

POPLAR GROVE MISSION STATEMENT

Poplar Grove School: A community of creative and passionate learners committed to continuous improvement

SCHOOL HOURS

School hours for the 2017-2018 school year are 7:30 a.m. to 2:30 p.m. Doors open to students at 7:00. Students arriving prior to 7:20 a.m. go directly to the gym upon arrival and sit in designated areas. Students may also go to the library to read or study or to the cafeteria for breakfast. **Students who choose to go to the library or gym must remain there until 7:20.** All students are expected to be in their homebase when the tardy bell rings at 7:30 a.m. **Buses load and unload in front of the middle school entrance.** Students arriving by car may not be dropped off in this area. In the morning, bus students will enter through the main entrance of the **middle school** and proceed directly to the main gym, cafeteria, or library. In the afternoon, bus students will exit the main entrance of the middle school and go directly to their bus.

Cars load and unload in front of the elementary school entrance. In the morning, car riders will enter through the main entrance of the **elementary school** and proceed directly to the main gym, cafeteria, or library. In the afternoon, car riders will exit through the main entrance of the elementary school and proceed to the waiting area until their name is called to load. **Car riders are not allowed to load/unload in the middle school bus lane.**

The dismissal procedure starts at 2:25 p.m. with the “get ready” bell. Unless otherwise directed: car riders are dismissed first at 2:30, then buses, and finally walkers. All students that participate in after school activities will be dismissed with walkers. All students must be picked up by 2:40 p.m. unless supervised activities necessitate a change in pick up times. Supervision is not available after 2:40 p.m. In the interest of your child’s safety, please do not leave your child unsupervised. If a parent is unable to pick his/her child up by 2:40 p.m. and the child is not under the direct supervision of a teacher, we recommend that the child be enrolled in the FSSD MAC program. Inquire at the middle school front office if you need this service.

PHILOSOPHY ON ADOLESCENT BEHAVIOR

Poplar Grove Middle School is dedicated to developing partnerships with the families it serves. Together we will work to recognize, appreciate, and value the strengths of each and every middle school student. Together we will work on developing skills with students that focus on managing their behavior, relating positively to others individually and in groups, and developing empathy and respect for each other. The purpose of this partnership is to model and develop skills for our students that relate to success in all human endeavors and are essential to academic, career, civic, and life advancement.

CODE OF STUDENT CONDUCT

The purpose of the Code of Student Conduct at Poplar Grove Middle School is to clearly and deliberately communicate to all Middle School students our rules and expectations and to maintain an atmosphere conducive to learning.

In keeping with the guidelines set forth by the Franklin Special School District Board of Education (***FSSD Board Policy 6.313***), consequences are detailed in the Consequence Chart.

It shall be the policy of the Franklin Special School District Board of Education that school authorities adopt rules and regulations regarding student conduct consistent with the concept of assertive discipline in order to maintain discipline and an atmosphere conducive to learning in the school. It is expected that all staff members adhere to the discipline policy and procedures adopted by each local school. All students are to respect and obey such school rules and regulations while under the supervision of principals, assistant principals, teachers, substitute teachers and teacher assistants. These rules and regulations shall be fairly enforced on all school property, on any school-provided transportation, and at all school-sponsored activities. Failure to comply will necessarily result in appropriate disciplinary action.

FSSD's code of conduct as provided herein separates serious from trivial misbehavior by dividing offenses into four levels of misconduct, each with a different discipline procedure.

MISBEHAVIORS: Level I

Minor misbehavior on the part of the student which impedes orderly classroom, school, playground, or hall procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member (teacher assistants, substitute teachers, student teachers).

Examples (not an exclusive listing):

- tardiness (unexcused/habitual)
- unacceptable language
- classroom disruptions
- lack of classroom materials
- cheating

Possible Consequences:

parent conference
detention
special assignment

MISBEHAVIORS: Level II

Misbehavior that is frequent or serious enough to disrupt the learning climate of the school, endanger the well-being of others, or damage school property. Their consequences are serious enough to require corrective action by the principal or another building administrator.

Examples (not an exclusive listing):

- chronic Level One misbehaviors
- disrespect or insubordination
- fighting
- theft
- truancy
- profanity
- leaving school without permission
- use of tobacco products in any form during the regular school day while on school campus or on school- provided transportation (includes all student participants in all educational and/or extracurricular functions)
- forged notes, admit slips, and corridor passes
- obscenity
- sexual misconduct
- vandalism
- intimidation
- committing any act of civil wrong or crime
- other acts of misconduct that are seriously disruptive or create a safety hazard

Possible Consequences:

In-school suspension
parent conference/notification
suspension
notify law enforcement agency and/or file legal charges

MISBEHAVIORS: Level III

Misbehaviors for serious that they always require administrative action and result in removing the student (at least temporarily) from the classroom. Level Three misbehaviors are clear violations of the law (local, state, federal) which may involve the intervention of law enforcement authorities and/or action by the school board.

