.
- Students who intentionally activate the book detection system will be dealt with administratively.

**MCNAIR DISCIPLINE:**  
**GENERAL INFORMATION**

McNair Middle School will operate on a school-wide discipline plan. It is the administrator's desire that all students have every opportunity to take advantage of the instructional and extra-curricular activities offered at McNair Middle School. Disciplinary action will be taken against any student who violates DeKalb County School rules, which are set forth in the Student Code of Conduct/Character Development Handbook. Additionally, students must comply with the classroom policies set forth by the individual teacher in various areas of instruction. The Student Code of Conduct/Character Development Handbook, student handbook, and the individual teacher's classroom policies will be thoroughly discussed in all classes by the classroom teachers. Each student will receive a copy of the Student Code of Conduct/Character Development Handbook during the first few days of school.

**MCNAIR MIDDLE SCHOOL CODES OF CONDUCT:**

At McNair Middle School, the rights of each student to learn and each teacher to teach will be protected at all times. Any student behavior which interferes with these rights will be subject to swift and consistent disciplinary actions.

The DeKalb County Board of Education follows a system-wide approach to student discipline. Each year every student receives CODE OF STUDENT CONDUCT – STUDENT RIGHTS AND RESPONSIBILITIES AND CHARACTER DEVELOPMENT HANDBOOK which gives specific information regarding unacceptable behavior and the consequences for such behavior. Parents are asked to return the signed form located on the front of the brochure which will indicate that they have read and understand this booklet.

Students and parents are urged to read and understand the CODE OF STUDENT CONDUCT – STUDENT RIGHTS AND RESPONSIBILITIES AND CHARACTER DEVELOPMENT

HANDBOOK. During the first week of the school year this booklet will be discussed in class and students will be tested on its contents.

### **BUS CONDUCT:**

Riding a school bus is a privilege, not a right. Proper behavior is expected while waiting, loading, riding, and unloading. Students are expected to arrive at least 5 to 7 minutes before the designated departure time of their bus. The school bus is an extension of the school day. All school rules apply while a student is being transported to and from school or to and from school-sponsored activities. Contact transportation for bus issues such as late bus arrivals.

Students are not allowed in the school or on the campus after school. Unless participating in a school sponsored activity, students must be picked up by 4:30 p.m. this policy is strongly enforced.

### **ALTERNATIVE INSTRUCTION:**

#### **IN-SCHOOL SUSPENSION (ISS)**

Each school year, some students commit offenses, which lead to suspension from school. Students who are suspended from school may fall behind in their classes and become discouraged, may be unsupervised at home. The school has the option to use In-School Suspension as an alternative to Out of School Suspension in minor infractions.

#### **PURPOSE OF THE PROGRAM:**

1. To allow students to remain in school while serving a suspension in order to continue with the educational program.
2. To work with students involved in misbehavior by providing counseling.

#### **WHILE STUDENTS ARE ASSIGNED TO ISS, STUDENTS ARE EXPECTED TO:**

1. Cooperate fully with the instructor that is in charge.
2. Complete all assignments while on suspension.
3. Bring all necessary materials to school each day. (NO LOCKER PRIVILEGES WILL BE DESIGNATED DURING THE SCHOOL DAY).
4. Do not attend school-sponsored activities while serving in-school suspension.
5. Leave the school grounds immediately following dismissal and do not return until the following school day.
6. Abide by all rules and regulations of the DeKalb County School District and McNair Middle School.
7. Participate fully in group counseling.



**SELLING:**

No candy or other items are to be sold in the school during school hours. Students who violate this rule are subject to disciplinary action. All items will be confiscated. The appropriate grade level administrator will handle the situation.

**PEP RALLIES/ASSEMBLIES:**

All pep rallies and assemblies are part of the school's educational program unless otherwise designated by the administration. Students are expected to attend and to participate in these activities. Appropriate respect and behavior is required and expected at all times.

**ACADEMIC HONESTY:**

At McNair Middle School students are expected to practice academic honesty. If cheating should occur the teacher will inform the parent, and the counselor and an Assistant Principal may also be informed if necessary. The student(s) that are involved in academic dishonesty will receive a zero for the quiz, test, assignment, or activity in which it happened. The zero will be averaged with all other grades to arrive at a final grade.

The following actions are considered situations of dishonesty. (Note: This list is not conclusive).

- Using unauthorized materials including electronic devices.
- Receiving unauthorized information on a quiz, test, or exam.
- Knowingly giving information to another student in a quiz, test, or exam situation.
- Giving specific questions/answers to a student who has not yet taken the same assessment.
- Turning in another student's work to receive credit.
- Plagiarizing

**COUNSELING CENTER:**

The counseling office hours are 8:30 a.m. to 4:30 p.m.

The counseling staff extends a special welcome to the students of McNair Middle School. Counselors are eager to assist you and encourage you to take advantage of their services.

Appointments may be scheduled before and after school. Students may request passes to the Counselor's office from classroom teachers for emergency purposes only.

Please feel free to use the services in every possible way. Getting to know you personally is the counselor's top priority.

Parents may arrange conferences by calling 678-874-5131.

McNair Middle School's counseling staff includes two certified counselors and a whose primary responsibilities are as follows:

- Provide personal guidance and counseling.
- Provide career information and guidance.

- Assist teachers and administrators in understanding the unique individual needs of the students.
- Assist students and parents in planning the students' program of studies.
- Interpreting test results.
- Assist students with family life problems, developing social relationships, personal problems and adjustments to various life situations.
- Work with anti-drug, anti-gang, and anti-violence behaviors.
- Work with anti-bullying behavior.

