

Bloomfield Middle School

# Student Handbook



FIELD OF DREAMS  
**FIELD OF DREAMS**

**2011-2012**

Dr. Efrem Yarber, Principal

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*Dear Students and Parents:*

*Welcome to Bloomfield for the 2011-2012 school year! We are excited about starting this year and having the opportunity to work and learn in the "Field of Dreams".*

*Bloomfield Middle School's faculty and staff will continue to work to become more effective in our instructional delivery. The results of our work show that our students are successful. We strive to provide a positive, challenging, and academically oriented learning environment for all students. Language Arts, Math, Science, and Social Studies classes will be using the Georgia Performance Standards, which focus on students' demonstrating mastery of the curriculum. Additionally, teachers will be addressing student weaknesses in specific skills in each of the content areas, which are based on student achievement data. A strong emphasis on writing and social development skills will be evident this year. Along with a strong academic program, there are many opportunities for our students to learn about music, Health/PE, Career Development and Business & Computer. Our teachers are experienced and dedicated professionals who are committed to providing relevant, engaging learning experiences for all students at B.M.S.*

*The instructors at Bloomfield Middle School will provide opportunities for students to use critical thinking and reasoning skills as they apply learning to solve real-world problems. Students have available the most current technology; they will have access to computer labs, computers in each classroom, and a portable laptop station for whole classroom usage. All students will have in each of their classrooms a classroom library that will allow exciting subject and interest related reading. Additionally, students will have opportunities each day to think critically across all content areas and discuss their thoughts in classes.*

*I look forward to a successful school year. Parents, we will require your child to work hard; therefore, your child needs your support, encouragement, and involvement. Call on your child's teacher, counselor, or administrator for any assistance you may need during this school year.*

*Sincerely,  
Dr. Efrem Yarber  
Principal*

4375 Bloomfield Drive Extension \* Macon, Georgia 31206

# BLOOMFIELD MIDDLE SCHOOL

## 2011-2012 Instructional Calendar

### **Important Dates to Remember**

August 8.....	Bloomfield Middle School Open House
August 9.....	First Day of School – Start of 1 <sup>st</sup> Grading Period
August 16.....	Bloomfield Middle School Title 1 Parent Meeting @ 6:00 p.m.
August 16 .....	Picture Day
September 14....	1 <sup>st</sup> Grading Period Progress Reports Go Home with Students
September 5.....	Holiday- System Closed
September 19.....	Strategic Planning Day (No School for Students)
October 12.....	End of 1 <sup>st</sup> Grading Period
October 13.....	Start of 2 <sup>nd</sup> Grading Period
October 10.....	Strategic Planning Day (No School for Students)
October 19.....	1 <sup>st</sup> Grading Period Report Cards Go Home with Students
November 9.....	2 <sup>nd</sup> Grading Period Progress Reports Go Home with Students
November 11.....	Strategic Planning Day (No School for Students)
November 21-25..	Thanksgiving Break- System Closed
December 20.....	End of 2 <sup>nd</sup> Grading Period – (Last Day for Students)
December 21.....	Strategic Planning Day
December 22 - 31	Winter Break- (System Closed)
January 2-5.....	Winter Break
January 6.....	Staff Planning Day (No School for Students)
January 9.....	Students Return to School from Winter Break – Start of 3 <sup>rd</sup> Grading Period
January 11.....	Advisement – 2 <sup>nd</sup> Grading Period Report Cards Go Home with Students
January 16.....	MLK Day- Holiday (District & Schools Closed)
<b>**January 18-19...</b>	<b>Middle Grades Writing Assessment- Grade 8</b>
February 8.....	3 <sup>rd</sup> Grading Period Progress Reports Go Home with Students
February 20.....	President’s Day- Holiday (District & Schools Closed)
February 21-22...	Schools Closed
March 12.....	End of 3 <sup>rd</sup> Grading Period
March 13.....	Start of 4 <sup>th</sup> Grading Period
March 21.....	Advisement – 3 <sup>rd</sup> Grading Period Report Cards Go Home with Students
March 26-30.....	Spring Break- System Closed
<b>**April 9-20.....</b>	<b>CRCT TESTING GRADES 3-8</b>
<b>**April 23-27...</b>	<b>CRCT-M TESTING GRADES 3-8</b>
May 24.....	End of 4 <sup>th</sup> Grading Period – Last Day of School for Students-Report Cards Go Home
May 25.....	Post Planning
May 28.....	Memorial Day (District & Schools Closed)
May 29-30.....	Post Planning

***\*\*These indicate testing dates and it is extremely important that all students are present in school during testing.***



Bloomfield Middle School  
**SCHOOL SUPPLY LIST**  
2011-2012



Supplies	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Wide Ruled Loose Leaf Paper	x	X	x
# 2 Pencils (w/ erasers)	x	x	x
Pencil Pouch for 3-Ring Binder	x	x	x
Standard Blue or Black Ink Pens	x	x	x
Glue/Glue Sticks	x	x	x
1 Pack of Colored Pencils	x		
1 Pack of Colored Markers	x	x	x
1 2" 3-Ring Binder	x	x	x
6 Subject Dividers	x	x	x
6 Colored Folders with Pockets and Prongs	x	x	x
1 Composition Notebook	x	x	x
1 Flash Drive	x	x	x
¼ Inch Graph Paper		x	x
Highlighter			x
Mesh Book Bag (available for purchase at school)	x	x	x

This is a standard list of supplies for all students.

# *The Bloomfield Dream*

**D** Discipline yourself through self control

**R** Respect your team, yourself, and others

**E** Endeavor to achieve excellence

**A** Academic achievement comes first

**M** A mind is a terrible thing to waste

Students, in middle school, you are not only learning subject matter, but you are also learning how to live responsibly and productively in a civilized society. Part of our mission is to instill respect for others' rights and property, to insist on courtesy and polite social conduct, and to impress all students with the importance of teaching and learning as it applies to their lives and to others. In order to achieve maximum success, all Bloomfield students are expected to be respectful of others and to honor the commitments listed below.

## Student Commitments

As a proud Bloomfield Middle School student:

1. I will have respect for all adults at Bloomfield, and I will **obey instantly and without comment or question** any adult at Bloomfield who makes a request of me or gives me directions.
2. I will respect the rights of other students to learn, and I will move through the halls, in line, and **without making noise** from class to class and throughout the school day.
3. I will comply with Bloomfield's strictly enforced **ZERO TOLERANCE OF VIOLENCE POLICY**, and I will resolve all conflicts in a peaceful manner.
4. I will respect my fellow classmates, and I will not touch another person's body or make any comment about another person's body or about sex or sexual acts. I understand that such acts are not appropriate and are considered sexual harassment.
5. I will have concern for my peers, and I will report to teachers, administrators, or others in authority any information or suspicions I have about potential threats to other students or to the safe and orderly operation of the school.
6. I will respect myself and my parents, and I will not use language that is rude, crude, vulgar, profane, or offensive while speaking to other students or to adults.
7. I will respect the rights of teachers to teach, and I understand that disrupting a teacher's effort to teach is a serious matter. I will abide by Bloomfield's **Zero Tolerance of Disruptive Conduct Policy**.
8. I will respect the property of others, and I will respect the school facility. I will not touch or take things that do not belong to me, and I will refrain from any and all forms of vandalism.
9. I will take responsibility for my education, and I will uphold the highest standards of academic honesty and will complete all work without plagiarism or cheating.

## Parents' Contribution to Student Success

Your objectives as a parent and the objectives of the school in respect to your child are the same: to give him/her the best possible guidance toward the realization of his/her capabilities. To accomplish this goal, full cooperation between home and school is essential. The following suggestions are extended to help you make the best possible contribution to your child's success at school:

1. Regular and punctual attendance is an important factor in school success. Parents who permit their child to be absent without good reason not only handicap the student's opportunity to succeed in his/her studies, but they also indirectly encourage the development of poor attitudes toward work and obligations. Students who have more than **10 unexcused absences** in a school year are retained. Furthermore, students who have 15 or more absences, whether they are excused or unexcused, affect the school being able to achieve Adequate Yearly Progress (AYP). Your cooperation in the promotion of regular attendance by your child is greatly appreciated and is well worth the cost to you in time and effort.
2. A wholesome attitude toward school and confidence in your child's teachers are essential for your child's maximum success in school. Students can't learn little from a teacher in whom they have no confidence, regardless of how capable or trustworthy the teacher may actually be. Wise parents; therefore, will bring all questions and problems to the teacher and administration personally, and will refrain from criticizing the school to the student or encouraging destructive criticism by lending an ear to it.
3. When you have a concern about your child, please do not hesitate to contact the school. We cannot handle a problem if we are not aware there is a problem. First speak to your child's teacher(s) regarding the concern, then if the problem persists, please contact the counselors or administrators. It is our desire and goal that your child has safe and pleasurable learning experiences at Bloomfield. Should a problem arise, please allow the faculty and staff to help solve any and all school related problems by contacting the school at 478-779-4800.
4. You may further help your child achieve success in school by:
  - reading this handbook and the Bibb County Code of Conduct and understand them as fully as possible in regards to the operation of the school;
  - requiring progress reports and report cards to be delivered to you on the day they are issued and sign them and return them to school on the following day;
  - studying grade reports carefully and contact the teachers with any questions or concerns;
  - getting to know your child's teachers and visit the school and classrooms;
  - attending school functions and parent-teacher conferences and become a parent volunteer;
  - praising your child for school work well done;
  - providing a quiet place well-equipped with reference materials for homework;
  - learning what is expected of your child; and
  - creating in your child a positive attitude toward the school.