Examples (not an exclusive listing):

- chronic Level Two misbehaviors
- extortion
- assaulting or deliberately causing physical injury to another student, a school employee, or anyone who is lawfully on school property
- possessing or using weapons to cause bodily harm

- arson
- bomb threat or false fire alarm
- possessing or using controlled substances or drug paraphernalia on school property or at any school related function, unless the substance was obtained as the result of a valid prescription or doctor's order and being used as prescribed by the individual for whom prescribed
- possessing, using or being under the influence of alcohol
- breaking and entering
- committing any act involving a serious civil wrong or crime
- other acts that are seriously disruptive or that create a safety hazard to students, staff members or school property

Possible Consequences:

- suspension or expulsion (not to be considered for in-school suspension)
- parent conference/notification
- notify law enforcement agency and/or file legal charges

The Poplar Grove Middle School administration reserves the right to adjust consequences when deemed necessary or appropriate.

ZERO-TOLERANCE BEHAVIOR

In order to ensure a safe and secure learning environment free of drugs, alcohol, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis.

Zero-Tolerance acts are as follows (***FSSD Board Policy 6.316***):

1. Students who bring or unlawfully possess a drug (including marijuana and alcohol) or a dangerous weapon onto a school bus, onto property, or to any school event or activity.
2. Any student who, while on a school bus, on school property, or while attending any school event or activity:
 - (a) unlawfully possesses a drug (including marijuana or alcohol, but not limited to) or dangerous weapon;
 - (b) commits battery on a teacher or other employee of the school.

GANG ACTIVITY OR ASSOCIATION

Gangs, which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or

gestures which symbolize gang membership, or causing and/or practicing in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

STUDENT DISCIPLINARY HEARING AUTHORITY

The Franklin Special School District in accordance with the state law has established a Disciplinary Hearing Authority (DHA) to conduct hearings for students who have been suspended for more than ten (10) school days. Copies of the policy including the appeals process and appropriate forms are available in the principal's office.

DEFINITION OF DISCIPLINARY TERMS

The meaning of the word discipline is "to teach." It is our philosophy at Poplar Grove that consequences for violations of the Code of Student Conduct align with the meaning of discipline. Encouraging students to dialogue, examine, plan and ultimately change inappropriate behavior is one of the most valuable interventions that students, teachers, administrators, and parents can accomplish collaboratively.

Office Referrals: Office referrals are sent using Jupiter.

Lunch Detention: A detention that requires a student to be isolated from his/her peers during the lunch period. Students must go directly to the ISS room to serve their detention. Students who are assigned a lunch detention may bring their own lunch from home or a sack lunch will be charged to their account from the cafeteria. Sack lunches include a sandwich (ex; tuna or peanut butter and jelly), fruit, and milk or juice. Sack lunches will be brought to the ISS room once a student's account has been charged.

After-School Detention: A one-hour or three-hour detention assigned by a teacher or an administrator held in the designated detention room.

A teacher or administrator may assign after-school detention for missed work or behavior. The detention must be served on the following Tuesday or Thursday.

- After school detention will be held on Tuesdays and Thursdays from 2:40-3:40.
- Any student not picked up by 3:55 will be sent to MAC.
- Failure to serve after-school detention will result in an office referral and a three-hour detention.
- Failure to attend a three-hour detention will result in a day of ISS.
- During ASD, students will first write a statement as to why they are assigned ASD and tell how they can change their behavior in the future to avoid being placed in ASD. After completing the writing assignment, the student is expected to work independently on homework or read a book. Talking and inappropriate behavior during ASD will result in the student serving another detention or being assigned to ISS.

In-School Detention: A detention that requires a student to be removed from the classroom for a designated period of time during an instructional school day. Teachers will send classroom work for the student to complete for the period of time the student was out of the classroom.

In-School Suspension: ISS is designed to provide a disciplinary alternative to out-of-school suspension. The student is removed from the classroom for a designated number of days. During that time, classroom work is provided for the student.

- Students must bring their own textbooks, writing materials, workbooks, and other material necessary to work on/complete course assignments. The ISS teacher will give assignments generated by a teacher to the student. Students are not permitted to go to lockers or be in the hallway (except for afternoon dismissal) during the school day.
- Students may bring lunch from home or a sack lunch will be purchased for them from the cafeteria. Sack lunches include a sandwich (ex; tuna or peanut butter and jelly), fruit, and milk or juice. Students will eat their lunch in the ISS room. No drinks other than water and juice are allowed to be brought from home and consumed during lunch.
- Classroom disruption, talking, or moving about the classroom will not be tolerated.
- Students are expected to use this time for constructive school-related work and reading. Tapping pens and pencils, talking, drawing, and sleeping are prohibited. Getting up from assigned desks is prohibited. Students must sit forward, feet facing in, with head and shoulders facing the cubby.
- A student must complete his/her assigned number of days. An absence during an ISS assignment will be treated as any other absence. The ISS assignment will be continued until the original number of assigned days are completed.
- A student's assigned ISS time will not be counted as complete unless the student conforms each day to the classroom requirements.