Counselors:

Dr. Christa Robinson-Roberts, Head Counselor

Mrs. Tamela Shanks, Counselor

### **HALLWAY CONDUCT:**

Students will be asked to walk to the right of the hall at all times. In addition, they must adhere to the quiet zones." All students should have a signed McNair Middle School hall pass.

### **TELEPHONES:**

School telephones are for official business only. Students may use the school phones for emergencies only. Parents are discouraged to call students during school hours. If a child needs to use the phone during school, he/she must have a signed hall pass to the counseling office. CELL PHONES CANNOT BE USED DURING SCHOOL HOURS.

### **BULLYING/HARASSMENT:**

Bullying/Harassment of any kind will not be condoned nor tolerated. We encourage students at McNair Middle School to follow the steps listed below to report any harassment they may experience.

1. Discuss what you have experienced with a teacher.
2. Contact counselors (they may arrange peer mediation, individual and group counseling).
3. Contact administrator.
4. Notify your parent(s).

### **FOOD SERVICE GUIDELINES:**

McNair Middle School's Cafeteria serves nutritious, well balanced meals daily. The lunch program is free to all McNair Middle School students. Students are permitted to bring lunches from home, but all students are required to eat in the cafeteria.

### **CAFETERIA CONDUCT:**

- Students will go as a group to and from lunch. The group will be determined by the assigned lunch time of the appropriate teacher.
- Students should move quietly through the halls in order to not disturb classes in session, enter the cafeteria in an orderly fashion; and proceed through a serving line or (if bringing lunch from home) proceed directly to the table.

- Students must get all food, drinks, tableware, and other items as they proceed through the line. Once a student is seated, he/she will not be permitted to stand up, until the table is dismissed from lunch.
- Students are expected to use good table manners and to speak in appropriate voice tones.
- Students must consume food and drink during their designated lunch time before leaving the cafeteria.
- At the conclusion of the lunch period, students will check their area to see that it is clean and will pick up all food and trash. The administrators on duty will dismiss the tables.
- Students will line up in the designated area and will wait for their teacher in order to leave the cafeteria.

### **PARENT CORNER**

- Parents are encouraged to support McNair Middle School by volunteering.
- Parents have the right to know if their child is taught by a highly qualified teacher.
- Certification of a teacher can be given to a parent upon request.

### **PARENT'S RIGHTS**

Under the Family and Educational Rights and Privacy Act of 1972, parents have several rights. These include: the right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of the above rights. To request the opportunity to inspect and review a child's records, parents should contact the child's school in advance.

### **Parent Classroom Observations and Non-Student Visitors**

Parents who wish to observe a classroom should call the assistant Principal of Instruction at least 24 hours beforehand to schedule an observation. Parent classroom observations are not permitted on final exam days and during testing window.

### **DRESS CODE:**

#### **DeKalb School System Student Dress Code Policy**

The atmosphere of a school must be conducive to learning. A student's appearance can positively or negatively impact the climate of a school. Students must adhere to DeKalb School System uniform dress code requirements. Students, those who fail to comply with the DeKalb County School System's uniform dress code requirements, as enumerated below, may be charged with Offense #25 – Student Dress Code Violation (see page 28):

- Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, or other similar requirements.
- Clothing or jewelry, including beaded necklaces that disrupts the educational process or endangers the health or safety of other students, staff or visitors is prohibited.
- The wearing of uniform skirts, dresses and shorts should be three inches above the knee.

- The wearing of uniform pants below the waist line is prohibited. Note: Students/Parents are urged to review local school handbooks for any additional requirements related to student dress.

## 25. STUDENT DRESS CODE VIOLATION

All students are expected to adhere to the uniform dress code as indicated in this handbook and any additional requirements listed in local school regulations.

Number of Offenses	Action of the School
First Offense	Verbal Reprimand, contact Parent and In-School Suspension (ISS) until end-of-day or correction of the violation.
Second Offense	Required Parent Conference and two (2) days ISS
Third Offense	Contact Parent, three (3) days ISS and Local Formal Hearing, which may result in up to ten (10) days ISS, Local Probation and/or parent attend classes with student in lieu of ISS. Chronic violation of this expectation will result in the charge of #19a – Repeated Violation of School Rules and a possible referral to an alternative setting upon a finding guilty by the Student Evidentiary Hearing Committee.

## **PROHIBITED ITEMS:**

Playing Cards, sunglasses, Curlers, Cameras, Skateboards, and other toys, VCR's, Camcorders, Squeeze bottles, Pets, Beverages, Cell Phones, Headphones, Pagers, beepers, Walkie-Talkies, Video Games, Tapes, CD's,, Book Bags (only clear or mesh are allowed), Water-Play games, Stuffed animals, Balloons, etc...

## **“HELP IN A HURRY”**

If you need assistance in any of the following areas, please contact the person(s) and/or offices indicated below:

Absences/Attendance Concerns	Grade Level Administrator
Academic Concerns	Teachers/Counselors
Address/Phone Change	Registrar
Announcements	Front Office Secretary
Athletic Activities	Coaches
Check-In/Check-Out/Visitors	Security Desk
Career Information	Counseling Center
Clubs/Activities	Club/Activity sponsors
Locker Problems	Teacher
Lost and Found	Lost and Found Area
Lunch (Free & Reduced)	Cafeteria Manager
Make-Up Work	Teachers
Medication	Counseling Center
Mediation/Mentoring	Counseling Center