## Parent Responsibilities

- Learn about the program for your child's grade and its relationship to the total system
- Visit the school
- Accept each child as an individual
- Communicate with the child and teachers
- Take an active part in school activities
- Encourage your child to keep a positive attitude toward school
- Provide rest and proper nutrition for your child
- Emphasize importance of education
- Have your child at school on time
- Talk daily with your child about his or her school day
- Check homework and make sure it is completed and correct
- Encourage self-discipline
- Encourage reading outside of school

## School Responsibilities

- Provide learning experiences appropriate to the student's ability
- Report child's progress to parents
- Encourage and teach self-discipline
- Develop within each student a sense of personal responsibility for learning
- Challenge each student to do his or her best
- Require work to be completed on time and properly
- Evaluate student's work to reinforce learning
- Provide an environment in which learning can take place
- Encourage creativity
- Increase communication skills
- Communicate with parents/guardians
- Enhance social and emotional development

## Student Responsibilities

- Assume responsibility for learning
- Complete all assignments to the best of your ability
- Follow all the rules and regulations of the school
- Respect the rights and properties of others
- Practice self-discipline
- Develop and maintain a positive attitude

*The Mission of Bloomfield Middle  
School is to:*

*Inspire students to dream and  
prepare them to become lifelong  
achievers in a technological and  
global environment.*





## *Vision Statement*

*Achievement and performance,  
for every child, in every classroom,  
everyday, at Bloomfield Middle  
School.*



## *A Field of Dreams*

### **Field of Dreams**

*In our field we grow dreamers  
We grow believers too  
In our field we grow character  
Lots of care for me and you  
In our field full of hope  
We learn to achieve  
In our wonderful field of dreams.*

**Levita Carter Lowe**

### **Bloomfield Middle School Alma Mater**

*Red is for courage  
White is for integrity  
Black is for boldness  
To be the best that we can be  
Falcons soar high  
We set our sights to the sky  
We're strong and we're proud  
And we'll shout out loud  
Bloomfield, we love you  
Bloomfield, our tried and true  
Falcons soar high  
We set our sights to the sky  
Bloomfield Middle School  
We love you*

**Levita Carter Lowe**

# *At Bloomfield*



## *The Discipline Vision*



**“The true meaning of discipline is not punishment, but the development of self-control and teamwork which enable men to strive for perfection and accomplish greatness”**

# *The Bloomfield Student Motto*

*I take pride in myself*

*I am responsible for my actions*

*Anything that hurts another person  
is wrong and I will not do*

*It is my goal to leave all things  
better than I found them.*





## **25 Books Campaign**

Every student is expected to read 25 books or book equivalents each school year, some in school and some outside of school. The reading of 25 books is a requirement of the Georgia Performance Standards (GPS). Students will keep a log of the books they read and will be recognized throughout the year for their accomplishments.

### **10 Ways to Encourage Reading**

1. Read aloud to your child, especially to a child who is discouraged by his or her own poor reading skills. The pleasure of listening to you read, rather than struggling alone, may restore your child's initial enthusiasm for books and reading.
2. Encourage older children to read to their younger brothers and sisters. Older children enjoy showing off their skills to an admiring audience.
3. Set aside a regular time for reading with your family, independent of schoolwork: (a.) the 20 minutes before lights out, just after dinner, or whatever fits into your household schedule, and (b.) as little as 10 minutes of free reading a day can help improve your child's skills and habits.
4. Limit your child's TV viewing to make time for other activities such as reading. Never use TV as a reward for reading, nor a punishment for not reading.
5. Let your child see *you* reading for pleasure in your spare time.
6. Take your child to the library regularly. Explore the children's section together. Ask a librarian to suggest books and magazines your child might enjoy.
7. Place a variety of reading materials around your home including books, magazines, and colorful catalogs.
8. Look for things your child might like to read. Use his/her interests and hobbies as starting points.
9. On gift-giving occasions, give books and magazines based on your child's current interests and abilities.
10. Not all reading takes place between the covers of a book. Have you considered the amount of reading involved in reading menus, road signs, food labels, and sheet music? Take advantage of countless spur-of-the-moment opportunities for reading during the course of your family's busy day.

### Agendas/Planners

All students are supplied with a Bloomfield Middle School Agenda free of charge. Agendas are used in every class for students to record homework assignments and important dates for projects. Students should have their agendas with them at school every day in every class. **Students who lose their agendas can purchase a new agenda for \$5.00.**

### Attendance

#### **Arrival**

Students may not be left on campus before 7:00 a.m. as there is no supervision for students prior to 7:00 a.m. Students who walk to school or who ride to school in cars are to be dropped off at the front entrance. Students who arrive to school between 7:00 a.m. and 7:20 a.m. should report to the cafeteria for breakfast and the gym for homeroom. Students who arrive after 7:20 a.m. should report to the cafeteria if they want to eat breakfast, otherwise they report directly to their homerooms. Students are only allowed to go to two places in the morning without a pass: the lunchroom for breakfast and to their homerooms. Students must have a pass signed by a teacher in order to go anywhere else in the mornings, such as the office, Media Center, or to another teacher's classroom.

**The Bibb County School System has provided a paved walk way for students to walk to school through the community and enter the west entry of the school. Because of the danger of students walking on Rocky Creek Road and Bloomfield Drive Extension and the crossing of the intersection without Crossing Guards, students are prohibited from walking to school from the north and east residence.**

### Absences

Students are expected to be at school every day from **7:50 a.m. – 2:40 p.m.** unless illness or a family emergency occurs. Please read the Board of Education policy on attendance carefully; it severely limits the number and kind of absences a student may have each year. Acceptable excuses for absences include the following: serious illness or hospitalization; serious illness or death of an immediate family member; special and recognized religious holidays; court orders or mandates; and other circumstances where the parent/guardian makes **prior arrangements** with the principal for their child to be absent from school. A hand-written note from the parent/guardian does not necessarily excuse a student when he/she is absent from school. **The principal or his/her designee determines whether or not an absence is excused and may require supporting documentation from a doctor, dentist, court, etc. in order to make this determination.**

It is the student's responsibility to bring excuses for absences. **Failure of the student to present an excuse within three (3) days shall result in an unexcused absence.** Documentation presented after three (3) days will not be considered. Documentation may not be sent by fax, email, or telephone. Any student found to have submitted an excuse falsely presented as being from a parent or guardian is subject to school discipline. Students who demonstrate a pattern of absences shall be referred to the Office of Student Support Services for counseling and appropriate intervention, which may include a charge of truancy being filed against the student and/or the parent.

**Students in middle school who exceed ten (10) unexcused absences in a school year will not be promoted to the next grade level.**

**Students who are absent from school without an excuse, including leaving school for more than ½ of the day without an excuse, will not be able to attend after school events for that day.**

Board Policy requires that all students be registered for and actively involved in a full-day instructional program of six hours duration. Students who do not attend school all day from 7:50 a.m. – 2:40 p.m. miss instruction and assignments. Therefore, early dismissal from school should be considered carefully in light of its possible consequences for the student. Students at Bloomfield Middle have class until 2:50 p.m. each day. If you pick your child up prior to 2:50 p.m., he or she will miss valuable instructional time, tests, and assignments. If your child does leave school during the day for a dentist appointment, doctor appointment, etc., your child must bring the excuse from the doctor, dentist, etc., back to school in order for the tardy from class to be excused.

**If you must pick your child up early for an appointment, you must pick him or her up prior to 2:15 p.m. No student is called out of class to be signed out early after 2:15 p.m.**

Should early dismissal prior to 2:15 p.m. be necessary, the following steps must be followed:

- Students must be signed out by a parent or other adult designated on the emergency card by the parent. All persons signing a student out of school must present a **PICTURE ID** for the student to be released.
- Parents should not expect the school to have the student waiting in the office to be picked up. Parents must allow enough time for the student to be summoned to the office.

### **Afternoon Dismissal**

Students are dismissed at 2:50 p.m. to go home. Walking students are escorted out of the building at 2:50 p.m. through the west doors in the After Hours Foyer near the gym. Walkers must clear the campus within four minutes. Carpool students will report to the lunchroom, through the main hall entry, until picked up by parents or guardians. Carpool students must be picked up no later than 3:15 p.m. Please refer to the Bibb County Code of Conduct Handbook regarding the penalty for picking your child up late from school. Parents are asked to comply with the staff directing traffic during carpool. Parents who cannot comply with the staff on duty may be given a citation.

All parents and students must declare one mode of travel home from school. A student must be determined as a walker, car rider, or a bus rider. **If parents would like to change the mode of travel for specific days, they may do so by writing a note, signed and dated, to the teacher. If a parent requests a change of bus for a particular situation, a note must be written to the school administrator. The note must be signed and dated by the parent and must also include a contact number for verification by the administrator. The administrator will make contact with the parent and will request the change with the bus driver.**

### **Tardiness**

Tardiness is defined as being late for school and/or class. Students are expected to be in their homeroom class preparing for the day by **7:45 a.m.** They should be seated and ready for announcements at 7:45 a.m. and ready to begin instruction at 7:50 a.m. Students who have not reported to homeroom by 7:50 a.m. must have a signed, dated, and timed pass in order to be admitted to homeroom. Students who arrive at school after 7:50 a.m. are tardy, and must report to the office to get a pass to report to class. Please understand that this pass does not excuse the student's tardiness. Only legal excuses, as stated in the attendance policy, can excuse tardies. Please encourage your child to be on time each morning and avoid picking your child up early from school. Excessive tardiness may result in detention, and/or assignment to ISS.

### **Test Attendance**

The Federal No Child Left Behind Act determines that a minimum of 95% of the students in each school must be present to take all state mandated tests. Every student is expected to be in attendance during the entire testing window. Parents are requested to schedule all appointments for students around the time of the testing window.

### **Truancy**

Any student, who boards a bus, leaves home walking, or leaves home riding to school and fails to report to school is considered to be truant (cutting school). If the parent or guardian has not given the student permission to stay home, officially the student is cutting school.

### **Award's Ceremony**

Award's ceremonies are held at the end of each grading period to recognize students who excel academically, athletically, and maintain good character and good attendance. Academic awards given to students include Principal's Honor Roll for the 9 weeks, also all A & B Honor Roll for the 9 weeks. Athletic certificates are given to all students who participate in athletics. Trophies are awarded to sports' teams who win county or region champions. Coaches' Awards are also given out by each coach for each sport.

There will be an annual Award's Day Ceremony held in May to recognize the major accomplishments of students. Students will be recognized for making all A's all year, Principal's Honor Roll three or more times, Class Honor Roll three or more times, School Honor Roll (Combination of Principal and Class Honor Roll all year), Perfect Attendance, Math Club, Most Improved in PE, Academic team, Most Improved Overall, etc. A Character Student of the year award will be given to one student for each grade level. The Golden Falcon Awards will be given to the students who have maintained a perfect disciplinary record all year. The Dream Keeper Award will be given to an 8<sup>th</sup> grade student, voted on by the 8<sup>th</sup> grade staff, who has excelled in all areas and set himself apart from all others. Students will be given various other awards selected by the school's staff.