Extended Alternative Classroom: Extended Alternative Classroom is designed to provide a disciplinary alternative to out-of-school suspension and to the placement at the Alternative Learning Center. This program does not completely eliminate the use of these disciplinary tools, but it does offer another opportunity for behavior modification within the home-school setting before such measures are taken. The EAC enables a student to receive all of his/her educational services, but it separates him/her from the general student population. The program is therapeutic in nature, in that various strategies will be employed in an attempt to determine the underlying causes of the misbehavior. Based on the information acquired, suitable interventions will be explored. EAC is located at Freedom Middle School.

Alternative Learning Center: A restricted classroom serving students throughout the county who have demonstrated chronic discipline problems. Placement to ALC may be made through Juvenile Court or school administration.

Suspended/ISS students are not allowed to participate in or be present at school related extracurricular activities during the term of their suspension.

CODE OF STUDENT CONDUCT:
FIELD TRIPS

Poplar Grove Middle School provides field trip opportunities that are specifically designed to provide real life experiences that support concepts aligned with grade level curriculum. It is imperative that all students who participate in field trips conduct themselves in a respectful way that brings pride to Poplar Grove Middle School. The following behavioral expectations will guide each and every student's opportunity to participate in field trips at Poplar Grove Middle School.

- Students who receive an office referral will immediately be placed on "Field Trip Probation." Upon receiving a second office referral, students will be excluded from the field trip and will receive parent notification.
- Any student who commits a zero tolerance offense will immediately be put on Field Trip Suspension and no longer has the opportunity to participate in field trips for the remainder of the academic year.
- Any student who is suspended from the opportunity to participate in field trips for the academic year is not eligible for financial reimbursement for money paid to participate in the field trip.
- Any student who is in ISS or absent on the day of the field trip will not be reimbursed.

BUS CONDUCT

Riding the bus is considered an extension of a school activity. Students are to ride only on assigned buses and under no circumstance have friends not assigned to that bus ride with them. The Code of Student Conduct applies to all students who ride the bus (**See FSSD Board Policy #6.308 for rules and regulations**).

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus. Parents of students or persons with lawful and valid business on the bus must have prior approval by the supervisor of transportation and/or the director of schools.

Since the school bus is an extension of school activity, bus students shall conduct themselves in a manner consistent with the established safety standards and classroom conduct.

Bus students are under the supervision and control of the bus driver while on his/her bus.

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Video surveillance shall be used only to promote the order safety and security of students, staff and property.

Students shall ride only on assigned buses and under no circumstance shall friends not assigned to that bus ride with them.

To ensure a safe and orderly means of transport, the following guiding principles are established for riders:

- Be at the bus stop prior to the arrival of the bus.
- Wait on the sidewalk, away from the curb, until the bus comes to a complete stop and the driver opens the door.
- Go directly to an available seat and be seated.
- Keep aisles and exits clear.
- Keep noise at classroom level.
- Keep head, hands, and objects inside the bus.
- Respect the rights and property of others.
- Obey the driver promptly and respectfully.
- Remain seated until the bus has come to a complete stop and use the emergency door only in an emergency.
- No profanity, chewing gum, eating or drinking on the bus.
- No drugs, weapons, hazardous materials, or animals shall be allowed on the bus.
- No throwing or passing objects shall be allowed on, from, or onto the bus.
- No objects on board that cannot be held on lap.

Failure to adhere to these and other established rules and regulations will subject the student to discipline measures which may vary from a verbal reprimand to expulsion from the bus as determined by prior record, the severity of the offense, the age of the child, and frequency of the occurrence.

Bus service, like all other school activities, is the responsibility of the building principal. Therefore, all communications involve the principal or his/her designee.

The parent/legal guardian is held legally responsible for any damage to the bus and/or bus equipment by his/her child.

HOMEWORK POLICY

Communication:

The most important aspect of this policy is communication. Timely and open communication between students, teachers, parents, and administrators is essential in implementing this policy. The student and his/her achievement is at the heart of all communication.

Teachers and administrators may make variations to the following policy based on student need and academic achievement.

Time Spent on Homework:

The following time frames are based on a student working at a reasonable pace and using his/her time wisely. These time frames reflect the amount of minutes a student will dedicate to homework on average.