### **Protocol for Assembly Programs**

All programs will be announced on the Monday prior to the program. Teachers will discuss the assembly purpose and student expectations. The teacher will also discuss with students the requirements for attending the program. Students will report to their homerooms prior to all assemblies and report to the program escorted by their homeroom teachers.

Students granted the privileges to attend the programs are required to:

1. Enter quietly in a single file line
2. Sit in assigned seating
3. Be attentive
4. Respond appropriately through applause
5. Remain quiet at all times
6. Remain in dress code
7. Leave for dismissal escorted by homeroom teacher

If a student fails to follow the above procedures, they will be asked to quietly leave the assembly. The student will remain in a holding space until a meeting with an administrator for appropriate discipline can be held. The student will be placed on out of school suspension for assembly misbehavior.

### **Book Bags/Other Bags**

Book bags may be used to transport books to and from school, but must remain in the student's locker during the school day. Book bags and any other bags brought to school must be **clear or mesh** and are subject to being searched. Any bags that are not clear or mesh are confiscated and may not be returned to the student.

### **Breakfast Program**

Breakfast is served in the cafeteria from 7:00 a.m.-7:30 a.m. to students desiring to eat. Students will not be admitted to breakfast after 7:30 unless they arrive on a late school bus. There are no late passes to class from breakfast. Students must finish eating breakfast and be in their homeroom class at 7:50 a.m. Breakfast costs \$.45 and reduced breakfast costs \$.20. Students may not charge breakfast. An adult breakfast costs \$.75.

## **Character Education**

The Character Education program covers 27 character traits over the course of the school year. The School Counselor addresses these traits through instruction and these traits are highlighted on the morning news program. Each interdisciplinary team chooses a “Character Education Student of the Month” who is recognized on the morning announcements and who receives a special certificate. Students who are chosen for the “Character Education Student of the Month” will compete at the end of the school year to be recognized as the “Character Education Student of the Year”. Character Education Students of the Year are selected at each grade level.

## **Curriculum**

### **Middle School Structure**

The size of a school can be threatening to students and can cause great anxiety; therefore, our middle school is organized into learning clusters. Bloomfield Middle has two learning clusters this year: Clusters A and B. Each cluster has a team of 6<sup>th</sup> grade teachers and students, a team of 7<sup>th</sup> grade teachers and students and a team of 8<sup>th</sup> grade teachers and students.

Clusters are organized into small groups of 100 to 120 students. Each team has a staff of teachers responsible for the educational program of the students. The classrooms are close together, so there is little travel time needed to get from one class to another. Also, the proximity of the classes creates a smaller setting for the students. The teachers are an interdisciplinary team that provides instruction in the four academic areas of language arts, math, science, and social studies. Teams are mixed with students from different elementary schools, different cultures and different strengths and weaknesses.

The interdisciplinary teams are allotted common planning time daily so they can meet and develop an integrated program of instruction. While the academic teachers are planning, students attend connections classes. Connections courses include: Business & Computer Utilization, Physical Education, Band and Career Development.

## **Core Curriculum**

The following are the four academic subjects that are studied in middle school:

- English Language Arts (ELA) – The English Language Arts Curriculum is a process designed to introduce students to core concepts that are further developed and expanded as student’s progress through each grade level. This process allows students to develop the skills necessary to: 1) comprehend and interpret texts, including written as well as audio and visual texts; 2) compose a variety of types of texts, including those critical to the workplace; 3) effectively communicate and interact with others in group situations; and 4) effectively communicate information through different modes of presentation. The English Language Arts curriculum integrates the processes of reading, writing, and listening/speaking/viewing in order to help students effectively communicate and interpret information in a variety of modes.
- Mathematics – The mathematics curriculum stresses rigorous concept development, presents realistic and relevant tasks, and keeps a strong emphasis on high order thinking skills. At all grades, the curriculum encourages students to reason mathematically, to evaluate mathematical arguments both formally and informally, to use the language of mathematics to communicate ideas and information precisely, and to make connections among mathematical topics and to other disciplines.

- Social Studies – The social studies curriculum stresses rigorous development from history, geography, political science and economics, students are provided a wide variety of skills, including critical thinking skills necessary to become effective and productive citizens. The Georgia Social Studies curriculum also provides a wide variety of elective courses in Law, Current Events, History, the Behavioral Sciences, Advanced Placement courses and International Baccalaureate courses for those students who are interested in pursuing various disciplines of the Social Studies to a greater depth. In addition to classroom instruction there are many activities that help students master Social Studies content and skills such as local, regional and State Social Science Fairs, We the People competitions, and the Mock Trial program.
- Science - The Science curriculum in Georgia is designed to provide students with the knowledge and skills for proficiency in science. Relationships between science, our environment, and our everyday world are crucial to each student's scientific literacy. Science is a way of knowing through the use of science processes to understand scientific concepts. Hands-on, student-centered, and inquiry-based approaches are the emphases of instruction.

### **Connections Course Descriptions**

In addition to core courses, students take connections classes. Students rotate through a series of the connections classes in all grades with the exception of band and chorus. Band is a **year-long class**, and students who wish to take band must register for this class at the beginning of the year. Students who sign up to take band must remain in the class all year, and they may not drop the class during the school year.

- Band – The goal of the band program is to provide the means for students to experience the creation and performance of instrumental music and to acquire the ability to appreciate music in a variety of styles. Participation in band at the middle school level helps prepare students for band at high school and beyond. Band students attend various festivals and performances throughout the school year.
- Computer Utilization – Students are taught to use the computer as a tool for learning, communication, and presentation. Applications including keyboarding, word processing, databases, spreadsheets, Power Point, and more are taught.
- Physical Education – PE offers students a wide variety of instruction in physical development. Students participate in daily activities including team and individual sports, games, and physical fitness programs.
- Career Development – A school-wide initiative that is vital to one's educational career. Educators in Georgia are responsible for providing the tools, knowledge and resources that young people, along with their parents, need to make critical educational and career-related decisions.

## **Bibb County Disciplinary Policy**

### **Board of Education Policy**

The Bibb County Board of Education Code of Conduct is distributed to every student. The Code of Conduct outlines policies designed to make schools safe and orderly. It is the responsibility of parents and students to read and have knowledge of the policies outlined in the Code of Conduct. **Please read the code thoroughly and review it occasionally.** Ignorance of policies does not excuse their violations.

### **Jurisdiction to Take Disciplinary Action**

School administrators are authorized to take disciplinary action for misconduct that occurs:

- On the school grounds during, before or after school hours
- On the school grounds at any other time when the school is being used by a school group
- Off the school grounds at a school activity, function, or event
- On school buses
- On the way to and from school; and
- Within a school safety zone.

### **Public Display of Affection**

Public displays of affection such as hugging, kissing, and holding hands are not appropriate at school. Students are reminded that they are not to touch other students at any time, for any reason, on the way to or from school, at school, on the school bus, or at any school function.

### **Sexual Harassment**

There are strict consequences for students making sexually suggestive comments or advances to another. **Students are not to make any reference to sexual acts at school or comment on another person's body.** Please help us avoid criminal charges by discussing this sensitive subject with your child. We cannot and will not tolerate such behavior at Bloomfield. Students have a right to attend school without being harassed; therefore, students are encouraged to report all incidences of harassment to a teacher, counselor, or administrator. Please refer to the Bibb County Code of Conduct Handbook for specific details regarding what constitutes sexual harassment. Examples of sexual harassments include, inappropriate touching, kissing, hugging, name calling, violation of space, and inappropriate conversation with others.

### **Violence or Threats of Violence**

Bloomfield practices **ZERO TOLERANCE OF VIOLENCE**. Any student who threatens violence directly or indirectly; who hits or pushes another; who returns a blow delivered by another; who encourages another to fight; or who moves toward a fight are severely disciplined. Students who engage in physical acts of violence will have criminal charges filed against them and are fined through Juvenile Court. Violence against a faculty or staff member will result in the student's immediate suspension from school and possible expulsion. Absolutely **NO VIOLENCE** is tolerated at Bloomfield Middle School.

\*\*Parents, please do not instruct your child to hit back if someone else hits him or her. Adults are everywhere in the school and should be notified immediately if a problem arises. Students who feel threatened and have notified the adult in charge, but still feel that they are in harms way may leave the classroom **immediately** and report to the office to get help from a counselor or administrator. Many acts of violence that occur result from students engaging in physical play; therefore, students are to avoid all physical play since it is often misunderstood and can lead to a fight.

### **Zero Tolerance of Misconduct**

It is the shared philosophy of the teachers and administrators of Bloomfield that instruction and all related

activities should take place in an environment that is orderly and conducive to learning. To establish and maintain an environment free from disturbance, policies governing student conduct have been developed and are enforced fairly and consistently. Punishment for violations include the following: verbal warnings, detention, in-school suspension, Saturday School, out-of-school suspension, placement in the Alternative School, expulsion from school, and criminal charges. Punishments have been devised to correct misbehavior and to guarantee a safe and orderly learning environment. Punishments are applied reluctantly, but with the serious intent that parents and students take the misbehavior seriously and that it not is repeated. **Disruptive, disobedient, and disrespectful students will not be allowed to remain in class at Bloomfield Middle School.** The good of the whole student body must come first.

***TYPES OF DISCIPLINE INCLUDE THE FOLLOWING:***

**In-School Suspension (ISS)**

The In School Suspension Center (ISS) provides an opportunity for students who violate school rules to remain at school and be counted present. Students assigned to ISS are expected to complete all assignments and lessons they are given by their teachers. Furthermore, they are not allowed to participate in any school functions or extra-curricular activities while assigned to ISS. Any student in ISS in excess of 5 times will be recommended by the administration for a higher-level consequence that may lead to an alternative placement.

**Ombudsman**

Students who have chronic and severe discipline problems may be assigned to long-term placement at Ombudsman, which is an alternative school placement. An evidentiary hearing is held with a Hearing Officer who will determine if the student should receive long-term suspension, long-term placement at the Ombudsman Center, expulsion from school, or another disciplinary action. Students who come onto the main campus or loiter near the campus while assigned to Ombudsman can be charged with criminal trespassing.

**Out-Of-School Suspension (OSS)**

Students may be suspended out-of-school for disciplinary problems. Students who are suspended out-of-school are not allowed on the school campus before, during, or after school during the suspension period; and are not allowed to participate in any school functions during the suspension period. Students who attend school sponsored activities or loiter near the school's campus while suspended out-of-school can be charged with criminal trespassing.

Absences resulting from disciplinary suspensions are excused; however, **IT IS THE STUDENT'S RESPONSIBILITY TO GET ALL CLASSROOM ASSIGNMENTS MISSED DURING HIS/HER PERIOD OF SUSPENSION. Failure to turn in make-up work within 3 days from returning from suspension will result in a grade of zero (0).**

**Student Time Out Program (STOP)**

Students who need to be removed from the classroom setting for a short period of time are sent to STOP. The student may be escorted to another teacher's classroom.

**Teacher/Team Discipline**

The teachers follow the PBS behavior plan when disciplining students. PBS is an acronym for Positive Behavior Supports. The plan is followed prior to referring a student to the office for disciplinary action except for in severe discipline cases such as fighting and profanity.

# **Bloomfield Middle School**

## **2011-12**

### **I. Vision and Mission**

**A. Vision – The true meaning of discipline is not punishment; but the development of self- control and teamwork which enable men to strive for perfection and accomplish greatness.**

**B. Mission – Middle School Learners are naturally social. As such, we are dedicated to provide an environment in which social learning activities meet both academic and emotional needs to this learner. It is with this realization that we are implementing this school wide discipline in order to provide a safe learning environment. The school wide management plan will focus on both positive behavior supports and corrective measures. These measures will be implemented consistently throughout the school environment.**

### **II. Expectations of Students**

The students, faculty, and staff created the following expectations for our Bloomfield Middle School students.

Students are expected to follow the Bloomfield DREAM!

**D Discipline yourself through self control**

**R Respect your team, yourself, and others**

**E Endeavor to achieve excellence**

**A Academic achievement comes first**

**M A mind is a terrible thing to waste**

**III. Instructional behavior supports- A reinforcement of behavior expectations taught and discussed explicitly.**

- The first two weeks of school, all staff members will explain and demonstrate Bloomfield's rituals & routines. Teachers and staff members will continue to remind students of proper procedures.

### **Bloomfield Middle School Rituals and Routines**

#### **Classroom Routines**

Students will:

- Recite, copy and discuss the standards and essential question.
- put specific subject work in their notebook.
- be prepared for learning with your materials each day.
- follow the Workshop Format sequence; keep notes in their notebook.

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#### **Classroom Rituals**

Students will:

- Enter the classroom silently and begin Math Drills of the day, Independent Reading or other

- opening classroom assignments immediately.
- Pass out all materials (books, supplies, etc.), as designated by the teacher, and return them to the designated location at the end of class.
- Leave portfolios and special assigned notebooks in the classroom.
- Make transitions as directed by teachers.
- Follow the question-asking model during the work period, using Bloom's Taxonomy.
- Try and figure out the answer without assistance (focus) once the lesson is introduced.
- Ask their partner (work cooperatively).
- Ask the teacher.

#### School Wide Rituals and Routines

Students will:

- be in dress code at all times
  - walk to the right side of the hall at all times
  - use their soft voices when allowed to speak
  - will stop to observe the morning routine when in the hallway
  - stand for the Pledge, National Anthem, and Alma Mater
  - recite the Pledge, recite the Bloomfield Dream and sing the Alma Mater
  - remain quiet when announcements are made
  - raise their hand when the teacher raises their hand and everyone will stop talking
  - have passes in the halls
  - go to their lockers at designated times during the day
  - make transitions as directed by the teacher
  - keep quiet in the hallways unless granted permission
  - enter the lunchroom quietly with the teacher (and walk in line)
  - sit at your assigned table during lunch
  - be dismissed by the teacher (not by the bell at the end of the day)
  - follow the Bloomfield Dream
- Rituals and Routines will continue to be taught the first nine days of school and revisited throughout the school year.
  - Teachers will serve as role models by displaying collaborative, collegial behavior with colleagues, students and parents.
  - The school counselor will conduct character education sessions which focus on character traits, behaving appropriately, and acting responsibly.
  - The Bloomfield news program will reinforce character traits and procedures on a daily basis.
  - Administrators and counselors will continuously stress the importance of behaving appropriately via the intercom, news broadcast, classroom discussions, while being visible throughout the school.

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#### **IV. Positive Behavior Reinforcement**

Bloomfield Middle School's faculty and staff will apply the Bloomfield DREAM and the school-wide rituals and routines to create its positive behavior reinforcement.

- Within each classroom, positive behaviors supports are in place
- Teachers monitor and provide ongoing verbal praise of appropriate behavior throughout the day.
- Positive notes will be given and parent telephone calls will be made on a consistent basis.
- Every four weeks students can earn participation to the Mid-Term Cluster Celebration.
- The “Bloomfield Break,” will be scheduled daily for students that have followed Eight is Enough.
- Students who have not been assigned two In-school suspensions, one Out-of school suspension, and have earned the points during the four week period will be allowed to participate in the Mid-Term Cluster Celebration.

**V. Behavioral Corrections /Staff Procedures for Referring Students**

The school has developed the following consequences to assist in consistency. Before referring a student to the office for discipline, all content area teachers are expected to attempt four (Connections Teachers the first three) Behavior Corrections prior to submitting an Office Discipline Referral Form on a student:

1. Warning to Student
2. Teacher Consequence/ Motivational Incentive
3. Time-Out
4. Parent Phone Contact/Personal Conference
5. Lunch Detention (Optional)

- Prior to referring a student to the office, the parent must be contacted and informed of the reason(s) why his/her child is being referred to the office. Also, inform the parent that the administration will decide on the child’s punishment and that a notice will be sent home with the child.
- Students who have been to the office more than twice in one month or have accumulated 5 office referrals will be put into the RTI process. The RTI team will begin developing individual plans to address behavioral issues. The team will meet regularly to discuss the effectiveness of changes in the program for each child.
- Teachers are not expected to attempt the four behavior corrections for serious offenses such as blatant disrespect, walking out of class, skipping class, discharging a fire extinguisher/pulling a fire alarm, fighting, assault, vandalism, profanity, misbehaving in ISS, possession of tobacco/lighting material, possession of a weapon, and sexual harassment. Serious offenses must be referred to an administrator immediately.

Once a student has earned his or her way to the office for disciplinary action, the discipline guidelines as outlined in this below will take effect. These guidelines are meant to be a guide for discipline, and they are not all inclusive. **The administration has the final authority for determining the disciplinary assignment for a student.**

**Minor Behavior Offenses and Consequences**

Offenses	Dispositions
<i>Academic dishonesty</i>	Grade of zero & Teacher Contact Parent

<b>General Classroom Misconduct</b>	<b>1<sup>st</sup> Office Referral:</b> 1 Day of ISS <b>2<sup>nd</sup> Office Referral:</b> <u>Suspension Pending Parent Conference and 2 Days of ISS</u> <b>3<sup>rd</sup> Office Referral:</b> 3 Days of ISS
<b>Dress Code Violations</b>	<b>1<sup>st</sup> Office Referral:</b> Warning <b>Subsequent Offense:</b> Lunch Detention <b>Chronic Violations:</b> ISS and/or OSS
<b>Failure to serve Lunch Detention</b>	1 Day of ISS
<b>Horseplay (i.e. pushing, shoving) (Automatic Office Referral)</b>	<b>1<sup>st</sup> Office Referral:</b> 2 Days of ISS <b>2<sup>nd</sup> Office Referral:</b> <u>Suspension Pending Parent Conference and 3 days of ISS</u> <b>3<sup>rd</sup> Office Referral:</b> 1 Day of OSS
<b>Loud, talking in halls, or in hallway without a pass or permission (Automatic Office Referral)</b>	<b>1<sup>st</sup> Office Referral:</b> 1 Day of ISS <b>2<sup>nd</sup> Office Referral:</b> 2 Days of ISS <b>3<sup>rd</sup> Office Referral:</b> 3 Days of ISS
<b>Lunchroom/Restroom Misconduct</b>	<b>1<sup>st</sup> Office Referral:</b> 1 Day of ISS <b>2<sup>nd</sup> Office Referral:</b> 2 Days of ISS <b>3<sup>rd</sup> Office Referral:</b> 1 Day of OSS
<b>Possession of electronic communication device</b>	Confiscation
<b>Public display of affection</b>	Punishment is based on the severity of the offense
<b>Signing in late without parent/guardian</b>	Lunch Detention
<b>Skipping class (Automatic Office Referral)</b>	<b>1<sup>st</sup> Office Referral:</b> 1 Day of ISS <b>2<sup>nd</sup> Office Referral:</b> 2 Days of ISS <b>3<sup>rd</sup> Office Referral:</b> 3 Days of ISS
<b>Refusing to work on assignments</b>	<b>1<sup>st</sup> Office Referral:</b> 1 Day of ISS <b>2<sup>nd</sup> Office Referral:</b> <u>Suspension Pending Parent Conference and 2 Days of ISS</u> <b>3<sup>rd</sup> Office Referral:</b> 3 Days of ISS