- 5th Grade-50 minutes per day
- 6th Grade-60 minutes per day
- 7th Grade-70 minutes per day
- 8th Grade-80 minutes per day

An additional 20 minutes of homework per day per course may apply to any student taking a course for High School Credit and/or a performing music class.

Assigned independent reading is not included in these time frames.

Type of Homework:

On a consistent basis, teachers will assign homework that focuses on reviewing previously taught concepts, reinforcing newly taught concepts and preparing students for learning new concepts.

The emphasis of homework at Poplar Grove Middle School is on the process of learning without the student feeling the work has to be 100% correct.

Each grade level establishes their own late work policy, which is communicated to parents at the beginning of the year.

Student Responsibility:

- Students are responsible for writing all assignments in their planner on a daily basis.
- Students are responsible for completing assigned homework and turning it in on the designated due date.
- Students are responsible for asking for help from a teacher, parent, family member, and/or friend if they do not understand their homework.
- Students are responsible for communicating to their parent, in a timely manner, if they need materials or resources to complete a homework assignment.
- When absent, students are responsible for obtaining and completing missing assignments.

Parent Responsibility:

- Parents are responsible for assisting their child in locating the best place and time to complete their homework.
- Parents are responsible for monitoring their child during homework time, if necessary.
- Parents are responsible for encouraging their child to seek appropriate help if he/she does not understand their homework.
- Parents are encouraged to contact their child's teacher as their first line of communication.

DRESS CODE

The PGMS dress code has been created with the idea of promoting a positive learning atmosphere and a wholesome attitude for each and every student. Safety, neatness, cleanliness, good taste, and common decency will be the guiding standard of appropriateness for all student dress.

The PGMS dress code will be in effect during the school year and summer school. Students are required to wear fold-down collared shirts or a FSSD or PGS shirt. Any color will be acceptable. If the collared shirt has buttons, no more than two buttons may be open. Sleeveless collared shirts and dresses are acceptable.

- No athletic, sport, recreational, or lounge shorts or pants are allowed.
- Size appropriate hoodies or sweatshirts are allowed. Zip-up jackets are acceptable and must be worn so that the collared shirt shows.
- Students will wear clothing of appropriate size. Appropriate sizes are defined as no more than one size smaller or one size larger than the student's actual clothing size. Pants, shorts, skorts, or skirts must fit at the waist and must not sag or bag. (Sagging is defined as bottom wear being worn below the waistline.) (Bagging is defined as bottom wear being worn not size appropriate.)
- No shirts may be worn over a collared shirt.
- All pants, skirts, and skorts must be worn at the waist.
- When standing straight, shorts, skorts, skirts and dresses must be no shorter than 3 inches above the knee around the entire garment including any with slits even if worn with leggings. No holes or frays in pants, shorts, etc. above the knee.
- Leggings/jeggings by themselves are not considered school appropriate pants.
- Clothing, jewelry, etc. must not disrupt the classroom environment. Such inappropriate clothing includes halter-tops, low necklines, spaghetti straps, crop tops, tank tops, tube

tops, muscle shirts, see-through clothing, and tight clothing. Straps must be at least 3" wide.

- Clothing that is revealing, exposes the midriff, and tops that reveal cleavage or exposes undergarments may not be worn to school.
- Logos or manufacturers' trademarks with writing or images of substance that are illegal for teens (i.e., drugs, alcohol, or tobacco products) or are otherwise offensive, lewd, indecent, vulgar, obscene, profane, gang-related, or constitute racial or ethnic slurs may not be worn.
- Writings, symbols, or logos may not be vulgar, obscene, or disruptive to the school environment or derogatory to any individual or group (including but not limited to scrolling belt buckles). Writings or logos across the bottom of pants, shorts, etc. will not be allowed.
- Sunglasses, hats, scarves, hoods worn on head, bandanas, sweatbands, curlers, rollers, gloves, and caps are not to be worn *inside* the school building during school hours.
- Skate shoes, house shoes, and pajama pants are not permitted at school. Laces on shoes or sneakers must be tied.
- Hair color, styles or makeup that is considered distracting is not permitted.
- Gang related slogans, names, apparel, etc., are not allowed.
- Coats may be worn when entering or exiting the building. Coats shall not be worn in the classroom during the day. The administration will announce exceptions to the guidelines if facilities indicate the need.
- Oversize backpacks/purses (larger than 12" in length or width) may not be carried throughout the day.

The PGMS dress code will be enforced. The dress code is subject to amendment at any time at the discretion of the administration. Teachers will check for dress code compliance each morning. Any student who fails to comply with the dress code will be sent to the office where appropriate clothing will be provided for his/her inappropriate clothes. School issued clothing must be worn when issued. Students will be required to return clothing by the end of the day. Non-compliance with the dress code will result in a violation of the Code of Student Conduct. The 1st offense will result in a Jupiter warning. The 2nd offense will result in a one-hour detention and be documented in Jupiter by the teacher. Any additional offense will result in a three-hour detention and an office referral.