**Major Behavior Offenses and Consequences**

<b>Assault or threat toward staff member (Automatic Office Referral)</b>	Law enforcement agency notified- immediate suspension and recommendation for expulsion
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<b><i>Bullying and/or threats</i></b>	<b>1<sup>st</sup> Office Referral:</b> 3 Days of ISS <b>2<sup>nd</sup> Office Referral:</b> 1 Day of OSS <b>3<sup>rd</sup> Office Referral:</b> Recommendation for long-term suspension or expulsion
<b><i>Computer vandalism/violation of technology policy (Automatic Office Referral)</i></b>	<b>1<sup>st</sup> Office Referral:</b> 3 Days of ISS and possible loss of computer privileges <b>Serious Offenses:</b> OSS
<b><i>Cyber Bullying</i></b>	<b>1<sup>st</sup> Office Referral:</b> 3 Days of ISS <b>2<sup>nd</sup> Office Referral:</b> 2 Days of OSS <b>3<sup>rd</sup> Office Referral:</b> Recommendation for long-term suspension or expulsion
<b><i>Direct disobedience and refusal to carry out instructions of staff member</i></b>	<b>1<sup>st</sup> Office Referral:</b> 3 Days of ISS <b>2<sup>nd</sup> Office Referral:</b> 2 Days of OSS <b>3<sup>rd</sup> Office Referral:</b> OSS and possible recommendation for long-term suspension or expulsion
<b><i>Discharging Fire Extinguisher or suspension and Pulling a Fire Alarm (Automatic Office Referral)</i></b>	Law enforcement agency notified- immediate recommendation for expulsion
<b><i>Fighting (Automatic Office Referral)</i></b>	Law enforcement agency notified: <b>1<sup>st</sup> Office Referral:</b> <u>3 Days of OSS and Required Parent Conference</u> <b>2<sup>nd</sup> Office Referral:</b> <u>5 Days of OSS and Required Parent Conference</u> <b>3<sup>rd</sup> Office Referral:</b> <u>7 Days of OSS and Recommendation for long-term suspension or expulsion</u>
<b><i>Gambling</i></b>	<b>Any Office Referral:</b> 1 Day of ISS
<b><i>Gang-related behavior or activity, writing or flashing gang signs</i></b>	Law enforcement agency notified: <b>1<sup>st</sup> Office Referral:</b> 3 Days of ISS <b>2<sup>nd</sup> Office Referral:</b> 2 Days of OSS <b>3<sup>rd</sup> Office Referral:</b> <u>3 Days of OSS and Recommendation for long-term suspension or expulsion</u>
<b><i>Misbehaving in ISS/OPS</i></b>	1 Day of OSS
<b><i>Possession or use of drugs or alcohol</i></b>	Law enforcement agency notified- immediate suspension with recommendation for expulsion
<b><i>Profanity or vulgarity (Automatic Office Referral)</i></b>	<b>1<sup>st</sup> Office Referral:</b> 1 Day of ISS <b>2<sup>nd</sup> Office Referral:</b> 2 Days of ISS <b>3<sup>rd</sup> Office Referral:</b> 1 Day of OSS
<b><i>Repeated and or chronic behavior violations</i></b>	Recommendation for long-term suspension or expulsion
<b><i>School Bus Violation</i></b>	<b>1<sup>st</sup> Offense:</b> Warning or Other Punishment Assigned by Administration, Conference with Parent and Behavior Contract <b>2<sup>nd</sup> Offense:</b> Suspended from bus 10 days, Conference with Parent and Behavior Contract <b>3<sup>rd</sup> Offense:</b> Suspended from bus for the remainder of the school year
<b><i>Sexual Harassment</i></b>	Parent Conference- Punishment is based on the severity of the offense
<b><i>Skipping School- Truancy- Unexcused Absences</i></b>	Possible referral to Social Services
<b><i>Theft</i></b>	Law enforcement agency notified and restitution

<i>(Automatic Office Referral)</i>	required: <b>Petty:</b> 3 Days of ISS <b>Major and Subsequent Offenses:</b> OSS
<b>Trespassing</b>	Law enforcement agency notified
<b>Use or possession of tobacco products, lighters, or matches</b> <i>(Automatic Office Referral)</i>	Law enforcement agency notified: <b>1<sup>st</sup> Office Referral:</b> 3 Days ISS <b>2<sup>nd</sup> Office Referral:</b> 1 Day OSS <b>3<sup>rd</sup> Office Referral:</b> Recommendation for long-term suspension or expulsion
<b>Vandalism</b> <i>(Automatic Office Referral)</i>	Law enforcement agency notified and restitution required: <b>1<sup>st</sup> Offense:</b> 3 Days ISS <b>Subsequent Offenses:</b> OSS
<b>Weapons, possession or use on school property</b> <i>(Automatic Office Referral)</i>	Law enforcement agency notified- immediate suspension with recommendation for expulsion

## VI. Students Identified as Having Chronic Behavioral Issues

Students who have been to the office more than twice in one month or have accumulated 5 office referrals will be put into the RTI process. The RTI team will begin developing individual plans to address behavioral issues. The team will meet regularly to discuss the effectiveness of changes in the program for each child.

### Response to Intervention Process

#### Tier 1 Process

- Inform parent/guardian of concerns, retain documentation of contact.
- Complete Student Data Sheet.
- Implement differentiation strategies in the general education classroom, progress monitor for a minimum of one grading period.
- If the student shows improvement, stay at Tier 1.
- If the student has not shown improvement, move to Tier 2.

#### Tier 2 Process

- Schedule conference with teachers, RTI coordinator, relevant staff (interventionist, counselor, social worker, home-school facilitator, administration, etc.), and parents/guardians.
- Send home Initial Parent Notification Letter, and retain copy for records.
- During conference:
  - Parent/Guardian completes Parent/Guardian Information: Student's Background and Developmental History.
  - Discuss specific difficulties that student is having- information regarding documented and anecdotal student performance, behavior, grades, most recent state/local test scores, and teacher reports.

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- Committee will determine specific research based interventions.
- Determine frequency and duration of interventions, assessment, and personnel responsible.
- Determine short-term goals.
- Ensure parents/guardians are clear on what is being done
- Document interventions on RTI Plan Tier 2 Initial, and Check box for vision/hearing screening permission and have parent/guardian sign if needed.

- Interventions should be implemented for a minimum of 6 to 9 weeks with 3 periods of progress monitoring on Log of Interventions and/or Log of Observations.
- Provide signed copy of RTI Plan Tier 2 Initial to Vision/Hearing Screeners if needed.
- Schedule conference with parents at end of intervention period to review progress. Send home Follow-up Parent Notification Letter.
- Hold conference. Complete RTI Plan Follow-up.
- If student shows improvement, stay at Tier 2 or refer back to Tier 1.
- If student does not show improvement, move to Tier 3/SST.

### **Tier 3 Process**

- At Tier 3, qualified instructors must provide the intervention.
- Schedule SST meeting with parent/guardian and other necessary staff.
- Send home Follow-up Parent Notification Letter, retain copy for documentation.
- During Conference:
  - Discuss specific difficulties that student is having- information regarding documented and anecdotal student performance, behavior, grades, most recent state/local test scores, and teacher reports.
  - Committee will determine specific research based interventions.
  - Determine frequency and duration of interventions, assessment, and personnel responsible.
  - Determine short-term goals.
  - Ensure parents/guardians are clear on what is being done.
  - Complete RTI Plan Follow-up.
- Interventions should be implemented for a minimum of 6 to 9 weeks with periods of progress monitoring on Log of Interventions and/or Log of Observations.
- Schedule conference with parents at end of intervention period to review progress. Send home Follow-up Parent Notification Letter.
- Hold conference. Complete RTI Plan Follow-up.
- If student shows improvement, stay at Tier 3 or refer back to Tier 2 or Tier 1.
- If student does not show improvement, move to Tier 4.

### **Tier 4 Process**

- Meeting is scheduled to recommend referral for psychological testing. School psychologist must be invited to this meeting and should be present. Specialized support staff must be present at this meeting.
- Send home Follow-up Parent Notification Letter.
- Consent for Psychological Testing is obtained from psychological services.
- Parental Rights are provided to parents.
- Testing is completed.
- Eligibility is determined by the committee, and an IEP is developed if appropriate.
- Meetings for eligibility are scheduled.

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Exceptions: The team may determine there is a reasonable cause to expedite the RTI process on an individual student. Documentation in the student's record shall clearly justify such action.

## **VII. Data Analysis**

- Administrators and leadership team will evaluate student discipline records on a monthly basis.

- School personnel will look for patterns and trends.
- The PBS School Improvement Team will analyze discipline data on a weekly basis to determine needs in the overall instructional program.
- After reviewing the data, decisions will be made on how to revise the plan as needed.
- Any revisions to the plan will be discussed during school improvement team meetings and leadership team meetings.

### **VIII. Professional Learning**

A Bloomfield Middle School personnel has or will engage in the following professional learning activities:

- Annual review of the nature and needs of the middle school learners
- School-wide training for classroom management
- Classroom management training on an as-needed basis
- Provide discipline support for new staff members
- Book Study of Marzano's Classroom Management that Works

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**Bloomfield Middle School**  
**Dress Code**  
**2011-2012**

Students may wear the following:

### **PANTS OR SKIRTS:**

- Plain khaki, or black pants, or plain khaki or black skirts
- Jeans are only allowed on days designated by the principal.
- Pants must be of appropriate size, worn as designed and of ankle length. Pants designed to be worn below the top of the hip bone are not allowed.
- Pants MUST have belt loops and MUST be worn with a belt.
- **Skirts must be no shorter than two (2) inches above the knee.**
- Skirts cannot have any slits or openings.

### **SHIRTS:**

- Plain white or school color polo shirts (red, black or white)
- Polo shirts can be long sleeve or short sleeve
- Polo shirts must have a collar.
- School t-shirts, sweatshirts or sweaters, or plain white or school color sweatshirts and sweaters
- All shirts must be of appropriate size.
- Plain white undershirts or white turtlenecks underneath polo shirts, school t-shirts, sweatshirts and sweaters

### **SHOES and SOCKS:**

- All shoes must have closed toes and heels.
- White, Black, Tan, Grey and school color tennis shoes with properly sized and secured shoe laces that match
- Dark soft soled shoes (no heels allowed)
- Plain white socks with tennis shoes and dark socks with dark shoes

### **JEWELRY:**

- Gold or Silver Jewelry
- Dog tags are not allowed.
- Pendants and earrings larger than a quarter and multiple bracelets are not allowed.

### **BELTS:**

- Plain brown, black or khaki belts with buckles no wider than the belt (belts/buckles can have no lettering, pictures or sayings)

### **JACKETS:**

- Jackets and Coats of all colors may be worn to the building but must be placed in the lockers at the first locker break.
- **Hooded** items cannot be worn in the building.

**Any item prohibited in the Bibb County Board of Education Code of Conduct or Dress Code is not allowed. All other items in the judgment of the principal (designee) disrupt or distract from teaching and learning process will not be allowed.**

**Bloomfield School Colors: – Red, Black, and White**

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### **Emergency Cards**

**The most important document the school keeps on each student is the emergency card. Your child's life may depend on the school knowing how to proceed in the event of an accident or illness. The school must have a working phone number for a parent or guardian with an additional emergency contact number and the information must be kept current.** Since our students are minors, parents are legally responsible for providing accurate information to school officials. The school may refer parents who refuse to keep us informed about current phone numbers to the Department of Family and Children's Services. Call blocking

should not be activated with respect to the school telephone number as this makes it impossible to reach the parent in an emergency.