ATTENDANCE

Regular school attendance is vital to the academic success of a student. Therefore, it is imperative that a student attends school everyday.

The state law authorizes judges to assess a \$50.00 fine against parents when a child has more than five (5) unexcused absences during a nine (9) week period.

The state law also requires the principal to notify parents when a child has accumulated five (5) unexcused absences.

The principal has the authority to excuse student absences under certain conditions.

Students that are absent may not participate in any extracurricular activities.

Excused Absences

Absences are usually considered excused under the following circumstances (***FSSD Board Policy 6.200***):

1. Personal illness
2. Illness of immediate family member
3. Death in the family
4. Extreme weather conditions
5. Religious observances
6. Military service of parent or guardian
7. School sponsored or school endorsed activities
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control

Unexcused Absences

For the safety of all students, when a student is absent, the parent/guardian must call the school to inform the attendance secretary, prior to 9:00 A.M., of his/her child's absence. The attendance secretary will call a parent/guardian regarding all absences not verified. Upon return to school, the parent/guardian shall send a note to school with the student. Otherwise, the absence is unexcused.

It should be noted that if a student is not in school for three (3) hours and fifteen minutes, the student is considered absent according to state regulations. When and if a student accumulates six (5) unexcused absences, he/she will be referred to the principal for intervention, which may result in juvenile court proceedings.

Students with excessive excused absences, students who are truant, and students who establish a pattern of absences will also be referred to the principal.

An accumulation of ten (10) excused absences is considered excessive. A student who accumulates ten (10) excused absences will be required to bring a doctor's note each day that he/she is absent thereafter. If the student does not bring a doctor's note, the absence will be considered unexcused and when the student accumulates five (5) unexcused absences, an attendance referral will be filed.

FSSD Board Policy 6.200: All missed class work or tests with the exception of Gateway Tests (whether from excused or unexcused absence) may be made up provided the student makes the request immediately upon returning to school and provided class time is not taken from other students.

If a student misses one day and that day was a scheduled test day, the student should be prepared to make up the test on the next day that he/she attends school. If a student is absent more than one day, parents may request make up assignments by 9:00 a.m. Assignments may be picked up after 2:00 p.m. in the front office.

In the event that a student is absent from school for an extended period of time as a result of a lengthy recuperation or recovery period, arrangements may be made either through the principal's office for homework assignments to be sent home or through the attendance supervisor's office to get a homebound teacher (if the student meets the criteria for a homebound teacher).

Tardy to School

A student is considered tardy to school if he/she is not in his/her homebase when the tardy bell rings at 7:40 a.m. There will be exceptions for students arriving on late buses. Tardiness related to oversleeping, traffic, weather, or not leaving home on time are unexcused. A student who is tardy to school must report promptly to the office to sign in and get a class admission slip. After 3 unexcused tardies in a quarter a student will be assigned a 1 hour, after-school detention.

Early Dismissal

In an effort to protect instructional time, students will not be called to the office until a parent is present in the office.

TARDY TO CLASS

Students are expected to arrive to class on time. For a tardy to be excused, a student must have a note in advance from a teacher that includes the date and time. Teachers will use good judgment when a student requests an excused tardy for using the restroom. If possible, students should report to class first then obtain a pass to use the restroom. Teachers will be present in the hallways during the passing periods. Teachers will immediately begin teaching when the passing period is over. If a student is late, he/she should not enter the classroom without a tardy pass. Students will be allowed two unexcused tardies during a nine-week period without further consequence. However, students will be assigned a 1 hour after-school detention (ASD) on the third tardy and each subsequent tardy during the nine-week period. If a student receives in excess of five tardies during a nine-week period, in-school detention (ISD) will be assigned for each infraction.

Tardy passes will be written in the office. A tardy log will be kept in office and can be referenced by staff members as needed.

STUDENT HEALTH SERVICES

Health and Medication Policies

First aid and health care provided by the school nurse is primarily for illness and injuries that occur during the school day. The school nurse, according to law, is not allowed to make a diagnosis, prescribe treatment or administer medication without a signed medication consent form. Please help us to provide a safe and healthy environment by reading and following the

policies and procedures below. Feel free to contact the school nurse to discuss any health concerns you have regarding your child.

Medications at School

State law prohibits dispensing of medications, prescription, non-prescription, and complementary alternative medications (CAMs) at school without a completed medication form. This includes medications such as rescue inhalers, cough drops, Tylenol, Motrin and ointments such as Neosporin. If your child requires medication during the day, or if you would like to have medications available at school to be given if needed, please complete a medication request form. These forms are available in the school clinic or can be downloaded from the website at www.fssd.org.