**You must list any and all persons on the emergency card that you want to be able to pick your child up from school. Your child will not be released to any person who is not listed on the emergency card and who does not have a picture ID.**

### **Emergency Procedures**

#### **Emergency Codes/Procedures**

In case of any emergency, which may cause harm to the students, the following codes will be announced over the intercom:

**Code Yellow:** Teachers and students remain in the classroom with the door locked. If students are in the hall or restroom at the time the code is announced, they should proceed immediately to their assigned class.

**Code Red:** Teachers will immediately lock classroom doors. Teachers and students are to move away from doors and windows and are to sit on the floor. If students are in the hall or restroom at the time the code is announced, they are to proceed to the nearest classroom and stay with the teacher in that classroom.

**Code Green:** Code Green indicates that it is safe to resume the normal activities of the school day. The administrator will make an announcement to inform school employees and students the reason the code yellow or red was utilized.

**Code Blue:** Code Blue is implemented immediately when any student, faculty, staff, or visitor to the building requires medical attention or treatment in any location on the campus. All Crisis Team members trained in Code Blue response will report to the location immediately to give medical attention.

#### **Fire and Tornado Drills**

Fire and tornado drills are held on a regular basis. At the sound of the alarm, students are expected to file quietly and cooperatively out of the classroom to a predetermined area. **Students who activate the fire alarm will have charges brought against them for disrupting a public school. The fire alarms at Bloomfield are very sensitive; therefore, students are cautioned to stay away from all fire alarms. Students must also not touch or open the fire extinguisher doors unless they are in immediate danger from a fire.**

### **Field Trips**

Students are expected to be on their best behavior while on school-sponsored field trips. In order to fund some trips, the school may ask the parent for a voluntary contribution to pay for such things as transportation and admission. Students can be denied the privilege of attending a field trip for any behavior problems, past or present. If a student is denied the privilege of attending a field trip for behavior problems that occur after money is paid, the school **will not reimburse** the money because the money will have been obligated by that time for a reserved seat or ticket.

### **Floral and Balloon Deliveries**

The school will not accept floral, balloon, gift basket, or other such deliveries for students. There is no place to store these items, these items cannot be taken on school buses, and the delivery of such items disrupts the orderly flow of the school day and imposes on the effective operation of the school.

### **Gifted Education Program**

Students who qualify for the gifted education program are offered at least two gifted classes. Placement in gifted classes is based on the students' strengths as determined by test scores. In order to qualify for the gifted education services in the State of Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity, and motivation. Exceptional performance in these areas must be demonstrated on tests and/or shown in outstanding products and/or exemplified in academic and artistic performance. Students may be recommended for consideration for the gifted program by teachers, counselors, parents, peers, administrators, self, and others.

The Bibb County Board of Education policy GAAA states that there will be no discrimination with regard to race, creed, religion, color, national origin, sex, marital status, handicap, or age. This policy governs selection of students for this program as it does for all others in the system. Each year, during a specified two-week period, teachers observe students looking for the Traits, Attitudes, and Behaviors (TABs) of a gifted child. Any child who demonstrates in classroom performance five of the ten identified TABs shall be considered for referral for testing by the school eligibility team.

School principals, counselors, and teachers also review the results of norm-referenced testing. Any child with a 90<sup>th</sup> percentile composite score, a 90<sup>th</sup> percentile total reading score including reading comprehension, or a 90<sup>th</sup> percentile total math score is considered. This constitutes an automatic referral procedure. The school eligibility team reviews the records of any child under consideration for referral and decides which students proceed on for further evaluation. A child is referred for further evaluation if he/she is listed in a minimum of five categories on the TAB's and additionally demonstrates one of the following: documented above grade-level performance, qualifying achievement test scores, documented outstanding products or performances, or a GPA at or above 3.5 on a 4.0 scale.

Parent permission is obtained before any formal evaluation is begun, and parents are notified in writing regarding their child's eligibility for the gifted program. Parents may request an appointment to review records relating to their child's eligibility following the completion of the evaluation. For further information, contact the counselor at Bloomfield or contact the Director of Gifted Education at 484 Mulberry Street, Macon, GA 31201, (478) 765-8596.

### **Grading Scale**

All grades are reported using the following numerical system:

A = 90-100 B = 80-89 C = 70-79 F = 69 and below

Conduct is reported using S = Satisfactory, N = Needs Improvement, or U = Unsatisfactory. Conduct grades do not reflect progress in a subject area, but are a status report concerning a student's behavior.

In order to be promoted to the next grade, students must pass FOUR (4) out of SIX (6) subjects, which include Math, English/Language Arts or any two other subjects, for the year with an average of 70 or better.

**Two honor rolls are published each nine weeks: The Principal's Honor Roll which is "All A's" in all six (6) classes, academics and connections, and the "A/B Honor Roll" which is "All A's and B's" in all six (6) classes. Students may have no "C"s and a cumulative average of 87% or above.**

### **Gum/Candy/Soft Drinks**

Students are **not allowed** to bring candy, gum, or soft drinks (carbonated beverages) to school. Unauthorized items are taken and **will not** be returned to the student. **Also, students are not allowed to have fast food items brought to them to school for lunch. Any items purchased at an unauthorized time will be taken and not returned to the students.**

### **Health Services**

#### **Dental, Vision, and Hearing Screenings**

Each child being admitted initially to a public school must present a Certificate of Dental, Vision, and Hearing Screening. This certificate is a part of the child's school record and is required by Georgia State School Standards. Screenings may **be done by a private physician or by the Macon-Bibb County Health Department. As student files are reviewed, parents are notified if their child's record is not on file. Certificates must be on file by September 8, 2009 if the child is to remain in school.**

### **Immunization**

Code Section 20-2-771 of the Official Code of Georgia Annotated states: "No child shall be admitted to or attend any school or facility in this state unless the child shall first have submitted a CERTIFICATE OF IMMUNIZATION to the responsible official of the school or facility." This certificate must be kept up-to-date and must be signed by a private physician or the Health Department. If your child's record is not on file or not up-to-date, you must begin the immunization process **immediately**. You have **30 days** to provide the school with an updated certificate. After that time, your child will not be allowed to attend school unless there is documentation from the Health Department or a physician stating that the immunization sequence has been started and will be completed within a 90-day period.

Effective as of the 2007-08 school year for entrance into the sixth grade, students must have at least two (2) MMR vaccines and two (2) doses of varicella (Chicken Pox Vaccine) administered and verified on form 3231.

### **Medication Policy**

All drugs and medications, **prescription and non-prescription**, must be brought to the office in the original pharmaceutical containers. Students are not allowed to have any drugs or medications on their person, in their lockers, or in their book bags or purses. A **Medical Authorization and Release Form** must be signed before medication can be administered to students. All medication must be clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose. School employees will not accept medication brought to school in baggies, tinfoil, or other types of containers, and the school cannot accept more than a two-week supply of medication at one time. Students are given a pass and excused from class to go to the office to take medication.

### **School Nurse**

A school nurse is available to students on certain days of the week. When the school nurse is at Bloomfield, students must see the school nurse before calling a parent to come and pick them up due to illness. The school nurse will make the determination if the parent needs to be called. A School House Health form must be completed and returned to school in order for your child to receive services from the school nurse. The school nurse is the only person who can give your child over-the-counter medication unless your child brings his/her own medicine to school (please refer to the medication policy). Any and all medications must be brought to the office upon arrival at school. All medication found on students outside of this policy will be considered contraband and will be removed and not returned to the students

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### **Homework Policy**

Homework is defined as student learning activities conducted outside of school hours not under the direct supervision of the teacher. Bloomfield Middle School believes that homework is an essential part of an effective and well planned instructional program. Homework is designed to extend learning opportunities for students beyond the classroom, thereby developing students' life-long skills and attitudes towards learning and contributing to academic achievement. On the other hand, excessive homework could have negative consequences on some children producing undue stress and fatigue and denying access to leisure time. Such consequences depend greatly on the child's age, ability, and other personal factors.

Students at Bloomfield Middle School should have homework four (4) out of five (5) days. Under most circumstances, homework will not be assigned during weekends, and breaks unless sufficient school time was already provided.

Homework should be given to develop or expand content Knowledge. Student performance is enhanced by five (5) types of homework.

1. **Study Skills and Habits:** Homework that is designed to improve skills such as concentration, discipline, note taking, reading for understanding and reading for pleasure.
2. **Practice/Review:** Designed to reinforce material presented in class and/or develop mastery of skills.
3. **Preparation:** Designed to introduce material that will be helpful in understanding future instruction.
4. **Skill Integration:** Designed to utilize separately rarely learned skills and concepts and apply them in the completion of a single product such as a book report, science project, or writing assignment.
5. **Extension:** Designed to transfer previously learned skills and concepts to other situations such as making real world and cross-curricular connections.

Research strongly suggests that the quantity and type of homework assigned must be grade level appropriate. For middle grade students, homework should be between 60-90 minutes.

Homework should be used as an instructional strategy for improving student success, and **may** only be used to formally evaluate student performance when it is directly related to the student's mastery of the standard.

There is substantial evidence that the quality of the homework assigned and teacher response to homework enhance its value in improving student success.

Teachers should clearly establish and communicate to parents the general purpose and expectations for homework. More importantly, teachers should provide timely and appropriate feedback to students and parents using strategies that will:

- Acknowledge receipt of the homework from every student
- Monitor for completion and accuracy
- Give time feedback on key assignments
- Give significant feedback on assignments based on extension, or skill integration.

Reference: Marzano, R., Cooper, H., Pickering, D., Pollock, J. *Classroom Instruction that Works; Research Strategies for Increasing Student Achievement.*

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### **ID Badges**

All Bloomfield faculty, staff, and students wear an ID Badge. Students must wear ID badges around their necks on the lanyard supplied by the school. Students must leave ID badges in their homeroom classes at the end of each day.

ID Badges cannot be mutilated or defaced. They are the property of the school and must be treated as such. The first ID badge and lanyard is provided to students free of charge. A replacement badge cost \$5.00, and a replacement lanyard cost \$1.00. Students who forget their badge can purchase a temporary badge for \$1.00 that only is valid for one day. Students are assigned detention for not having their ID badge and for not wearing ID badges correctly around their necks at all times.

### Internet Policy

All Bibb County classrooms have access to the Internet. This access is carefully monitored. The policy governing the use of the Internet is included in the Bibb County Code of Conduct. Parents and students must read the policy and return the signed consent form before access to the Internet is permitted. Students who access Internet sites not approved by the adult in charge are disciplined and may lose all computer privileges.