Parents are to pick up medications at the end of the school year. New forms must be completed each school year.

Prescription medications require both a doctor's signature and a parent/guardian signature. The medication must be brought to school in a labeled prescription medication bottle from the pharmacy.

Non-prescription (over the counter) medications require a parent/guardian signature. The medication must be in a new, unopened container with the name of the medication and expiration date clearly visible.

Medications MUST be brought to the school clinic by a parent or guardian. It is a violation of State Law and school policy for a child to bring medication to school.

Illness:

Students should not come to school if....

- They have had a temperature of 100 degrees or greater in the past 24 hours.
- They have had vomiting or diarrhea two or more times in the past 24 hours.
- They are on antibiotics for strep throat, pink-eye, or other infections for **less** than 24 hours.

Students will be sent home for....

- Fever of 100 degrees or higher - Student must be fever free for 24 hours before returning to school.
- Vomiting/Diarrhea - Student must be free of vomiting/diarrhea for 24 hours before returning to school.
- Unexplained rash – Student must have a doctor's note that they are not contagious to return to school.
- Suspected pinkeye – Student must be on antibiotics treatment for 24 hours before returning to school or a note from the doctor stating the student is not contagious.

We ask that ill students be picked up in a timely fashion as we have limited space in the clinic and we want to expose as few students, staff and faculty to illness as possible.

It is very important that we have your home, work and cell phone numbers. Please make sure to notify us of changes. We must be able to contact you in case of an emergency, illness, or injury.

Health Screenings:

In compliance with the Tennessee Department of Education, FSSD offers free health screenings during the school year. These screenings include, but are not limited to, vision, hearing, height, weight, BMI and blood pressure. We check students in the 6th and 8th grades with parental consent. Routine health screenings can identify conditions, which interfere with learning and provide early detection of conditions, which if untreated, can lead to more serious health concerns.

Immunization Requirements:

Rising seventh graders: Students entering seventh grade must have a Tdap booster, as well as either 2 doses of the chickenpox vaccine or history of disease. The information must be documented on a Tennessee Department of Health Certificate of Immunization. Immunization certificates are available from the child's physician, or the local health department.

SCHOOL CLOSINGS

Please watch local news media (stations 2, 3, 5, and FOX 17), visit their websites, or our website (www.fssd.org) for school closings. We are listed as Franklin Special School District or Franklin City Schools. A ConnectED message will also be sent out in the event school is closed.

VISITORS

Special visitors and parents are encouraged to come to Poplar Grove Middle School. Please report to the main office, **sign in**, and receive a visitor's badge before visiting any part of the building. Please sign out and return the visitor badge to the office before leaving the building. Visitors under the age of 18 must be accompanied by an adult or have prior approval from the principal. During the school day, parents must make appointments with their child's teacher or obtain permission from the principal in order to walk down to their child's classroom.

In a continuing effort to prioritize the safety and security of our school campuses and the students and employees therein, the Franklin Special School District Board of Education amended its Board Policy 1.501 (Visitors to School/District Properties – Security Management.) on Monday, May 8, 2017. From this date forward, “all visitors shall be required to present a valid, government-issued photo ID when they enter any school building or office during normal hours of operation and all visitors may be subject to a background check.”

Those who are simply visiting the office for the purpose of speaking to staff, filling out paperwork, or dropping items off do not need to present identification. However, anyone who wishes to visit an area beyond the office must abide by this revised policy.

Public schools are *not* public places and school officials have a duty to protect the students while they are on campus. While we always welcome visitors and guests, we understand this very serious obligation and are proud that our school board has deemed this a priority by placing it in policy.

STUDENT LOCKERS

Students are issued lockers for personal use in keeping notebooks, supplies, coats, etc. Students are not allowed to switch lockers with other students without teacher permission. Students must only use their assigned lockers. Each middle school student should keep his/her items in his/her locker. Lockers may not be shared. Lockers should be kept in good condition. Students shall not write on lockers. Decals and stickers shall not be placed on lockers. Violations of above rules may result in loss of locker privilege.

Lockers are the property of FSSD made available for student use. Should there be any reason to believe that a locker contains stolen items and/or items that are hazardous to the health and welfare of students, a search may be conducted. Homebase teachers will conduct periodic locker checks and clean out days throughout the school year.

PLANNERS

Students have the responsibility to take their PGS student planner to all classes. It is mandatory that all middle school students have a PGS student planner. Replacement cost of such planner is \$6.00 and may be purchased in the 5-8 Media Center. If a student loses or damages his/her planner, he/she must replace it.

HALL PASSES

Students must be in their assigned areas at all times unless otherwise directed by a teacher. If a student must leave his/her assigned area, he/she must have his/her planner filled out with their teachers' signature.