### Items Not Allowed at School

**School district policy prohibits the possession or use of pocket pagers, cell phones, personal digital assistants, or any other electronic communication devices by students on school property, school buses, or at school-sponsored activities.** Radios, beepers, cellular phones, compact discs or tapes, CD or tape players, MP3 players, portable DVD players, computer games, laser pointers, toys, water pistols, chained wallets, cards, dice, and other games are not allowed on campus during school or at any school-sponsored activities. The school will not be responsible for the loss or theft of non-compliance items or any other personal property. Beepers/pocket pagers and cell phones are contraband items and are confiscated and turned over to Campus Police. Such items can be retrieved at the Campus Police Office behind old Miller Middle School on Montpelier Avenue by paying a \$25 recovery fee.

Exception for Personal Communication Devices:

Students are allowed to bring personal communication devices to school for the sole purpose of student safety and communication with parents and guardians after the school day. In order to protect the integrity of the educational environment, students are specifically being in possession of any personal communication device during school hours. School hours are defined as beginning with the student's arrival on campus and ending with the final dismissal bell.

**Students shall not carry their personal communication devices in book bags or on their persons during the school day. Students shall store personal communication devices in lockers or automobiles during the school day. Cell phones or any other personal communication device that are visible, ring, or make sounds from the time of the student's arrival on campus to the final dismissal bell will be considered contraband items and a violation of this policy. Parents must submit a note authorizing the student to have the phone at school.**

### **Lockers**

Students may rent a locker and lock for \$5.00. This fee covers the use of the locker and lock for the year. School owned combination locks are given to the students to use. Students are not allowed to use any other lock on their lockers. Since lockers are the property of the school, lockers may be inspected by school authorities at any time. Money to rent a locker will not be reimbursed for those students who lose their locker privileges. Some of the reasons students can lose their locker privileges include going to their lockers without permission and having contraband inside their lockers. Students are strongly encouraged to rent a locker; otherwise, they will have to carry all of their books all day. The school is not responsible for the safety of the lockers' contents, and students should not share their locks' locker combinations or lockers with other students. Students are only allowed to go to their lockers at specific times during the day and should get books and other needed items during those specified times.

### **Loitering on Campus**

Middle school students unofficially on the school campus prior to 7:00 a.m. or after 2:40 p.m. may be given a citation for loitering. Students are expected to leave immediately when dismissed. Students who stay after school for detention or for extracurricular activities are expected to be picked up promptly by parents at the end of the activity. Parents are expected to timely (within no more than 15 minutes) provide transportation to a child who does not ride home from school on a school district bus. Students who are not picked up at the conclusion of extra-curricular activities may lose the privilege to participate in those activities.

### **Lost and Found**

All student possessions should be labeled with the student's name in permanent ink. Lost articles are taken to the office and should be claimed as soon as possible. Items not claimed within a reasonable period of time are donated to charity, i.e. Goodwill and Salvation Army. Lost textbooks are sent back to the teacher who issued them and can be claimed from the teacher. Parents are asked to caution students against touching other people's possessions without clear permission.

### **Lunch Program**

Four (4) choices for lunch are offered in the cafeteria Food Court: (1) a hot, traditional plate lunch with a protein item, vegetables, and bread serving; (2) a salad plate with saltines and fruit; (3) pizza with fruit and vegetables; or (4) a sandwich with fruit and vegetables. One carton of milk (white, chocolate, or skim) may be selected. The cost for student lunches is \$1.00. For students who qualify for a reduced lunch, the cost is \$.35. Students are not allowed to charge lunch. Adult lunches are \$1.85. Students may purchase a fruit drink for \$1.00 in addition to their lunch, and on certain days of the week, they can purchase ice cream. Parents can send a check to school to keep money in their child's lunch account. Students who bring their lunch **are not allowed** to have candy, gum, or soft drinks during lunch. Students are also not allowed to have fast food items in the lunchroom. All beverages brought to school must be in plastic containers; canned beverages and beverages in glass bottles are not allowed at school. **Students who do not submit a free or reduced lunch application by the September deadline, will have to pay full price for all meals.**

### **Make-Up Work**

When a student returns to school from an absence, it is the **student's responsibility** to request work missed during his or her absence. Students shall be given a reasonable opportunity, not exceeding three (3) days, to make up work or tests which were missed because of an absence from school. Some of the missed work may have to be made up either before or after school. In these instances, students must make arrangements to either come to school early or stay after school to make up their work. Failure to make up work will result in a grade of zero (0). Long term projects and assignments are due on the due date whether the student is present at school or not. Exceptions are made only for extreme circumstances such as a death in the family.

The Media Center operates under the "Open Door Policy" and is open from 7:15 a.m. - 3:00 p.m. daily. Students are permitted and encouraged to visit the Media Center as often as necessary. Visits may be for the purposes of individual or group work, for selective reading experiences, research projects, or just for browsing. Bloomfield's Media Center has state-of-the-art media and personal computers for student use. Students are expected to obey the rules of the Media Center and to respect the rights of other patrons. Students must have a signed pass to be admitted to the Media Center. Materials circulate for two (2) weeks, and students may be charged fines for books not turned in on time. Students are expected to pay for lost books, and the fees are determined by the Media Specialist based on the age and cost of replacing the book. The same rule applies for damaged books.

### **Money and Valuables**

It is unwise to bring large sums of money or valuables to school. The student is solely responsible for the security of all of his/her possessions. The school is not responsible for the loss or theft of any money or valuables brought to school.

### **Musical Instruments**

Musical instruments should be left in the band room or at designated places. All cases should be clearly labeled with the student's name. The school is not responsible for the loss or theft of musical instruments.

### **National Anthem, Pledge of Allegiance, and Moment of Silence**

Staff and students begin each morning with the National Anthem, Pledge of Allegiance, and Moment of Silence. Students should stand during the National Anthem, recite the Pledge of Allegiance, and remain standing and silent during the Moment of Silence. Students who choose not to stand during the National Anthem or choose not to recite the Pledge of Allegiance must sit quietly in their desks. Students who are in the halls at the start of the National Anthem must stop walking, stand still, and remain silent until the completion of all announcements.

### **Infinite Campus Parent Portal**

Parent Portal is a convenient home-to-school collaboration designed to allow parents/guardians to access their child's progress via the Internet. Parents/guardians who have legal rights to view their child's school records are eligible to use this system. Each parent/guardian can register individually and will receive a unique user login and password. Information on how parents/guardians can get connected is sent home with every child at the beginning of the school year. Parents are welcome to use the computers in the Media Center to check their child's progress.

### **Parent-Teacher Conferences**

Teachers are available for conferences in the morning during their planning time and after school. Parents may make contact with teachers or through the office to schedule conference. All conferences must be scheduled. Parents are required to attend at least one formal conference per school year. We encourage parents to schedule as many conferences as they feel are needed.

### **Parent-Teacher-Student Organization (PTSO)**

Parents, teachers, and students are encouraged to participate in PTSO. Participation in PTSO sends an important message of caring about the school. Bloomfield's PTSO is a vital part of the school, and it provides many needed services to the school.

### **Passes**

Students must have a WRITTEN pass at ALL times when they are out of class without supervision. Students may not go to another class, to the office, to the media center, to the nurse, or anywhere else in the building without a pass that is signed, timed, dated, written in ink and initialed.

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### **Progress Reports**

Middle schools in Bibb County are on a 9-week grading period. Student progress reports are issued during the 4

½ week point of each 9-weeks grading period. Students are required to take home all progress reports for a parent/guardian's signature. Progress reports are to be signed and returned to the school the next day. Students failing to return signed progress reports are assigned detention. Parents are asked to monitor carefully the dates progress reports go home and take corrective measures when they do not receive the report from their child.

Progress Reports are sent on the following dates unless otherwise notified:

September 14      November 9      February 8      April 25

### **Purses**

Just as students are not allowed to carry book bags during the school day, students **are not allowed** to carry purses during the school day. Students who bring a purse to school must keep it in their lockers. Personal items may be kept in a student's locker until needed by the student. The teacher will give the student permission to retrieve personal items from the locker when it is needed. The office also keeps a supply of personal items for students to use when needed.

### **Report Cards**

Report cards are issued to students on the dates listed below. At the end of the school year, the final report card is mailed home.

- |                               |             |                                |
|-------------------------------|-------------|--------------------------------|
| • First Grading Period Ends:  | October 12  | Report Card Issued: October 19 |
| • Second Grading Period Ends: | December 20 | Report Card Issued: January 11 |
| • Third Grading Period Ends:  | March 12    | Report Card Issued: March 21   |
| • Fourth Grading Period Ends: | May 24      | Report Card Issued: May 24     |

### **Restroom Breaks**

Students are given ample opportunities to go to the restroom with their teachers during the school day. As one set of restrooms serves many classes, students are encouraged to use the restroom during their prescribed restroom breaks. Students may **not** go to the restroom between class changes or any other time during the day unless supervised by a teacher. In cases of emergencies, students will be escorted to the restroom. Students with medical conditions should present a medical statement from a doctor to be filed in the office. Students may submit these statements to their homeroom teachers.

### **School Activities**

#### **Beta Club**

The Beta Club organization recognizes students with high academic achievement. To be eligible, a student must maintain an overall "A average" for the year. Beta Club students devote many hours to community service and participate in other activities during the school year.

#### **Extracurricular Activities**

Students are afforded many opportunities to participate in clubs and organizations. We encourage students to become actively involved in school activities if they meet the requirements for membership and are academically eligible. Some of the clubs available for students include 4-H Club, Math Team, Academic Team, Quiz Bowl, and Media/Technology Club. At the beginning of the school year information is distributed to students about joining clubs.

#### **Sports**

In addition to physical education classes, all students may participate in a variety of middle school athletics. Students must have a current physical on file and proof of insurance in order to try-out. A copy of the physical

form that you need when your child gets his/her physical can be picked up in the school office. Practices and games are held after school and on Saturdays. Failure to pick your child up on time from athletic activities could jeopardize your child being on the team. Sports available for participation include football and softball in the fall; basketball and wrestling in the winter; and baseball and track in the spring. Football, softball, wrestling, baseball and track teams are comprised of all students. In basketball, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students will have a team. The cheerleading team is comprised of all students, and the team is selected in the spring each year to generate spirit at games.