Hallway Behavior

- Students are expected to display appropriate behavior at all times. This includes no running, loud voices, horseplay, or disrespect to others. Teachers will monitor student behavior.
- Violations will be handled in accordance with the PGS/FSSD Code of Student Conduct as outlined in the Student Handbook.

Teacher Workrooms

- Students may not go into teacher workrooms at any time.

VALUABLES

The school cannot be responsible for lost or stolen items.

POSSESSION OF TELECOMMUNICATION DEVICES

A student may not use any device to photograph or record the activities of other students or staff while on school property or a school sponsored activity unless expressly authorized in advance by the building principal and with the consent of the individual(s) being recorded. Electronic devices must not be displayed in plain view during school hours without teacher permission.

SEARCHING ELECTRONIC DEVICES

If an administrator has reasonable suspicion that an electronic device contains evidence of a violation of the law or school policy, the contents of the device may be reviewed.

ELECTRONIC DEVICE POLICY

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary actions as follows:

- 1st offence - An office referral will be written by the teacher. Student receives a warning.
- 2nd offence - Student will receive an office referral and must serve a one-hour detention.
- Subsequent offences- Student will receive an office referral and must serve a three-hour detention.

OFFICE PHONE USE

The office phone is to be used for emergency purposes only. Students must have their planners signed by their teachers or have a pass from their teachers prior to using the phone. Students are also required to fill out the phone log. Students will not be allowed to call home for any forgotten homework or supplies.

LOST AND FOUND

Items that are found should be turned in to the office. Inquire about lost items there. Every nine weeks unclaimed items will be donated to charity.

DINING HALL PROCEDURES

- Students are to arrive and depart from the dining hall promptly.
- Students must sit in designated areas.
- Objects or food items are not to be thrown.
- All trays must be returned to the dishwashing area.
- *Students are to clear all debris and spills from tables and the area where they are seated.*
- *Food or drink may not be taken out of the dining hall.*

- *No energy drinks/coffee drinks are allowed at school or during lunch.*
- *Due to the many students who have food allergies, do not bring food from a restaurant. This includes food items for any birthday celebrations such as: cupcakes, cookies, or other edible items.*

STUDENT ELIGIBILITY FOR ATHLETICS AND/OR CLUBS

Poplar Grove Middle School students must maintain passing grades to be eligible to participate in after-school athletics and/or clubs.

Eligible Poplar Grove sixth, seventh, and eighth grade students may participate in athletics at Freedom Middle School in any sport that is **not** offered at Poplar Grove School.

If a student makes an “F” on his/her report card, he/she will be placed on probation and is not allowed to participate in any sport or other extracurricular activity for three weeks from the day the report card is issued. At that time, if the student has brought his/her grade up to a passing grade, he/she may return to participation in the sport or activity. If a student continues to have a grade of “F” he/she will continue to be on probation for an additional three weeks. This applies to all sports and clubs.

LIBRARY/MEDIA CENTER

Our library has a wide range of fiction, non-fiction, biographies, reference, periodicals, and online materials for information and leisure reading. The library provides books to support the Tennessee State Curriculum and the Reading Renaissance Program. Students may participate in the Volunteer State Book Award program by reading and voting on the nominated books each year. Library hours are from 7:00 a.m. until 3:00 p.m.

The following regulations apply to the library:

- All library books are due two weeks after they are checked out. A reminder in the form of a bookmark is stamped with the due date and given to each student.
- A book may be renewed if a student is still reading it. The book must be brought back into the library to be renewed.
- Students may not check out more than three (3) books at a time.
- A fine of five cents per day will be charged for each overdue book. Fines will not accumulate over weekends or holidays. Overdue lists are e-mailed daily to homebase teachers. Notices are sent home to parents in the **Tuesday Communication Folders**. Balances should be kept current.
- Students with an overdue book and/or fine for longer than 2 weeks will be assigned daily lunch detention until the overdues are resolved.
- When a student checks out any materials from the library, the student and parents automatically assume responsibility for payment of loss or damage to materials.
- Students are expected to follow the rules of the library. They are:
 - Respect your privilege and the right of others to use the library
 - Use a quiet voice
 - No running

- Keep all four legs of a chair on the floor and feet off the furniture
- No food or drink is allowed in the library

Students who do not comply, or show a pattern of non-compliance of the library rules, will be subject to consequences as they appear in the Code of Student Conduct.

PGS reserves the right to hold yearbooks if students have unpaid dues or unreturned items.

COMPUTER USAGE POLICY

The Franklin Special School District Board of Education supports the right of students to have reasonable access to various information formats and believes it is incumbent upon students to use this privilege in an appropriate and responsible manner.

Parents and students are required to read, sign, and return the “FSSD Network and Internet Use Agreement” form and laptop contract in order for students to have access to electronic data.