All students participating in athletics must meet eligibility requirements. Ineligible students cannot practice or travel with a team. There are no exceptions to this rule. In order for a student to participate in athletics, he or she must have passed five (5) subjects the previous semester. Students are also expected to be in compliance with the school's disciplinary and dress code policies. All athletics must pass all classes in order to remain on the athletic team during the year.

### **Student Council**

The Student Council is an elected organization of students. This group is responsible for planning and scheduling student activities. The council also serves as a channel for communication between the student body and the school staff. Elections for student council are held during the first 9-weeks of school.

### **School Bus**

The school bus is an extension of the classroom; therefore, students are bound by the same rules and regulations while riding on a school bus that they must observe while in the classroom. Students are expected to get on the bus quietly, sit in their designated seat, ride the bus quietly, keep their hands to themselves, and exit the bus quietly. **Students must realize that any misbehavior on the bus could result in an accident and endanger the lives of everyone on the bus.** No student shall be allowed to ride any Bibb County School Bus if the student's riding privileges have been suspended from any Bibb County school bus.

Students must ride the bus to which they are normally assigned by the transportation department. The administration at Bloomfield **will not give** students permission to ride a bus to which they are not normally assigned (for example, to ride home with another student or to go to a relative's house.)

All parents and students must declare one mode of travel home from school. A student must be determined as a walker, car rider, or a bus rider. If parents would like to change the mode of travel for specific days, they may do so by writing a note, signed and dated, to the teacher. If a parent requests a change of bus for a particular situation, a note must be written to the school administrator. The note must be signed and dated by the parent and must also include a contact number for verification by the administrator. The administrator will make contact with the parent and will request the change with the bus driver.

Questions or concerns regarding transportation for Bloomfield Middle School should be directed to the administration or to the Transportation Route Supervisor for Bloomfield. The Transportation Route Supervisor can be contacted at the Transportation Department at 779-2000.

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School Bus Safety Tips Include the Following:

- Students must be at the bus stop five (5) minutes before the scheduled arrival of the school bus.
- Students who cross the road to board a bus must never do so until the bus has arrived, the proper warning signs are displayed, and the driver motions for the students to cross.

- Students must be silent at railroad crossings.
- Students must never run to or from the bus or cross behind the bus.
- Students must always stay a safe distance away from the road (at least 5 feet) until the bus comes to a complete stop and the bus door is opened.
- Students who cross the road after exiting the bus must always cross at least ten (10) feet in front of the bus after looking in both directions to be sure no traffic is approaching and after the driver signals that it is okay for them to cross.
- Students will not be allowed to transport animals (alive or dead), balloons, glass containers, large musical instruments, large school projects, or any other large items that cannot be held in the student's lap on the school bus.

### **School Pictures**

School pictures are taken at the beginning of the school year. Portrait packages are sent home with students. Students must either return the pictures or the money for the pictures to school within a one-week period of time. Parents are responsible for paying for any and all pictures not returned to the school. Spring Pictures are taken in the spring of the year on a voluntary basis.

### **School Services**

#### **Campus Police**

A campus police officer is assigned to the school to aid in the safe and orderly operation of the school. The Campus Police officer does investigations of certain behaviors, conducts searches of students and lockers, and monitors students before, during, and after school.

#### **Graduation Coach**

The Middle School Graduation Coach (MSGC) Program is designed to ensure the successful transition of all students from elementary to middle school and from middle school to high school. The MSGC Program will provide a comprehensive prevention and intervention program for at-risk middle school students and will help prepare all students for their high school and post-secondary career.

#### **Guardianship Information**

Please be advised that both natural parents have legal rights toward a child unless otherwise ruled by the court. In order to honor a parent's request that a student not be picked up or seen by a natural parent, this request must be accompanied by a court injunction. We will not deny access to the natural parent without a legal document to that effect. Also, please remember that custody of a student cannot change while the student is in school.

#### **Guidance**

Bloomfield has a guidance counselor to serve the needs of the students. Guidance counselors serve to assist students with academic planning and personal growth. Counseling services include individual counseling, classroom guidance activities, small group counseling, student advisement, and peer mediation. Students may make appointments with the counselor before school, after school, or as needed during the school day.

#### **Home-School Facilitator**

The home-school facilitator develops, implements, and coordinates school-based parent involvement programs that will increase and sustain parental involvement in the school. The home-school facilitator also contacts parents of all students who are absent from school.

**Insurance and School Liability**

School insurance may be purchased on a voluntary basis for school day coverage or 24-hour coverage. The insurance covers accidents that may occur during the school day or during extracurricular activities. Students who participate in athletics are required to get school insurance. Parents should read the insurance information carefully and call the school secretary if there are any questions.

**The Mentor Program**

Bloomfield participates in the Mentor's Project of Macon. Students who could benefit from the influence of an adult mentor are invited to apply. Mentors offer encouragement, academic help, and friendship to students. The guidance counselors help arrange mentor relationships with trustworthy adult volunteers.

**Partner's In Education**

Parents, grandparents, and others are encouraged to join Bloomfield's Partner In Education. We invite you to come and volunteer your services in the school. Volunteers assist with things such as copying, filing, bulletin board preparation, tutoring, proctoring for tests, etc.

**Peer Mediation**

The Peer Mediation program is designed to allow students to resolve conflicts with other students rationally and nonviolently. Students are trained by the guidance counselor to help their peers resolve conflicts and handle disputes. Students who wish to settle a conflict with a peer can request a peer mediation meeting through the guidance office.

**Student Advisement Program**

The Student Advisement Program is a Bibb County System program that assigns each student a faculty member to monitor and help the student with academic achievement, attendance, and behavior, and to help students plan for their future goals. Advisement sessions are held periodically throughout the school year.

**Search and Seizure**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search students, student desks, or student lockers and may seize any illegal, unauthorized, or contraband materials discovered in the search.

**Selling Items at School**

Students are not allowed to sell any item during school hours. Fund raising projects approved by the Board of Education may be sold before or after school only.

**Social Security Number**

Students must have a social security number on file. The social security number is used as the student's identification number. If your child does not have a social security number, please go to the social security office and apply. You will need a copy of your child's birth certificate with you at the time you apply. If you do not want your child's social security number to be used by the Bibb County Public School System, you must fill out a "Statement of Objection to Use Social Security Number for Student Identification" form.

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**Student Conduct Before and After School**

Students must comply with the rules in the Bibb County Code of Conduct on the way to school and on the way home from school. Any report of rudeness to others, trespassing on the property of others, harassing other students, or other Code of Conduct violations is investigated, and students will be punished.

### **Student Use of School Phone**

The telephone in the office is not intended for student use, but for conducting the official business of the school office. Students are given permission to use the office phone **only in the case of an emergency**. Leaving a book bag at home or leaving clothes needed for practice are not considered emergencies. Students must ask permission to use the phone and use courtesy while talking. School personnel will decide whether or not the call is truly necessary and reserves the right to deny any student the privilege of using the telephone. Students **MUST** have a pass from a teacher to be in the office to use the telephone. Students may not use the phone to call a parent to complain or report on discipline received at school.

### **Superintendent's Perfect Attendance**

In order for a student to receive an award for perfect attendance, he or she must be present at school every day, and he/she cannot have any tardies. Tardies include a student signing in late or signing out early for the day.

### **Textbooks**

Textbooks are issued to the students at the beginning of the school year. Students must place their name and homeroom number in all of their textbooks as students are responsible for all textbooks that are issued to them. **Lost or stolen textbooks remain the responsibility of the student to whom the books were issued.** Fees are charged to the student for any lost, stolen, or damaged textbooks.

### **Use of School Equipment and Property**

Extreme care should be taken in the use of all school equipment and property. Microscopes, calculators, band instruments, physical education equipment, textbooks, computers, chairs and desks, bus seats, etc. must be used with proper care. Students who abuse the property of the school or of others are charged with vandalism, and parents are held responsible to pay for all damages to any property that is damaged by their child.

### **Visiting the School**

**All visitors, including parents, must check in at the office and receive a visitor's pass before going to a classroom, the lunchroom, or anywhere else in the building.** Parents are encouraged to visit the school, visit their child's classes, eat lunch with their child, etc. If parents want someone else to come to school to visit with their child or to eat lunch with their child such as a relative or friend, the parent must send a note to the school with the child giving this person permission to eat lunch or to visit with his/her child.

# Bloomfield Middle School

## Discipline Matrix

<b>DREAM</b>	<b>CLASSROOM</b>	<b>ASSEMBLY</b>	<b>LUNCHROOM</b>	<b>HALLWAY</b>	<b>RESTROOM</b>	<b>DISMISSAL</b>
<b>Discipline</b> Yourself Through Self- Control	Good work ethics, (be organized, be prepared, be on time) show teamwork, (work cooperatively and support each other) follow the dress code	Stay quiet during assemblies, follow dress code	Remain honest, leave all areas clean, remain seated unless given permission to move, follow the dress code	Keep free of litter, move quickly toward designated areas, follow dress code	Keep free of litter, demonstrate care for property, and enter for intended purpose only. Check for dress code before leaving out	Move quickly toward assigned dismissal area, learn and apply dismissal routine
<b>Respect</b> Yourself, Your Team and Others	Observe rituals and routines	Be considerate of guests, participants and one another	Always speak quietly in serving line, observe the rules and procedures, use appropriate language	Always remain quiet, walk in single file line while in transition	Place trash in trash can, be considerate of custodial staff	Keep voices at a low level, always respect staff members, use appropriate language, apply rules for each area while in transition
<b>Endeavor To</b> Achieve Academic Excellence	Always work for grade improvement	Always sit still and stay quiet	Always observe courtesy rules; (say please, thank you, be polite, use good manners) always speak in a soft tone	Always remain quiet in line and remain on the right side of the hall	Always remain quiet, observe the privacy of others, and use patience	Always move directly to assigned dismissal area
<b>Academic</b> Achievement Comes First	Always come prepared, accept challenges, participate in learning activities	Stay focused	Remain focused and have positive conversations	Understand and model decorum	Follow the rituals and routines	Use wait time to study and reflect, consistently move to area of dismissal, exit prepared for learning
<b>Mind</b> Is A Terrible Thing To Waste	Learn the standards daily, share your experience, & acquire knowledge from all sources	Concentrate on assembly purpose	Select healthy choices, become aware of decorum (the college themes)	Understand and model the rules	Inspire others to follow the rules Be mindful of good hygiene	Reflect on the activities of day, learn and follow procedures for dismissal