Prohibited or illegal activities, are inclusive of, but not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Electric devices that are not purchased by FSSD are not allowed to access school networks.
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violation of copyright laws
- Trespassing in another’s folders, work, or files
- Intentional misuse of resources
- Using another’s password
- Employing the network for commercial purposes
- Revealing the personal address or phone number of yourself or any other person without permission from the teacher
- Use of the network for commercial purposes
- Buying or selling on the Internet

Violations of procedures may result in a loss of access as well as other disciplinary or legal action.

GUIDANCE SERVICES

Our school offers guidance services ranging from personal, social, and academic counseling. The counselor works with students individually and in groups. Students may see the counselor through teacher or self-referral. Parents are encouraged to call the guidance office for any questions they may have or for an appointment.

POSITIVE BEHAVIOR SUPPORT

PGMS will continue to implement a Positive Behavior Support program for 2017-2018. PBS is a school-wide program of support that includes proactive strategies for defining, teaching, and supporting appropriate student behavior to create positive school environments. The program will be based on three school wide expectations:

- Be responsible
- Be respectful
- Show pride

Instead of expecting students to know the correct behaviors in various school settings when they enter into the middle school, we will teach our expectations directly at the beginning of the year and review these often. Parents will also have a chart at home showing the expected behaviors in different school locations (classroom, cafeteria, hallway, recess area, buses, etc.) Students will be rewarded often when demonstrating these appropriate behaviors. Rewards will be tangible and intangible. Monitoring will be done throughout the year to determine the effectiveness of the program. The goal of PBS is to make negative behaviors less effective and positive behavior more rewarding for student to engage in when interacting with each other and with adults in the school.

CHILD ADVOCACY GROUPS CONTACT INFORMATION

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Williamson County, 129 W. Fowlkes Street, Suite 151, Franklin, TN 37064, 615-790-5815, Fax: (615) 790-5891

Support and Training for Exceptional Parents (STEP), 712 Professional Plaza, Greeneville, TN 37745, 615-463-2310, Web: <http://www.tnstep.org>

Tennessee Protection and Advocacy (TP&A), 416 21st Avenue South, Nashville, TN 37212, 615-298-1080, Toll free: 1-80-287-9636, TTY: 615-298-2471, Fax: 615-298-2046

Tennessee Voices for Children, 1315 8th Avenue South, Nashville, TN 37203, 615-269-7751, Fax: 615-269-8914, TN Toll Free: 800-670-9882, TVC@tnvoices.org

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database: <http://kc.vanderbilt.edu/tennesseepathfinder/ServiceFinder/Default.aspx>.

The Department of Education and Franklin Special School District do not intend this as an endorsement or recommendation for any individual organization or service represented in this list.

FSSD STATEMENT OF NON-DISCRIMINATION

Franklin Special School District, in its employment of personnel and in its educational activities with students, does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. Employees of the Franklin Special School District are appointed as coordinators of the various activities ensuring compliance with federal laws and regulations including the U.S.

Department of Education regulations implementing: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap. U.S. Department of Justice regulations implementing: Title II of the American Disabilities Act of 1990. For more information, please contact the FSSD Central Office at 615-794-6624.

Student Surveys

In order to achieve the vision of the Franklin Special School District (FSSD), *Excellence in Teaching and Learning for All*, it is imperative that a safe and supportive environment is maintained for all students. Therefore, schools must build a positive school climate/culture through the use of programs designed to teach respectful behavior, develop clear expectations for students and faculty, and model respectful behavior.

The Olweus Bullying Questionnaire, recommended by the State of Tennessee, is one measure used in the FSSD to assess the school environment. The results provide detailed and reliable information about bullying behavior, attitudes, and related issues in the school environment. Student surveys are given at least once a year. Parents, who would like to see the survey before it is administered to their child, may contact the school counselor. All students in the third, fifth, and seventh grades will participate in the survey unless a parent notifies the school otherwise.

Respect for Student Privacy Online

When attending school events, the Franklin Special School District recognizes that attendees often want to videotape and/or photograph the students. However, in an effort to respect the privacy concerns of others, as well as to honor the state and federal privacy laws of individual students whose parents/guardians have specifically requested not to be photographed, the District strongly requests that any video footage and/or still images of non-custodial students NOT be posted online to sites such as, but not limited to, Facebook, Flickr, YouTube, etc. Although the FSSD strongly urges attendees to respect the privacy of others, families must also recognize that the District has no means for preventing attendees from taking such actions. A general courtesy is to ask for parental permission before posting video or photographs of students/families online.

POLICY AMENDMENTS

These policies, guidelines, and procedures are not all inclusive. They may be amended as deemed appropriate by the Poplar Grove Middle School administration.